

- Credit Union—all summer credit union payments will be made in a lump sum at the end of June

E. Authorization Approved by Association and Board

The District, upon appropriate authorization of the employee, shall deduct from the salary of any employee and make proper remittance for any other plans or programs jointly approved by the Association and the Board.

F. Itemization

Employee's payroll checks shall itemize all sources of pay and payroll deductions.

G. Payroll

1. An employee's salary shall be divided into twelve (12) equal payments. ~~The monthly pay day shall be established by mutual agreement of the District and the Association at the time the District yearly calendar is developed. In the event the District and the Association are unable to mutually agree on a pay day, then~~ ~~the~~ ~~pay~~ ~~day~~ ~~shall~~ ~~be~~ ~~on~~ ~~the~~ ~~20th~~ ~~25th~~ of each month. If the pay day falls on Saturday or Sunday, employees will receive their checks on the preceding Friday ~~Monday~~. The only exceptions are that all employees will be paid on the Wednesday before Thanksgiving and the last teaching day before Christmas, where appropriate, and the last working day in June. All employees shall receive their June, July and August paychecks on the last working day in June. ~~The employee has a choice of either receiving three (3) checks in June or having one check mailed each month during June, July and August. However, if an employee wishes to receive his/her summer checks monthly, a written request must be submitted to the Human Resources Office by May 30. Beginning in the 2012-13 school year, all employees will receive the June, July, and August paychecks on the 25th of each month.~~

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BH 5/28/14

2. The District shall maintain an example payroll check on its website that provides explanations of various deductions and contributions.