

4.08 Pay Deductions and Set-Offs

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc to remain in compliance with all applicable State, Federal and local law by withholding certain deductions from every employee's compensation.

Procedure:

Applicable federal, state, and local income taxes shall be deducted from each employee's pay.

Licking/Knox Goodwill Industries, Inc. offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs and deductions taken by Licking/Knox Goodwill Industries, Inc. are done so either at the direction of the courts or to pay off a debt or obligation to Licking/Knox Goodwill Industries, Inc.

Questions regarding pay deductions should be directed to the appropriate supervisor.