LEBANON COUNTY CAREER AND TECHNOLOGY C·E·N·T·E·R

Section: FINANCES
Title: PAYROLL DEDUCTIONS
Adopted: August 19, 2003
Revised: June 17, 2008

	613. PAYROLL DEDUCTIONS	
1. Purpose	The Joint Operating Committee 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 Joint Operating Committee 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, medicare, earned income/wage tax, unemployment compensation tax, local services tax, State income tax, any mandatory wage garnishment (for example, child and/or spousal support) and School Employees' Retirement Fund without proper authorization by the employee. The Joint Operating Committee agrees to deduct dues from the salaries of members of the Career and Technology Center Education Association as said members authorize the Joint Operating committee in writing to deduct and transmit the monies by check promptly to the Career and Technology Center Education Association. An employee may authorize deductions for tax-sheltered annuities. In addition, the Joint Operating Committee authorizes deductions from an employee's paycheck upon proper authorization on the appropriate form for the following purposes (assuming a minimum of 10 employees wish to participate): Credit Union Deposits, Group Insurance Contracts, and any additional deduction deemed appropriate by the Business Administrator and Administrative Director (subject to approval by the local auditor and solicitor if required.)	
	School Code	§513 (b)