

Book	Policy Manual
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Authority

Employment of all permanent, temporary and part-time personnel must be approved by the Joint Operating Committee. **The Joint Operating Committee shall** authorize payment **of salaries to employees.** Actions by the **Joint** Operating Committee to employ on a contractual basis shall include the name of the individual, position title, salary, period of employment, position classification, **method of payment** and the budget category to which the wages are to be charged.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Actions by the **Joint** Operating Committee to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification, period of time during which such authorization is valid, ~~the maximum number of hours or days an employee may work, assignment~~ and the budget category to which wages are to be charged.

The minutes **of Joint** Operating Committee **meetings** shall **record** all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.

Guidelines

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and **Joint** Operating Committee policy **may** be required of all employees.

Salary or wages may be withheld for unapproved time off, in accordance with **Joint** Operating Committee policy, **by theDirector**.

Overtime can be scheduled and paid only when authorized **in advance by the Director** or **Designee**.^[8]

The payroll shall be certified by the Business Manager.

Last Modified by Terri Birchard on February 18, 2019