

## OPERATIONAL SERVICES

### PAYROLL PROCEDURES - SALARY DEDUCTIONS

In addition to salary deductions required by law, the District shall, upon the written request of the employee, make salary deductions for qualified District employees for the following purposes:

1. the employee's contribution toward the premium required for family or single coverage of approved hospitalization and major medical insurance programs;
2. participation in a Board-approved tax-deferred annuity program of the individual's choice and paid through a salary deduction;
3. any dues, payments or contributions payable by the employee to any employee labor or professional organization;
4. authorized deductions for the United Fund and any other organizations found qualified by the State Comptroller conforming to the Voluntary Payroll Deductions Act.

In the event that the District is served with a specially certified Order of Withholding and a Notice of Delinquency, the District shall withhold payment of income for the support of a child or maintenance of a spouse from an employee as required by law under the following acts: the Illinois Public Aid Code; the Illinois Marriage and Dissolution of Marriage Act; the Non-Support of Spouse and Children Act; the Revised Uniform Reciprocal Enforcement of Support Act; the Parentage Act.

The District may deduct any allowable service fee each pay period from the employee's income when support or maintenance funds are withheld.

LEGAL REF.: Illinois School Code, Sec. 24-21.1 (105 ILCS 5/24-21.1); Illinois Voluntary Payroll Deductions Act, Sec. 1, *et seq.* (5 ILCS 335/1 *et seq.*); Illinois Public Aid Code, Sec. 10-16.2 (305 ILCS 5/10-16.2); Illinois Marriage and Dissolution of Marriage Act, Sec. 706.1 (750 ILCS 5/706.1); Illinois Non-Support of Spouse and Children Act, Sec 3, 4, and 4.1 (750 ILCS 15/3, 15/4 and 15/4.1); Illinois Revised Uniform Reciprocal Enforcement of Support Act, Sec 26 and 26.1 (750 ILCS 20/26 and 20/26.1); Illinois Parentage Act, Sec. 20 (750 ILCS 45/20); and Illinois Government Salary Withholding Act, Sec. 5 (50 ILCS 125/5).

Adopted: March 10, 1983

Revised: May 11, 1989

Revised: June 10, 1999