**PAYROLL PROCEDURES:**
**SALARY DEDUCTIONS AND REDUCTIONS**
**CFEA (REGULATION)**

## CHANGE REQUEST

Employees may request changes in payroll deductions through the business office.

## HEALTH INSURANCE COVERAGE

### SUMMER MONTHS

Employees who do not receive payroll checks during the summer months will have health insurance premiums for these months apportioned throughout the school year by increasing their deduction accordingly.

### RESIGNATION

When an employee resigns, payroll deductions and district contributions will be made in accordance with the District's group health insurance plan.

## TAX-SHELTERED ANNUITY

In order for the District to provide a salary deduction for a tax-sheltered annuity program, District employees must file a salary reduction agreement. It will also be necessary for the companies writing the annuity programs to provide the "Maximum Exclusion Worksheet" and supporting "Statement to Purchase Agreement."

APPROVED – JANUARY 2015