

The Superintendent shall establish procedures that conform to all requirements of the law and all policies of the District, and that ensure that employees receive paychecks not later than the stated payroll dates.

Involuntary Deductions (Public Record)

Federal and New Mexico income taxes, Social Security (FICA), Medicare and employee contributions to the educational retirement system will be deducted as mandated by state and federal statutes, Court ordered deductions including but not limited to garnishment, child support, and court ordered restitution. All other deductions must be authorized by the Board or Superintendent and the employee unless ordered by a court of competent jurisdiction.

Voluntary Deductions and Redirections (Not Public Record)

The following deductions and redirections have been authorized by the Board:

- Insurance premiums for staff members or dependents that are covered under Board-approved Section 125 cafeteria programs.
- Direct deposits of net payroll with financial institutions.
- Tax-sheltered annuities for companies approved by the District.
- Credit union deposits.
- Professional dues.

Employee requests for other payroll deduction services for non-District purposes incur a cost to the District and creates additional work for staff. Such requests must be submitted for consideration.

Nothing in this policy will prevent the Board, at its discretion, from permitting additional organizations to receive payroll deductions if requested by an employee or employees or withdrawing consent to receive payroll deduction services if the Board determines to be in the best interests of the District and its employees.

Unearned Paid Leave and Overpayments. Deductions from earned income shall be made when employees separate from the District who have taken unearned paid leave or who have been overpaid. Adjustments shall be immediately made for overpayments in salary, unless other arrangements are approved.