



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4152
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Certificated Personnel

Salary Checks and Deductions

1. Purpose and Scope

To establish guidelines and procedures for payroll deductions.

2. Regulation

- A. Payroll deductions shall require signed written authorization of the employee.
- B. Authorization for payment of dues shall be on form 4147-4239-F2 and nonrevocable for the balance of the current fiscal year. Authorization shall be continuing from year to year unless revoked by signed statement filed with the district business office prior to June 1 preceding the year in which revocation is effective.
- C. Authorization for payment of dues shall include a statement that, in the event in any succeeding year and prior to written revocation the employee organization certifies in writing that the annual dues have changed and the amount of such change, the amount of the individual's authorization shall automatically be increased or decreased, effective on the effective date of the dues change, and monthly installments shall be proportionately increased or decreased to conform to such change.
- D. Except as otherwise provided, authorization is revocable at any time by signed written request.

Legal Reference:

Regulation approved: 1/13/87