

MANUAL OF POLICY

POLICY NUMBER: II-54

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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, 7/21/2009, 7/19/2011 and 7/16/2013

DATE OF BOARD ACTION: 10/16/1974, 9/5/1985, 9/21/1999, 9/29/2005, 7/21/2009 and 7/16/2013

- 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
 - 4. Association of Florida Colleges (AFC)
- D. All deductions under this Policy require the written authorization of the individual employee and may be spread over twenty-four (24) pay periods.

	
7/16/13	
CHAIRMAN	DATE