

PAYROLL PROCEDURES
SALARY DEDUCTIONS AND REDUCTIONS

CFEA
(REGULATION)

ENROLLMENT	Open enrollment for payroll deductions occurs during the first thirty (30) days of each school year.
CHANGE REQUEST	Employees may request changes in payroll deductions through the District's business office.
HEALTH INSURANCE COVERAGE RESIGNATION	Employees who are in their last year of employment with the District are entitled to health insurance coverage through the first anniversary of the date the coverage began. After that date, an employee may choose to continue coverage at his or her own expense under COBRA provisions.
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. It will also be necessary for the companies writing the annuity programs to provide the "Maximum Exclusion Worksheet" and supporting "Statement to Purchase Agreement."