

SALARY DEDUCTIONS/WITHHOLDING

Policy 671.3
(formerly DLB)

Salary deductions are allowed only upon approval by the School Board and are subject to the following requirements:

1. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan to the District Business Office for advance approval.
2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.
3. The payroll department of the Business Office shall be given 30 days notice of the institution or termination of a salary deduction by an individual.
4. All salary deductions other than those regulated by the federal or state government will be deducted only upon written approval of the employee.
5. All Internal Revenue Service and state withholding rules and regulations will be followed.

CROSS REF.: Current Employee Agreements/Handbooks

ADOPTED: 11/7/83
AMENDED: 12/5/11