

Bartlett City Board of Education		2023
Descriptor Term: SALARY DEDUCTIONS	Descriptor Code: Fiscal Management	Issue Date: 02/27/14
	Rescinds:	Revised: 06/25/2015

1 Salary deductions made from an employee's paycheck require proper written
2 authorization of the employee, except as otherwise provided by federal/state law, court
3 order, or as a condition of employment. Examples of deductions not requiring employee
4 authorization include, but are not limited to, the following:

- 5 1. Withholding tax, social security, Medicare;
- 6 2. Tennessee Consolidated Retirement System contributions;
- 7 3. Group life insurance contributions;
- 8 4. Garnishments;
- 9 5. Unauthorized absences; and
- 10 6. Criminal background check;

11 An employee may schedule additional voluntary deductions by written request submitted
12 on forms provided by the Superintendent or his/her designee. An employee may change
13 or terminate such salary deductions upon written notification according to administrative
14 procedures.

15 The Superintendent or his/her designee shall develop the requisite forms and
16 administrative procedures to implement this policy.