Lancaster County Drug & Alcohol Commission	*Universal #4* *Policy:* Employee Salary Withholding Compliance
Most Current Revision: 09012022 *Effective Date: 07012020*	*Page: 1 of 1*

I. Purpose

To ensure that ***ALL*** contracted LCDAC service providers are in compliance with being legally sound in the area of employee salary tax withholdings.

II. Procedure

A. All LCDAC Contracted Service Providers agree to have properly withheld, paid, and remitted the employee's share of payroll taxes, worker's compensation, and insurance premiums from the employee's salaries in a timely manner.

B. As such, ALL LCDAC Contracted Service Providers with paid employees MUST provide proof that the employee's share of payroll taxes, worker's compensation, and insurance premiums from the employee's salaries in a timely manner.

C. The proper withholdings of the employee's salaries shall be verified at the monitoring site visits and/or at any other on-site visit.

D. Failure to adhere to the stipulations outlined shall result in a citation to the provider rendering the completion of a corrective action plan.

Approved By: Rick Kastner _____ 09012022_____

Rick Kastner LCDAC Executive Director Date