

PENN MANOR SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: September 13, 2010

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 to remit an equal amount to an agent designated by the employee. It is the intent 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 or state income tax, PA unemployment, wage tax, municipal service tax, social security and School Employees' Retirement Fund without proper authorization by the employee.
SC 513	<p>The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form in accordance with collective bargaining agreements, administrative compensation plan, employee handbooks, individual contracts and Board resolution.</p> <p>Payroll deductions, when authorized in writing by the employee, may be made for the employee's and dependent's insurance coverage.</p> <p>Payroll deductions are authorized for payments of premiums for tax sheltered annuity programs, provided the request from the employee is in writing and the carrier of the program is approved by the Board.</p> <p>Payroll deductions may also be made, when properly authorized, for credit union and United States Government Bonds.</p> <p>Absences not covered by authorized leave shall cause a deduction in wages equal to the prorated daily rate for that employee.</p>

Tax Sheltered Annuities

The Board recognizes the employee's right to tax shelter income under the applicable federal regulations and laws. The district also recognizes the importance of having clear guidelines regarding the administration of tax shelter programs on behalf of the employee.

All inquiries by companies seeking approval as a tax sheltered company shall be asked to submit the request in writing to the Business Manager as provided in the district 403b agreement.

All companies requesting to provide tax sheltered annuities must sign a hold harmless agreement with the district prior to being considered for approval by the Board.

All annuity contracts or policies furnished in connection with approved plans will be implemented in such a manner as not to discriminate in favor of or against any employee of the district.

Employees must sign a salary reduction agreement with the district prior to tax sheltered deductions being made.

Submission of withheld monies to the company will be made according to the district's schedule of payments.

There shall be no limitation as to the number of companies operating within the school district, provided that all of the above criteria have been met.

References:

School Code – 24 P.S. Sec. 513