

SALARY DEDUCTION/REDUCTIONS

It is the policy of the College that all salary deduction or reduction activities be carried out in accordance with law and in a manner that is mutually beneficial to the College and the employee.

See following page for procedure.

Adopted July 19, 1989
Reformatted April 20, 2010

SALARY DEDUCTION/REDUCTIONS

It is the policy of the College that all salary deduction or reduction activities be carried out in accordance with law and in a manner that is mutually beneficial to the College and the employee.

Except for salary deduction/reductions required by law or for absence not covered by paid leave, salary deductions/reductions will be allowed only upon authorization by the employee and the general approval of the Director of Finance and Vice President for Administrative Services.

For those employees who receive multi-month paychecks during May of each year, payroll deduction/reduction amounts for savings for all months shall be sent to the appropriate savings institution during the month of May.

Adoption July 19, 1989
Reformatted April 20, 2010