

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Voluntary Payroll Deductions

Series: D08

Reference:

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Revision Number: 2

8.01 Permitted Deductions. As a service to all employees, voluntary payroll deductions may be authorized by employees in the following areas:

- a) Annuity
- b) Cancer Insurance
- c) Credit Union
- d) Disability Insurance
- e) Dues
- f) Garnishment
- g) Health Insurance (PEIA)
- h) Life Insurance
- i) Loan (Retirement Board or Credit Union)
- j) United Way
- k) U. S. Savings Bonds
- l) Kanawha County Schools Wellness Program
- m) Work Uniform Rental/Cleaning Service.

8.02 Deduction Fields. No deduction that requires the addition of a payroll deduction "field" shall be permitted without prior Board approval.

8.03 Maximum Deductions Per Pay. No employee may authorize more than twenty (20) deductions per paycheck.

8.04 Deduction Requests. All requests for payroll deductions, changes to existing payroll deductions, or discontinuations of payroll deductions must be in writing or a form prescribed for that purpose.

8.05 Limitation Of Obligation. The district shall have no obligation in connection to the remission of funds to authorized vendors except to provide the vendor with a monthly listing of employee names, deduction amounts, dates of deductions, and a remittance check in the appropriate amount.

8.06 Employee Eligibility For Vendor Products. All authorized vendors must make their product available to all full-time employees.