

Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- A. State and federal income tax
- B. Public-employees retirement (PERS and STRS)
- C. Court-ordered deductions

Dues

Upon recognition or certification of an exclusive representative, only the employee organization recognized as the exclusive representative unit shall have the right to have membership dues deducted.

Any revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

Voluntary Deductions

The district may deduct, without charge, from the employee's wage, an amount requested by said employee for:

- A. Participation in a deferred compensation program
- B. Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them
- C. Paying dues, fees, or other periodic charges on any hospital service contract
- D. Donations to the MiraCosta Foundation
- E. Donations or payments to other entities as permitted by the San Diego County Office of Education and with the approval of the vice president of business and administrative services

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the vice president of business and administrative services. The request shall contain at least the following information:

- A. Name, address, phone, and e-mail for the entity or organization
- B. Tax-identification number
- C. Purpose of the deduction
- D. Term, if any, of the deduction

If a request is approved by the vice president of business and administrative services, it will be forwarded to the Payroll Department supervisor who will establish a vendor number with the San Diego County Office of Education and the notify the requestor to submit the authorization (voluntary deduction) form to the Payroll Department.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department by the tenth of the month to be effective that month.

Any revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.