

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**V.**

**Board Policies Covering All Unrepresented Classified Employees**

Board Policy No. 4403:            **SALARY CHECKS AND DEDUCTIONS**

- A.     **Paychecks**: Regular paychecks of employees shall be itemized to include: regular pay, other pay, gross pay, federal withholding tax, social security deduction, retirement deduction, and other miscellaneous deductions, including any health and welfare deductions.
- B.     **Payroll Errors**: Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the District shall, within five (5) workdays following such determination, provide the employee pursuant to Education Code section 45167 with a statement of the correction and a supplemental payment drawn against any available funds.
- C.     **Over-Payment Of Pay And Allowances**:
1.     In the event of any over-payment of pay and allowances, the employee or the District shall notify the other as soon as practicable.
  2.     In the event that the District learns of an overpayment, no deduction shall be made from any paycheck unless the employee is first notified about the specific reasons for the overpayment and the employee is given a reasonable opportunity to meet with a District representative to discuss the matter and present evidence in opposition to the finding of overpayment.
  3.     Under no circumstances shall a deduction be made from any one paycheck that is greater than twenty-five per-cent (25%) of the employee's gross pay in a pay period. The sole exception to this rule shall be where an individual is no longer an employee of the District.
- D.     **Payroll Adjustments**: Any payroll adjustment due an employee, including, but not limited to, vacation pay, working out of class, overtime, additional regular pay, or approved other reasons, shall be paid by regular payroll check following the payroll adjustment. The District will make every effort to ensure the adjustment is included in the regular payroll immediately following the circumstances requiring payroll adjustment.

Legal Reference:  
Education Code Sections 45127, 45169

Date Policy Adopted By The Board: September 25, 2001