

5.4 PAYROLL DEDUCTIONS

Any deductions must be approved and authorized by the Commissioners Court. Deductions will be made from each employee's pay for the following:

1. Federal social security;
2. Federal income taxes;
3. Court-ordered child support;
4. Texas County and District Retirement System (**TCDRS**) contributions (for eligible Regular Full Time, Regular Part Time employees, and elected and appointed Department Heads; and
5. Social Security
6. Medicare and
7. Any other deductions required by law.

In accordance with policies and general procedures approved by the Commissioners Court, deductions from an employee's pay may be authorized by the employee for:

1. Dependent group health insurance;
2. Credit union payments;
3. Dental insurance;
4. Other insurance options;
5. Deferred compensation; and
6. Such other deductions as may be authorized by the Commissioners Court.

If there is a change in the employee's family status (marriage, birth of child, divorce, etc.), change of address, or other factor affecting his or her payroll withholding (W-4 form) or benefits status, the employee is responsible for contacting Human Resources so that the appropriate forms for these changes can be completed and processed.