

DLB-R2 VOLUNTARY DEDUCTIONS

Approved voluntary deductions:

1. State Employees Credit Union
2. Professional Dues
3. Cancer/Intensive Care
4. Disability Insurance
5. Charitable Organizations Organizations/companies having an initial enrollment of twenty-five (25) employees may apply to the School Board for salary deduction privileges.

A voluntary deduction agreement from an approved company must be received by the payroll department prior to the 15th of the month in which the deduction is to begin. If the organizations/companies enrollment drops to zero, they must go through the application process again to be re-approved. Labor unions and other political organizations are disqualified from participating in voluntary payroll deduction as utilizing school division property to engage in any activity supporting or opposing a candidate for public office or a political party is prohibited. It shall be the responsibility of each employee to notify the payroll office of any error in deductions within five (5) days upon receipt of the payroll check.