



Administrative Regulation 4232.1 SALARY DEDUCTIONS FOR CLASSIFIED EMPLOYEES

Responsible Office: Office of Human Resources

REGULATION

1. Mandatory salary deductions which are required by federal and state laws are as follows:
 - a. Federal Income Tax.
 - b. Nevada State Public Employees' Retirement System (PERS) for employees who are members.
 - c. Social Security for those employees who are not members of the Nevada State Public Employees' Retirement System.
 - d. Medicare for employees hired on or after April 1, 1986.
2. Voluntary salary deductions may be made for the following: (Regulation 4237.1)
 - a. Income Protection Insurance
 - b. Employee Health Insurance
 - c. Sierra Schools Credit Union / Clearstar Financial Credit Union / United Federal Credit Union
 - d. United Way of Northern Nevada.
 - e. Tax Sheltered Annuities
 - f. Group Life Insurance
 - g. Cancer and/or Intensive Care Insurance
 - h. Dues for Washoe Education Support Professionals / Nevada State Education Association
 - i. Additional Federal Income Tax
3. The necessary forms for mandatory and voluntary salary deductions are available in the Office of Human Resources and the Payroll Department for all classified employees except those hired for the school lunch program.
 - a. School lunch program employees obtain necessary forms from the Nutrition Services Department.
4. It is essential that all salary deduction information be in the proper office as early as possible after an employee's initial assignment.

5. Requests for changes in deductions or in the amount of deductions should be given to the Payroll Department at the earliest possible time.
 - a. Changes requested during the time the payroll is being processed cannot become effective until the following payroll period.
 - b. All requested changes are also subject to the terms of the school district's agreement with the company or agency to whom the monies are paid as well as the terms of the agreement between the school district and the various negotiating units.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns to and/or complies with the governing documents of the District, to include:
 - a. Board Policy 4105, Employment Practices
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 state laws and regulations, to include:
 - a. Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees.

REGULATION HISTORY

| Date | Revision | Modification |
|------------|----------|--------------|
| 4/11/1967 | 1.0 | Adopted |
| 12/12/1967 | 2.0 | Revised |
| 5/23/1978 | 3.0 | Revised |
| 10/27/1992 | 4.0 | Revised |
| 7/14/1998 | 5.0 | Revised |