

MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

401.13R1 COMPENSATION DEDUCTION - ADMINISTRATIVE REGULATION

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make a proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Director of Finance. Within 15 business days of receiving the complaint, the Director of Finance will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

REVIEWED and APPROVED: 12/14/20