

**ARTICLE 41
SALARY SCHEDULE AND RELATED
MATTERS**

Section A. Computation of Salaries.

It is mutually agreed that the compensation schedule in effect September 30, 2012, will be the compensation schedule used in determining rates of pay for Bargaining Unit employees covered by this Agreement.

Section B. Pay Periods.

In a calendar year, there will be at least twenty-six (26) pay periods. A pay period is defined as a bi-weekly period consisting of fourteen (14) days, beginning on a Sunday and ending on a Saturday.

At the employee's option, school year seasonal employees, in the Department of Education, may have their yearly pay pro-rated over twenty-six (26) pay periods.

Section C. Pay Days.

Pay days will occur every second Thursday and will include wages earned in the immediate past pay period in accordance with current practice. Every effort will be made to correct payroll errors which occurred in previous pay periods in the employee's disfavor and include pay due the employee due to such errors in the next pay warrant following the error and correction.

Imprest cash vouchers will be used whenever feasible to correct serious errors. When imprest cash vouchers are used, they shall be issued for an amount no less than ninety percent (90%) of the expected net pay for regular hours worked, and, if requested by the employee,

they shall be issued within one (1) business day. The Employer, upon determination that an overpayment has been made, will immediately in writing notify the employee. Employees are obligated immediately to notify the Employer, in writing, of any under or overpayment. The employee shall be required to repay any and all overpayments received resulting from misrepresentation by the employee. Overpayment liability will be limited to twenty-six (26) pay periods immediately prior to the date the employee is notified of the overpayment in those instances where overpayment resulted from a clerical error, violation or misinterpretation of Civil Service Rules and Regulations by the Employer or Civil Service and the employee performed in good faith the duties and responsibilities. In the case of Employer overpayments not immediately noticed by either the employee or Employer that would create hardship on the employee if immediate full reimbursement were required, a payment schedule shall be arranged.

Section D. Authorized Payroll Deductions.

The Employer agrees to continue to provide payroll deductions for employees in the following categories:

- Dental Insurance
- Life Insurance
- Union Dues/Fees
- Deferred Compensation
- U.S. Bonds
- Medical Hospitalization Insurance
- Income Protection Insurance
- Mandatory Child Support deductions when ordered by a court
- Vision Care Insurance
- Michigan Education Trust (MET) Program
- Retirement Service Credit (if administratively possible)

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It is understood and agreed that additional authorized deductions may be made by the Employer and shown on the check stub/electronic earnings statement as payroll deductions. All authorized deductions are subject to sufficient earnings. Nothing provided herein shall prohibit the Employer from making deductions in accordance with court orders of a court of competent jurisdiction or other legal orders served on the Employer.

Deductions will be made only upon receipt of a properly authorized deductions form and in accordance with the priorities established in Article 6, Section A. Deductions will commence as soon after receipt of an authorization as possible. Present administrative convenience and practice will prevail. The Employer agrees to effect deductions listed in this Section without administrative cost to the employee or Union. Once commenced, a deduction authorized by the employee shall continue until the appropriate written stop order is received.