GAL Salary Deductions (FLSA)

The district shall comply with the salary basis requirements of the Fair

GAL

Labor Standards Act (FLSA). The board prohibits all managers from making

any improper deductions from the salaries of exempt employees. Employees

shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his

or her salary, the employee should immediately report this information to his or

her direct supervisor, or to the payroll office.

Reports of improper deductions shall be promptly investigated. If it is

determined that an improper deduction has occurred, the employee shall be

promptly reimbursed for any improper deduction made.

Approved: March 14, 2005

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