

PAYROLL PROCEDURES

General: The Encumbrance Clerk is authorized to issue appropriate purchase orders for the payment of payroll. The Treasurer is authorized to issue appropriate warrants for the payment of payroll. Payroll shall be paid according to any applicable provision in the negotiated agreement or according to a schedule to be developed by the Administration at the beginning of each fiscal year.

Payroll Deductions: Deductions from an employee's salary may be made for such items as are required by law and for association dues, salary protection, health insurance, cancer insurance, tax-sheltered annuities, and other approved deductions. The employee may request in writing at any time for District to immediately terminate or initiate payroll deductions to a professional organization. After such request, the District will initiate or terminate any future payroll deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. If the request is to terminate a deduction, the District shall not make any advance payments to any professional organization of any future dues on behalf of the employee.

Direct Deposit: Upon request of any employee of the District, the employee's salary may be paid by direct deposit to any financial institution authorized by said employee. Other than making the direct deposit, the District will not be in any way responsible for the funds after they have left the hands of the District. In the event the District fails to make a direct deposit as requested by an employee, the District will provide the employee with a proper warrant or check in payment of salary. In the event an employee has requested direct deposit of salary, the employee must provide at least thirty (30) days advance notice to cancel or change such request.

Adopted: July 9, 2001, effective July 1, 2001
Revised: July 30, 2008, effective July 1, 2008
Revised: Sept 10, 2018, effective Sept 10, 2018