

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: DKB

**SALARY DEDUCTIONS**

Except for deductions for absence not covered by paid leave those required by law, all deductions made from salary shall be subject to Board approval and voluntary on the part of the individual employee. For all voluntary deductions, the employee shall complete a form authorizing the deduction.

The following voluntary deductions are approved by the Board:

1. Membership dues for recognized professional organizations as authorized by the Board. Dues shall be deducted according to a schedule established by the district office only upon receipt of a payroll deduction form signed by the individual employee. This form must be signed each year and returned to the district office by September 15.
2. Deductions for employee contributions to the districts health insurance program and other insurance/annuity programs which are or may be approved by the Board.

The school district shall not act as a collection agent for an employee's debts except when it is required to do so by court order.

Current practice codified 1977  
Adopted: Date of manual adoption