

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

| | |
|---|---|
| Date Submitted: July 20, 1999 | Number: 300-12 |
| Date Reviewed: October 25, 2005 | |
| November 18, 2008 January 20, 2015 | |
| Subject: Salary Deductions | Date Approved: August 17, 1999 November 15, 2005 January 20, 2009 January 20, 2015 Date Effective: August 17, 1999 November 15, 2005 January 20, 2009 January 20, 2015 |

1. PURPOSE

To establish procedures for salary deductions.

2. PROCESS

Salary deductions will be subject to Board approval and voluntary on the part of the individual except for federal and state income taxes, social security, retirement and other court ordered deductions. Deductions are subject to the following requirements:

- A. Organizations, companies, or individuals desiring the implementation of a salary deduction plan must submit their desired plan to the Board (through the superintendent or designee) for advance approval. The plan must have at least ten (10) participating employees to be considered.
- B. Voluntary deductions are to be withheld in 24 or less equal installments. (Association dues will be deducted according to the terms of the negotiated agreements of each employee group)
- C. The Finance Office will be notified in writing at least two weeks prior to the termination of a voluntary salary deduction.
- D. All voluntary salary deductions will be deducted only upon written approval of the employee.
- E. The Board has authorized, within the above requirements, the following voluntary deductions:
 - (1) Group Medical Insurance
 - (2) Disability Insurance/Accident Insurance (AFLAC)
 - (3) Tax Sheltered Annuities
 - (4) United Way
 - (5) 24 Pay Plan
 - (6) Association Dues
 - (7) Credit Union
 - (8) Flex Spending Account – Medical & Dependent Care

(9) Optional Life Insurance