

## LICENSED EMPLOYEE TAX SHELTER PROGRAMS

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for licensed employees' tax-sheltered annuity premiums purchased from any vendor that is part of the Iowa Department of Administrative Service Retirement Investor's Club.

Licensed employees wishing to have payroll deductions for tax sheltered annuities will fill out the 403b salary reduction form and return it to the business office.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the tax shelter programs of such employees will be followed.

*Note: The school district time frame for adding or changing tax-sheltered annuities should be reflected in this policy, if the school district uses one. The time frame should be inserted in the blank in the second paragraph.*

*Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

*For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.*

Legal Reference: Iowa Code §§ 260C; 273; 294.16.

Cross Reference: 706 Payroll Procedures

Approved **January 8, 1968**

Reviewed **December 2016**

Revised **January 13, 1992**  
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