

Payroll-Schedule/Deductions/Direct Deposit

Section 1. Schedule. There shall be twenty-six pay periods in a calendar year. Except as otherwise provided by any negotiated agreement, payments to support and professional staff generally shall be made every other Friday. At the discretion of the Chief Financial Officer, the pay date for a particular pay period may be modified should the pay date fall on a holiday when the Central Office is scheduled to be closed or for any other legitimate business reason.

Section 2. Required Payroll Deductions. Required payroll deductions shall be made from an employee's paycheck for:

- A. Federal and State Income Tax;
- B. County Option Income Tax;
- C. Social Security and Medicare;
- D. Mandatory employee contributions to either the State Teachers Retirement Fund (TRF) or the State Public Employees Retirement Fund (PERF) not picked-up by the School Corporation;
- E. Any Court-ordered support order or wage garnishment.

Section 3. Voluntary Payroll Deductions. Voluntary payroll deductions shall be made from an employee's paycheck, upon proper authorization by the employee, only for the following reasons:

- A. Section 125 deductions;
- B. Section 403(b) deductions as authorized by Administrative Policy 4146;
- C. Voluntary employee contributions to either the State Teachers Retirement Fund (TRF) or the State Public Employees Retirement Fund (PERF);
- D. Payment of District group health insurance plan premiums;
- E. Payment of District voluntary supplemental life insurance plan premiums;
- F. Any deposit with the EACS Federal Credit Union;

- G. U.S. Savings Bonds;
- H. Contributions to United Way;
- I. Contributions to the East Allen County Schools Educational Foundation, Inc.;
- J. Association dues;
- K. Any other voluntary deduction permitted by any negotiated agreement.

Section 4. Direct Deposit. Beginning July 1, 2009, except as otherwise provided by a negotiated agreement, all employees are required to participate in the direct deposit of any School Corporation paycheck. The direct deposit requirement shall not apply in the following situations:

- A. An employee's first paycheck;
- B. An employee's last paycheck;
- C. Paychecks for student employees;
- D. Paychecks for lay coaches;
- E. Paychecks for teachers hired prior to June 30, 2004 who have not voluntarily agreed to direct deposit;
- F. Paychecks for substitute employees with irregular service;
- G. Paychecks issued to accommodate special Payroll Department circumstances such as payment cancellations and re-writes;
- H. Paychecks for employees granted a hardship exemption by the Chief Financial Officer.

Participation in the paycheck direct deposit program is a condition of continued employment for all employees hired on or after July 1, 2009. New employees shall enroll for direct deposit within thirty (30) days of hire or rehire. Failure to participate in the paycheck direct deposit, when required by this policy or any negotiated agreement to do so, shall be grounds for dismissal.