

## EMPLOYEE BENEFITS AND PROCEDURES

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

**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, \$307.00 family coverage with spouse) 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 2 of the 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.

**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 Dale County 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 1 through September 15 and January 1 through January 15 of year each.

We have other insurance with different companies and a representative will come by each school year to explain these policies. Check with your school secretary/bookkeeper for the dates and times.

Please contact **Karen Goodson (Payroll Officer)** at 334-774-2355 or email [kgoodson@dalecountyboe.org](mailto:kgoodson@dalecountyboe.org) about any questions concerning payroll or insurance.

**ALL FORMS RELATING TO PAYROLL MUST BE FILLED OUT AND RETURNED TO  
KAREN GOODSON AT THE CENTRAL OFFICE**