

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

PAYROLL DEDUCTIONS

Following are the specific regulations regarding the deduction of amounts from employees which are not otherwise required by law:

Health Insurance

Based on employment status and applicable contracts and agreements, employees may elect or be required to contribute toward the cost of various health plans and coverages through payroll deduction. Elections must be made on the appropriate form to be obtained from the Payroll Department. Employees will be notified of deductions required by contract or agreement.

Tax Sheltered Annuities

The District will allow up to fifteen (15) tax sheltered annuity firms (insurance companies, mutual funds, financial planners or any other entity to which periodic payments would be made) to participate in a payroll deduction program.

New firms must secure a minimum of ten (10) documented subscribers for initial acceptance into the program.

Present firms shall be grandfathered unless they drop to zero subscribers. At that point, such firms will be deleted from the District's program. For return to the program, a deleted firm will be required to secure a minimum of ten (10) documented subscribers.

Tax sheltered annuity firms shall be prohibited from contacting school district employees during school working hours. Literature may be distributed to employees through the District's personnel office. Presentations to employees after working hours may be scheduled whenever the number of participating firms drops below fifteen (15) at the discretion of the Director of Personnel.

Employees may elect to participate in the program, or make a change between firms with thirty (30) days written notice to the Payroll Department. (Employees are limited to two changes per year. Amounts may only be deducted notably, up to the legal limits under Section 403(b) of the IRC.)

Association Dues Deductions

Based on employment status and applicable contracts and agreements, employees may elect to remit dues to an employee association through payroll deduction. Elections must be made on the appropriate form to be obtained from the association president. Employees will be notified of applicable deductions required by contract or agreement.

Direct Deposit

All employees shall be required to have payroll funds direct deposited into an account of their choice. Each employee will have up to 2 accounts available for deposit, unless said employee takes part in the CBW Credit Union. CBW employees shall have only 1 direct deposit account available for deposit.

Voluntary Wage Attachments

Employees shall be entitled to have wage attachments deducted through payroll to pay such bills for donation purposes and/or accounts owed through the school district. Ex: Flower Fund, Cafeteria payments, United Way.

Full Time Employees Only shall have the following deductions through payroll:

Aflac

Aflac insurance will be offered to all full time employees on an annual basis. A representative from the company will conduct a public meeting regarding services in the fall of each year. Individual meetings with said representative will be set up afterwards during the lunch period of said employee. Changes to the policies can be made during this time. Cancellation is available at any time, but re-election of the benefit can only be made at the annual meeting time.

Life Insurance

Group term supplemental life insurance will be offered at any time during the employment of the employee. Forms can be found in the payroll office. The amount of insurance offered is regulated by the employee job title. All amounts are voluntary and may be cancelled at any time.

Credit Union

Employees are offered the opportunity to join the CBW Credit Union. Direct deposit of funds is required when a deduction is elected.