



Policy 403.27-E 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: _____

Return the signed form to:
Linn-Mar Community School District
Human Resources Office
2999 N 10th Street
Marion IA 52302