

NORTHCARE NETWORK

POLICY TITLE: Deductions – Mandatory & Voluntary	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 10/28/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 11/1/22 Dr Timothy Kangas, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network will deduct mandatory payroll deductions for all employees. NorthCare Network employees with regularly scheduled hours may also participate in a variety of voluntary deductions through the payroll system.

PURPOSE

To set forth the policy governing payroll deductions for NorthCare Network employees.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY 1/1/15

REVISION DATE: 4/7/18, 2/12/19, 11/24/19

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/19/17, 4/7/18, 2/12/19, 11/24/19, 9/29/20, 7/27/21, 10/28/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 11/1/22

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

Mandatory payroll deductions include Tax Withholding (Federal, State and when applicable, City), Social Security, and in some circumstances, Court Garnishment of Wages or Federal Tax Levy.

Voluntary deductions may include the following:

1. Additional amounts of Federal and State tax withholding
2. Deferred compensation Plan (457) and ROTH
3. Loan repayments
4. Pretax and After-tax Deductions such as Dependent Care, Health, un-reimbursed Medical, and Insurance Premiums (during the enrollment period)
5. NorthCare Network health, dental and vision insurance premiums

Voluntary payroll deductions as allowed under regulatory statutes may be canceled by completing the appropriate form(s) available from the Human Resource Coordinator.