



SECTION V: EMPLOYEES

POLICY 5235

PAYROLL DEDUCTION

Any employee may request the District to make payroll deductions for either or both professional organization dues and political contributions. The District shall transmit deducted funds to the designated organization. Deductions shall be on a ten-month basis unless otherwise designated by the employee organization.

An employee may request in writing at any time for the District to immediately terminate or initiate payroll deductions to a professional organization. A written request expressly includes communications sent pursuant to email or facsimile. For administrative convenience, such notices should be given to:

Director of Payroll
701 S. Main St.
Broken Arrow, OK 74012
payroll@baschools.org
Fax: (918)259-4338

After such request, the District will initiate or terminate deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. If the request is to terminate a deduction, the District shall not make any advance payments to any professional organization of any future dues on behalf of the school employee.

This policy cannot be altered or changed by a negotiated agreement provision.

Violation of this policy will result in monetary penalties for the school district.

Reference: 70 O.S. § 5-139.

Source: *Broken Arrow Board of Education policy adoption, November 12, 2018.*