



## Administrative Regulation 4147

# ADDITIONAL VOLUNTARY SALARY DEDUCTIONS

**Responsible Office:** Office of Human Resources

### REGULATION

1. Mandatory salary deductions which are required by federal and state law are as follows:
  - a. NEA - NSEA - WCTA Dues. Nevada is a unified dues state with regard to the National Education Association. Licensed personnel may use the privilege of monthly payroll deductions to pay the unified dues of the National Education Association, the Nevada State Education Association and the Washoe County Teachers Association. Salary deductions for this purpose are voluntary and must be requested by the individual licensed employee. Also see the Article concerning Dues Deduction of the Professional Negotiation Agreement between the Washoe County School District and the Washoe Education Association.
  - b. State and Local Administrators Associations Dues. Administrative personnel may use the privilege of monthly payroll deductions to pay their associations dues. Salary deductions for this purpose are voluntary and must be requested by the individual administrator.
  - c. Sierra Schools Credit Union / Clearstar Financial Credit Union / United Federal Credit Union. 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.
  - d. United Way of Northern Nevada. 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.
  - e. Tax Sheltered Annuities. 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. The employee must properly authorize the Payroll Department to make the necessary deductions.
  - f. Group Life Insurance. A group life insurance plan is available to licensed 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.

- g. Group Auto Insurance. All employees who are employed under an annual contract and who are paid monthly are eligible to participate in the group auto insurance plan. 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 for payroll deduction.
- h. Income Protection Insurance. 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.
- i. Cancer and/or Intensive Care Insurance. Also available to licensed employees and their dependents and families are cancer and/or intensive care insurance. 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 for payroll deduction.
- j. Additional Federal Income Tax. 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.

## **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

- 1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4105, Employment Practices
- 2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 391, Personnel.

## **REVIEW HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted

12/12/1967	2.0	Revised
1/13/1970	3.0	Revised
11/22/1976	4.0	Revised
5/23/1978	5.0	Revised
10/27/1992	6.0	Revised
7/14/1998	7.0	Revised