

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Pay Roll Deductions	
ADOPTION/EFFECTIVE DATE: Reissued: July 7, 1993 Revised - July 10, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel Amendment:	

I. Purpose:

The purpose of the policy is to establish the deductions made from each employee's paycheck.

II. Policy Statement:

The following deductions, as required by law, will be made from each employee's check:

Federal Withholding Tax,
State Withholding Tax,
Social Security and
Medicare.

Also any deductions required by law as a result of a lien, tax levy or garnishment properly served upon the Board of Education will be deducted in accordance with the governing authority.

Deductions for State Retirement System Membership will be made from each of the twenty-two or twenty-six bi-weekly checks of the school year for all employees required to enroll.

The following deductions will be made upon written authorization of the employee:

- a. Dues for membership in professional organizations
- b. Group Health Insurance, including Prescription, Dental and Vision insurance

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- c. U. S. Savings Bonds
- d. Holiday Savings Club
- e. 403(b) and 457 savings plan
- f. United Way
- g. Flexible Spending Plans
 - 1) Dependent Care and
 - 2) Medical Spending Account
- h. Supplemental Life Insurance
- i. Voluntary Disability Insurance
- j. Scholarship contributions to QACEA
- k. Background Checks

Any deductions which had been authorized in writing by an employee will be continued until written notice has been received to discontinue such deduction; the deduction will be discontinued in the next payroll following receipt of the written notification.

Deduction for salary adjustments, loss of time, etc. will be made by the finance office in the next paycheck following the loss of time unless other arrangements have been made with the employee by the Human Resources Department.

III. Definitions

None

IV. Implementation

It will be the responsibility of the superintendent to direct the finance department to establish procedures for implementing this policy.