



## SUNY Orange Policies and Procedures

Policy Number	Policy Title
<b>BP3.16</b>	<b>Payroll Deductions</b>

The College's policy and practice is to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The College does not make any deductions from the salaries of employees except for those:

- (1) that are made in accordance with the provisions of any law or any rule or regulation issued by any governmental agency; or
- (2) that are expressly authorized in writing by the employee and are for the benefit of the employee. Such authorized deductions are limited to payments for
  - (a) insurance premiums,
  - (b) pension or health and welfare benefits,
  - (c) contributions to charitable organizations,
  - (d) payments for United States bonds,
  - (e) payments for dues or assessments to a labor organization, and
  - (f) similar payments for the benefit of the employee.

If an employee believes that an improper deduction has been taken from a paycheck, the employee should immediately report the mistakes to a direct supervisor or the Payroll Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the College will reimburse the employee for the improper deduction. The College will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the College's investigation of such reports.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: March 16, 2022