

P4-09-004 Salary Checks and Deductions

(Revised December, 2015)

No portion of an employee's salary is due and payable until the individual reports to work. No payment may exceed the amount earned and accrued.

Employees ~~on monthly pay~~ shall be paid on the **15th or last working day prior to the 15th and on the** last working day of the month. ~~All other employees shall be paid biweekly. Employees occupying positions which require them to work 209 days have the option of receiving their salaries in~~ **shall receive** ~~occupying positions which require them to work more than 209 days will receive their salaries in twelve equal payments. Full time bus drivers are also paid in twelve payments.~~ **twenty-four** ~~either ten or twelve equal payments.~~

Eligible School Board employees may **avail themselves** of the same payroll deductions **afforded** ~~which are available to the~~ other employees of the County of Henrico. ~~The p~~Payroll deductions approved by the County Manager ~~for all county employees~~ shall fall within the following guidelines:

1. The deduction is mandatory under either State or Federal law.
2. The deduction is for a group insurance policy, the group being limited to employees. The County or the School Board is the contractor for the insurance.
3. The deduction is for a nonprofit united community fund for distribution to cooperating charitable organizations.
4. The deduction is to encourage employees to save funds or assist employees in obtaining loans with an organization owned, participated in and available to all county employees or to purchase U.S. Government bonds.
5. The deduction is authorized to enable expenses temporarily incurred by the County to the benefit of that employee or for overpayment of salaries, expenses, travel funds, or personal use of a division-issued mobile device.
6. The deduction is for the purpose of enabling employees to defer income for purposes of taxation.

Deductions other than those presently in effect may be requested in writing to the Superintendent. The decision as to whether to grant the request will be based on whether it falls within the guidelines, and whether the benefit to employees will offset the increased accounting, computerization and administrative costs.

Refer to R4-09-004, "Deductions Pertaining to Division-Issued Mobile Devices."