

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>BUSINESS OPERATIONS</u> Limitation of Voluntary Payroll Deduction	535
-----------------------------------------------------------------	-------------------------------------------------------------------------------------	------------

The Board of Education will comply with all authorized salary deductions as set forth by State, Federal and local guidelines. To assist employees in managing their financial affairs and meet state and federal legal requirements, the Finance Officer is authorized to make the following salary deductions:

- a. Federal income taxes (federal requirement)
- b. State income taxes (state requirement)
- c. Federal social security taxes (state requirement)
- d. NC State Retirement contributions (required by G.S.135-8)
- e. Court ordered child support payments
- f. Federal, state and local government garnishments
- g. Health insurance premiums authorized by state law (authorized by G.S. 115C-340)
- h. Tax sheltered annuities, 403(b) (authorized by G.S. 115C-341)
- i. Supplemental retirement income plan of NC, 401(k)
- j. Flexible benefits plan (authorized by G.S. 115C-341.1)
- k. NC State Employee Credit Union deductions (authorized by G.S. 115C-342)
- l. United States savings bonds (optional, authorized by G.S. 115C-343)
- m. Group life insurance premiums (optional, authorized by G.S. 115-340, 342)
- n. Group dental insurance premiums (optional, authorized by G.S. 115C-340, 342)
- o. Bankruptcy (optional)
- p. Professional dues (optional)
- q. Debt owed to the school district
- r. Overpayments made by the school district
- s. District tuition
- t. Other deductions as approved by the Board.

The Superintendent is authorized to limit the number of voluntary payroll deductions offered to employees of Caswell County Schools. Companies engaged in buying/selling tax sheltered annuities should provide detail documentation of products offered to the Finance Office and enroll a minimum of ten (10) participants for payroll deduction to be authorized.

The Human Resources Office will make information available to all employees regarding possible payroll deductions and any procedures or requirements for particular types of deductions. Any employee who would like the Board to consider additional salary deductions should contact the Finance Officer who will review such requests and make recommendations to the Board.