

Compensation and Related Benefits**SALARY DEDUCTIONS--INCOME PROTECTION**

- I. The Assistant Superintendent, Office of Personnel, shall request from each insurance carrier the information required on the deduction card as follows:
 - A. Work location;
 - B. Employee number;
 - C. Payroll code;
 - D. Name of employee;
 - E. Name of insurance carrier;
 - F. Amount of deduction to be made;
 - G. A statement that the School Board shall be absolved of any and all liability resulting from the collection of the authorized deduction.
- II. Each insurance carrier shall be required to submit completed and correct payroll deduction authorization cards, including the manual signature of the employee, to the Supervisor, Payroll Section, at least three weeks before the initial deduction is to be made.
- III. The authorization cards shall be retained on file in the Payroll Section.
- IV. Any employee desiring to change or revoke the deduction authorization must submit a request for such change or revocation to the appropriate insurance carrier at least 60 days prior to the effective date of such change. At no time shall an insurance carrier present to the Supervisor, Payroll Section, a requested change which cannot be implemented.
- V. Each insurance carrier shall be responsible for the collection of any arrears due the carrier.
- VI. All deduction rosters and allied reports shall be produced and provided as established in current procedures.

- VII. The charges for payroll deduction will be made as follows:
- A. An initial fixed amount of \$200 will be charged to each insurance carrier qualified and wishing to participate in payroll deductions. This charge will be made only upon the initial enrollment of the carrier. If the carrier discontinues use of payroll deduction and if at a later date the carrier wishes to use payroll deduction again, the \$200 charge will be levied.
 - B. An amount of 7 cents per deduction will be charged each carrier. This charge shall be effective at the beginning of each fiscal or school year.
 - C. Arrangements for billing the carriers will be determined by the Payroll Section.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(5); 237.02(3) F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74