

Policy No. 615

Section FINANCES

Title PAYROLL DEDUCTIONS

Adopted AUGUST 21, 1989

Revised MARCH 19, 2001

# Policy Guide

<b>POLICY NO. 615 PAYROLL DEDUCTIONS</b>		
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 to 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	No deduction may be made from the wages of an employee except federal income tax, Social Security, Pennsylvania Unemployment, State income tax and School Employees' Retirement Fund without proper authorization by the employee.	
3. Responsibility	The Board authorizes deductions from an employee's paycheck upon employee voluntary authorization on the appropriate District form for the following: association and union membership dues; approved tax sheltered annuities; automatic payments to checking accounts at major Pittsburgh	

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banks; ALCOSE Credit Union; PACE; United Fund; and wage tax. **Wages attached by court decree will be remitted to the appropriate government agency in accordance with the agency's policy.**

School Code

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