

Salary Deductions

When a company or district employee requests that the district make individual itemized deductions the following guidelines shall apply:

1. The workload and cost involved in making such deductions will be considered. As a general rule, at least five employees or five percent participation by the qualified group will be required before the district will make deductions for a particular company or plan;
2. The agent or company must comply with all state and federal regulations.

In order to make a deduction for a given month, the company or agent must present the plan to the district by the first of the month. If the plan is approved, the company or agent must deliver the proper forms to the office by the 10th of the month. The deduction made in the employee's pay check for that month would be the premium payment to cover the first of the following month.

Tax-Sheltered Annuities

A complete list of the approved companies to be used by this district for voluntary payroll deductions is on file at the district office.

District-approved TSA companies shall be required to provide employees a maximum exclusion allowance (MEA) prior to the initial withholding or any changes in withholdings, from employees' earnings. Employees are responsible for filing a copy of the MEA with the district prior to any district withholding.