



## **PAYROLL DEDUCTIONS POLICY**

Federal and State laws require that Brunswick Community College make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. The college must also deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base" and the Medicare "wage base".

The college also offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their checks to cover the costs of participation in such programs as insurance premiums, deposits with or payments to the State Employee's Credit Union, charitable organizations, and payroll savings plan for United States bonds. These types of deductions must be authorized in writing (a copy to be filed in the payroll office) by the employee. The college will not make payroll deductions unless they are authorized by law or by the employee.

The College's vice president of budget and finance is also authorized to enter into annual contracts, with employees of the College, which authorize the reduction of salaries to provide for the purchase of annuity or retirement income contracts which conform to the provisions of G.S. 115D-25.

*Approved by Brunswick Community College Board of Trustees*  
May 15, 1980; January 21, 1998; February 21, 2007; June 28, 2013