SALARY DEDUCTIONS

Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. The school district is required to make payroll deductions for professional organization dues and political contributions upon the request of any employee. Such deductions shall be on a ten-month basis unless otherwise designated by the employee organization. Other deductions may be authorized by the Marietta Board of Education upon request and authorization of the employee.

However, a school employee may request in writing at any time in writing including by email or fax for the district to immediately terminate or initiate payroll deductions to a professional organization. Within five (5) business days of receipt of a written request or by the next pay period, whichever is earlier, the district shall terminate or initiate any future payroll deductions of the requesting employee to a professional organization. Within fifteen (15) business days of receipt of a request, the district shall notify the professional organization of the initiation or termination of payroll deductions. If the request is to terminate a deduction, the district shall not make any advance payments to any professional organization of any future dues on behalf of the employee.

This shall be the exclusive process for termination of salary deductions and no policy or negotiated agreement can add terms that are included within statute regarding the process for termination of salary deductions. If the district fails to terminate payroll deductions for an employee, the district shall immediately reimburse the employee the amount of all payroll deductions made by the district after the employee's request. Any amount due the employee shall double every thirty (30) days until paid in full as per 70 O.S. § 5-139.

REFERENCE: **70 O.S. §5-139**
70 O.S. §6-101.1