

## SALARY DEDUCTIONS

The Evangeline Parish School Board maintains that salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., shall be deducted in accordance with applicable laws and regulations.

Any voluntary deductions desired by employees may be authorized by the Board, when such action is determined to be in the best interest of the school system. Said request shall be submitted in writing by the employee. The employee shall also sign a form authorizing said salary deduction and verifying knowledge of all regulations governing salary deductions. The Board does not assume any liability for compliance with governing requirements and regulations.

The following voluntary deductions are approved by the Board:

1. Membership dues in recognized professional teachers associations. Dues shall be deducted only upon receipt of an authorization signed by the individual employee.
2. Deductions for employee contributions to the school system's hospitalization and life insurance program and any other insurance or tax-sheltered annuity programs which are or may be approved by the Board.
3. United Way Deduction Plan.
4. For any other Board approved payroll deduction.

The Board shall only be responsible for making approved salary deductions as requested in writing by any employee of the Board. Under no circumstances shall special arrangements be made as to the commencement or transaction of salary deductions.

### DEDUCTIONS FOR AUTHORIZED INSURANCE/INVESTMENT PROGRAMS

As a courtesy to its employees, the Evangeline Parish School Board shall make insurance or investment instruments available through payroll deduction. However, in an effort to maintain fiscal responsibility, it is necessary to define and set terms for participation in such insurance or investment programs through payroll deduction. The following criteria shall apply:

1. The number of allowable slots for payroll deduction, as per primary coverage, shall be as follows:

- 2 slots for dental insurance
- 3 slots for disability insurance
- 3 slots for 403b annuities
- 5 slots for cancer insurance

In other words, there can be no greater number of companies approved for payroll deduction than enumerated above. This range allows for employees to choose the coverage/company which best meets his/her needs.

2. Any group wishing to enter the payroll deduction program must present its product to the *Insurance Committee* of the Evangeline Parish School Board for evaluation and comparison to the existing companies. At that time, if the company is deemed by the *Insurance Committee* as being better, then one of the existing companies will be dropped from payroll deduction (that decision will also be made by the *Insurance Committee*). The affected employees will then either pay that company through other means or change carrier.
3. There must be a minimum of twenty-five (25) enrollees before a company shall be allowed on payroll deduction. It is the responsibility of the insurance company to present a listing of the twenty-five (25) employees before the deduction is made. Until that proof is presented, employees shall make payments directly to the insurance company.

Any insurance provider wishing to market their product in the schools must obtain permission to do so from the *Insurance Committee*.

Ref: La. Rev. Stat. Ann. §§17:438, 17:1184, 17:1202; 17:1315; Board minutes, 7-17-96, 7-21-10.