

## Policies and Procedures of Emergency Salary Advance

Policies and procedures are the same for all employees; regardless of part time, full time, certified, confidential, management, or classified status.

### Policies

- **All requests for Emergency Salary Advance must be approved by the superintendent before any check can be issued**
- **ESA Requests will only be issued once a month. Checks will be available on the 15<sup>th</sup> of each month. Unless the 15<sup>th</sup> falls on a Saturday or Sunday, in which case Draws will be distributed the Friday before.**  
It is important to Time and Date your request.
- **All ESA requests must be received no later than the 12<sup>th</sup> of each month. Unless the 12<sup>th</sup> falls on a Saturday or Sunday, in which the ESA should reach the Fiscal office by the Friday before.**
- **Part-time employees must attach a copy of their time card completed to date.**  
Any request received without a current TAR will be held until one is received.
- **No more than three advances per year for each employee will be approved.**  
\*This includes those employees grandfathered into regular monthly draws. Employees previously Grandfathered in are not eligible for an ESA if the amount of the request plus the amount of the regular monthly draw will exceed one-half the amount of NET salary earned at the time of the request.
- **Payments will not exceed one-half the amount of NET salary earned at the time of the request.**  
Any Emergency Draw Request submitted that exceeds one-half the amount of NET salary earned at the time of the request, will be adjusted and written only for the amount exercisable.

### Procedures

- **How we come to the determination of one-half the amount of NET salary earned:**  
As it is in any business, we follow simple guidelines of hours worked, the amount earned and whatever withholdings we are bound to.  
Per an employee's calendar or time sheet, the amount of days you have worked up to the date of the request are multiplied by the employees individual rate of pay (ie: hourly or daily)  
We then figure the amount of liable deductions we are required to withhold such as; union dues, section 125, garnishments, state and federal taxes, for examples.  
These total liabilities are then subtracted from the Gross earnings calculated, to come up with the amount of net salary earned. Once we have a calculated NET earned amount, that amount is then divided in half and this is the amount that is exercisable for advance.
- **Reasons we can not advance more than one-half the amount of NET salary earned:**  
If an employee were to request an Emergency Salary Advance and then decide not to show up for work, whatever amount of liabilities that employee owed would be placed on the responsibility of the district to pay. Also, in many cases, when an employee terms mid year, they often owe back, unearned but used, sick, personal, or emergency leave. For all of these reasons, it is important that an employee's final check cover all liabilities.  
Again, just like in any business, we can not advance more than what an employee has earned and would be liable for at the time of separation.
- **Things to consider before requesting an advance:**  
When submitting an Emergency Salary Advance: whatever amount is advanced is always deducted from the employee's **current month of pay**. In reality, not really giving the employee more money at the end of the month. But only giving them **access** to money they have earned before the scheduled pay date.  
Even in the case of Contracted Certified employees, your summer checks can not be advanced from for any reason, therefore any Emergency Salary Advance is simply a deduction from your monthly contracted amount.
- **How to submit an Emergency Salary Advance:**  
Make a copy of the form on page 55 in the Employee Handbook  
Complete the top section.
  - Include a phone number where we can reach you in case we have questions.
  - Make sure to initial where applicable
  - Attach a current TAR or Calendar if yours is not up to date in HR
  - Sign, Date, and indicate the time you delivered itTurn the request into the Fiscal department  
Once the verification of the exercisable draw amount has been completed the form will be delivered to the Superintendents office for signature  
All draw checks can be picked up at the front desk on the 15<sup>th</sup> of each month. Those checks not picked up by 3:30 will be mailed on the 15<sup>th</sup>.