

SALARY DEDUCTIONS

The School Board will allow all deductions for absences not covered by paid leave, collection of erroneous overpayments to employees, or those deductions required by law.

For all voluntary deductions, the employee shall complete a form authorizing the deduction. The following voluntary deductions are approved by the Board:

1. Membership dues in recognized professional employee associations. Dues shall be deducted and terminated only upon receipt of an authorized card signed by the individual employee.
2. Deductions for LPSS group insurance policies or other deductions administered through the School Board's Insurance Department or a third party administrator approved by the Board or Administration. These voluntary deductions may include, but not be limited to, dental insurance, long-term care insurance, disability insurance, and cancer insurance. Such deductions shall be subject to an advertised RFP process at least every three years and shall result in no more than two vendors providing each type of product or service.
3. Shares in the Credit Union.
4. Donations to United Way.
5. 403(b) deductions for vendors that have been approved by the 403(b) third party administrator based on a screening process that assures that the vendor is in compliance with IRS regulations and offers investment products that meet industry standards. Approved vendors should have participation of at least 1% of the total number of employees unless recommended by the third party administrator to be integral in providing a balanced offering of investment choices to employees.

Current practice codified 1975

Adopted: Date of manual adoption

Revised: 9/2/98

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