

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: October 14, 1991

REVISED:

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 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 for federal income tax, social security, PA Unemployment, state income tax and School Employees' Retirement Fund without proper authorization by the employee.
3. Responsibility	<p>The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes:</p> <ol style="list-style-type: none"> <li>1. U.S. Savings Bonds.</li> <li>2. United Way.</li> <li>3. Credit Union.</li> <li>4. Christmas Club.</li> <li>5. Additional life insurance.</li> <li>6. Tax Sheltered Annuity.</li> <li>7. Association dues and dues of the bargaining unit.</li> </ol>