

P3500 PAYROLL DEDUCTIONS FOR EMPLOYEES (Optional)

BOARD POLICY:

The Board of Education may authorize, as a service to employees, payroll deductions for specified employee groups and other approved purposes.

Administrative Implemental Procedures:

1. Financial Services, under the direction of the Chief Financial Officer, shall be responsible for the implementation of this policy.
2. The criteria for establishing deductions shall be as follows:
 - a. With the exception of dues or approved package items negotiated with employee groups, individually signed payroll deduction forms must be requested and used by either 20 percent of the total number of certificated employees; 20 percent of the total number of classified employees; 20 percent of the total number of all employees (certificated and classified), whichever is appropriate for determining participation; or in other cases authorized by the Board of Education by passage of a special resolution.
 - b. All employee groups requesting payroll deduction privileges shall be treated on an equal basis as to eligibility for participation.
 - c. There must be a reasonable balance between the cost to the district in making the payroll deduction and the benefits to the individual or group.
 - d. The deduction must be administratively feasible within the limitations of existing payroll forms and programs.
 - e. More than one payroll deduction for the same purpose shall not be authorized unless participation in the one is not available to all employees.
3. All requests for participation in approved deductions must be in writing and signed by the employee. All permanent employees shall be given an opportunity to join or participate in each approved deduction on a specified anniversary date. New permanent employees shall be given an opportunity to join or participate within 30 days following a probationary period.
4. An optional payroll deduction authorized for a particular group shall continue in effect (a) until the group requests termination in writing; (b) the deduction is discontinued at the direction of the Board of Education; or individual employee participation drops below 15 percent of the total employee population (classified, certificated, certificated and classified) used to determine eligibility in 2a above. An individual payroll deduction authorization shall continue in effect (a) until the group authorization is discontinued; (b) until a change is made in the amount of the deduction which requires submission of a newly signed payroll deduction card; or (c) until the individual requests termination in writing in compliance with provisions of the employment agreements.
5. All requests for termination of a deduction must be in writing and signed by the employee. The employee shall be unable to resume participation until the next anniversary date. An exception may be made in order to provide health insurance.

Administrative Responsibility: Financial Services

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