

Salinas Union High School District

All Personnel

Policy # 4052

SALARY CHECKS AND DEDUCTIONS

Absence Deduction

Deductions in pay for non-paid absences for certificated employees and classified managers will be based on the required annual number of working days for the position held. Deductions for classified employees will be based of their hourly rates of pay.

Dues Deductions

When an employee submits a request on a revocable written authorization to deduct for the purpose of paying dues for membership in any local or state professional organization or a service fee, the Board shall authorize the deductions to be made.

Salary Checks And Deductions

Regular paychecks of employees shall be itemized to include: Regular pay, other pay, gross pay, federal withholding tax, state withholding tax, social security deduction, retirement deduction, and other miscellaneous deductions, including health and welfare deductions, if applicable. The District shall provide a semi-annual report to employees of his/her vacation and sick leave balance.

Employees shall be paid once a month on or before the last working day of the month except that the December check for certificated personnel will be paid on the first working day in January.

Whenever it is determined that an error has been made in the calculation or reporting in any employee payroll or in the payment of any employee's salary, the appointing authority shall, within five (5) workdays following such determination, provide the employee with a statement of the correction and a supplemental payment drawn against any available funds. By mutual agreement, a necessitated deduction from an employee's pay check resulting from a payroll error shall be prorated over an agreed to period of time. Any amount due at the time of an employee's termination of employment shall be due and payable at the next payroll date.

Any payroll adjustment due an employee including but not limited to vacation pay, working out of class, overtime, additional regular pay, substitute pay, or approved other reasons, shall be paid by a miscellaneous payroll check issued not later than the next miscellaneous payroll period following the payroll adjustment.

Any paycheck that is lost or destroyed after receipt by the employee shall be replaced within seven (7) working days after the filing of an affidavit by the employee that he/she had received a paycheck which was subsequently lost or destroyed.

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All payments due upon separation of an employee shall be paid within thirty (30) days of the last working day to the employee or to any person entitled thereto by law.

Legal Reference:

EDUCATION CODE

44041 Deductions in salary payment as requested by employee

44042 Payroll deduction for collection of insurance premium

45041 Computation of salary

45060 Deductions for organization dues

45165 Payment of compensation of employees

45166 Time of payment of compensation

45167 Error in compensation; statement of correction and supplemental payment

45168 Deductions for dues of employee organization

GOVERNMENT CODE

3502.5 Agency shop; vote to rescind agency shop; requirement for financial accounting to the public agency; right of employee not to join or pay dues to exclusive representative for religious reasons

3543.1(d) Rights of employee organizations to have dues withheld

Policy adopted: 11/24/81

Renumbered from 4142/4142.1-4442/4442.1: 2/3/92

Reviewed and retained: 10/26/04