

**GAL      Salary Deductions (FLSA)**

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Salary deductions shall be made if required by law, remitted by board policy or are agreed to in the negotiated agreement.

The superintendent shall develop forms to supply the necessary information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to {board treasurer}.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

Approved:

Revised: March 23, 1992; January 14, 2008; 3/9/2009