

**SALARY DEDUCTIONS**  
*(Payroll Deduction Authorization Meal Charges)*

This is an agreement for payroll deduction between \_\_\_\_\_ ("Employee") and the Chillicothe R-II School District ("District").

The Employee agrees that the District may deduct an amount sufficient to cover any meal charges, plus a service charge when applicable, from the Employee's pay in any pay period where the Employee owes meal charges. An explanation of any deduction for meal charges will be clearly noted on the Employee's pay stub or otherwise provided to the Employee in writing.

Services charges will be as follows:  
Employee owes \$75 or more: \$20 service charge per payroll deduction  
Employee owes \$150 or more: \$40 service charge per payroll deduction

This agreement will be in force for the full period of the Employee's employment with the district unless revoked in writing by the Employee. If this agreement is revoked, the Employee will not be allowed to charge meals.

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I authorize the District to make withholdings from my salary for the purposes of and in the manner described in this agreement.

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Employee's Signature

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Date

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**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Implemented: 7/15/2014

Revised: 5/19/2015