

SALARY DEDUCTIONS AND ADJUSTMENTS

Except for deductions for absence not covered by paid leave or those required by law, all deductions made from salary shall be subject to School Committee approval and voluntary on the part of the individual employee. For all voluntary deductions, the employee shall complete a form authorizing the deduction and file it with the Business Office, Treasurer's Office and/or Town Human Resource Office.

The School Committee approves the following voluntary deductions:

1. Membership dues for recognized employee units and affiliated organizations. Dues shall be deducted only upon receipt of an authorization card signed by the individual employee.
2. Deductions for employee contributions to retirement and/or annuity programs that are approved by The Commonwealth of Massachusetts and the Town.
3. Contributions to the United Way.
4. Deductions for the purchase of United States savings bonds or for deposit in credit unions with which employee units are affiliated.
5. Other deductions authorized by Collective Bargaining Agreements.

Except as otherwise provided by collective bargaining agreements, salary or wage deductions for absences not covered or approved for paid leave shall be prorated according to the relationship the period of absence bears to the employee's total annual number of working days or hours.

Adopted: November 21, 2011