

MANUAL OF POLICY

POLICY NUMBER: II-54 **PAGE** 1 of 1


POLICY TITLE: All Personnel: Voluntary Salary Deductions

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64
STATE BOARD OF EDUCATION RULE 6A-14.0716

DATE OF LAST REVIEW: 9/29/2005, 6/19/2007 and 7/21/2009

DATE OF BOARD ACTION: 10/16/1974, 9/5/1985, 9/21/1999, 9/29/2005 and 7/21/2009

- A. The College administration will make payroll deductions for those employees who present written authorization for District Board of Trustees-approved programs and organizations, subject to applicable laws.
- B. The College is authorized to withhold membership dues from payrolls at the request of individuals for organizations meeting at least one of the following criteria:
1. Membership must be open to all employees of the College.
 2. The College must participate in the organization through an institutional membership.
 3. The objectives of the organization must be primarily related to the further professional development of College employees.
- C. The College is authorized to make payroll deductions for:
1. the Miami Dade College Foundation for employees.
 2. Public Transportation passes for employees.
 3. United Way
- D. All deductions under this Policy require the written authorization of the individual employee and may be spread over twenty-four (24) pay periods.

	7/21/09
CHAIRMAN	DATE