PAYROLL PROCEDURES

I. **General:** Payroll shall be paid according to a schedule to be developed by the Administration at the beginning of each fiscal year.

II. **Payroll Deductions:** Deductions from an employee’s salary may be made for such items as are required by law and for association dues, salary protection, health insurance, tax-sheltered annuities, and other approved deductions. The employee shall provide the payroll department with timely advance written notice of the commencement or termination of a deduction. The Administration shall develop and implement regulations and forms for employees to utilize with respect to payroll deductions.