

POLICY RELATING TO PERSONNEL MANAGEMENT

SALARY CHECKS AND DEDUCTIONS

Except for deductions for absence not covered by paid leave or those required by law, salary deductions shall be allowed only upon authorization by the employee and approval by the District.

The required deductions are:

1. Federal and state income tax
2. Employee's share of retirement contribution according to current rate as set by law
3. Social Security and Medicare taxes on each employee's earnings up to a specified limit, which is matched by the District
4. Absence not covered by paid leave

Voluntary deductions shall include:

1. Employee contribution to District's health insurance program and other insurance/annuity programs that are or may be approved by the District
2. Membership dues of recognized employee organizations
3. Authorized deposits to banking institutions or credit unions
4. Voluntary District approved charitable donations
5. U.S. Savings Bonds

Deductions for Absence Not Covered by Paid Leave - When an employee is absent from duty and there is no sick leave applicable, or the absence is unauthorized, deduction for absence will be made on a basis in accordance with the required work schedule for that particular job classification

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SALARY CHECKS AND DEDUCTIONS (continued)

Voluntary Charitable Donations - The District shall permit soliciting funds within the District's facilities for charitable purposes on a uniform, nondiscriminatory basis. A payroll deduction plan for nonprofit charities shall be established with deductions to be voluntarily authorized by employees in writing.

Enrollment for voluntary charitable deductions shall be made by the employee by filing a written request and authorization to the District specifying the total amount of the contribution. Such authorization may be withdrawn in writing by such employee at any time.

Charitable organizations are those defined by the Internal Revenue Service as exempt organizations and by the Massachusetts General Laws as charitable institutions or charitable organizations.

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