



# Rogers Public Schools

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## Finance Department Orientation



# Finance Department

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- Marisol Serafin – Accounts Payable
- Ashley Phillips – Payroll/Benefits
- Liz Jenkins – Payroll/Contracts
- Blanca Guerra – Teacher Retirement
- Jacque White – Receipts/Coding
- Miriah Grosshart – Credit Cards/Attendance
- Jake Haak – CFO



# Equalized Salary Payments

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- Most employees get 1<sup>st</sup> check in September and 3 checks in June
- All contracted employees have equalized payments
- Pay day on the 20<sup>th</sup> of each month
- School year:
  - July 1<sup>st</sup> – June 30<sup>th</sup>



# Direct Deposit

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- Deposited in the bank on pay day
- May have up to 2 accounts
- Important: If you change banks,  
*please let us know ASAP*

Form to complete

# Taxes



- Federal Form
  - W-4
- State Form
  - AR4EC

Forms to complete



# Sick Leave

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- 1 paid sick day per month worked
  - If you are coming from another school district in AR, turn in transfer of sick day letter
  - Unlimited accumulation of sick leave  
*(most districts limit this to 90 days)*



# Sick Leave Bank (optional)

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- Donate just 1 day
- May be granted up to 30 days per school year for a catastrophic illness

Optional form to complete



# Workers Compensation

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- Report it to your supervisor
- You are covered

Form to read & sign





# Teacher Retirement

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- Rogers School District matches 14.25% of salary
- Contracted employees w/181 days or more contribute 6.25%
- Contracted employees w/180 days or less have the option to be contributory (*extra form required*)
- Full retirement at 28 years
- Vested in 5 years
- Retirement based on highest 5 years salary
- Also eligible for Social Security benefits
- Accumulated sick leave is paid at retirement @ 1/2 your daily rate not to exceed the Sub II rate of pay.

Form to complete



# Additional Retirement

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- Webb & Associates
  - Annuities 403B and 457 are available
  - Contact Jeremy Webb at 1-800-366-9322



# Legislative Requirements

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- Asbestos
- Disclosure Statement - form to complete
- Privacy/Cobra & HIPPA
- EEO Information - form to complete



# Minnesota Life Insurance

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- You are automatically enrolled for \$10,000 coverage for \$1.70 a month if you're eligible for insurance (30 hours or more)
- You do have the option to decline
- Extra coverage available

Form to complete



# Health Insurance

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- District pays \$164.38 per month for employee
- Current Plans Available
  - Premium – Health Advantage
  - Classic – Health Advantage (HSA available)
  - Basic – Health Advantage (HSA available)
- Documentation is required for spouses and dependents
  - Birth Certificate (dependents)
  - Marriage License

# Health Insurance Monthly Premiums

## ■ Premium with Wellness

- Employee only \$178.18
- Employee & Spouse \$825.92
- Employee & Child(ren) \$465.26
- Employee & Family \$828.16

## ■ Classic with Wellness

- Employee only \$40.74
- Employee & Spouse \$349.34
- Employee & Child(ren) \$153.14
- Employee & Family \$353.04

## ■ Basic with Wellness

- Employee only \$5.98
- Employee & Spouse \$267.50
- Employee & Child(ren) \$116.58
- Employee & Family \$270.34



# Spousal Health Care Coverage

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- If your spouse is offered health care coverage from their employer, they may not be on your plan.
- If you enroll your spouse, you must complete the Affidavit of Spousal Health Care Coverage form and turn it in with your ARBenefits Enrollment Election form.



# ARBenefits *Well* Program Guidelines

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- With Wellness -

Employee and covered spouse MUST complete the health assessment one of two ways:

- Catapult (one stop shop) - Those who participate in the Catapult worksite checkup will complete their health assessment and biometric screening during their appointment. **OR**
- Physician - Those who do not participate in the Catapult worksite checkup must complete the online health assessment through the member's My Blueprint account at [healthadvantage-hmo.com](http://healthadvantage-hmo.com) and their physician must complete the PCP form.
- Wellness must be completed by 10/31/2020





# ARBenefits *Well* Program Guidelines

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- Catapult Worksite Checkups
  - To view and schedule an appointment through Catapult Health visit
  - [www.TimeConfirm.com/ARBenefits](http://www.TimeConfirm.com/ARBenefits).
  - Dates To Be Determined



# Premium

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- Wellness Program
  - No cost
- Deductible
  - \$750 individual
  - \$1500 family
- RX card
  - \$15 generic
  - \$40 preferred
  - \$80 non-preferred
  - \$100 specialty
- Co pays (in-network)
  - \$25 primary doctor
  - \$50 specialist
  - \$250 emergency
  - \$100 urgent care
- Coinsurance (in-network)
  - 20% - Up to \$2500 individual  
\$5000 family
- Max out of pocket (in-network)
  - \$3500 medical + \$3100 RX individual
  - \$7000 medical + \$6200 RX family



# Classic

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- Wellness Program
  - No cost
- Deductible
  - \$1750 individual
  - \$2750 family
- No RX card
  - You pay what insurance company would pay
  - Counts towards deductible
- Coinsurance
  - 20% after deductible
    - up to \$4450 individual
    - \$6675 family
- Max out of pocket (in-network)
  - \$6450 individual
  - \$9675 family
- HSA available



# Basic

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- Wellness Program
  - No cost
- Deductible
  - \$4000 individual
  - \$8000 family
- No RX card
  - You pay what insurance company would pay
  - Counts towards deductible
- Coinsurance
  - 20% after deductible up to \$2200 individual \$4400 family
- Max out of pocket
  - \$6450 individual
  - \$12900 family
- NO out-of-network coverage
- HSA available



# Other Perks

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- Activity Pass
- Discounts For Staff
  - Go to: Rogers Public Schools Website » Careers » Human Resources » Discounts for Staff



# Section 125 Cafeteria Plan

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## PACIFIC GROUP

Nick Quaid

1-888-355-6615

[nickq@pginsurance.com](mailto:nickq@pginsurance.com)

[www.PGInsurance.com](http://www.PGInsurance.com)



# Dental

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- MetLife
  - Deductible – \$50/150 Family
  - Annual Benefit – \$1750
- Preventative Services
  - In-Network 100% coverage
- Basic Services
  - In-Network 80% coverage after deductible
- Major Services
  - In-Network 50% coverage after deductible

Employee only \$36.90

Employee & Spouse \$71.66

Employee & Child(ren) \$77.28

Employee & Family \$116.81



# Vision

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- MetLife [www.MetLife.com](http://www.MetLife.com)
  - Exam Co-Pay is \$10.00
  - Materials Co-Pay is \$15.00
  - Allowance of \$185.00 (glasses/contacts) + 20% off remainder on frames
- Benefit Period is once every 12 months since your last date of service.
- No vision insurance card will be sent, use your SSN at your VSP provider.

Employee only \$9.75

Employee & Spouse \$22.20

Employee & Child(ren) \$19.46

Employee & Family \$32.54





# Long Term Disability

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- District pays for LTD for all full time employees (20 work hours or more)
- LTD pays 60% of salary after 90 days
- Coordinates with Teacher Retirement & Social Security



# Short Term Disability

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- Pre-existing condition applies and is a 3/12 exclusion.
  - Example: ANY condition 3 months prior to effective date will NOT be covered for the first 12 months.



# Supplemental Plans

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- MetLife
  - Hospital Indemnity
    - Low plan (EE \$11.49, ES \$22.10, EC \$20.80, EF \$35.36)
    - High plan (EE \$17.08, ES \$32.76, EC \$30.86, EF \$52.52)
  - Benefit Enhanced Bundler-Critical Illness + Accident-rates based on age
    - Subject to medical underwriting
- Assurity
  - Cancer plan-rates based on age
    - Subject to medical underwriting



# Optional Life Insurance

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- MetLife

- \$25,000 = \$5.38 per month
- \$50,000 = \$10.75 per month
- \$75,000 = \$16.13 per month
- \$100,000 = \$21.50 per month

- Dependent Life \$5,000/\$5,000/\$1,000 = \$1.75 per month

*Dependent coverage is available only when purchasing a policy on yourself*

The logo graphic consists of a vertical black line intersecting a horizontal black line. To the left of the intersection, there are three overlapping squares: a yellow one at the top, a red one in the middle, and a blue one at the bottom. The text 'MetLaw' is positioned to the right of the vertical line, with 'Met' in a smaller font size than 'Law'.

# MetLaw

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- MetLife
  - \$18 a month
  - Access to attorneys from Hyatt Legal Network



# Need More Help?

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Administration Office  
Finance Department  
1-479-636-3910