

## MANAGEMENT SUPPORT SERVICES

### Program Planning, Budget Preparation, Adoption and Implementation

Employment of all certificated and classified staff must be approved by the board. Authority to pay for such services rendered follows this approval. Annual salaries shall be determined by placement on the District salary schedule in terms of position, experiences, and training (where applicable). Proper documentation is required to receive credit for experience and training.

### Personnel Action

To hire a person or to change a person's status, the supervisor shall initiate a personnel action notice. The notice shall be approved by:

- A. Human Resources department giving assurances that the contemplated action is consistent with all procedures related to the District's employment practices;
- B. Business department giving assurance that there are adequate funds covering the proposed action;
- C. Director of Human Resources giving approval for the personnel action.

### Salary Warrants

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual, and voluntary deductions. Voluntary payroll deductions shall be authorized by the board.

Present statutory deductions are as follows:

OASI Deducted during the calendar year from each pay Warrant beginning with January 1 payroll until the required amount is deducted.

WITHHOLDING TAX Deducted according to the current Internal Revenue Service schedule.

MEDICAL AID Deducted from each pay warrant for all staff as set by the State Department of Labor and Industries.

RETIREMENT Washington State Public Employees' Retirement System--Deducted from each pay warrant of noncertificated staff holding eligible positions at the rate set by the state.

Washington State Teacher's Retirement System

Deducted from each pay warrant of certificated full-time staff at the rate set by the state.

Present contractual deductions are as follows:

HEALTH INSURANCE	Deducted from the pay warrant each month.
SALARY INSURANCE	Deducted from the pay warrant each month.
LIFE INSURANCE	Deducted from the pay warrant each month.
ASSOCIATION/ UNION DUES	As negotiated in each agreement.
DENTAL INSURANCE	Deducted from the pay warrant each month for eligible staff.

Hourly or Daily Employment

Hourly or daily staff must submit time slips. Time slips must be signed by the staff member and approved by the staff member's supervisor.

Leave

District leave provisions are covered in bargaining agreements for represented employees. Upon return from a leave, the staff member shall complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, nonreimbursable leave, or vacation.

Tax Deferred Annuity

Upon receipt of signed authorization forms from five (5) or more employees, the board of directors will enter into a tax-deferred annuity contract with a Washington-licensed agent or broker representing a company licensed to sell tax-deferred annuities in the state of Washington. Such contract shall include assurance that the District will be held harmless for any actions occurring after the authorized funds have been disbursed to the company designated by the employees.

Interested staff may elect to defer a portion of their salary or wages to pay for a tax deferred annuity provided that five or more staff members request the District with signed authorization forms to enter into a contract with a company licensed to sell

such annuities in the state of Washington. The following procedures are established for this purpose.

1. A staff member may request a deferred tax annuity authorization form from the District business office. The interested staff member shall complete the authorization form indicating: the name of the company offering the deferred annuity program; the name of the Washington-licensed insurance agent; the amount of wages or salary to be deferred in equal installments for the balance of the school year; and, a signed statement that the District shall be held harmless for any actions occurring after the authorized funds have been disbursed to the company designated by the applicant.
2. When five or more staff members have submitted authorization forms to the business office from the same company, the assistant superintendent for business and operations will contact the named Washington-licensed insurance agent to enter into a contract with the school District for the purpose of establishing a tax deferred annuity program for the requested staff members. The insurance agent shall provide evidence that he/she is a licensed agent in the state of Washington and the represented company has been authorized to provide annuity programs in the state of Washington. The agent acting in behalf of the company shall submit a statement that holds the District harmless for any actions occurring after the authorized funds have been disbursed to the agent.
3. The authorization will remain in force until modified by the staff member so long as he/she is an employee of the school District.
4. Licensed agents may not solicit employees for the purpose of selling tax deferred annuities on school premises during normal school hours. Promotional literature may not be distributed through District mail channels.

Approved: October 23, 1985

Revised: May 23, 2001