

## DISTRICT INFORMATION

### I. PAYROLL INFORMATION

#### PAYDAYS

Paydays during 2021-22 for ALL employees will be on a semi-monthly pay cycle including summer pay periods for summer programs.

All Teachers will receive 24 checks. First teacher payroll for FY 2022 will be August 31, 2021, remaining checks will be paid on the 15<sup>th</sup> and last day of the month.

All hourly employees and substitutes will need to submit an electronic timesheet on the 15<sup>th</sup> and the last day of the month for payment on the 15<sup>th</sup> and the last day of the month. All hourly employees will use the electronic time clock (Time Clock Plus) system to enter hours worked. **Please note, you may notice in TimeClock Plus a rounding difference of 0.01 plus or minus. Approval of hours is an essential function of your position.** Employees are encouraged to approve their hours on a regular basis. **Failure to approve all hours may result in non-payment for unapproved hours.**

#### DIRECT DEPOSIT

The District requires that all employees have their payroll checks direct deposited. Your account will be credited on the 15<sup>th</sup> and the last day of the month. When the pay date falls on a weekend you will receive payment on the Friday before. You will view your paystub online on the Employee Self Service Smart eR (ESS) system. If you change banks, you must notify the District Administration Office two (2) weeks in advance in order to have your check deposited in the new account the following payroll. Teachers must notify of any changes for the summer months by **June 1st** or your checks will be deposited in the account on record. Contact Jodi Bohn at the District Administration Office for application or information at 507-372-2172.

#### PAYROLL AND INSURANCE INFORMATION

ALL PAYROLL CHANGES, (i.e. tax sheltered annuities, health insurance, disability insurance, cancer indemnity insurance, life insurance, etc.), must be submitted IN WRITING to the District Administration Office by the first day of any month in which the change is effective for the next payroll period. Please contact Kelsey Hagen or Jodi Bohn at the District Administration Office on all payroll matters – 507-372-2172.

#### TAX SHELTERED ANNUITIES/403b CONTRIBUTIONS

A tax sheltered annuity/403b program is available to employees of the District. Applications and/or increases in annuities must be submitted before the first day of any month to become effective that month. Employees who are eligible for 403b matching contributions from the District, must be signed up by July 1<sup>st</sup> of each year. Annuities can be canceled only by submitting a written notice to the District Administration Office. The annuity deductions approved on your application will continue for as long as you are an employee of District 518 unless the District Administration Office receives notification in writing of cancellation. **For teachers receiving summer checks, the changes will take place with the first payment of the new contract on August 31<sup>st</sup>. Do not close any existing accounts until then.**

## **WAGE DISCLOSURE PROTECTION**

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354. (Minnesota Statutes 181.172)

### **II. GENERAL INFORMATION**

#### **PURCHASES**

Your building principal must approve all school purchases. This includes purchases at local businesses. ALL expenditures must comply with District 518 purchasing procedures.

**NOTE: Students and volunteers are not allowed to make purchases for the district, a school or a staff member. This includes extracurricular activities. Any purchase under \$15.00 should be purchased using the building petty cash account. No charges allowed under \$15.00.**

#### **TRAVEL ALLOWANCE**

**ALL TRAVEL OVER 300 MILES MUST HAVE PRIOR APPROVAL FROM THE SCHOOL BOARD**

Mileage – The District will reimburse at the IRS rate per mile for all authorized trips where a car is used or the actual costs of transportation by commercial carrier. Mileage will not be paid in advance. Actual mileage should be claimed upon return.

Meals – Maximum of \$50.00 per day including gratuities. (Additional allowance permitted if the program includes a banquet or luncheon not covered by the registration fee). You **must** submit your **itemized** meal receipts to receive reimbursement. Reimbursement for tips or gratuities may not exceed 15% of meal cost.

Hotel/Motel – Maximum of single room rate per day plus parking. You **must** submit your **itemized** room receipt to receive reimbursement.

\*See attached reimbursement procedures.

#### **WORKSHOP REGISTRATION AND LODGING**

Advance payments may be made for registration and lodging for the employees to attend approved meetings outside of the District. Requests must be made on the District Claim Voucher form authorized by an approved administrator. Staff development requests must be on the Staff Development request form and submitted to the appropriate committee for approval prior to administrative approval. Please coordinate with other district staff attending the same conferences.

### **III. BENEFIT INFORMATION**

#### **FLEXIBLE BENEFIT PLAN (FBP)**

The district offers a flexible benefit plan through Further. Information is available in the District Administration Office.

For information on the Further Benefit plan, you may also call Further customer service number 1-800-859-

### **GROUP HEALTH INSURANCE**

All regular employees of the school district, excluding seasonal and temporary employees, scheduled to work 20 hours per week or more are eligible for membership in the school district's health insurance program under contract with Sanford. New employees must apply within 30 days. Coverage is effective the first day of the month following application approval.

All itemized claims are to be submitted directly to insurance provider (as per employee's I.D. card) by the individual or the providers. All claims shall be marked with insured's name and I.D. number.

All changes in coverage must be made in writing to Kelsey Hagen at the District Administration Office. Health insurance changes, unless caused by a qualifying event, can only be made during spring open enrollment. Employees are not required to accept this coverage. All questions concerning claims should be directed to Kelsey Hagen at the District Administration Office at 507-372-2172.

### **WORKERS COMPENSATION**

The district provides workers' compensation insurance as required by law.

In the event of a work injury that requires, or could require, medical attention or loss of time, that injury must be reported to the building administrator/supervisor or the Administration Office within 24 hours and a written report of injury completed. It is essential that the injured see a doctor immediately for a work injury that requires professional services beyond routine first aid. The employee should submit all eligible medical claims directly to: RAM Mutual Insurance Company, PO Box 308, Esko, MN 55733-0308.

When a work related injury requires medical services or absence from work, the employee is required to keep the supervisor and/or the Administration Office advised of his/her status.

1. The selection of a licensed doctor is the right of the employee.
2. The employee may NOT change doctors without prior approval of the insurance company (for injury related services).
3. The insurance company may require the employee to be examined by another doctor in certain cases.
4. Any questions relative to medical services should be directed to the insurance company and/or Administration Office.
5. Any absence due to work injury usually will require a Doctor's statement.
6. A penalty of \$250.00 (or more) may be imposed for late injury reports.
7. Benefits or payments will not be made unless a first report of injury report has been completed by the building supervisor and submitted to the Administration Office.

The District will coordinate payment of sick leave and workers' compensation benefits and pay the difference between the amount of compensation paid to the employee by the workers' compensation insurance and the employee's regular payment, subject to the employee's earned sick leave accrual.

## **BENEFICIARY DESIGNATIONS**

Employees participating in any or all of the following insurance and retirement programs (TRA, PERA, Term Life, LTD, MNLP) should specify current primary and contingency beneficiary designations. Individual information is available at the District Administration Office.

## **DISABILITY INSURANCE**

All employees who are scheduled to work 20 hours or more per week, are eligible for the Disability Insurance, at district expense. Coverage is effective the first day worked.

Excludes casual and temporary (substitute) employees. For additional information, please contact Carmen Johnson at the District Administration Office at 507-372-2172.

## **LIFE INSURANCE**

All employees who are scheduled to work 20 hours or more per week are eligible to participate in a Group Term Life Plan through Madison National Life at the employee's expense. For additional information, please contact Kelsey Hagen at the District Administration Office at 507-372-2172.

## **TEACHER TERM LIFE INSURANCE**

The District contributes toward the district selected group term life insurance and accidental death and dismemberment plan for all eligible teachers enrolled in the Madison National Life Plan. Additional coverage may be purchased at the individual's expense. For additional information, please contact Kelsey Hagen at the District Administration Office at 507-372-2172.

## **LEAVE OF ABSENCE**

The District may grant up to one (1) year medical leave of absence. A continuing disability subsequent to a twelve (12) month leave of absence and the inability to return to work without restriction will be grounds for termination.

## **IV. TEACHER INFORMATION**

### **TEACHER LICENSE**

Teachers new to the District must present an electronic copy of their license for placement in the permanent electronic personnel file in the District Administration Office. Please send this electronic copy of your license to [lisa.ahrenstorff@isd518.net](mailto:lisa.ahrenstorff@isd518.net). The District expects ALL licenses or proof of license application to be on file at the District Administration Office on or before the first day of school each year. This also applies to a license, which has been renewed.

### **TRANSCRIPTS**

Teachers new to the District are required to submit a complete official transcript of credits to your Building Principal.

### **CREDITS/LANE CHANGES**

**Prior approval for all credits is required per the Master Agreement** (see your principal for credit approval forms). If the credits you have earned qualify you for an increase in salary due to a change in level of training, please provide a transcript, letter or verification signed by the professor, grade report, or other evidence of qualified graduate credits to Lisa Ahrenstorff at the District Administration Office **no later than 4:00 p.m. on August 25th** for proper salary schedule placement. To finalize the approval of graduate credits, an official transcript must be filed in the office of the Superintendent of Schools no later than January 1<sup>st</sup> of the school year. If you have questions or need further clarification regarding lane changes, please refer to your Teacher Master Agreement, Article VI, Section 4.

**THIS IS THE TEACHER'S INDIVIDUAL RESPONSIBILITY**

**V. RETIREMENT INFORMATION**

**TEACHER RETIREMENT ASSOCIATION (TRA)**

All licensed teachers in Minnesota are required to participate in this Plan.

Coordinated Plan: A teacher's total salary is subject to deductions for TRA and FICA (Social Security) and a matching district (employer) contribution.

<u>2021-22</u>	<u>TEACHER</u>	<u>DISTRICT</u>
TRA	7.50%	8.34%
FICA	6.20%	6.20%
Medicare	1.45%	1.45%

**PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)**

All eligible classified employees are required to participate in this Plan.

Coordinated Plan: An employee's total salary is subject to deductions for PERA and FICA (Social Security) and a matching district (employer) contribution.

January-December 2021		
	<u>EMPLOYEE</u>	<u>DISTRICT</u>
PERA	6.50%	7.50%
FICA	6.20%	6.20%
Medicare	1.45%	1.45%

**PERSONNEL FILE DATA**

Copies, letters, and reports requested for personal use will be at the employee's expense.

**SCHOOL DISTRICT POLICIES ARE AVAILABLE ON THE SCHOOL DISTRICT WEBSITE AT**  
<http://www.isd518.net/school-district-policies>