

## POLICY 2050

### Payroll Deductions

(See [Policy 2051 Deferred Compensation/Tax Sheltered Annuity Programs](#) for deferred compensation and tax sheltered annuity program deduction.)

A. Payroll deductions are provided as a benefit to employees. The following guidelines will be followed:

1. All payroll deductions must be authorized by the Board of Education.
2. Following board approval, a company will have six (6) months to enroll a minimum of thirty (30) employees. Deductions will not begin until verification of thirty (30) enrollees has been received. If the members drop below 25 at any given time, the company will be so notified and be given three (3) months to bring its enrollment up to 25 or the board may discontinue the payroll deduction. Participating employees will also be notified.
3. The payroll department must be provided with authorizations in writing stating the amount and/or percent of payroll deductions and signed by the employee(s) on/or before the 15th day of any month prior to the date of deduction.
4. A monthly billing will be submitted to the payroll department listing the names of employees, the amount of the deduction and total amount to be remitted to the company.
5. Participating companies must provide to the office of the benefits clerk the name, address and telephone number of its representative (preferably local) who can and will respond to employee questions and other services.
6. Payroll deductions may be cancelled upon receipt of a written statement, signed by the employee directing the payroll department to discontinue withholding(s). In order for the cancellation to become effective on the next payroll, the statement must be submitted to the payroll department no later than the 15th day of any given month.
7. Payroll deductions will automatically cease upon the termination or release of employee.