

All Personnel

Salary Checks and Deductions

Employees may request that salary deductions be made for those purposes authorized by law and Board policy. All certificated personnel shall be paid on a monthly basis (10, 11 or 12) depending on their work calendar. Paychecks shall be issued on the last working day of each month except for December when the paycheck is paid on the first work day in January. The first paycheck for teachers shall be issued as stipulated in the Offer of Employment.

Classified paychecks shall be issued to regular status employees twice a month; on or before the tenth day of each month, and on or before the twenty-fifth day of each month. All other classified employees will receive one paycheck per month on or before the tenth of the month. The salary paychecks issued on the twenty-fifth shall represent approximately half of an employee's monthly salary and is a salary advance on the following tenth of the month check. Salary paychecks issued on the tenth of each month will reflect the last half of the preceding month's salary, plus any extra earnings or deductions for the previous month. If the tenth or twenty-fifth of a month falls on a holiday or weekend, paychecks shall be issued on the last working day prior to the standard pay dates.

Federal and state laws mandate the withholding of federal income taxes and contributions to the California State Teachers' Retirement System (STRS) and the Public Employee's Retirement System (PERS) according to the rates established by these agencies.

The Board recognizes the importance of employee requests for payroll deductions. Such deductions shall be made, upon employee request. Before such deduction requests are implemented, the district must be provided with each employee's current deduction authorization, in writing. Such authorization shall contain the terms of the deduction authorization and the amount, monthly or annual, to be deducted. This section refers to all certificated employees not represented by an exclusive representative pursuant to law.

EDUCATION CODE

- 44041 Deductions in salary payment as requested by employee
- 44042 Payroll deduction for collection of insurance premium
- 45060 Deductions for organization dues
- 45061 Service fees
- 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) Right of employee organizations to have dues withheld