BP806

PAYROLL PROCEDURES

The superintendent of school will determine payroll dates for Board employees and will publish these dates prior to the beginning of the school year. The superintendent will consider the teacher contract when establishing these dates.

No advance payments of salary will be made.

The following will be the Board of Education policy for employee deductions, except as otherwise provided by law:

*In order for employees to have payroll deductions made from their monthly payroll checks, they must be member of a group that consists of at least 20% of the total number of employees of any group, certified or non-certified.

*A company and/or organization must obtain a signature of commitment to purchase from a minimum of 20% of the total number of employees of any group before the Board will consider a company's and/or organization's request for payroll deduction.

Upon appropriate written authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorizations must be filed in the office of the superintendent.

July 12, 1999