



## #2041 - Payroll Procedures And Benefits

### 1. Payroll Procedures

1. Payroll checks for all employees will be issued through direct deposit on the dates listed on the school district payday schedule. Paydays will generally be the last weekday of each month.
2. An earnings statement on which an itemized account is given of the monthly deductions as authorized by law in addition to those authorized by each employee will be given to employees monthly via the online employee portal.
3. It shall be the employee's responsibility to see that exemption certificates, social security numbers, changes in dependents and marital status are properly filed with the district office before payroll checks will be issued.
4. Payroll time sheets and other forms will be due on the first working day following the last day of a pay period. Requests for changes to voluntary deductions must be made in writing and filed with the district office no later than the 16th of each month. If the request for a change to a deduction is filed after that date, the change will be made the following month.
5. If an employee's pay is docked for lack of available leave or other reasons, it will be docked at the employee's daily rate. One full day deduction would be the base salary divided by the number of days in the contract year. The hourly deduction rate would be the base salary divided by the number of days in the contract year, divided by hours worked per day.

### 2. Benefits Qualifications

1. Employees working a regular schedule of 35 hours per week or more qualify for insurance benefits. Two employees who are legally married qualify for one insurance benefit and one in lieu of health insurance benefit. The in lieu of health insurance benefit includes \$3,600/year as a cash benefit and \$2,400/year paid directly to the employees 401k. Any qualified employee who receives insurance from sources outside the district may waive the school district health insurance offering to receive this in lieu of insurance cash and 401k benefit totaling \$6,000 each year.
  2. After July 1, 2013, employees working a regular schedule of 30 hours per week or more qualify for retirement benefits unless they are substitutes or temporary employees. Employees working a regular schedule of 20 hours per week or more employed prior to July 1, 2013 will be grandfathered to qualify for retirement benefits unless they are substitutes or temporary employees.
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3. After July 1, 2020 employees with the job title “Cook Manager” working a regular schedule of 20 or more hours per week qualify for retirement and leave benefits unless they are a long term substitute or temporary employee. After July 1, 2020 certified contract teachers with a teaching assignment of 20 or more hours per week will qualify for leave and retirement benefits. This does not include substitute teachers, long-term substitute teachers, temporary teachers, or part-time teachers without a teaching license.
  4. Employees working a regular schedule of 30 hours per week or more qualify for career employment status when they begin their fourth consecutive year of employment. Provisional status begins upon hire, assignment, or reassignment unless the employee is hired, assigned, or reassigned to another position with the same job title.

Amended November 12, 2002

Amended June 7, 2016

Amended September 11, 2018

Amended March 10, 2020

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