

PAYROLL PROCEDURES

Paydays will be on the 20th day of each month. If the 20th falls on a day when school is not in session, the payday will be on the last day school is in session prior to the 20th.

Deductions will be made from the paychecks of all employees for federal income tax, Social Security, Medicare, and state retirement. In addition, deductions may be made for employee contributions to group health insurance, group life insurance, deferred compensation plans, or any other similar programs that may be approved by the Board.

The business manager may establish minimum participation numbers for specific payroll deductions and may designate enrollment periods.

Approved 12/10/13