

**MARATHON CITY SCHOOL DISTRICT**

671.1

**PAYROLL DEDUCTIONS**

The Board authorizes voluntary salary deductions. Salary deductions shall be authorized in writing by the employee. All enrollments and revisions in participation and withdrawal from participation may be made at three times during the year. The dates for these activities will be by the end of January, the end of April, or the end of September.

Except as otherwise provided, there must be at least three subscribers per vendor. This provision does not apply to those plans in effect prior to August 1, 1983.

Vendor billings must be provided to the payroll department five days prior to each bi-weekly payday for payment of the current deductions. Remittances shall be on a bi-weekly basis.

APPROVED: December 14, 1994

REVISED: January 10, 2001  
April 12, 2006