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VOLUNTARY DEDUCTIONS

Allegheny Highlands Public Schools offers payroll deduction to full and regular part-time employees of the school division for certain voluntary programs such as insurance plans and membership dues. Only approved organizations are eligible for voluntary payroll deduction. A list of eligible organizations is updated each year and is provided below.

To participate in voluntary payroll deduction for eligible organizations, a written request by an authorized representative of the eligible organization must be provided to the Financial Services office along with the employee's documented authorization of such. Allegheny Highlands Public Schools has no liability for an employee's election to participate in one of these voluntary programs.

Your deduction will begin the first day of the month following the date that the Financial Services office receives the required documentation as previously noted.

You can make a change to or stop your deduction at any time by providing a written request to the Financial Services office. It is the employee's responsibility to notify the organization of a change in, or cessation of, participation. The change will take effect on the first day of the month following the date that the Financial Services Office receives your written request for such.

If you have any questions about payroll deduction for voluntary programs, please contact the Financial Services office.

ORGANIZATIONS ELIGIBLE FOR VOLUNTARY PAYROLL DEDUCTIONS 2022-2023

Aflac American Fidelity Virginia Education Association Virginia Professional Educators