

EMPLOYEE BENEFITS AND PROCEDURES

We will need a copy of your social security card and driver's license.

A-4 AND W-4 FORMS — These are the federal and state income tax withholding forms.

DIRECT DEPOSIT – **We have mandatory direct deposit.** You may have up to three accounts for checking or savings deposits.

PEEHIP/4 OPTIONALS - Basic Hospital/ Medical insurance (**\$30.00** single coverage) (**\$207.00** family coverage) with Blue Cross/Blue Shield or the 4 optional plans which are **\$38.00** each and **\$50.00** for family dental per month. If you do not select hospital/ medical insurance, you may select all 4 optional plans and they will be free. They are Dental, Cancer, Hospital Indemnity, and Vision with Southland. **PEEHIP WILL MAIL ENROLLMENT INFORMATION TO YOUR HOME.** You will need to make the effective date the first day of your employment or the first day of the month following your employment date. **You may enroll, make changes or cancel coverage once a year during July and August with an October 1 effective date.**

AMERICAN FIDELITY ASSURANCE CO. – Section 125 Plan – This enables you to shelter your health insurance premiums from Federal, State, and FICA taxes.

METLIFE INS. - **\$15,000** employer paid life insurance policy – coverage for full time employees only.

METLIFE INS. - **\$15,000** employee paid optional life insurance – cost **\$3.45** a month – full time employees only.

TEACHERS' RETIREMENT –**\$15,000** free life insurance policy - Member salary benefit after one year of service - There is a mandatory amount of 6.00% deducted from your monthly salary for retirement if you were hired on or after January 1, 2013. If you have any service prior to January 1, 2013 your mandatory amount will be 7.50% with a credit of .25% paid by Florence City Board of Education.

RSA-1 – Tax deferred annuity with the Retirement System – sheltered from federal and state taxes.

SICK LEAVE BANK – This is available to all full time employees and open enrollment is August 1st-September 10th.

We have other insurance with different companies and a representative will come by each school during the fall to explain these policies. Check with your school secretary for the date and time.

Please contact **Charlotte Cantrell (Payroll Officer)** at **(256) 768-3040** or e-mail **ccantrell@florencek12.org** about any questions concerning payroll or insurance.

**ALL FORMS MUST BE FILLED OUT AND RETURNED TO
CHARLOTTE CANTRELL IN THE BUSINESS OFFICE**