

SALARY DEDUCTIONS

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The employee must authorize all voluntary deductions in writing.

- ▶ Contributions to the Missouri Educational Employees' Memorial Scholarship Program shall be voluntary, but not subject to Board approval.
- ▶ Salary deductions for unauthorized or unpaid absences of salaried personnel shall be computed by dividing the contracted salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for other personnel shall be based upon the hourly rate of individual employees.
- ▶ The Board may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. These deductions may be taken for, but are not limited to, credit unions, annuities, IRA membership dues, insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. An employee may enter into an annuity contract or change the dollar amount anytime during the year. Annuities presently in force will not be required to have ten (10) people participate. In addition to the amount authorized, the district may deduct any administrative costs of compliance. The Board shall not be responsible for any good-faith error in the administration of this service.
- ▶ If the district provides a system of payroll deduction, the district will, upon written request by ten (10) or more employees, provide employees with the option of contributing to a continuing committee through payroll deduction. A continuing committee is a committee of continuing existence that 1) is not formed, controlled or directed by a candidate; 2) is not a candidate or campaign committee; and 3) has the primary or incidental purpose of receiving contributions or making expenditures to influence or attempt to influence the action of voters. No employee will be subjected to any adverse employment action based on his or her participation or lack thereof in such a program.

Improper Deductions

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the bookkeeper. Employees will be reimbursed for improper deductions. If an employee's request for reimbursement is denied, the employee may appeal that decision by following the grievance

FILE: DLB
Critical

procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 01/09/1991

Revised: 02/14/2005

Cross Refs: GCBC, Professional Staff Fringe Benefits
GCBDA, Professional Staff Short-Term Leaves and Absences
GDBDA, Support Staff Leaves and Absences

Legal Refs: §§ 130.011, .028, 168.300, 173.267, RSMo.

Lathrop R-II School District, Lathrop, Missouri