



### Linn-Mar Community School District Pay Deduction Complaint Form

This form is to be used for all pay deduction complaints. Any employee who believes the district has made an inappropriate deduction is encouraged to immediately consult with their direct supervisor. The employee may also file this complaint form with the Chief Officer of Human Resources explaining the nature of the improper deduction.

Name of employee: \_\_\_\_\_

Department/Building: \_\_\_\_\_

Payroll date(s): \_\_\_\_\_

Amount of improper pay deduction: \_\_\_\_\_

Explanation of improper pay deduction:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to the Human Resources office (2999 N 10<sup>th</sup> St, Marion IA 52302).*