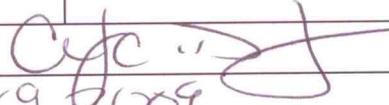


POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.18	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 8 Administration	SUBJECT: Payroll Functions	
APPROVED BY THE COMMISSIONER: 		
EFFECTIVE DATE: December 9, 2009		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 Del. C. 6517, 6521, 6553, 29 Del. C. 8903

II. PURPOSE: To ensure position control in accordance with budget restrictions.

III. APPLICABILITY: All Department employees.

IV: DEFINITIONS: Authorized Positions - Any position established in the Department budget.

V: POLICY: It is the policy of the Department of Correction to maintain a listing of authorized positions as well as current and accurate personnel records. These records shall be utilized for the payroll function.

The Chief of Management Services and the Human Resource Director will be responsible to jointly develop personnel and payroll procedures to ensure all persons on the payroll are legally employed, all positions are authorized in the budget, and funds are available to meet the payroll. These procedures shall be included in each bureau/section manual.