

SALARY DEDUCTIONS**Date: November 14, 2011**

As a service to its employees, it is the policy of the Board that payroll deductions be performed legally and properly. Payroll deduction services are authorized for the following reasons:

1. Premiums on approved insurance plans;
2. Payments to approved tax deferred annuity plans;
3. Dues for professional organizations;
4. Deductions designated by the employee to savings programs and deposits in financial institutions;
5. Answers to summons of wage garnishment;
6. Legally mandated deductions, including those for federal and state income tax, social security and retirement plans

The number of commercial firms for which deductions will be made shall be limited to the number that existing staff and hardware/software can reasonably handle.

Sales representatives of commercial firms and representatives of educational organizations must not call on teachers during instructional time. They may, through arrangements with the principal, see teachers during planning time or other non-instructional time.

No change in deductions will be made without the express written consent of the employee. The request must be made to the payroll department by the 20th of the month for it to go into effect during the current pay period.