

COMPENSATION

Payroll Calendar and Payroll Deductions

The Superintendent of Schools or his/her designee shall establish and distribute a yearly payroll calendar. This calendar shall provide pay dates for all categories of employees.

Payroll deductions shall be made in accordance with the following procedures and the law:

1. deductions are to be withheld in equal installments, with the number of installments being determined by the number of the employee's pay periods; and
2. all salary deductions, other than those regulated by the federal or state government, shall be deducted only upon written approval of the employee.

The Board of Education shall authorize, within the above requirements, salary deduction plans for health and dental insurance, an employee credit union, membership dues for recognized employee collective bargaining units, the United Way and selected tax-sheltered annuities.

Where restrictions exist on the number of deductions available through the payroll system, final determination will be made by the Superintendent of Schools upon recommendation by the Assistant Superintendent for Business.

ADOPTED: May 7, 1997