

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

615-AR-0. PAYROLL DEDUCTIONS

The district complies with all applicable federal and state laws and regulations with respect to payment of salary and benefits to employees, including the Fair Labor Standards Act.

The Superintendent and/or Business Manager are responsible to annually review the types of payroll deductions authorized by the district and to make recommendations for Board approval.

Optional Payroll Deductions

Board policy will determine the purposes for which the district will make deductions from employees' paychecks.

Medical Insurance

Based on employment status and applicable Board resolutions, contracts, administrative compensation plan and collective bargaining agreements, employees may elect or be required to contribute through payroll deductions toward the cost of various health plans and coverages, including dental and vision plans.

Employees must submit the appropriate election of coverage forms to the Business Office by the stated date.

Employees will be notified of the amount of deductions required by applicable board resolutions, administrative compensation plan, contract or collective bargaining agreement.

Association Dues Deductions

The district agrees to deduct dues from the salaries of those eligible employees who elect to become members of the Association(s), in accordance with the following:

1. The Association President will annually by October 1 notify the Business Manager in writing of the name of each employee and the amount of dues to be deducted.
2. Each employee must complete the payroll deduction form and submit it to the Business Office by the stated date.
3. Dues deductions will be administered in twenty (20) equal and successive deductions beginning with the second pay period in October.

4. Employees who become eligible for Association membership between October 1 and December 31 of each year may have their dues deducted after submission of the applicable form and written certification by the Association President. Both documents must be submitted to the Business Office prior to December 31 of that year. Dues deductions for those employees will be administered in eight (8) equal and successive deductions beginning with the first pay period in February.
5. The district will remit and deliver the membership dues deducted to the Association Membership Chair within ten (10) calendar days following each of the last twenty (20) pay days of the school year.
6. Each remittance by the district will be accompanied by an explanation and accounting, such as the total number of deductions multiplied by the deduction amount.
7. The number of deductions will not be increased or decreased except by written communication from the Association to the district.
8. The Association(s) will indemnify, save and hold harmless the district against any and all claims that may be made by any bargaining unit employee by reason of the deduction of Association dues.

Changes In Optional Deductions

Authorization by employees to change an existing optional payroll deduction, such as savings bonds, credit unions, individual retirement accounts, etc., will be accepted at anytime during a school year.

A written authorization for a payroll deduction change by an employee must be submitted to the Business Office.

Actual changed payroll deductions will commence two (2) weeks following the stated deadline dates.

Complaint Process

An employee who believes that the district has made an inappropriate or incorrect payroll deduction or has failed to make proper payment regarding salary or benefits is encouraged to immediately consult with the building principal or immediate supervisor to resolve the issue.

Alternately, an employee may file a formal, written complaint with the Business Manager. Within fifteen (15) business days after receipt of the complaint, s/he will make a determination as to whether the payroll deduction(s) was appropriate, and will provide the employee with a written response and explanation. The response may include reimbursement for any payroll deduction that was made in error.

This complaint process is available in addition to the complaint process established and available for employees.