
ADMINISTRATIVE REGULATIONS**PAY-2****SECTION: Payroll****SUBJECT: Deductions****03/01/04**

Employees may become a member of the Teachers Credit Union by applying at their office in Port Neches. Deductions will be made according to signed authorizations received from the Credit Union. DEDUCTIONS FOR ALL EMPLOYEES MAY NOT EXCEED AN AMOUNT THAT WOULD LEAVE INADEQUATE FUNDS FOR OTHER DEDUCTIONS.

Employees will be given an opportunity to participate in a Tax Sheltered Annuity Plan with one of several companies that have been approved by the District and TRS. Initial enrollment and increases or decreases in the amount of the annuity premium payments will be allowed any time during the year through the 3rd party administrator according to current TRS regulations. Any employee may terminate his/her membership at any time upon written request to the Personnel Office and the annuity company.

Deductions for TEACHER organization dues will be made upon receipt of signed membership applications from the specific organization. Teacher organization deductions are available to all teachers, administrators and paraprofessionals on the payroll deduction plan. The total amount of professional dues outlined will be deducted from the payroll checks according to the payment plan by the organization. Each employee must sign the proper authorization form before his/her professional dues are placed on the deduction plan. The deductions will be made until the employee requests, in writing, that the deductions be discontinued. Members should indicate on the Professional Association Enrollment Card if they participate in the payroll deduction plan. All of the above information must come to the Personnel Office through the professional organization representative in the District. IF APPLICABLE, ANY CHANGES THAT MAY NEED TO BE MADE PERTAINING TO PAYROLL DEDUCTIONS OR STATUS OF EMPLOYEE MUST BE MADE IN WRITING TO THE PERSONNEL OFFICE.

Manual Trade employees may have Union dues deducted from their pay checks once a month on the 10th pay period. A signed authorization form from the employee must be submitted to the Payroll Department for the Union organization dues. The deduction will be made until the employee requests in writing that the deduction be discontinued.