

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PAYROLL DEDUCTIONS

1.0 PURPOSE

To define required and voluntary payroll deductions for City employees

2.0 POLICY

2.1 The following deductions are required by law from each employee paycheck:

- A. Federal Income Tax withholding.
- B. Social Security.
- C. Retirement contributions (eligible employees only).
- D. Deductions authorized by law, such as garnishments.

2.2 Additional deductions which are optional and may be requested by the employee include:

- A. United Way contributions.
- B. Payment to a City-approved credit union.
- C. Deferred compensation.
- D. Payment of dependent health insurance premiums (if applicable).
- E. Payment of dependent dental insurance premiums (if applicable).
- F. Other insurance deductions as approved by the City.

2.3 With each paycheck, the City employee will receive a statement of deductions and earnings which itemize the various deductions made, as well as appropriate cumulative totals.

2.4 A record of sick leave and vacation time will also appear on the paycheck stub.

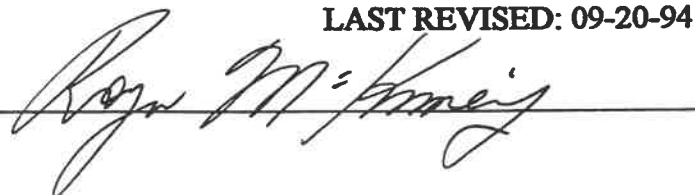
2.5 It is the employee's responsibility to maintain current payroll deduction information with the Department of Administrative Services.

2.6 Employees wishing to add or change their payroll deductions should contact the Accounting Supervisor.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roger M. Hines", is written over a horizontal line.