

## Employee Pay and Payroll Deductions

All employees of the Pleasants County Board of Education will be paid semi-monthly. Pay dates will be established annually by the CSBO/Treasurer. When the established pay date falls on a Saturday, Sunday, or holiday, pay day shall then be the last regular working day prior to the scheduled pay date. Personnel shall be informed of these dates annually.

The Board shall defer a portion of the annual salary to be paid to personnel employed less than twelve (12) months per year and pay the salary over the full year in pro-rata amounts over twelve (12) months for personnel electing to do so. This election must be made BEFORE the first day of the school year; the election may not be revoked during a school year; and the written election shall stay in effect for all future years unless revoked or changed by the employee, and any such revocation or change must be made BEFORE the first day of the school year to which it applies.

All employees, including substitutes, may elect to have their paycheck electronically deposited into the bank of their choice.

To the extent permitted by law, the Board of Education authorizes deductions to be made from an employee's paycheck upon proper authorization on the appropriate form for the following purposes:

- A. Federal and State income tax
- B. Social Security
- C. West Virginia Retirement System

- D. Section 125 deductions (cafeteria plans)
- E. Savings in an approved chartered credit union
- F. Payment of insurance premiums for a plan in which at least ten (10) County employees participate
- G. WV Public Employees Insurance Agency
- H. Wage garnishments ordered by a court
- I. Employee Lunch Bills

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company approved by the Board, authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the County's approved 403(b) plan.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party.

Reference: WVSL 18-7A-13; 18-7A-15; and 18-7A-34;  
Written Policies of Pleasants County Schools, 1969

Amended: July 22, 1991  
Amended: April 9, 2015  
Revised: February 6, 2020  
Revised: June 10, 2021  
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