

CERTIFIED PAYROLL
PROCEDURES

1. Beginning with the first contract day and ending on the last contract day, monthly payroll dates for certified personnel are set on the 5th and 20th of each month during the school year. If the 5th or 20th falls on a weekend, holiday, or business office closure, the payroll date will be the work day preceding the weekend, holiday, or business office closure. Any remaining contract will be paid by the last calendar day of the school year.
2. Teachers have the option of being paid 1/10 or 1/12 of their annual salary per month. The 12-month election must be made before the first contract day of the school year, and is irrevocable until the conclusion of that contract year. If no election is made, teachers will be paid 1/10 of their annual salary per month.
3. Teachers 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 such as NEA, SEA and WEA.
2. Deductions for employee contributions to the district's life and health insurance programs, flex plan, health savings accounts, and other insurance, annuity or deferred compensation programs approved by the Board.
3. Deductions for purchase of government bonds.
4. Credit Union deductions.
5. District Daycare deductions.

Portions adopted	10/22/73	06/23/75	02/14/77	
Revised	07/18/84	05/28/85	06/23/86	04/18/90
	06/08/98	03/08/00	09/27/04	05/12/08
	05/12/14	05/11/15	08/08/16	05/08/17
	12/13/21	07/21/21	08/14/23	