

**AP 7385 SALARY DEDUCTIONS**

**References:**

Education Code Sections 87040, 87833, 87834, and 88167;  
Government Code Sections 3540 et seq.

**Deductions Required by Law**

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and federal income tax
- Public-employees retirement (PERS and STRS)
- Court-ordered deductions
- Other statutory deductions

**Union Dues**

The employee organization(s) recognized as the exclusive representative unit(s) shall have the right to have membership dues deducted.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

**Voluntary Deductions**

The District may deduct, without charge, from the employee's wage, an amount requested by said employee for:

- Participation in a tax-sheltered annuity and/or deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.
- Donations to the College of Marin Foundation.
- any other District-authorized voluntary deductions

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the Chief Business Officer or designee.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department by the tenth of the month to be effective that month.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

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**Date Approved:** May 15, 2012