

## **DKB1—Salary Deduction Procedures**

Prior to any agency, commercial venture or non-profit organization or other entity requesting new payroll deduction services, the following procedure must be followed:

- Approval from the Board must be secured prior to implementing a program requiring payroll deduction.
- Adequate notice and sufficient time for implementation will be provided to a group or business. A contractual agreement for such services will be honored.

The School reserves the right to require an evaluation of any existing group or business that currently is involved in School payroll deductions when employee participation drops significantly.

Nothing in this policy will prevent the Board, at its discretion, from adding or deleting a group or business from receiving payroll deduction services that the Board determines to be of paramount importance to the employees or School.