

PAYROLL PROCEDURES
SALARY DEDUCTIONS AND REDUCTIONS

CFEA
(REGULATION)

ENROLLMENT	Open enrollment for payroll deductions occurs during the month of April and August of each school year and can be subject to change with notification from the Employee Benefits and Support Services Coordinator.
CHANGE REQUEST	Employees may request changes in payroll deductions through the business office.
DEDUCTIONS FOR HEALTH INSURANCE COVERAGE	<p>For information regarding any payroll deductions that may be necessary for continuation of health insurance coverage during the summer months, see CRD.</p> <p>When an employee resigns, payroll deductions and District contributions will be made in accordance with the District's group health insurance plan.</p>
TAX-SHELTERED ANNUITY	In order for the District to provide a salary deduction for a tax-sheltered annuity program, District employees must file a salary reduction agreement.
EXCESS LEAVE	Deductions for any unapproved absences or absences beyond accumulated and available paid leave will be made in accordance with policy DEC (LOCAL).