

OPERATIONAL SERVICES

FISCAL MANAGEMENT – PAYROLL PROCEDURES – Salary Deductions

The Regional Office of Education shall make salary deductions for appropriate salaried staff members and Regional Office employees for the following purposes:

1. the premium required for family coverage of the approved medical and dental insurance programs (if available);
2. participation in an approved tax-deferred annuity program of the individual's choice and paid through a salary deduction;
3. any dues, payments or contributions payable by the employee to any organization (if available and offered by ROE);
4. contributions to a modified cafeteria plan (includes child care and premiums for insurance);
5. voluntary contributions to the United Way Campaign; and
6. contributions to an approved employee credit union(s).

In the event that the Regional Office of Education is served with a specially certified Order of Withholding and a Notice of Delinquency, the Regional Office is required to withhold payment of income for the support of a child or maintenance of a spouse from an employee under the following acts: the Illinois Public Aid Code; the Illinois Marriage and Dissolution of Marriage Act; the Non-Support of Spouse and Children Act; the Revised Uniform Reciprocal Enforcement of Support Act; the Paternity Act.

The Regional Office of Education may deduct a service fee, not to exceed the fee permitted by law(s), each pay period from the employee's income when support of maintenance funds are withheld.

Approved: 07/01/01