

INSURANCE, BENEFITS AND DEDUCTIONS

State and Federal Withholdings. State and federal withholding taxes vary according to the amount of income, the number of dependents claimed, and marital status.

Social Security (FICA). All employees are required to contribute to the Social Security System. Employee contributions are matched monthly by the District. The rate of withholding will be made in accordance with applicable law.

Teacher Retirement. All certified personnel who are employed for ninety (90) days or more and work four (4) hours or more are required to belong and contribute to the Oklahoma Teachers' Retirement System.

The Board of Education contributes to the Oklahoma Teachers' Retirement System, as required by law and its negotiated agreements.

Employee contribution can be withdrawn if employment in Oklahoma ceases prior to retirement. Application must be made to the Oklahoma Teachers' Retirement System.

Health Insurance (2300.1)

Edmond Public Schools is a participating entity in the Oklahoma Employees Group Insurance Division. The District pays that portion of each employee's premium required by law and its negotiated agreements.

Health Insurance and Leave of Absence

During periods of leaves of absence without pay which are authorized in District policies or negotiated agreements, employees who have been participating in the Oklahoma Employees Group Insurance Division are authorized to continue such coverage with the following conditions:

- A. The employee must pay all premiums for eligible coverage by personal check(s) on a timely monthly basis delivered to the business office.
- B. Health coverage extends to a maximum of one year or to the conclusion of the leave of absence if less than one year.
- C. Health coverage terminates at the time the employee becomes eligible for another group health insurance program.
- D. Health coverage terminates at the time the employee on a leave of absence reaches age 65.

Health Insurance Plan Policy for Terminating Employees

Edmond Public Schools eligible employees holding membership in the Oklahoma Employees Group Insurance Division who terminate their employment:

- A. Prior to the completion of the obligation of their contracts shall remain on the membership roll only through the end of the month in which the termination is effective.
- B. After the completion of the obligation of their contracts shall remain on the membership roll through the end of the month in which the contract period ends.

Salary Protection/Life Insurance (2300.2)

The Board of Education pays a minimum salary protection plan for each full-time certified employee into a salary protection/life insurance program as a fringe benefit. This basic coverage may be increased and paid through payroll deduction at the employee's option. Current benefit information is available at the Central Office.

Worker's Compensation (2300.3)

- A. The School District provides benefits established under the Oklahoma Workers' Compensation Act ("Act") to all School District employees who are injured in on-the-job accidents.
- B. All regular employees who are injured in on-the-job accidents shall receive statutory benefits, including medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act.
- C. Accrued and unused personal leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to workers' compensation benefits for temporary disability if the injured employee should so elect. Attached to this procedure is an appropriate election form which every injured employee will be given as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the School District. If the election for supplemental pay is made sick leave shall be used and exhausted before personal leave unless different instructions are directed by the employee, in writing, to the District.

Workers' Compensation/Sick Leave Election Form

The following form shall be used to implement the Workers' Compensation Policy.

I suffered an on-the-job injury on _____, 19____, while working for the School District. As a result of the injury, I am entitled to receive temporary disability compensation according to the Workers' Compensation laws of Oklahoma. I understand that I am entitled to receive such compensation until I am released by a physician to return to work. I have accumulated certain sick leave/personal leave benefits, because of my employment, which are available to me when I am unable to work because of illness or injury.

PLACE AN "X" IN THE APPROPRIATE ELECTION BLANK

1. ___ I would prefer to have:

Sick Leave Compensation/Personal Leave Supplementation -- Number of days _____

I understand that by choosing to be paid my accumulated sick leave/personal leave in addition to the temporary disability provided by law I will be paid my sick leave/personal leave on a prorated basis to the extent that I will receive my full wages until I return to work or the number or sick leave/personal leave days I have are exhausted.

I understand that after the number of specified sick leave/personal leave days are exhausted, I will receive temporary disability compensation until I am released by a doctor to return to work.

I understand that my accrued sick leave/personal leave benefits will be decreased on a prorated basis by those days I use as a result of making this election.

OR

2. ___ I would prefer to have:

Workers' Compensation: Workers' Compensation Temporary Benefits

Under the Workers' Compensation Act, temporary benefits begin the fourth day off work due to an on-the-job injury. The first three days are considered a waiting period during which time temporary benefits are not paid, but I request that I be paid my accrued but unused sick leave/personal leave to cover these three days. I understand that by making this election, I will **not** be paid any sick leave/personal leave benefits beyond the first three days of the waiting period.

OR

3. ___ I would prefer to not use any of my sick leave/personal leave benefits while I am off work due to my on-the-job injury.

Name _____ Social Security # _____
 Last First Middle

Address _____
 Number & Street City State Zip Code

Job Title _____ School or Department _____

Dated this _____ day of _____, _____.

Employee

Witness: _____
School District Representative

Payroll Deduction Services (2300.4)

The Edmond Public Schools participates in tax sheltered annuities, professional dues and contributions, savings bonds, United Way, as well as other elective deductions.

Local requirements for Companies and Agents:

1. Any company or agent wanting to participate in EPS payroll deduction services must be a company authorized to do business in the State of Oklahoma.
2. If an agent solicits applications, the agent must be licensed by the company for which he/she solicits such applications.
3. Before the EPS will agree to enter into a payroll deduction service with a specific company on behalf of an employee(s), that company must have completed a minimum of ten (10) applications for participation in the plan for that specific company.
4. At such time that the payroll deduction service with a specific company becomes inactive (void of participants), the company will be dropped from the payroll deduction services.
5. Final approval of a company's participation in the payroll deduction services will be determined by the Superintendent of Schools or his/her designee.
6. Approval of payroll deduction services will be based on the company's financial status, type of policy or plan being provided, location and service of agent, billing requirements, and other factors as may be determined.
7. Employee address and telephone listings will not be provided to any company.
8. Agent solicitation at the building level will be allowed only with written authorization through the Deputy Superintendent or designee.
9. The maximum length of time for solicitation at the building level will be two (2) weeks.

10. Agents must contact the building principal/supervisor when entering the facility and present a copy of the written authorization.
11. Building principals will determine a suitable location within the building for the agent to discuss his/her product with interested individuals. Building principals will also be responsible for the distribution of any materials within the building.
12. Agents will not be allowed to solicit in the classroom, restroom, or food preparation area (kitchens).
13. Agents should refrain from random telephone solicitation of Edmond Public Schools employees at their homes.