

## 107 – PAY DEDUCTIONS

- A. A non-exempt employee is paid only for actual hours worked unless the employee receives benefits under the Court System's annual, sick, or other leave policies.
- B. An exempt employee is paid on a salary basis and, in general, must be paid the employee's full salary for any work week in which the employee performs work. An exempt employee's pay may be reduced in the following circumstances:
  - 1. Absence from work for one or more full days for personal reasons (other than sickness or disability) unless the employee has accrued annual or other leave benefits.
  - 2. Absence from work for one or more full days due to sickness or disability unless the employee has accrued annual or sick leave benefits.
  - 3. To offset any amounts received as payment for jury fees, witness fees, or military pay.
  - 4. Unpaid leave taken under the Family and Medical Leave Act. Pay will be reduced by the hours missed even if the absence is less than a full day.
  - 5. Unpaid disciplinary suspension of one or more full days imposed in good faith for workplace misconduct. See Conduct policy.
  - 6. An employee who works less than 40 hours during the first or last week of employment will be paid a proportionate part of the full salary for time actually worked.
- C. The Court System may deduct advances and other individual items authorized in writing by exempt and non-exempt employees.
- D. An employee must report any improper pay deductions to the finance department. The Court System prohibits any form of discipline or retaliation for reporting such incidents and will handle all complaints promptly.

Approved by the Supreme Court 4/1/12