



# Administrative Regulation 4237.1 Additional Voluntary Salary Deductions - Classified

**Responsible Office:** Office of Human Resources

## **REGULATION**

1. Sierra Schools Credit Union / Clearstar Financial Credit Union / United Federal Credit Union
  - a. Many years ago the teachers of old Reno School District No. 10 organized a Federal Credit Union. All of the benefits and privileges of this group are open to all employees of the Washoe County School District. Salary deductions for this purpose are voluntary and must be requested by the individual employee.
2. United Way of Northern Nevada
  - a. Contributions to the United Way may be deducted from salaries. Salary deductions for this purpose are voluntary and must be requested by the individual employee.
3. Tax Sheltered Annuities
  - a. Any employee desiring to purchase a tax sheltered annuity may enter into such a program with a recognized insurance company which has met the requirements of the United States Internal Revenue Service.
  - b. The employee must properly authorize the Payroll Office to make the necessary deductions from salary checks.
4. Group Life Insurance
  - a. Classified employees have the privilege of participating in group life insurance. Participation in this plan is the choice of the individual employee. If an employee chooses to participate, he or she shall complete the necessary forms for enrollment and authorization of payroll deduction.
5. Income Protection Insurance
  - a. An income protection insurance plan is available to all eligible employees. The privilege of participation in this plan is left to the choice of the employee. If an employee chooses to participate, he or she shall complete the necessary forms for enrollment and authorization of payroll deduction.

6. Cancer and/or Intensive Care Insurance

- a. Also available to classified employees and their dependents and/or families if they choose to participate are cancer and/or intensive care insurance. If an employee chooses to participate, he or she shall complete the necessary forms for enrollment and authorization of payroll deduction.

7. Dues for Washoe Education Support Professionals / Nevada State Education Association

- a. Employees who are members of the Washoe Education Support Professionals / Nevada State Education Association may authorize dues deductions from their salary check. If an employee chooses to pay membership dues in this manner, he or she shall complete the necessary form for the authorization of payroll deduction.

8. Additional Federal Income Tax

- a. When an employee wishes to increase the amount of income tax withheld, as prescribed by the Internal Revenue Service deduction schedule then in effect, he or she shall complete Internal Revenue Service Form W-4 to authorize the Payroll Office to make such additional deduction.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
  - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This regulation aligns with the Collective Bargaining Agreement between the District and the Washoe Education Support Professionals / Nevada State Education Association (WESP/NSEA).
3. This regulation complies with Nevada Revised Statutes Chapter 288, Relations Between Governments and Public Employees.

**REGULATION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted
12/12/1967	2.0	Revisions
10/14/1969		
11/22/1976		
5/23/1978		
10/27/1992		
7/14/1998		