

**CLASSIFIED**  
**EMPLOYEE INFORMATION SHEET**  
**FOR**  
**WARREN COUNTY PUBLIC SCHOOLS**

10.2016



**WELCOME TO THE WARREN COUNTY BOARD OF EDUCATION**

LISTED BELOW IS A BRIEF OVERVIEW OF THE BENEFITS WE OFFER YOU. DETAILED INFORMATION IS AVAILABLE IN THE EMPLOYEE HANDBOOK YOU RECEIVE FROM PERSONNEL.

PLEASE CHECK THE PAYROLL WEBSITE FOR FORMS NEEDED FOR CHANGES:

<http://www.warrencountyschools.org>

ALL CLASSIFIED EMPLOYEES WHO WORK A **MINIMUM** OF 80 HOURS PER MONTH ARE ENTITLED TO RETIREMENT BENEFITS, HEALTH AND LIFE INSURANCE, PARTICIPATION IN THE CAFETERIA PLAN, SICK DAYS, EMERGENCY DAYS, AND PERSONAL DAYS. ALL OTHERS DO NOT QUALIFY FOR ANY AND ALL BENEFITS.

- RETIREMENT:** For those employees who qualify for full time employment hired after 9-1-08, six percent (6%) will be withheld from each of your checks and matched by the school district at a rate of 17.06%. This is County Employees Retirement System and is **mandatory**.
- LIFE INSURANCE:** A life insurance policy in the amount of \$20,000 is provided to you at no cost. Additional coverage is available at a group rate and can be obtained by filling out the forms enclosed in your new employment packet.
- COBRA:** Federal law provides an employee with the option to continue group health coverage beyond the date on which their coverage would terminate. For clarification contact Valerie Rich, Insurance Coordinator.
- CAFETERIA PLAN:** There are several insurance and savings plans which can be withheld from your check and tax sheltered from your earnings. Money put into these plans is deducted from your pay **BEFORE** the taxes are calculated.
- Health insurance premiums are sheltered as described, however you need to be aware of two important stipulations:
- (1) You cannot take the premium as a tax deduction when filing your annual income tax return.
  - (2) You are obligating yourself to remain on that same type of coverage for the entire year unless there is a qualifying event which allows you to change.
- SICK:** Each employee receives a total of 10 sick days per year. Days are pro-rated for employees who begin employment after the first day of school.
- PERSONAL:** You will be entitled to three (3) days of personal leave with pay each school year. Days are pro-rated for employees who begin employment after the first day of school.
- SICK LEAVE BANK:** We offer a sick leave bank to provide sick leave to contributors who have suffered an unplanned personal illness, injury, or disability and whose personal sick leave is exhausted. Persons employed after the enrollment period may elect to participate **within 30 days of initial employment**.
- DIRECT DEPOSIT:** Direct deposit of your payroll check is **mandatory** and can be completed with any banking service. Payroll check stubs can be viewed on the Munis Self Service website at: <https://warren.munisselfservice.com>. Please see the attached instructions on how to view your pay information. As of 5/31/11, pay stubs will no longer be mailed to you.
- SNOW DAYS:** Any regular school days not worked due to snow, inclement weather, or flu, will not be deducted on the payroll period missed, but will be made up at the end of the year without additional pay.

**BEFORE TURNING YOUR FORMS IN TO THE PERSONNEL OFFICE, PLEASE CHECK ALL FORMS FOR COMPLETION AND SIGNATURES.**