

400.2L PAYROLL/BENEFITS

A. Deductions

Whenever deductions must be made from any employee's salary for days missed in excess of allowances under sick leave policy, short term leaves of absence or other reasons, deductions for the certified staff will be based on;

1. (number of days contracted) X annual salary for one day, or
2. (number of days contracted) X annual salary for two days, etc. For those on extended employment, deductions will be made on the rate of pay they are receiving at the time. For non-certified employees the deduction will be the amount they would have earned had they worked during that period.

B. Mandatory Retirement Age

The District makes it hereby known that the District deals with said topic as per current Statutes and Laws.

Reference: State and Federal Law M.S. 122A.40

C. Retirement Funds

Each teacher shall supply all certificates, such as TRA, Social Security, etc., required for payroll, and deductions will be made according to law.

All other regular employees are required to belong to the Public Employees Retirement Association. Deductions will be made from their checks each pay day as required by law.

D. Workmens Compensation

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the workmen's compensation law of the State of Minnesota.

All injuries sustained, no matter how trivial they appear to be, must be reported to the Building Principal, Site Supervisor. If the supervisor is unavailable, the Superintendent is to be contacted, within twenty four hours of the time of the accident.

The superintendent's office must report the accident to the insurance company as per law.

E. Insurance

1. An employee is eligible to participate in School District # 553's group health insurance plan if he or she:
 - a. meets the terms specified by the insurance carrier; and
 - b. either works at least 20 hours per week or meets specific employee unit

eligibility criteria.

2. Past employees may continue to participate in School District # 553's group health insurance under the following conditions:
 - a. the past employee will pay all applicable premiums; and
 - b. the continued coverage will be limited to that required under applicable state and federal law.

Legal Reference: 29 U.S.C. ss 1161, et seq.; Minn. Stat. ss 62A.17, subd. 6; Minn. Stat. 471.61, subd. 2b.

Cross References: Local Policy # 400.8L - ("Payroll Checks")