

SALARY DEDUCTIONS

Salary deductions are required by law and will be made from all payroll checks. Included are federal tax, FICA taxes, state tax, and other deductions required by IRS statute or court order.

The Superintendent and Director of Finance will establish criteria for selection of vendors of certain approved payroll deductions and will determine those vendors for whom payroll deductions will be made.

The School Board does not endorse any product, service, or organization from which a voluntary payroll deduction is made. It further prohibits any of its employees in their contracted capacity from making endorsements. Employees requesting voluntary payroll deductions accept full responsibility and risk for any product or service purchased through this method.

All vendors of products or services through payroll deduction will adhere to the conditions set forth in this policy and policy DJG – Vendor Relations and policy DLB-R - Salary Deductions-Regulations of Approved Vendor List, policy DLBA – Tax Deferred Annuities, and policy DLBA-R – Tax Deferred Annuities-Regulation.

Individual insurance carriers available to employees will be offered without endorsement by the School Board. All premium transactions shall be handled directly between the insurance company and the employees. No payroll deduction will be granted for individual insurance policies.

Adopted: July 8, 2008

Cross Refs.:	DJG	Vendor Relations
	DLB-R	Salary Deductions-Regulation of approved Vendor List
	DLBA	Tax Deferred Annuities
	DLBA-R	Tax Deferred Annuities-Regulation