



6.4 PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Social Security and Medicare taxes are deducted from wages earned as required by federal law. LADD matches the amount deducted from the employee's paycheck for this program. The following state, federal and court deductions are made to paychecks:

1. Federal and State Income Tax Withholding;
2. Social Security and Medicare Taxes;
3. Voluntary deductions, i.e., insurance premiums, retirement deferrals, purchases for t-shirts, etc.);
4. Compliance with court orders to withhold funds (child support, garnishments, etc.).

Deductions will also be made for any misused funds or property; these will be withheld from the employee's paycheck in compliance with Michigan law. Additionally, disciplinary action up to and including separation from employment may occur for misused funds or property.

LADD will comply with all court orders to withhold payments from paychecks. LADD will supply employees with a copy of the court order as notification that his or her pay will be affected until the court order is fulfilled.

If an employee objects to the court order, they must contact their own legal counsel. By law LADD cannot ignore the order based on employee objections. LADD must receive notice of cancellation of the order via the court system, in the form of a cancellation or amended order from the court. Court ordered pay withholding(s) will not result in discrimination, retaliation, or separation of employment.

LADD

WE MAKE THE DIFFERENCE