

ADMINISTRATIVE PAYROLL PROCEDURES

1. Monthly payroll dates for administrative personnel are set on the 20th of each month, July through June. If the 20th falls on a weekend or a holiday, the payroll date will be the work day preceding the weekend or holiday.
2. Administrative personnel may take the option of direct deposit of their payroll checks.

Deductions

Except for deductions required by state and federal law, or for absence not covered by paid leave, salary deductions shall be allowed only upon authorization by the employee and approval by the Board. The following deductions are required:

1. Social Security and Federal Withholding Taxes.
2. Absence not covered by paid leave.

The following voluntary deductions are approved by the Board. For all voluntary deductions, the employee shall complete a form authorizing the deduction.

1. Membership dues for recognized professional organizations.
2. Deductions for employee contributions to the district's life and health insurance programs, flex plan, and other insurance, annuity, or deferred compensation programs approved by the Board.
3. Deductions for purchase of government bonds.
4. Credit union deductions.
5. United Way deductions.

Portions adopted: 10/22/73 06/23/75 02/14/77

Revised: 7/18/84 05/28/85 06/23/86 04/18/90 06/08/98 03/08/00 12/8/04