

## **FILE: DJCB**

### **SALARY DEDUCTIONS**

The Jefferson Davis Parish School Board maintains that salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., shall be deducted in accordance with applicable laws and regulations.

Any voluntary deductions desired by employees may be authorized by the Superintendent or the Board, when such action is determined to be in the best interest of the school system. Said request shall be submitted in writing by the employee. The employee shall also sign a form authorizing said salary deduction and verifying knowledge of all regulations governing salary deductions. The Board does not assume any liability for compliance with governing requirements and regulations.

The School Board, no later than the following school year, shall deduct and withhold from any employee's earnings a specific amount for the payment of regular dues to any organization so designated by the employee. Before any deduction is made, however, fifty (50) or more teachers or employees or ten percent (10%) of the total number of employees, whichever is less, shall have specifically requested and voluntarily authorized the deduction in writing. Any amount shall be remitted to the organization designated on a regularly scheduled basis as determined by the Board. The Board shall only be responsible for making approved salary deductions as requested in writing by any employee of the Board. Under no circumstances shall special arrangements be made as to the commencement or transaction of salary deductions.

Ref: La. Rev. Stat. Ann. §§[17:437](#), [17:1184](#), [17:1202](#), [17:1315](#)

Jefferson Davis Parish School Board