

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Deductions from Pay

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Originating Department: Human Resources      Approved By:

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### **Purpose:**

To establish a policy regarding approved deductions from an employee's compensation.

### **Policy:**

Written authorization must be obtained before deductions may be made to an employee's paycheck. Written authorization should specify the debt incurred, the amount to be deducted, and when the deduction is to occur.

As a general rule, deductions that reduce an employee's wages to a level below the minimum wage are impermissible.

For exempt employees paid on a salary basis, improper deductions are not to be made that would reduce the salary below the exempt minimum salary threshold based on the FLSA regulations.