

## SALARY DEDUCTIONS

Salary deductions are allowed only upon approval by the Midway School Board (Board) and are subject to the following requirements:

1. All salary deductions will be made only upon written approval of the employee as required by law.
2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods elected by the employee, which is 10 or 12.
3. The payroll department of the business office shall be given 5 working days notice of the institution or termination of a salary deduction.

The Board hereby authorizes those deductions required by federal or state law, and any deduction for a group insurance, or other plan sponsored by the district.

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### Legal Ref:

- NDCC 15.1-16-12 Representative organization – Payroll deduction – Dues
- NDCC 15-39.1-09 Membership in fund and assessments  
Employer payment of employee contribution
- Internal Revenue Code