

CERTIFICATED STAFF:
PAYROLL DEDUCTION PROCEDURES AND PAY PERIODS

The school district agrees to deduct from the salaries of teachers dues for the South Colonie Teachers' Association, the New York State Teachers' Association and the National Education Association, or any one of two of the above associations as said teacher individually and voluntarily, in writing, authorizes the school district to deduct.

1. Dues deductions will be made for twenty (20) consecutive pay periods in as nearly equal deductions as possible. These deductions shall begin with the third check of the school year for all teachers employed as of September of each school year. Dues deductions for those teachers employed after September will begin as soon as authorization is received and no later than the second pay check after the authorization is given.
2. Dues deduction authorization will be continuous from the date executed to the time that employment or membership is terminated. Notification of termination will be in writing and submitted to the Association, which shall countersign the notification and forward it to the District Office Payroll Department. Authorization will be terminated on the next pay period provided the countersigned written notice is received by the District Office Payroll Department by at least six (6) school days before the pay period ends.

Forms for payroll deductions will be provided by the Association after consultation with the Business Office regarding format. Said forms shall be forwarded to the Business Office no later than the third Friday in September for the first deduction period.

1. The school district will provide the Teachers' Association with a list of those employees who have voluntarily authorized the District to deduct dues from the above-named Association(s) by October 21 of each school year.
2. The Board of Education agrees to transmit the money for said deductions promptly to the South Colonie Teachers' Association at the completion of each of the deduction periods.

Present deduction procedures for the credit union, tax-sheltered annuities, and United Way will remain in effect. Deductions for U.S. savings bonds will be continued, provided at least ten percent (10%) of the certificated staff continue to ask for this deduction.

The present payroll procedure will remain in effect for the next school year. This is understood to mean twenty-six (26) payments. However, a teacher may elect to receive his/her salary in twenty-two (22) payments.

1. This option must be elected in May and must be retained for the duration of the succeeding school year. This option will remain in effect unless changed by the teacher during May in any succeeding year. The first payday will be the first Friday after the opening of school in September. All paydays falling within a school recess or on a holiday will be paid on the last day of required teacher attendance prior to said recess or holiday.

All co-curricular, extra-duty, athletic, and intermediate credit payments will be made separately from regular paychecks.

In the event of a teacher's absence, his/her check will be mailed to him upon his/her request to his/her Building Principal.

All checks will be distributed in individual envelopes.

Adopted: April 11, 1968

Revised: September 19, 1972; November 10, 1971; August 11, 1970; May 6, 1969