**POLICY NO. 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 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.**