

Related Entries: (Not identified at this time)

Payroll Deductions and Reductions

The following procedures shall be followed for payroll deductions and reductions:

- (1) A payroll deduction beyond those required by law for a School District employee shall be made only when the benefits to be derived can be obtained only by this method and when group participation is advantageous to the employee. Any payroll deduction not required by law shall have specific approval of the Board and shall be made only with the written request of the employee.
 - (a) Payroll deductions may be made for the following voluntary programs only:
 1. Life, income protection, health insurance
 2. Charitable and similar type contributions
 3. Investment programs
 4. Credit unions
 - (b) This procedure does not cover involuntary deductions, such as withholding tax, Federal Insurance Contribution Act, and State retirement.
 - (c) Payroll deductions are available for dues to those organizations as approved by the Board for such deduction.
 - (d) The company or representative seeking payroll deductions or reductions shall submit a request for permission in writing to the Superintendent. The request shall include a full outline or explanation of the program. The Superintendent may reject the application or seek approval from the School Board. The company or representative shall not solicit employees for payroll deductions or reductions until approved by the School Board. Payroll deductions/reductions shall not be implemented until signed payroll deduction/reduction authorization cards are received for at least twenty-five percent (25%) of all full-time regular employees, which includes staff, secretaries, maintenance, custodial, teachers, bus operators, food service employees, and School Board members.
 - (e) On a voluntary deduction in which the Board does not contribute, there shall be a charge of five cents (\$.05) per deduction. A cost analysis shall be made

- 45 annually, and the cost per deduction shall be adjusted, if necessary, to meet
46 actual costs based on the previous year's experience.
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- 48 (f) All full-time permanent District employees shall have the opportunity to
49 participate. Persons employed in temporary positions are not eligible.
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- 51 (g) Solicitation shall not be made during the school day or while the employee is
52 on duty.
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- 54 (h) A local representative must service any program that is approved as a payroll
55 deduction. The School District's only role shall be to furnish payroll
56 deductions and not to service payroll deductions for individual programs.
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- 58 (i) Enrollment is open throughout the school year; however, once enrolled, the
59 employee shall be allowed to participate in only one similar type program and
60 only one change per type program per year shall be allowed.
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- 62 (j) If the gross earnings of the employee are not sufficient to collect payroll
63 deductions, the Board shall not be liable for the deduction missed, and it
64 shall be the responsibility of the individual company to collect directly from
65 the individual. The Board shall determine priorities in the order in which
66 deductions are added.
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- 68 (k) Payroll reductions may be made available to employees for tax sheltered
69 annuities for those companies satisfying the requirements of the Board's
70 Administrative Procedures for the Tax Sheltered Annuity Program for the
71 School District of Lee County.
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74 **STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S.
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76 Adopted: 3/20/12