



Department: Finance
Policy Number: PAY-A002
Effective Date: 7/01/11

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SALARY VOLUNTARY DEDUCTIONS POLICY

Voluntary employee benefit deductions are administered by the Clarksville-Montgomery County Insurance Trust and/or the Benefits office within the Human Resources Department and include but are not limited to group medical, dental, vision, life, 403(b) and other appropriate group insurance.

Other voluntary deductions approved by the Director of Schools or designee include United Way, Education Foundation and fitness programs.

Implementing Procedures: [BEN-P001](#) Benefits Enrollment
[BEN-P018](#) 403(b) Enrollment & Payment

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/10/04		Initial Release
10/17/06	A	Removal of dues as another voluntary deduction
2/16/09	B	Add fitness programs to other approved voluntary deductions
7/01/11	C	Added "and/or the Benefits office within the Human Resources Department" to first sentence.
10/26/15	D	Para 1, removed tax deferred annuities and replaced with specific benefit information. Para 2, removed Cornerstone Financial Credit Union. Updated logo.

***** End of Policy *****