

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

## PERSONNEL

Certificated, Classified, Administrative and Supervisory

**EMPLOYEE COMPENSATION/PAYROLL AUTHORIZATION AND DEDUCTIONS/  
TAX SHELTERED ANNUITIES**

**PURPOSE:** To establish procedures for the proper and timely payment of employees rendering services to the District and payroll deductions.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. (Education Code 45022, 45023, 45160, 45162, 45268.) Specific salary schedules are set forth in board policy and administrative regulation.

A. Payroll Authorization

The most substantial payment of public funds for the operation of the District is that which is made to the employees of the District for services rendered. This policy is established to ensure that each person so compensated is validly employed by the District and that the compensation remitted represents the services rendered.

Each motion of the Board to employ or re-employ on a contractual basis shall include the name of the individual, the position title, and whether the employee is temporary, permanent, or probationary.

Each motion of the Board to employ on a part-time or hourly basis shall include the name of the individual and the position title.

The Board shall take note in its minutes of all actions with regard to employee resignation, retirement, death, discharge, or the termination of employment. Each such action shall include the name of the employee and the date upon which salary or wages will terminate.

The Superintendent or designee is authorized to withhold salary or wages for unapproved time off in accordance with District policies and regulations.

All regular staff members, time-sheeted employees, and extra-duty employees shall be paid once a month, on the last banking day of the month.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

B. Payroll Deductions

The Board authorizes payroll deductions for state and national dues for those members of recognized organizations who authorize deductions in writing.

**CLOVIS UNIFIED  
SCHOOL DISTRICT****C. Salary Reductions Due to Participation in Tax Sheltered Annuities/IRS Section 403(b) Programs.**

The District shall offer to its employees the opportunity to defer amounts to a plan qualified under Section 403(b) of the Internal Revenue Code of 1986, as amended. The Superintendent or designee shall establish procedures as deemed necessary and appropriate to best serve the interests of the District and its employees. The District shall require that any vendor to which contributions are transmitted shall certify that it will comply with all requirements of law for a Section 403(b) plan under the Internal Revenue Code of 1986, as amended, including, but not limited to, the appropriateness of the funding vehicle and compliance with the distribution requirements of law. In the absence of such a certification, a vendor shall not be permitted to serve as a recipient of contributions, unless otherwise permitted by the District.

Vendors who provide the District with a District approved hold harmless agreement and an information sharing agreement will be allowed to make 403(b) plans available to District employees through a payroll deduction plan.

Vendors shall not solicit employees during the workday, nor shall a vendor utilize District property without first complying with the District's board policy and administrative regulation regarding use of District facilities.

Adopted: 07/23/1975

Reviewed: 06/18/2007

Amended: 06/08/1992, 11/1995, 05/10/2006, 10/08/2008, 11/16/2011, 10/21/2020 (BP 4301 renumbered as BP 4151, 4251, 4351; all contents of BP 4302 moved to BP 4151, 4251, 4351)

**EDUCATION CODE**

35160-35161 Broad authority of school districts; powers and duties

41000-41003 Moneys received by school districts

44041 Employee requests for salary deductions

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45032 Board's power to increase salaries

45038-45039 Payment of salary

45041 Computation of salary

45128 Classified employee overtime

45131 Length of workday

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service

**LABOR CODE**

226 Employee access to payroll records

232 Disclosure of wages

## CLOVIS UNIFIED SCHOOL DISTRICT

432.3 Salary information

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

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