EXPLANATION: SB 7 (EFFECTIVE NOW) AMENDS KRS 336.134 TO PROHIBIT DISTRICTS FROM DEDUCTING MONEY FROM EMPLOYEE PAYROLL FOR CERTAIN PURPOSES. DISTRICTS SHALL NO LONGER DEDUCT ANY AMOUNT FOR: “ANY DUES, FEES, ASSESSMENTS, OR OTHER CHARGES TO BE HELD FOR, TRANSFERRED TO, OR PAID OVER TO A LABOR ORGANIZATION; OR … POLITICAL ACTIVITIES.”

ALSO NOTE THAT SB 7 AMENDS KRS 161.158 TO REFLECT THE FOLLOWING:

“THE DISTRICT BOARD IS PROHIBITED FROM DEDUCTING MEMBERSHIP DUES OF AN EMPLOYEE ORGANIZATION, MEMBERSHIP ORGANIZATION, OR LABOR ORGANIZATION ~~[WITHOUT THE EXPRESS WRITTEN CONSENT OF THE EMPLOYEE. EXPRESS WRITTEN CONSENT OF THE EMPLOYEE MAY BE REVOKED IN WRITING BY THE EMPLOYEE AT ANY TIME]~~.”

FINANCIAL IMPLICATIONS: TIME SPENT REMOVING PAYROLL DEDUCTIONS

# PERSONNEL Y03.1211 AP.21

Salary Options

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please circle correct code for our files: (optional)
 EEO CODE: 1. White (not Hispanic)

If you have a change in address and/or telephone number, please complete a Change of Address form and forward to the Central Office.

 2. Black (not Hispanic)

 3. Hispanic

 4. Asian or Pacific Islander

 5. American Indian/Alaskan Native

6. Other

**Salary for Certified Staff**: **(Teachers-Principals, etc.)**

* + Certified staff working less than 240 days will be paid in 12 equal payments (Sept. – Aug.)
	+ Certified staff working 240 days or more will be paid in 12 equal payments (July – June)
	+ Certified staff working in an hourly capacity will be paid for the hours worked in each pay period.
	+ Certified Substitute Teachers will be paid for the days worked in each pay period.

**Salary Options for Classified Staff:** **(IA’s; Custodians; Cafeteria Workers; Secretaries; Clerks; Bus Drivers; Student Workers; etc.)**

 I wish to have my annual salary paid in the following manner:

* ~~10 equal payments (Sept-June, if working on school calendar)~~
* 12 equal payments (Sept. – Aug., if working on school calendar)
 (July – June, if working year round)

Non-contracted Part-time employees will be paid for the actual hours worked each pay period.

**Salary for Paraprofessional Coaching Staff:**

Paraprofessional Coaches will be paid in accordance to the stipend payout schedule as provided to TKS and EHS Athletic Directors.

**I understand that my deductions will remain the same unless changed by written request.\*\* I also understand that voluntary deductions that are pre-tax may only be changed during open enrollment.**

# PERSONNEL Y03.1211 AP.21

#  (Continued)

Salary Options

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**\*\* NOTE: If you need to change your Federal or State Withholding, please contact the Central Office or go to** [**http://etown.kyschools.us/Finance/index.html**](http://etown.kyschools.us/Finance/index.html) **for a new W-4 or K-4 form.**

An Equal Opportunity Employer Offering Equal Education Opportunities