



**Policy HR 7.3**  
**Paydays and Deductions**  
Adopted by the Library Board of Trustees: 01/24/2013

## **I. Paydays**

The Library pays employees monthly, on the tenth of each month. Paychecks are for salaries and wages earned during the previous month. All employees are required to participate in automatic deposit of their paychecks into authorized bank accounts. If a designated payday falls on a Saturday, Sunday or holiday, the paycheck for that payday will be deposited on the preceding business day.

Any errors in any employee's pay shall be corrected on the next paycheck, provided said error(s) are reported by the employee to the supervisor and Administrative Services at least five (5) business days prior to the end of the pay period. This reporting deadline is designed to allow processing time and failure to meet it will not result in forfeiture of an employee's right to claim an adjustment at a later date. In some situations, additional time may be needed to investigate and verify the error.

## **2. Deductions**

Some regular deductions from the employee's earnings are required by law; other regular deductions are specifically authorized by the employee. NOLS will withhold from the employee's paycheck those deductions required by law and any voluntary regular deductions authorized by the employee, applicable union contract, or statute. The Library will deduct other contributions and/or payments upon written employee authorization, subject to approval by the Library Director and the capabilities of the Library's payroll processing system.

Upon written employee authorization, union dues will be deducted from the employee's salary as authorized, provided: an employee has made voluntary written application requesting the deduction; the respective bargaining representative has certified the amount of dues owing; and, the bargaining representative has agreed to indemnify the Library against any and all claims, demands, suits or other forms of liability which may arise out of or by reason of action taken or not taken by the Library for the purposes of complying with any of the provisions of this payroll deduction for dues.

## **3. Administration**

The Library Director or designee is responsible for administering this policy.