



HENDERSON COUNTY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION DEPARTMENT

Date: 11/26/2013

Subject: KACTE Dues & Payroll Deduction

Dear Board Members:

I am respectfully requesting that the Board approve the option of Payroll Deduction for KACTE members. This request is to provide financial relief for teachers who choose to become a member of KACTE (Kentucky Association of Career and Technical Educators). The payroll deduction option would allow our members to spread the membership dues over each pay period instead of having to pay one large amount annually. It is my belief that this would benefit the CTE Teachers at Henderson County High School and would increase our local membership.

KACTE members receive many benefits including reduced rates for the KACTE annual conference registration. This alone could save us over \$1,500/yr. for conference registration.

Thank you for considering this proposal.

Sincerely,

A handwritten signature in cursive script that reads "Brian K. Bailey".

Brian K. Bailey  
CTE Unit Principal  
Henderson County High School  
2424 Zion Rd.  
Henderson, KY 42420  
(270) 831-8850  
[brian.bailey@henderson.kyschools.us](mailto:brian.bailey@henderson.kyschools.us)

**Program Vendor Requirements**

The Superintendent/designee(s) shall determine annually the types of deductions to offer and which companies to recommend to the Board.

In order to be added to the Board-approved list of vendors, the company(ies) must meet a minimum of one (1) of the following criteria:

- ☐ Offer a better rate.
- ☒ Have a different feature than presently being offered.
- ☐ Replace a company that has been discontinued.
- ☐ Are required by statute or regulation.
- ☐ Other, specify \_\_\_\_\_

For each type of payroll deduction, any company wishing to be added must maintain at least twenty-five (25) payers (not number of contracts).

Companies with fewer than twenty-five (25) payers on a billing will be deleted at the end of the fiscal year for which they fell below the required number of payers.

Companies with fewer than the number of required payers on a billing will be deleted at the end of the fiscal year for which they fell below the required number of payers.

In addition to the above requirements, payroll deduction companies must provide the services checked below:

- ☐ Coordinate with third-party administrator.
- ☐ Execute a master contract.
- ☐ Conform to all insurance regulations put forth by the Kentucky Department of Insurance.
- ☐ Designate a representative within a 100-mile radius and provide current name(s), address(es), and phone number(s).
- ☐ Provide information for comparison sheet.
- ☐ Provide current brochures with rates to all school employees.
- ☐ Provide ample supply of membership and claims forms
- ☐ Provide a timely billing procedure to conform to other deductions.
- ☐ Participate in annual benefits fair, if applicable, and/or meet with staff during noninstructional times as designated by the Principal.
- ☐ Furnish 1099's for benefits paid under Section 125 and refunds of tax-exempt premiums.
- ☐ Provide watts line for billing, claims, and questions relating to coverage.
- ☐ Provide Fax number for faster correspondence.

Review/Revised:7/25/2005

# **KACTE Payroll Deduction Form**

This form applies to any and all wishing to join KACTE (Kentucky Association for Career and Technical Education) who work for KCTCS (Kentucky Community and Technical College System), who are Kentucky TECH administrative staff and Area Technology Center personnel (Education Cabinet, Office of Career and Technical Education), or who work for KDE (Kentucky Department of Education).

This form is to be used to notify your employer of the payroll deduction authorization. Please complete and present to the payroll officer at your department, institution, college or school. *A KACTE membership application should be completed by the individual joining the organization and sent to KACTE, P.O. Box 4583, Frankfort, KY 40604-4583.* For more information on payroll deduction, this process, or KACTE, please contact KACTE Assistant Executive Director Kristine Stone, 502/223-1823, or by e-mail at [kls56@mis.net](mailto:kls56@mis.net). Additional forms may be downloaded at [www.kacteonline.org](http://www.kacteonline.org).

**KACTE dues are an authorized payroll deduction** of both KCTCS and the Kentucky Department of Personnel (through the Education Cabinet; Office of Career and Technical Education, and the Kentucky Department of Education). Local payroll officers should make a copy for local records and forward the original to the central payroll office. [Note: **for Education Cabinet (Kentucky TECH) payroll officers**, the dues will be deducted according to the following codes: Cabinet 51, Utility # 4006; **for KDE, payroll officers** should use the Utility # 4006 to identify KACTE payroll deduction requests; **for KCTCS, payroll officers** should use the code "KVA" to identify KACTE payroll deduction requests.]

**KACTE dues are deducted in the following manner:**

**For KCTCS**, equal amounts per pay period  
Affiliate Membership, \$120, \$5.00 per pay period

**For Kentucky TECH and KDE**, equal amounts from the second pay period each month  
Affiliate Membership, \$120, \$10.00 per deduction

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*I hereby authorize the KCTCS payroll department, Kentucky TECH payroll office, or KDE payroll office to deduct KACTE membership dues amounts automatically from my payroll check as noted below. I also authorize deductions of all future dues increases without notice from KCTCS, Kentucky TECH, or KDE. This authorization is to remain in full force and effect unless revoked by me in writing.*

Social Security Number \_\_\_\_\_ KCTCS Employee Number \_\_\_\_\_

Employee Name \_\_\_\_\_

Department, Institution, College or School \_\_\_\_\_

Organization to Receive Dues \_\_\_\_\_

☐ new enrollment    ☐ change amounts    ☐ stop deduction    ☐ deduction override: \$ \_\_\_\_\_

## **Amount of Deduction Authorized**

☐ KCTCS, Affiliate Membership: \$5.00 per pay period

☐ Kentucky TECH or KDE, Affiliate Membership, \$10.00 per second pay period each month

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by Payroll \_\_\_\_\_ Date Entered \_\_\_\_\_

For KCTCS Only – Deduction Code: KVA

For Kentucky Tech Only – Codes are: Cabinet 51, Utility # 4006

For KDE Only – Code is Utility # 4006

**Revised: August, 2010**