

PAYROLL

Employees may expect reimbursement for their services by direct deposit. Pay will be deposited directly into designated accounts each payday. Employees making changes to the depositing account must notify the payroll department by the 10th of the month to avoid a delay in deposit.

Salary Deductions

The Board will make salary deductions which are considered statutory, including federal income tax, state income tax, and retirement, in accordance with applicable laws and regulations. Except for deductions not covered by paid leave, required by law, and for retirement, all deductions made from salary shall be subject to Board approval and voluntary on the part of the individual employee. For all voluntary deductions, the employee shall complete a form authorizing the deduction. Approved deductions for employee organizations shall be based upon membership lists and forms provided by the respective organizations. These deductions shall be made in accordance with membership lists unless an employee revokes authorization for such deductions by providing a written notice of revocation for the ensuing year on or before September 15th. Otherwise, the deductions are continuous. Certain others, such as United Way contributions, are for a specified period and continue only as authorized by the employee.

Upon termination, amounts owed under the authorization of an employee shall be deducted from his/her final check.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: September 15, 2015

LEGAL REF.: Code of Alabama, § 16-12-18, 16-22-6, 36-1-4