

UNITED SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: May 13, 2008

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 513</p>	<p style="text-align: center;">615. PAYROLL DEDUCTIONS</p> <p>The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent 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.</p> <p>No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.</p> <p>The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes: Flex Benefit Plan, association dues deductions, tax sheltered annuities, insurance, credit union and United Fund. Voluntary deductions can only be changed the first five (5) days of the calendar quarter or as provided through any collective bargaining agreement.</p> <p><u>Tax Sheltered Annuities/Withholding And Approval</u></p> <p>The Board will assume no responsibility for the selection or approval of any special program for tax sheltered annuities. However, the Board reserves the right to approve or disapprove requests from employees for withholding money for the purpose of purchasing tax sheltered annuities.</p> <p>The following procedures shall be followed with regard to tax sheltered annuities:</p> <ol style="list-style-type: none"> 1. No more than five (5) investment providers will be approved. 2. Requests for new programs must be submitted in writing in the name of the individuals requesting the withholding.
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3. Requests for new programs will be considered on a first come first served basis with a limit of five (5) total approved programs.
4. In the event that one (1) program is dropped by all employees, that opening may not be filled until the following school year.
5. At no time will the Board assume the responsibility for the quality of the individual annuity program selected by the teachers.
6. Investment providers will be required to:
 - a. Follow the plan document and adoption agreement of the district.
 - b. Enter into a hold-harmless agreement with the district.
 - c. Enter into information sharing agreements with all of the other investment providers.

References:

School Code – 24 P.S. Sec. 513

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