



North East Independent School District

Premium Deductions and Effective Dates for Benefits

This handout is provided to help you determine how your premiums will be deducted for various benefits, and when benefits may become effective. For all categories of employees, there will be exceptions to the information outlined below. If you have specific questions, please contact the Risk Management/Employee Benefits Office at 407-0187.

Certified Employees: Employees who are paid on a monthly basis, such as Administrators, Teachers, Counselors, Nurses, Librarians, etc., have benefits deducted based on an annual premium. The standard deduction rate for each paycheck is based on the annual premium divided by 12 payments.

Administrative & Instructional Support Staff: Employees who are hired as Administrative & Instructional Support Staff, such as Secretaries, Bookkeepers, Specialists, Clerks, Teacher Assistants, Bilingual Assistants, Lunchroom Assistants, etc., have benefits deducted based on an annual premium. The standard deduction rate for each paycheck is based on the annual premium divided by 26 payments.

Auxiliary Employees who work 230 or more days per year: Auxiliary (hourly) employees who are hired as Custodians, Police Officers, Computer or Copier Technicians, Print Shop, or Maintenance who work on a year-round basis have benefits deducted based on an annual premium. The standard deduction rate for each paycheck is based on the annual premium divided by 26 payments.

Auxiliary Employees who work less than 230 days per year: Auxiliary (hourly) employees who are hired as Bus Drivers, Bus Assistants, Food Service Workers, and K.I.N. who work during the school year have benefits deducted based on an annual premium. The standard deduction rate for each paycheck is based on the annual premium divided by 20 payments.

ALL BENEFITS ARE DEDUCTED IN THE CURRENT MONTH OF COVERAGE. New hires are deducted for benefits they elect in the month that coverage is in effect. Benefits cannot be deducted until they have been elected in LAWSON. Any past due amounts will be deducted on the first available payroll check.

EFFECTIVE DATES

MEDICAL, DENTAL, VISION, FLEXIBLE SPENDING ACCOUNTS, AND CANCER PLANS:

As a new hire, you have **the first 31 days of employment** to enroll in benefits. Your coverage will begin the first day of the month following your hire date. Once the elected plan has become effective changes cannot be made. If you miss your New Hire enrollment opportunity, you must wait until the following District-wide open enrollment to enroll, and then the effective date would be January 1st.

DISABILITY INCOME PROTECTION: As a new hire, you have **the first 60 days of employment** to enroll in benefits. Your coverage will begin the first day of the month following your hire date. Employees must be actively at work for coverage to begin. If you miss your New Hire enrollment opportunity, you must wait until the following District-wide open enrollment to enroll, and then the effective date would be January 1st.

GROUP TERM LIFE: As a new hire, you have **the first 31 days of employment** to enroll in benefits. Your coverage will begin the first day of the month following your hire date. Employees must be actively at work for coverage to begin. If you miss your New Hire enrollment opportunity, you must wait until the following District-wide open enrollment to enroll, and then the effective date would be January 1st.

**Group Term Life Policies: The effective date for any coverage amounts over the guaranteed issue amount will be determined by UNUM Provident Insurance Company*

WHOLE LIFE POLICIES: As a new hire, you have **the first 31 days of employment** to enroll in benefits. Your coverage will begin the first day of the month following the date of your enrollment. If you miss your New Hire enrollment opportunity, you can still enroll any time year round. However, UNUM Provident must approve all applications. The effective date is determined by UNUM Provident Insurance.

CATASTROPHIC SICK LEAVE BANK: There is no monetary cost for joining the Catastrophic Sick Leave Bank, however, you must donate three days of your local **sick leave** or **anticipated local sick leave** to join as per District policy. For membership to be complete, an employee must work at least 108 days in a school year to earn the three days donated for membership. If you enroll within **the first 31 days of employment**, your effective date will be the first day of the month following your hire date. You may also join the Bank during the following District-wide open enrollment in the Fall of any subsequent year. **A member must have earned membership before any Catastrophic Sick Leave Bank days may be granted.**

TAX SHELTERED ACCOUNTS: 403 (b) The program is administered by National Benefit Services (NBS). Enrollment can be done online at www.nbsbenefits.com (see bulletin for the website and instructions). NBS will record your deduction into the system and notify the District's Benefits Department to begin the deductions.

457 (b) The program is administered by TIAA. Enrollment can be done online at www.nbsbenefits.com (see bulletin for the website and instructions). NBS will record your deduction into the system and notify the District's Benefits Department to begin the deductions.