

## **SALARY DEDUCTIONS**

Salary deductions are allowed only upon School Committee approval and are subject to the following requirements:

- A. Organizations, companies or individuals desiring the institution of a salary deduction plan must submit their desired plan to the School Committee for advance approval.
- B. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of the employee's pay periods.
- C. The payroll department of the business office will be given 30 days' notice of the institution or termination of a salary deduction by an individual.
- D. All salary deductions other than those regulated by the federal or state government will be deducted only upon written approval of the employee.

The School Committee has authorized, within the above requirements, salary deduction plans for health and hospitalization insurance, dental insurance, an employee credit union, membership dues for recognized employee collective bargaining units, and the United Fund. Tax-sheltered annuities, as deductions in pay, are authorized for groups of five or more individuals.

Legal Reference: Title 24A MRSA Section 4502

Adopted: 1988