

Greater Albany SD 8J
Administrative Regulation

Code: **DL-AR(2)**
Adopted: 1/16/91
Readopted: 3/12/01
Orig. Code(s): AR 7110

Guidelines for Payroll Deductions

General: The district will make available to all regular employees the following district-approved payroll deductions:

1. US Savings Bonds;
2. United Way;
3. Linn Credit Union;
4. Benton Credit Union;
5. Union Dues as per negotiated collective bargaining agreements;
6. TSAs in accordance with administrative regulations;
7. Deductions associated with district insurance programs;
8. Albany Community Pool;
9. CARE;
10. Programs grandfathered as of 1/1/91 with less than 5 participants;
11. Fitness/Wellness “group” plans;
12. Albany Public Schools Foundation.

Authorization Form:

In order for payroll deduction to be made, the employee must notify the district in writing (on the appropriate form when applicable) by the tenth of the month in which the deduction is to take effect.