

Employee Position Changes and Impact on Benefits

When a Foley Public School district employee transfers, promotes, demotes, or otherwise moves from one position to another within the district, their eligibility for benefits may change based on the classification and FTE (Full-Time Equivalent) status of the new position. The following guidelines apply:

1. Change in Benefits Eligibility

- Upon movement to a new position, the employee's benefits will be re-evaluated based on the new job classification (e.g., certificated vs. classified, full-time vs. part-time).
- If the new position offers different benefits (e.g., health insurance, retirement contributions, vacation accrual, etc.), the employee will be enrolled in the new benefits package effective the date of the position change or the first of the following month, as determined by district policy and plan provider rules.

2. Benefit Continuity and Adjustments

- Any accrued leave balances (e.g., sick leave, vacation leave) will carry over at a prorated rate (based off of new rate and previous rate of pay), unless otherwise stated in applicable bargaining agreements or board policy.
- If the employee moves from a position with higher benefits to one with reduced benefits, the reduction will take effect based on the terms and timelines of the district's benefit providers and in accordance with any relevant contract or collective bargaining agreement.

3. Notification and Enrollment

- Employees are responsible for reviewing their benefit options and completing any necessary enrollment forms within the timeframe required after a position change.
- The Human Resources or Benefits Department will provide notice of any changes in benefit eligibility and assist with the transition.

4. Payroll and Deductions

- Changes in compensation and benefit deductions will be reflected in the employee's paycheck according to the payroll schedule following the effective

date of the position change.

- Any necessary adjustments or retroactive deductions will be processed in accordance with district procedures.

5. Collective Bargaining Agreements

- For employees covered by a collective bargaining agreement, any changes in benefits due to a position change will be governed by the terms of the applicable agreement.