PAYROLL PROCEDURES-SALARY DEDUCTIONS

Certified personnel may choose to receive salary divided into twenty-six (26) bi-weekly payments or twenty-one (21) bi-weekly payments. All other school district personnel will receive their pay in accordance with a bi-weekly schedule adopted for the calendar year.

All payroll deductions must be authorized by the employee in writing or according to prepared forms to be signed by the employee.

All full time employees are entitled to have salary reduced by annuity programs deducted from salary and sent to a company of their choice. The Superintendent of Schools shall prepare and implement administrative and regulatory guidelines.

All regular employees can have their entire paycheck each pay day sent direct to a local banking or saving institution. This practice, known as direct deposit, will be limited to local banking and savings institutions or credit unions that have twenty-five (25) or more school district employees participating in the direct deposit plan.

The Superintendent of Schools is authorized to prepare and implement administrative rules and regulations that limit the number of transactions an individual can make during a fiscal year and to maintain a reasonable balance between service to personnel and an added burden to the payroll activities.
PAYROLL DEDUCTIONS

Full time and school year employees are eligible to request payroll deductions for the following:

1. Tax-sheltered annuities in accordance with the legislative action of the U. S. Congress. The School District must sponsor the program. An eligible employee may choose to set aside an amount of money to be deducted each pay period.

   Remittance to an annuity program must be even dollar amounts for the pay periods selected by the employee, that is, either twenty-one (21) or twenty-six (26) installments.

   Annuity programs may be established any time during the year with any companies listed by the School District. Once enrolled the amount of deduction may not be altered except during the month of September.

2. Payroll deductions for Spicket Valley Credit Union may be initiated anytime during the year. The deductions must be even dollar amounts for the pay period selected by the employee, that is, either twenty-one (21) or twenty-six (26) installments.

   Once enrolled the amount of deduction may not be altered except during the month of September.

ADMINISTRATIVE GUIDELINES

VOLUNTARY INSURANCE DEDUCTIONS

1. Information provided to agents, brokers, or insurance companies for life insurance or annuity programs will be limited to:

   A. An employee directory, providing name and address. NO HOME TELEPHONE NUMBERS will be provided.
   B. A current listing of participating annuity companies.
   C. The names and school telephone numbers of the union presidents, if requested.

2. If the agent chooses, he/she may call the union presidents. It will be at the discretion of the union president if additional information is desired.

3. If the insurance is to be a new program, or the annuity company is not one on the current list, the agent must obtain a minimum of 25 participants to start payroll deductions.