
PAYROLL DEDUCTIONS

Deductions from each employee's paycheck include the mandatory and voluntary deductions described below:

Mandatory deductions are Social Security, state, federal and local taxes. An employee's check may be garnished for alimony, child support, delinquent loans, or for some other reason, by court order only. All mandatory deductions are made without written authorization of the employee.

Voluntary deductions are made only with the written authorization of the employee. Voluntary deductions may include sums designated for the credit union, retirement plan, and dependent or voluntary insurance amounts.

An itemized statement of all deductions from the employee's wages is given each pay period to the employee. All changes in voluntary deductions must be made in writing to the Finance/Human Resources Assistant.

*Approved by BOD 12/13/1999
Approved by Policy Council 12/20/1999*