

Code: DLB
Adopted: June 24, 2006
Revised: May 16, 2023

Salary Deductions

Authorized payroll deductions will be made upon an appropriately submitted written request from the employee, per Section 125 Guidelines. An employee may terminate a payroll deduction, by providing 45 days written notice, which will be signed by the employee, given to the Human Resources clerk and placed in his/her file per Certified CBA agreement.

Subject to standard accounting procedures, employees may authorize modification of their salary or withholdings to include deductions such as:

1. Tax-sheltered annuities (TSA), as authorized by the Internal Revenue Service and approved by the Board.

Insurance premiums in excess of district contributions to Board-approved programs.

Labor organization dues; in accordance with collective bargaining agreements.

Volunteer insurances in compliance/vetted in Mineral County School District's Section 125 Plan.

The district will comply with federal requirements that establish maximum annual 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.

Automatic deductions, except those required by law, will not be made from an employee's pay without superintendent authorization.

END OF POLICY

Legal Reference(s):