
WEST HILLS COMMUNITY COLLEGE

FINANCE

PAYROLL DEDUCTIONS

The Board may, in its discretion, act in 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 in behalf of an employee.

Payroll deductions from the wages of an employee for Federal income tax, State income tax, social security contributions, and retirement funds are made without employee authorization.

The Board authorizes deductions from an employee's wages, upon his/her written authorization, or the appropriate form for the following purposes:

1. dues to recognize employee organizations,
2. health and welfare insurance premiums for the employee and dependent,
3. payments to a credit union, and charities,
4. tax-sheltered annuities.

Ed. Code 87040, 87812-13, 87833

Board approval date: _____