

PAYROLL DEDUCTIONS

The district shall make payroll deductions for staff as required by law, such as federal income tax, Federal Income Contribution Act, Washington State Teachers' Retirement System, Washington Public Employees' Retirement System, industrial insurance, and absences not covered by authorized leave.

Deductions for voluntary contributions shall be made subject to conditions of negotiated employee agreements and with appropriate signed staff authorizations for the following:

1. group medical/dental/vision insurance plans
2. group life/AD&D insurance plans
3. group salary insurance plans (short-term disability)
4. group long-term disability insurance plans
5. association or union dues
6. United Way
7. political action committees duly registered with the Public Disclosure Commission and/or the Federal Election Commission
8. U.S. Savings Bonds
9. Flexible Spending Account - IRS Code Section 125 Cafeteria Plan.
10. credit union/bank programs
11. tax sheltered annuities
12. deferred compensation plans

In addition to other deductions authorized by board policy and upon written request of at least ten percent of the employees, the district may make voluntary contributions by appropriate signed staff authorizations for the following:

1. medical insurance premiums – non-group plans
2. life insurance premiums – non-group plans

Voluntary contributions to tax shelter annuities, IRS Code Section 403(b), shall be in conformance with board policy 5314. Voluntary contributions to deferred compensation plans, IRS Code Section 457, shall be in conformance with RCW 41.50.770 and limited to the Deferred Compensation Program administered by the state of Washington.

No broker, agent, or other representative of an insurance company may enter district premises for the purpose of soliciting any employee during the employee's work hours regarding the purchase by the employee of any insurance policy. Distribution of information regarding non-group insurance programs to employees may not be made through the district's interschool mail, the school's staff box, or district electronic distribution. The district shall not provide to any insurance representative a listing of employees, their addresses, or phone numbers.

The district shall require insurance companies offering non-group insurance programs to provide a hold harmless agreement protecting the district from any liability attendant to processing these payroll deductions. The district shall not be liable to any insurance carrier or employee for failure to make or transmit any such deductions.

All insurance carriers must be authorized to do business in the state of Washington and must be represented by a Washington licensed insurance broker or agent.

Legal References:	RCW 28A.400.250	Tax-deferred annuities
	28A.405.400	
	41.04.020	Public employees--Payroll deductions authorized
	41.04.230	Payroll deductions authorized
	41.04.240	Direct deposit of salaries into financial institutions authorized
	41.50.770	Deferred Compensation plans

Initially Adopted: October 26, 1992
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