

SALARY DEDUCTIONS

No deduction shall be made from the salary of any employee except for purposes required by law or specifically approved by the School Board.

Federal and state income taxes, ~~to include FICA, will be~~ are automatically deducted from each employee's paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on ~~F~~federal and/or ~~S~~state tax laws and regulations.

In addition, all employees of the School Board will contribute to the Social Security System.

Employees may contact the Payroll Office for a list of all voluntary deductions available to employees.

Garnishments and Tax Liens

The Payroll Office will process all court-ordered or legally enforceable garnishments and levies against employees' paychecks. The School Board believes that it should not be used as a collection agency for the personal debts of its employees and encourages employees to pay their bills promptly.

Indebtedness to the County

As Albemarle County is the fiscal agent for the Albemarle County Public Schools, The Director of Finance is prohibited by law from issuing County checks to anyone owing money to the county or the School Division. School Division employees are expected to pay taxes, licenses, fees, and other obligations owed to the County or School Division on or before their due dates. In the event of delinquency, the Director of Finance will follow procedures of collection required by state law, which provides for deductions from salaries and liens on estates.

The employee shall provide the Payroll Office a signed authorization to withhold wages in every case.

Adopted: July 1, 1993
Reviewed: October 14, 2004; January 28, 2010; May 12, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-296

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~~Voluntary deductions may be made at the request of all full-time and part-time eligible employees for selected benefits and services.~~

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