

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4230-1</b>
<b>SUBJECT:</b>	<b>DATE OF ISSUE: 06/18/80</b>
<b>PAYROLL DEDUCTIONS FROM COMPENSATION OF EMPLOYEES</b>	<b>REVISIONS: 10/31/87; 08/01/96; 03/01/12</b>
	<b>PREPARING OFFICE: BUSINESS SERVICES</b>

**I. PURPOSE:**

To outline procedures to be followed when considering an addition or deletion of voluntary payroll deductions.

**II. PERSONNEL AFFECTED:**

All employees.

**III. PROCEDURE:**

**A. Addition of Proposal for Payroll Deduction**

1. The company or organization proposing a payroll deduction plan will make written request to the general director of fiscal services.
2. The general director of fiscal services will establish a meeting date to hear the presentation from the organization requesting payroll deduction.
3. The general director of fiscal services will present the request to the Administrative Council for consideration.
4. If the Council approves the recommendation, it will be submitted to the Board of Education.
5. The organization will be notified of the action taken by the Board.

**B. Deletion of Existing Payroll Deduction**

1. The organization will be contacted by the general director of fiscal services to alert them that the staff is studying the continuation of payroll deduction.
2. The general director of fiscal services will discuss the consideration for payroll deduction with the Administrative Council.
3. If recommended for deletion, the proposal will be presented to the Board of Education.
4. The organization will be informed of the action taken by the Board.