

D-13 PAYROLL

Employees may expect reimbursement for their services by check or direct deposit on the last workday of each month. Teachers and other salaried employees shall be paid in 12 equal installments at the end of the month during the term of employment.

The Board will make salary deductions, which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.

The Board may make certain other salary deductions when employees or groups of employees request such deductions and meet guidelines approved by the Board

All eligible employees will have the opportunity to purchase, at group rates or group discounts through their professional organization, different plans for annuities, deferred compensation, disability, casualty, automobile, personal liability, long term health care and health insurance, and other programs offered on a state wide basis by the organization. Deductions made for employee organizations shall be made based upon membership lists and forms provided by the respective organizations. These lists shall be corrected, updated and returned to the respective organizations each school year. Deductions shall be made from the membership lists unless an employee revokes authorization for such deductions by providing a written notice of revocation on or before September 15.

Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay due. Whenever an employee on an annual contract is separated from the system before the end of the contract period, the terminal pay shall be computed on a per diem basis.

When amounts have been correctly deducted and remitted by the Board, the Board shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make said deductions.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-1-30; 16-22-6; 16-22-17; 36-1-4