

7.23 - Payroll Procedures

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PAYROLL PROCEDURES

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1. Payroll Preparation

1. The Alexander City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.

1. Payroll checks shall be released on the last week day of the month on a twelve (12) month basis.

1. Salary Deductions

1. The Alexander City Board of Education will make salary deductions including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.

1. The Alexander City Board of Education will approve salary deductions when 35% of employees or groups of employees request such deductions as provided by law. The deductions shall be made from salaries and shall be remitted to the appropriate recipient as specified and in a timely manner following each deduction.

1. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.

1. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.

1. When amounts have been correctly deducted and remitted by the Alexander City Board of Education, the Alexander City Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

1. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.

1. The School System will deduct teacher retirement contributions for all employees eligible for participation in the State Teacher Retirement System according to applicable laws and regulations.

1. The School System may make other deductions as a service to employees when requested, in writing, by the employee and approved by the Superintendent. Such deductions must be permissible by law and shall be made only with written authorization of the employee and shall remain in effect until cancelled in writing by the employee.

1. Employees are responsible for submitting, on time and in writing, correct information for all authorizations for starting, continuing, changing, and stopping payroll deductions.

REFERENCE(S):

CODE OF ALABAMA

16-12-17, 16-13-10, 16-13-231, 16-13-232, 16-22-5

HISTORY:

ADOPTED: AUGUST 12, 1997

REVISED: JULY 13, 2010; JULY 17, 2014

FORMERLY: DJCB