

SHALER AREA SCHOOL DISTRICT

POLICY 615

SECTION: FINANCES
 TITLE: PAYROLL DEDUCTIONS
 ADOPTED: June 18, 1998
 REVISED:

615. PAYROLL DEDUCTIONS

1. Purpose

The Board may at its discretion act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.
2. Authority
SC 513

No deduction may be made from the wages of an employee except for Federal or State income tax, PA unemployment, county tax, social security Public School Employees' Retirement System Fund, occupational privilege tax, or legal garnishment without proper authorization by the employee.

The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes:

 1. Association Dues.
 2. United States Savings Bonds.
 3. Tax Sheltered Annuities.
New Carriers limited to 10-15 employees and must sign a Hold Harmless Agreement.
 4. Credit Union.
 5. Disability Insurance.
 6. Life Insurance.
 7. Health Insurance Co-Pay.

8. Direct Deposit.