

Business Office Information for Employees

1. All employees must return their contracts to the business office. A copy will be returned to the employee after it is signed by the Superintendent and the Board of Education. Salaries listed on contracts for certified employees are based on the salary schedule as mandated by the state and the ACT negotiated contract. Non-certified personnel salaries are computed on an hourly rate as set by the Board. Employees are eligible for additional compensation as per board policy. Certain individuals, depending on the job assignment may be eligible for stipends for attendance at a workshop.
2. A certified employee whose certification has changed from the previous year must notify the business office at least two weeks before the first day of school and present official evidence of education earned by September 01.
3. Each employee must have a current W-4 form on file in the business office and new employees must sign a Loyalty Oath, I-9 form and an Employer's Workers' Compensation Notice to Employees form.
4. All eligible certified personnel are required to participate in Oklahoma Teacher Retirement. Non-certified personnel may participate if they choose to do so. Participants must complete a teacher retirement information form. The deduction for teacher retirement is 7% of total compensation (including district paid health) and is deducted before taxes.
5. All employees of the school district are required to have social security withheld from their pay. The current rate withheld is 7.65%.
6. Certified employees must have an official transcript and current teaching certificate on file before he/she can receive his/her first warrant.
7. All qualified employees may participate in the Oklahoma State and Education Employees Group Insurance Plan. If choosing not to join, employee must sign a waiver verifying they are a member of another group plan, or they do not want coverage.

If new employees elect to join the Oklahoma State and Education Group plan, they shall be covered on the first day of the month following the month in which they are employed in an eligible status.

Open enrollment for all employees other than new employees is allowed by the Oklahoma State and Education Group Plan in October each year.

Current rate scales and enrollment cards are available in the business office. Rates are subject to increase when mandated by the legislature.

8. All employees will be issued a pass to school activity events. These passes will include spouses and children in school.
9. A voluntary donation for the Earl Geis Scholarship Fund will be collected by the principals.
10. Salary Protection Plan: Employees may enroll in a plan and have the premiums deducted from their salary.
11. Life Insurance: Employees may enroll in a plan and have the premiums deducted from their salary.
12. Tax Sheltered Annuity: Employees may purchase a tax-sheltered annuity and designate part of their wages to be deducted. This is not part of the Flex 125 Benefit Plan. These deductions may be selected at any time during the year and are only governed by IRS regulations and the regulations of the company selected.
13. Flex 125 Benefit Plan: All employees have the option to apply up to \$18,000.00 from the compensation schedule to select non-taxable benefits from the following, providing salary is paid in twelve payments. Employees who select salary paid "in months worked" (other than 12) are not eligible for this benefit according to Board Policy.
  - A. Medical, dental and vision insurance
  - B. Cancer and Intensive Care Insurance
  - C. Life Insurance (if allowed by Internal Revenue Service)
  - D. Dependent Care Assistance Plan
  - E. Medical Expense Reimbursement Plan

This option must be exercised by the first day of school. (Article 6, Basic Contract between Alva Classroom Teachers and the Alva Board of Education, 6.7 Non-taxable Benefits) The Alva Board of Education allows this option to be extended to all school personnel.

14. Flexible Benefit Allowance Policy

**CERTIFIED**

The State of Oklahoma shall pay a flexible benefit allowance of 100% of the member premium amount for the Healthchoice High Option plan for each teacher employed on a full-time basis who is enrolled in a health plan offered by the district. Teachers who choose not to participate in the District's Health Plan will receive the cash FBA of \$69.71 monthly as taxable compensation. Teachers whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the teacher's termination. Eligibility for individual teachers to receive Flexible Benefit Allowance payments will be as determined by the State Department of Education.

14. Flexible Benefit Allowance Policy - continued

**SUPPORT**

The State of Oklahoma shall pay a flexible benefit allowance of 100% of the member premium amount for the Healthchoice High Option plan for each full-time support employee in a position which normally works six (6) or more hours per day for at least one hundred and seventy-two (172) days. The FBA will be applied as the full amount of the district's share of the total premium of the District's Health Plan. For those support employees who do not qualify for the FBA payments but do qualify for the District Health Plan, the Board shall pay 50% of the monthly health and/or dental premium. Support employees eligible for the FBA payments who choose not to participate in the District's Health Plan will receive the cash FBA of \$189.69 per month as taxable compensation. Support employees whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the support employee's termination. Eligibility for individual support employees to receive Flexible Benefit Allowance payments will be as determined by the State Department of Education.

Adopted:

Revised:	July 01, 2002	May 03, 2004
	March 03, 2003	August 1, 2005

Legal Reference:

Cross Reference: