

# MUHLENBERG SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: May 11, 2011

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, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper written authorization by the employee.  |
| SC 513                  | The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form for approved purposes.   |
|                         | References:<br><br>School Code – 24 P.S. Sec. 513   |