

POLICY

No. 4030

Page 1 of 1

EMPLOYEE COMPENSATION

The Board of Cooperative Educational Services shall pay all employees on a bi-weekly basis on alternate Fridays.

The Administration is charged with the responsibility of establishing a payroll calendar by June 1 for the subsequent school year.

Hourly and per diem employees will be paid for services rendered up to the payroll cutoff date (date information is due in the Business Office).

Voluntary payroll deductions are made upon receipt of the appropriate written authorization. Termination of payroll deductions must be in writing. The following are typical voluntary payroll deductions:

TAX-SHELTERED ANNUITY	HEALTH INSURANCE
SAVINGS BONDS	DENTAL INSURANCE
CREDIT UNION	UNITED WAY
UNION DUES	NYSUT BENEFIT TRUST
UNITED FUND	FLEXIBLE SPENDING PLAN (SECTION 125)

Employees shall be required to use the U.S. Savings Bond Payroll Savings Authorization form or the Tax Sheltered Annuity Salary Reduction Agreement form where appropriate.

Adopted: March 26, 1975
Ratified: April 21, 1975
Amended: May 16, 1983
Amended: April 12, 2001