

## College Operating Procedures (COP)



**Procedure Title:** Payroll Deductions  
**Procedure Number:** 05-0404  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:5.02  
Florida Statute 1012.81-83  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 11/21/96; 11/3/04; 12/2/08; 02/16/10; 11/1/10

**Purpose Statement:** To establish guidelines for College employees regarding payroll deductions.

---

### **Guidelines:**

In addition to those required by law, certain payroll deductions for regular full-time and temporary full-time employees (working one hundred twenty [120] continuous calendar days or more) are authorized, at the option of the employee, subject to applicable laws and rules.

### **Procedures:**

#### **Payroll Deductions Authorized:**

- A. Medical Plan for Dependents
- B. Income Protection Insurance (Disability Insurance)
- C. Florida SouthWestern State College Foundation
- D. Flexible Spending Accounts
- E. Tax Sheltered Annuities (Part-time regular employees may participate.)
- F. Credit Union
- G. Miscellaneous
  - 1. United Way Contributions
  - 2. Florida Association of Community College (Dues and Insurance)
  - 3. Supplemental Life Insurance through the Florida College System Risk Management Consortium
  - 4. Dental Insurance
  - 5. Vision Insurance
  - 6. AFLAC Cancer Insurance