

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: September 8, 2014

REVISED:

615. PAYROLL DEDUCTIONS	
1. Purpose	The Capital Area School for the Arts Charter School Board may, at its discretion act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the board is willing to act on behalf of the employee.
2. Authority	No deduction may be made from the wages of an employee except for federal income tax, social security, PA Unemployment, state income tax and School Employees' Retirement Fund without proper authorization by the employee.
3. Responsibility	The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes: <ol style="list-style-type: none"><li>1. United Way</li><li>2. Credit Union</li><li>3. Additional Life Insurance</li><li>4. Tax Sheltered Annuity or 403(b)</li></ol>

