

**DISTRICT INSURANCE BENEFITS**

District Insurance Benefits are defined as health, dental, vision and life group benefits provided by Minidoka County Schools for employees that qualify under the benefit policy.

**PAYROLL DEDUCTIONS**

Realizing that the district will provide insurance on the employee only, there must be a system by which dependent insurance can be obtained.

Insurance coverage on family, spouse, or dependents 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.

Employees who wish to change, terminate 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.

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.

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

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.

Personnel hired after January 16<sup>th</sup> during the fiscal school year will not receive district benefits for the balance of that year.

**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. All requests must be presented to the Business office payroll department.

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 active (5) members will be \$5.00 per month per member per annuity deduction.

**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 dependent, marriage or divorce of the employee, termination or commencement of employment 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.

The Section 125 Flex plan is subject to IRS Code and is subject to change(s) by the IRS.

**DIRECT DEPOSIT/ELECTRONIC "PAPERLESS" PAYCHECKS AND STUBS**

In an effort to save on costs for mileage, printing, and postage the District will use a "paperless" payroll system and encourages all employees to sign up for Direct Deposit. All check stubs will be available for access using the online employee resources portal. Substitute and coaching paychecks will be mailed to employees. Student paychecks will be available at their school location or District Office on non-student days for pick-up.

If an employee wants to receive direct deposit, the appropriate form must be completed with the Payroll Department. If an employee elects to receive a physical paycheck, and chooses to "Opt Out" of the paperless system, he or she must complete a Digital Payroll Opt Out Form and agree to pick up his or her paycheck from the Business Office on the official pay date. Paychecks will no longer be distributed to the buildings and departments with the exception of student paychecks.

**PAYDATES**

Official pay dates are established by the Board of Trustees annually upon recommendation of the Business Office.

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 available and released on the business day immediately preceding the normal scheduled payday.

For employees choosing to receive a physical paycheck/paystub, the physical check must be picked up at the Business Office by the employee or authorized person. The employee must contact the Business Office to authorize another person to pick up their paycheck by name in writing. The authorized person must present their ID and sign for the check.

Paychecks will not be mailed during the school year or the summer months except for extenuating circumstances upon Business Manager or Superintendent approval.

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**SECTION 700: FINANCIAL MANAGEMENT**



**LEGAL REFERENCE:**

**ADOPTED: August 21, 2000**

**AMENDED/REVISED: September 18, 2006; June 18, 2007; January 17, 2011**