

Human Resources

BP 7385 SALARY DEDUCTIONS

Reference(s):

Education Code Sections 87040, 87833, 87834, and 88167

An employee may request reduction of his/her/their salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program (revocable at the employee's request);
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- garnishments as required by law.

The district shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his/her/their membership dues in any local, statewide or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

Absences, Taxes, Retirement and Voluntary Deductions

Absences by employees which require deductions from payroll warrants shall be made on the payroll warrant for the period following the month in which the absence occurs, unless otherwise determined by the chancellor. Each employee shall file necessary forms for federal and state withholding taxes. Any and all required deductions shall be made for Social Security benefits, the Public Employees' Retirement System, and the State Teachers' Retirement System, and other required deductions such as Medicare, Public Alternative Retirement System, etc.

Voluntary deductions may also be made as authorized by the Board and in accordance with Education Code 87040.

Group Insurance

The policy of the Board with respect to payroll deductions for group insurance will be:

1. Employees of the district may authorize the Board of Trustees to make deductions from their salaries or wages for the premiums on life, accident, health or disability insurance when such insurance is offered to the employee by reason of membership in any bona-fide association whose members are:
 - a. comprised exclusively of the employees of the district;
 - b. comprised of employees of the public schools of this state;
 - c. comprised of employees of any association of faculty members or any association of certificated school employees;
 - d. comprised of employees of any non-certificated association of school employees;
 - e. such other organizations or association, federal, state, or local, as may be approved from time to time by the Board of Trustees.
2. A written payroll deduction authorization shall be executed by the employee and filed with payroll and shall be revocable at any time upon the written request of the employee.
3. Deductions from salaries or wages will be made without charge by the district and will be remitted periodically as required to the organization or association named by such payroll deduction authorization.

It is agreed and understood that the approval of any and all such payroll deduction authorizations by the Board shall in no way constitute any approval of the plan or purposes for which the deduction is made nor shall the Board incur any liability for the operation of such plans or purposes.

Employee Organizations

Payroll deductions for authorized employee organizations may be approved by the governing board in accordance with state law. If any such dues, assessments, or fees are deducted by the Board, from the pay of any employee and sent to the employee organization and the employee does not owe the same, the employee organization shall refund the same to the employee and the Board shall not be liable for any refund.

Adopted: July 21, 2015

Board Reviewed: April 21, 2026