

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 STAFF PERSONNEL

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5 Series 400

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7 Policy Title Payroll Fees Code No. 403.22

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10 CHILD SUPPORT WITHHOLDING

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12 The district will collect and retain \$5.00 per collection in addition to the withholding order
13 amount to reimburse administrative costs when ordered to withhold child support from
14 an employee's paycheck.

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16 MAILING PAYROLL CHECKS

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18 With administrative approval, an employee may elect to have payroll checks mailed,
19 rather than delivered to the place of employment. The district will deduct \$2.00 per
20 paycheck to offset administrative expenses. This fee does not apply to the regular
21 mailing of summer payroll checks or the regular mailing of substitute teacher payroll
22 checks.

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24 PAYROLL GARNISHMENT FEE

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26 When ordered by the courts to make a garnishment from an employee's paycheck, the
27 district will collect and retain \$10.00 per collection in addition to the amount of
28 garnishment specified, in order to reimburse district administrative costs.

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47 Date of Revision:
48 01/24/94

Legal Reference: Code of Idaho
