

Human Resources

BP 7385 SALARY DEDUCTIONS

References:

Education Code Sections 87040, 87833, 87834, and 88167

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

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- paying rates, dues, fees, or other periodic charges on any hospital service contract;
- Other voluntary deductions as approved by the District in conjunction with the Riverside County Office of Education.

The reduction provided for above *may be revoked* by the employee, upon written request, and shall be effective beginning with the next pay period. The cut-off date for such written request is the 15th of each month. If the request is received between the 1st and the 15th of the current month, then it will become effective that month. If the request is received between the 16th and the last day of the month, then it will become effective the following month. For instance, received by May 15, it will be effective in May OR received May 16-31, it will become effective in June. Employees may elect a future effective date with respect to the above cut-off dates.

The District shall, without charge, reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her 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.

Date Adopted: November 18, 2008

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References:

Education Code Sections 87040, 87833, 87834, and 88167;
Government Code Sections 3540 et seq.

For questions or information on voluntary payroll deductions regarding the District's deferred compensation program or supplemental insurance programs, employees should contact the District Insurance Technician, by calling (951) 328-3873.

For questions or information on all other voluntary payroll deductions, employees should contact the District payroll department, by calling (951) 222-8775.

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources

Administrative Approval: April 27, 2009