

**Neah-Kah-Nie
School District 56**

Code: **DLB**
Adopted: 11/12/01
Readopted: 1/14/08; 3/17/15
Orig. Code(s): DLB

Salary Deductions

All employees shall be required to have deductions from monthly salary.

Deductions required by law shall include:

1. Public Employees' Retirement System of Oregon (PERS)
 - a. Contributions to the PERS shall be compulsory for all employees whose regular work for the district requires more than 600 hours of employment yearly.
 - b. Employees who have not previously been members of the PERS shall be employed for six months probationary period before their membership is secured (i.e., those first starting work in September shall not be members of the system until April 1).
2. Federal Social Security (FICA): Federal Social Security coverage is automatic for all employees of the district, whose contribution is determined according to law.
3. Federal Withholding Tax: Federal Withholding Tax deductions shall be made according to a schedule prepared by the Treasury Department and the amount deducted shall be based on the number of exemptions claimed by an employee.
4. State Income Tax Withholding: The amount withheld shall be according to a schedule prepared by the state which takes into consideration the amount of salary and the number of exemptions claimed.
5. State Industrial Accident Insurance: Coverage shall be automatic and gives protection for accidents occurring while on the job.
6. Other Deductions: As approved by the Board and/or agreed to in the current appropriate collective bargaining agreement.

The district will comply with federal requirements that establish maximum annual tax sheltered annuity (TSA) allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\)](#), (16)
[ORS 243.666](#)

[ORS 332.505](#)
[ORS 652.110](#)

[ORS 652.120](#)
[ORS 652.610](#)

I.R.C. §403 (2006).
29 C.F.R. § 541.603 (2004).