SALARY DEDUCTIONS

No deduction shall be made from the salary of any employee except for purposes required by law or specifically approved by the School Board.

Federal and state income taxes, to include FICA, will be automatically deducted from each employee's paycheck. The amount withheld will be based on the withholding statement that must be submitted by the employee at the time of employment.

In addition, all employees of the Board will contribute to the Social Security System.

Garnishments and Tax Liens

The School Board believes that it should not be used as a collection agency for the personal debts of its employees and encourages employees to pay their bills promptly.

Indebtedness to the County

The Director of Finance is prohibited by law from issuing county checks to anyone owing money to the county or the school division. ~~County~~ Division employees are expected to pay taxes, licenses, fees, and other obligations owed to the county on or before their due dates. In the event of delinquency, the Director of Finance will follow procedures of collection required by state law, which provides for deductions from salaries and liens on estates.

The employee shall provide the ~~Human Resources~~ Payroll Office a signed authorization to withhold wages in every case.

Adopted: July 1, 1993
Reviewed: October 14, 2004

Legal Refs.: Code of Virginia, 1950, as amended, ~~Sections~~ §§22.1-78, 22.1-296

SALARY DEDUCTIONS

~~The following v~~Voluntary deductions may be made at the request of all full-time and part-time eligible employees for selected benefits and services.~~:~~

~~Dental Insurance~~

~~Tax Sheltered Annuity~~

~~Health Insurance for employee dependents on the Board-sponsored policy~~

~~Credit Union~~

~~Accident Insurance~~

~~Life Insurance~~

~~Cancer Insurance~~

~~Disability Insurance~~

~~Professional Association Dues~~

~~Bene-plus~~

~~U.S. Savings Bonds~~

Adopted: July 1, 1993
Reviewed: October 14, 2004