

1 Joint School District No. 2, Meridian  
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.  
3 STAFF PERSONNEL

4  
5 Series 400

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7 Policy Title Payroll Deductions Code No. 403.21

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10 LEGALLY REQUIRED DEDUCTIONS

11 Legally required deductions include the following:

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13 1. F.I.C.A. (social security) at current legal rate  
14 2. federal income tax at current legal rate  
15 3. state income tax at current legal rate  
16 4. public employees retirement

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18 OPTIONAL DEDUCTIONS

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20 1. Health insurance: The school district pays a pro-rated share of regular  
21 monthly premiums for qualified employees. In addition, employees have the  
22 option to add eligible family members to their medical and dental benefit  
23 package, though the district does not pay a pro-rated share for these  
24 additions. Enrollment must take place during the first month of employment.  
25 Subsequent to initial enrollment, changes can only be made during the  
26 month of December, or when there is a family status or job change.  
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28 2. Payroll deductions for the purchase of tax-sheltered annuities such as 403B  
29 and the PERSI Choice 401K, 403B Roth after- tax annuities, life insurance,  
30 and deferred compensation savings may be made on a monthly basis to  
31 vendors approved by the District's plan document.  
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33 3. Capital Educators Federal Credit Union: Payroll deductions made payable  
34 to the Capital Educators Federal Credit Union may be authorized for savings  
35 and/or repayment of loans. Authorizations must be submitted to Human  
36 Resources before the eighth day of each month to be included in that  
37 month's payroll.  
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39 4. Education Associations: Payroll deductions, made payable to the Meridian  
40 Education Association, may be authorized for membership in the United  
41 Teaching Profession, which includes the National Education Association, the  
42 Idaho Educational Association, and the Meridian Education Association.  
43 Payments must be made on a 10-month basis, beginning in November of the  
44 school year.  
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46 5. Payroll deductions made payable to Idaho Association of School  
47 Administrators (IASA) and associated organizations may be made on a 10-  
48 month basis beginning in September of the school year.  
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50 6. Direct deposit of employee monthly payroll checks can be authorized for  
51 financial institutions affiliated with ACH (Automated Clearing House).

52 Date of Revision:  
53 08/12/08

Legal Reference: Code of Idaho

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