

BIXBY PUBLIC SCHOOLS

POLICY 6113

SALARY DEDUCTIONS

School districts shall make payroll deductions for either or both professional organization dues and political contributions at the written request of any school employee and shall transmit deducted funds to the organization designated by the school district employee.

Such deductions shall be on a ten month basis unless otherwise designated by the employee organization. However, a school employee may request at any time in writing, including by email or fax, for the school district to immediately terminate payroll deductions to a professional organization. Upon receipt of any written request, the school district shall within five (5) business days or by the next pay period, whichever is earlier, terminate or initiate any future payroll deductions of the requesting school employee to a professional organization.

Upon receipt of a written request, the school district shall notify the professional organization of the initiation or termination of payroll deductions within fifteen (15) business days. If the request is to terminate a deduction, the school district shall not make any advance payments to any professional organization of any future dues on behalf of the school employee.

No school district policy or negotiated agreement shall place any other conditions or requirements, including but not limited to personal hand delivery, upon any employee to initiate to terminate any payroll deduction to a professional organization except for a written request as outlined in this section. Any school district policy or provision in a negotiated agreement that places additional conditions or requirements on initiation or termination beyond those outlined in this section shall be null and void. A school district which fails to terminate payroll deductions for an employee in accordance with this section shall immediately reimburse the employee the amount of all payroll deductions made by the school district after the employee's request, and the amount due the employee shall double every thirty (30) days until paid in full.

70 O.S. Sec. 5-139

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