

HAMBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: July 13, 2015

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 authorization by the employee or as changed by state or federal law.
SC 513	The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form for authorized purposes.
	References: School Code – 24 P.S. Sec. 513