

**I. DISTRICT GROUP INSURANCE BENEFITS**

(Defined as district health, dental, vision and life group benefits provided by Minidoka County Schools for employees that qualify under the benefit policy.)

**II. DEPENDANT PAYROLL DEDUCTIONS**

Maintaining Payroll Deduction Status for District Benefit Dependant Coverage, namely: Blue Cross of Idaho, Delta Dental of Idaho, Vision Service Plan and Standard Life.

- a. Realizing that the district will provide insurance on the employee only, there must be a system by which dependant insurance can be obtained.
- b. That insurance on family, spouse, or dependants may be applied for, and approved by, the insurance carrier. Once the insurance carrier has approved the benefit coverage then the employee can opt for payroll deduction of those costs involved.
- c. Employees who wish to change, term and/or add to their group benefit payroll deductions may do so in the event of a family change of status, i.e. marriage, divorce, death, birth, adoption and/or a change in hours worked by either the employee or their spouse. The requested change must be made within 30 days of the change of status. The employee must fill out the appropriate form and file that form with the payroll department by the 10<sup>th</sup> of the month preceding the next scheduled payday. Payroll deduction will be processed upon receipt of the requested change form. The coverage change will become effective on the first day of the following month and/or when the carrier approves the requested change.

**III. GROUP BENEFITS-NEW HIRES**

New employees must make their requests for group benefit coverage within the thirty-day period of beginning employment with the district. The Minidoka County School District Human Resource Department will issue a packet of forms to each new employee upon approval of hire. Changes made to the employees' group benefits, thereafter may only be changed when a family change of status occurs, i.e. marriage, divorce, death, birth, adoption, and/or a change in hours worked by either the employee or their spouse.

**IV. GROUP BENEFITS- EMPLOYEES HIRED BETWEEN JULY 1 AND JANUARY 16 OF A FISCAL YEAR TERMED LATE HIRES.**

- a. Personnel hired after the start of the school year must complete the payroll personnel packet for all payroll deduction requests and insurance coverage requests within thirty (30) days from the date of employment.
- b. Personnel hired after January 16<sup>th</sup> during the fiscal school year will not receive district benefits for the balance of that year.

**V. OTHER PAYROLL DEDUCTIONS**

- a. Other Payroll Deductions. Additional payroll deductions must be accompanied by an authorization for payroll deduction from the company involved. Cancellations of any payroll deduction must be accompanied by a letter indicating that the employee has contacted the provider and requested that the district remove said employee from the specific payroll deduction.
- b. Annuities (Insert from Insurance Committee Benefit Policy #7). At the employee's request, the school district will provide automatic deductions for annuity programs. The District accepts no responsibility for the annuity's performance or actions or for late payments to the annuity. If the annuity maintains five (5) active members taking monthly deductions, then there will be no member charge. The charge for less than the five (5) members will be \$5.00 per month per members per annuity deduction.

**VI. SECTION 125 FLEX PLAN**

Minidoka County Schools offer a Section 125 Salary Reduction Plan. The Internal Revenue Service code allows eligible employees to be reimbursed for out of pocket health expenses with tax free dollars from a flexible spending account. This account is funded by a pre-tax deduction from the participating employee's paycheck. Minidoka County School District offers this plan each calendar year for the established plan year-January through December. An Open Enrollment will take place each year prior to the Plan Year with established deadlines for renewal and or election. Once an employee has made an election, it may not be changed for that plan year except for birth or adoption of a child, death of the employee's spouse or dependant, marriage or divorce of the employee, termination or commencement of employment of from full-time to part-time employment of from full-time to part-time status by the employee or spouse, or by taking an unpaid leave of absence by the employee or to claim since any unclaimed monies revert to the employer. This plan would be subject to change of the IRS code changes.

**VII. PAYDATES**

- a. Paychecks will normally be issued on the 25<sup>th</sup> of each month. If the normally scheduled payday falls on a holiday or a weekend, the payroll will be released and/or mailed on the day immediately proceeding the normal scheduled payday. If a school holiday falls on the normal scheduled payday, ie; Spring break, Thanksgiving or Christmas, the payroll will be released on the last day school is in session prior to the holiday.
- b. When school is ~~out~~ dismissed for summer session, summer paychecks and or direct deposit slips will be mailed the evening prior to the regularly scheduled pay date.

**LEGAL REFERENCE:**

**ADOPTED: August 21, 2000**

**AMENDED/REVISED: September 18, 2006, June 18, 2007**