



Policy 0810-22

Payroll Fees

⁷ CHILD SUPPORT WITHHOLDING

- ⁹ The district will collect and retain \$5.00 per collection in addition to the withholding order amount to reimburse administrative costs when ordered to withhold child support from an employee's paycheck.

¹¹ MAILING PAYROLL CHECKS

- ¹³ With administrative approval, an employee may elect to have payroll checks mailed, rather than delivered to the place of employment. The district will deduct \$2.00 per paycheck to offset administrative expenses. This fee does not apply to the regular mailing of summer payroll checks or the regular mailing of substitute teacher payroll checks.

¹⁵ PAYROLL GARNISHMENT FEE

- ¹⁷ When ordered by the courts to make a garnishment from an employee's paycheck, the district will collect and retain \$10.00 per collection in addition to the amount of garnishment specified, in order to reimburse district administrative costs.