

PAYROLL DEDUCTIONS

Whereas the Board recognizes the benefits to personnel when certain payroll deductions are available, the following guidelines govern such payroll deductions:

1. The Board's payroll office will make deductions from employee payroll checks upon written request by employees for the following: employee association membership dues, premiums for Public Employee Insurance Agency (PEIA), annuities, dental insurance, optical insurance, casualty insurance, disability insurance or the West Virginia Employee Credit Union.
2. Deductions for annuities are from a company approved by the West Virginia Insurance Commissioner, has an agency or representative in the State and managed by the TSA Consulting Group (3rd Party Administrator).
 - a. Each participating Agency shall provide the Board of Education with a statement to the effect that the portion of the annuity contracts supported by payroll deductions will not contain any life insurance provisions.
 - b. Each participating Agency shall assure the Board of Education that provisions of their annuity contracts will comply with current Internal Revenue Service (IRS) provisions and the Agency will subject their contract to continuous review by the Board or the Board's Third Party Administrator to keep current with IRS guidelines for the protection of the Board's employees.
 - c. The Board assumes no responsibility for these contracts or the performance thereof whatsoever. The Board is agreeing hereby only to process payroll deductions and to forward the deducted amounts to the payee designated by the employee.
3. Payroll deductions will not be made for life insurance payments other than the State requirement for Optional Life and those payments being deducted at the time of this policy's adoption.
4. Companies, agencies and/or associations which desire to receive payments through a payroll deduction from employee wages must have a minimum of twenty-five (25) employees enrolled for said payroll deductions—otherwise the Board shall not provide this service.
5. Insurance companies must obtain a letter of permission from the Superintendent or his/her designee in order to gain access to schools for the purpose of conducting business. Selling or soliciting of said policies shall not be conducted during instructional time.
6. Associations and the credit union must submit signed agreements to the finance office by the twentieth (20th) day of each month in order for the deductions to be made the following month. Association dues will not be deducted for months prior to the written request for deductions.
7. Deductions for association dues, annuities and insurance premiums will be made on a ten (10) month basis. The deductions will be taken on the first check for each of the ten months.

8. Insurance companies must submit signed agreements to the finance office by the following dates for deductions to begin the next month: August 31, October 31, December 31 and March 31.

9. Once payroll deductions have begun for an employee, they will continue until the employee notifies the finance office in writing of any requested cancellations. Cancellations will become effective no later than 14 days after the finance office receives a written requested cancellation. Employees who request a payroll deduction accept the risk of any deductions being made within 14 days after the Board's receipt of a written cancellation request.

10. Deductions sheltered under the Cafeteria Plan (Section 125) may not be cancelled during the plan year (July 1 – June 30).

Adoption Date: September 3, 2013