PAYROLL

The District processes payroll as authorized by bargaining unit agreements, hiring contracts and Board Action to hire employees.

1. Payroll periods will be 10 month, 11 month, 12 month or as negotiated by contract. See College of the Sequoias Adjunct Faculty Association/Communication Workers of America, (Article XII Compensation) California School employees Association chapter 408 (Article VIII, Pay and Allowances), College of the Sequoias Teachers Association (Article IX, Salaries), and The College of Sequoias Management handbook (page 11 Salary Payment).

2. Frequency of payment for particular classes of employees will be once per payroll period.

3. Lead time needed for payroll record adjustment (e.g. name changes, address changes, etc.) will be not less than thirty (30) days.

4. Administrative fee rates are set by regulations from each type of entity when wages are garnished.

5. If an employee is underpaid due to employer error the check will be issued on the 5th working day of each month following the payroll month. If an employee is underpaid due to employee error, the amount will be adjusted and paid in the next monthly payroll check.

6. If an employee is overpaid, the overpayment will be deducted from the next check. Employees no longer on payroll will reimburse the District for overpayment within thirty (30) calendar days.

Reference: Educ. Code Section 70902
September 23, 2008