

**RICHMOND COUNTY PUBLIC SCHOOLS
WARSAW, VIRGINIA**

TO: Richmond County Personnel
FROM: Susan H. Johns, Director of Finance
DATE: August 29, 2011
RE: Information from the Finance Office for 2011-2012

All forms are due in School Board Office by Thursday, September 8, 2011.

General Financial Information:

1. Personal Information – each month your paycheck stub or transmittal will include your mailing address. Please check this and make sure everything is correct. During the school year, if you should change your name or address, please come to the school board office to update your records.
2. Accidents- if you should have an accident while at work, **notify your principal at once.** Your principal will give you a form that you **must take to the doctor with you and return to the school board office. Do not go to your doctor and submit the claim under your personal health insurance policy.** There is a panel of physicians posted at each school that has been approved for this purpose and you must go to a doctor or hospital listed on this panel.

General Payroll Information:

3. Pay Dates- Ten-month employees (teachers, aides, etc.) will receive 12 payments during the school year, with 3 checks in June and none in July and August. All other employees will be paid 12 times as listed below:

<u>10-month employees</u>	<u>11 & 12-month employees</u>
September 26, 2011	September 26, 2011
November 1, 2011	November 1, 2011
December 1, 2011	December 1, 2011
January 2, 2012	January 2, 2012
February 1, 2012	February 1, 2012
March 1, 2012	March 1, 2012
April 2, 2012	April 2, 2012
May 1, 2012	May 1, 2012
June 1, 2012	June 1, 2012
June 25, 2012(July)	June 25, 2012
June 26, 2012 (August)	August 1, 2012
June 27, 2012 (Sept)	August 31, 2012

4. **New Employees and current employees** are encouraged to attend the **Vendor Fair at Richmond County Elementary School on August 31, 2011 from 9 a.m. to 1 p.m.** There are certain forms that need to be completed for all employees and central office staff will be available to assist you with completing the necessary paperwork. Also vendor representatives will be present to talk with employees about enrolling in benefit plans. All forms must be completed and turned into the central office by Thursday, September 8, 2011. The central office is open from 7:30 a.m. to 4:30 p.m.

5. Payroll Deductions- There are two types of deductions- involuntary (required by law) and voluntary (employee election). **If you should make a change to a voluntary deduction during the year, there will be no refund for amounts previously paid.**

Involuntary Deductions

Federal Tax
State Tax
FICA (Social Security)
Medicare

Voluntary Deductions

Health/Dental Insurance
Flexible Spending Account (FSA)
Optional Life Insurance
Tax sheltered annuities
VEA dues
AFLAC
Long-Term Care Insurance

10-month employees (ex: teachers, aides, nurses)

Voluntary deductions are made over 10 months, not 12 months. Your final two checks in June have no voluntary deductions.

12-month employees (ex: administrators, secretaries, custodians, central office staff)

Voluntary deductions are made over 10 months, with the exception of optional life insurance and tax sheltered annuities.

6. Health/Dental Insurance - (Anthem) Several health insurance options (PPO and HMO) are available and include a dental and vision plan. If you subscribe to Richmond County's medical insurance plan, you automatically subscribe to the dental and vision plan. These plans cannot be separated. The effective dates of your plan year are October 1, 2011 – September 30, 2012. The Richmond County School contributes \$485 per month to the cost of the premium, over a 10-month period.

This is your only opportunity to enroll in the health insurance program this school year unless you meet the requirements of a qualifying event. If you plan to add a newborn to your policy during the year (qualifying event), please contact the school board office in advance to obtain the necessary forms.

- If you wish to continue the same coverage you had last school year, no forms are required.
 - If you do not wish to participate in Richmond County's health insurance plan, you must submit a *Waiver of Group Health Benefits & Notice of Special Enrollment Rights* to central office by September 8, 2011.
 - Premium Conversion Plan – a provision in the federal tax code that allows employees to pay for their health insurance with pre-tax dollars. The employee will avoid federal, state and social security tax on the premium deducted from their paycheck. The election whether to participate or not is required by all employees who subscribe to the health insurance program. Once an employee enrolls, the election stays in effect until the employee notifies in writing that they wish to discontinue participation in this program or in the health care group.
7. Flexible Spending Account (FSA) – allows employees to have income withheld from their paychecks before taxes for reimbursement of certain medical and childcare expenses. If you enroll in this plan, you cannot opt out during the plan year October 1, 2011 – September 30, 2012.

8. Sick Leave Bank- is a benefit established for full-time employees who have a prolonged, catastrophic or long-term illness or injury and who have exhausted their own sick leave. Membership is voluntary and to join an employee must make a one-time donation of two days of sick leave. See policy GCBD-R in Richmond County Policy Manual.
 - If you do not wish to participate in the Sick Leave Bank, you must submit a waiver form to the central office.
9. Virginia Retirement System (VRS)- all full-time employees are automatically members of VRS. There is no cost to the employee. For the current school year, the Richmond County School Board contributes over 12% of your annual salary towards retirement, group life insurance and health care credit. Employees are encouraged to visit the website www.varetire.org where you can learn more about the retirement benefits available to you.
10. Fair Labor Standards Act (FLSA)- Policy GAA (Richmond County Policy Manual) addresses overtime and compensatory time provisions. All employees must verify that they have read the policy.
11. VEA dues – employees can opt to be a member and have a monthly payroll deduction for the cost. Submit the forms to your school's VEA teacher representative.
 - RCE- Susan Bates
 - RCI- Carolyn Lee
 - RHS- Cleveland Winfield