

**NEW EMPLOYEE INFORMATION
PAYROLL AND PERSONNEL ITEMS
2020-21**

Updated: 6-30-20

Below is a recap of payroll and personnel information you need to be aware of as a full time employee with the Maryville R-II School District. If you have any questions, please contact Sharon Strueby by email strueby@maryviller2.com or by phone at 660-671-1600 or Ext. 1600.

1. **BC/BS Health & Life Insurance Agent: Johnna Beemer @Arnold Insurance 660-562-2085**
Three health insurance options to choose from:
 - **Base Plan:** No cost for \$1,500 deductible with maximum \$3,500 out of pocket.
 - **Buy-up Plan:** \$96.64 per month for a \$750 deductible with maximum \$1,500 out of pocket.
 - **HSA Plan (Health Savings Account):** No cost for \$2,800 deductible which is maximum out of pocket. The district will put **\$554.28 into an HSA bank account at UMB** along with their first check for the 2019-20 school year. If an employee is hired later in the year, the amount will be prorated at \$46.19/mo.
 - Insurance can also be purchased for your spouse or dependents (includes all children up to the age of 26. Children will become ineligible the end of the year they turn 26:
Base Plan: Spouse = \$558.24; Dependent(s) = \$418.71
Buy Up Plan: Spouse = \$654.91; Dependent(s) = \$491.21
HSA Plan: Spouse= \$512.07; Dependent(s) = \$384.09
 - Employee, spouse and dependents will need to be on the same plan (Base, Buy up or HSA)
 - **We pay health insurance 1 month in advance so you will be required to pay for 2 months of premiums and/or deductions with your first pay check.**
 - **EMPLOYEES & EMPLOYERS ARE REQUIRED TO PAY RETIREMENT (PSRS @ 14.5% AND PEERS @ 6.86%) ON ALL INSURANCE BENEFITS.**
2. **Principal Life Benefit**
 - District provides \$25,000 term life policy for all full time eligible employees.

The following voluntary products below are deductions which are all PRE-TAXED except term life and short term disability which are post taxed.

3. **Arnold Insurance – Agent: Johnna Beemer 562-2085**
Insurance marked FTJ are managed by Forrest T. Jones in Kansas City 800-821-7303
Voluntary Insurance options:
 - Ameritas Dental (FTJ)
 - EyeMed Vision (FTJ)
 - Aflac (cancer, accident and short term disability)
 - Principal Life (additional insurance available for you, spouse and children)
4. **Work Comp:** If you are hurt or injured on the job, please seek medical attention with your building nurse, contact your supervisor and Personnel at Central Office **before** you seek medical care unless it is an emergency.
5. **403b Tax Sheltered Annuity:** FTJ Contact: Erica Goltra at 800-821-7303, Ext. 1781
egoltra@ftj.com or Kim Anderson 888-385-4338 kanderson@ftj.com
If you are interested in participating in an additional retirement plan, you can sign up for a 403b tax sheltered annuity (TSA). You can sign up at any time throughout the school year but will need to talk to an FTJ annuity advisor to discuss paperwork & options.
An advisor from FTJ will be in the district in the fall (i.e. October or November) each year to discuss products with employees.

6. **PSRS and PEERS Retirement** - website <https://www.psr-s-peers.org> or call 800-392-6848
 - Employees are required to participate in the MO Public School Retirement System if they meet the following requirements:
 - Certificated (PSRS)** – working more than 17 hours per week, position of 600+ hours and a teaching certificate
 - Non-certificated (PEERS)** – working more than 20 hours per week, position of 600+ hours with no certificate
 - Retirement is figured on gross salary **plus board-paid health insurance which also includes additional HSA contributions by the school district.** The amount withheld from the employee is also matched by the school district.
 - The following rates for the 2020-21 school year are:
 - PSRS = 14.5% (s/s will not be deducted)
 - PEERS = 6.86%
 - PSRS subject to Social Security = 9.67% (certificated employee working in a position that does not require a DESE certificate)
7. **Direct Deposit**
 - Payday is the 20th of each month. If it falls on a weekend or holiday you will be paid the last working day before the 20th.
 - Direct deposit is required for all employees. **Please keep me informed ASAP if you make any changes to your banking account.**
8. **Leave Benefits**
 - Sick Leave = 10 days per year
Unused sick leave days will roll into the next year
 - Personal Leave = 2 days per year
Unused personal day(s) roll into the next year with a maximum accumulation of 5.
Personal days over 5 will be converted to sick leave at the beginning of each school year.
After 5 years of employment you will receive 3 personal leave days per year

Board Policies regarding leave can be found on the district website by going to www.maryville.k12.mo.us - CO > Board of Education > Policies – Section G – Personnel GCBDA for certified or professional staff & GDBDA for support staff.
9. **HR Portal** access by going to <http://www.hrportal.maryville.k12.mo.us>
UserID and Password – Your school email address will be your UserID and your Password is your Employee ID #, which will be given to you by Personnel Accountant. You can change or update your UserID and/or Password once you log into system.
 - **If you forget or have issues with your password, click on the “Forgot Userid/Password” button on the login screen.** You will immediately receive an email with the information. If you continue to have problems logging into the system contact Kenna Parman at 671-1601.
 - **View Pay History** – To print or view your paystubs (Password is last 4 digits of social security #)
 - **Submit Leave Request** – VERY IMPORTANT TO SUBMIT THIS INFO. Your leave request will be sent electronically to your supervisor for approval and then to the office manager to attach information regarding your substitute and then this information is transferred into the payroll system to be processed.
 - **Submit Personal Info Changes** - Enter info to change address or phone number Keep phone number updated in order to receive information about school closings, etc.