

Personnel — Certified/Non-Certified

Salary Checks and Deductions

Except for deductions for absence not covered by paid leave or those required by law or contract, all deductions made from salary shall be subject to Waterford Board of Education approval and voluntary on the part of the individual employee. For all voluntary deductions, the employee shall complete a form authorizing the deduction.

The following voluntary deductions are approved by the Board:

1. Membership dues for recognized employee negotiating units and professional organizations. Dues shall be deducted only upon receipt of an authorization card signed by the individual employee.
2. Deductions for employee contributions to the school system's health insurance program, and other insurance/annuity programs.
3. Deductions for employee contributions to credit union plans.
4. Contributions to the United Way.
5. Retirement system contributions.
6. Savings Bonds Programs.

Involuntary deductions, when made to compensate for absences not covered by paid leave, shall be computed according to formulas approved by the Board or established in negotiated contracts.

The school system shall not act as a collection agent for an employee's debts except when it is required to do so by court order.