

The district is committed to follow good business practices in all departments. This requires particular attention for salary matters. Principals and District Supervisors must be careful to see that employees have been recommended for hire to the Board of Trustees and have actually been approved by the Board of Trustees for hire prior to salary compensation.

Payroll Authorization:

1. Official motion from the Board of Trustees approving an individual as a regular, temporary or substitute employee. All employees must annually be hired, rehired or approved for continued employment. Such action must be completed each year prior to any salary compensation. Supervisors and principals are responsible to make recommendations to the Board of Trustees for hires, rehires, and continued employment.
2. Wages will only be paid after written authorization in the form of a contract, supplemental contract, memorandum of understanding, or a time card or software documentation for substitutes. ~~The certificate of absence serves as the time card for substitutes.~~



LEGAL REFERENCE:

ADOPTED: October 2, 1997

AMENDED/REVISED: July 17, 2000