

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5130 Salary Deductions
<b>Number</b>	BP 5130
<b>Status</b>	Active
<b>Legal</b>	Chávez/Huerta K-12 Preparatory Academy Board of Directors
<b>Adopted</b>	August 9, 2016
<b>Last Reviewed</b>	August 9, 2016

Chavez/Huerta K-12 Preparatory Academy (CHPA) shall make deductions from the paychecks of all employees for retirement and federal and state income tax in compliance with the federal and state requirements to include Medicare tax if applicable.

Salary deductions shall be made for absences not covered by CHPA Paid Time Off (PTO) Policy adapted by the CHPA Board of Directors. If a CHPA employee exhausts all allotted PTO in any given academic year, additional work time missed will be deducted from that employee's appropriate pay period.

CHPA employees can request a deduction from their monthly paycheck for any of the following purposes:

- Participation in a deferred compensation program
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance plans CHPA administers
- 125 plans
- Charitable contributions for any plans administered by CHPA
- Voluntary school activities/functions

Request provided for the above shall be revocable upon written request by the employee.

Except for deductions required by court order (i.e. wage garnishments, court-ordered child support, etc.), deductions shall require approval and permission of the employee.

**Last Revised** July 21, 2016

AP 5130 Salary Deductions