

**Nelsonville-York City Schools**  
**Treasurer's Office Handbook**  
**for**  
**Purchasing and Employee Benefits**

**2018-2019 School Year**





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**Office Staff**

Sandi Hurd..... Extension #1003.....Treasurer

Becky Bunting..... Extension #1009...Assistant Treasurer

Diana Mayles..... Extension #1008...Executive Administrator

**Office Hours**

During the school year:           Monday thru Friday           7:00 a.m. to 3:00 p.m.

During the summer:               Monday thru Friday           6:00 a.m. to 1:00 p.m.

## **Requisitions/Purchase Orders**

The first step in purchasing any item, whether it be books, paper or snacks for your classroom, is to fill out a requisition. Requisition forms should be available in each of the building offices. If you are not sure of the exact price of an item please estimate high. Once the requisition is filled out you will need to get your supervisor (building principal, special programs, etc...) to sign the requisition. At this point the requisition will go to the superintendent for his approval. The last stop for the requisition is the treasurer's office, at this point it will be processed into a purchase order. As you can see by the above steps you will want to plan ahead and allow at least five days to get the requisition processed into a purchase order. There are certain times of the year or month when the treasurer's office experiences down time due to monthly balancing, calendar year end or fiscal year end. Once the purchase order has been completed, you will receive the white copy, so that you may go ahead and purchase or order the listed items. It is very important that you understand that you must have the purchase order in hand BEFORE you order items. If you order items without a purchase order you will be responsible for paying the invoice.

Once your order comes in you need to verify that all items were received, initial the packing slip, and turn the packing slip into Diana in accounts payable. If your purchase order was for Kroger, Walmart etc.. and you picked up the items yourself you need to be sure to turn in any slips the store issued to you at that time. These slips will also go to Diana in accounts payable.

## **Conferences**

Registration fees for professional conferences can be paid by the treasurer's office. You will need to fill out a requisition made out to the name of the conference and also attach the actual registration form for the conference. If you will be staying overnight for the conference please make your own hotel reservation, and fill out another requisition for the hotel. Please be sure to include the hotel phone number and your confirmation number for your reservation on the requisition. The final requisition that you need to fill out will be made out to yourself. This is so you can be reimbursed mileage and meals. Once these requisitions have been approved the accounts payable person will take care of sending the check for your registration and hotel.

After the conference please attach any receipts for meals to your mileage form and turn the form into Diana, accounts payable, she will take care of issuing your reimbursement check for meals and mileage.

## Benefits

### Medical Insurance

Benefits offered to employees are outlined in the contracts with each union, and currently this coverage is provided by **UMR**. Currently, a PPO plan is offered for major medical coverage. The board of education will pay 85% of the premium for a PPO family plan and 85% of the premium for a PPO single plan. For this school year(2018-2019) the costs are as follows:

Plan type	<u>PPO2</u>
Single:	
Employee share	\$117.54/month
Board share	\$666.06/month
Family	
Employee share	\$314.04/month
Board share	\$1779.56/month
Plan type	<u>PPO3</u>
Single:	
Employee share	\$108.14/month
Board share	\$612.77/month
Family	
Employee share	\$288.92/month
Board share	\$1637.20/month
Plan type	<u>HDHP*</u>
Single:	
Employee share	\$91.45/month
Board share	\$518.19/month

Family	
Employee share	\$244.32/month
Board share	\$1384.51/month

\*The board will contribute \$1500/year to a HSA for a single enrollee  
 The board will contribute \$4100/year to an HSA for a family enrollee  
 These are per the NYEA/OAPSE agreements for calendar years 2018, 2019, and 2020.

The insurance premium that is deducted from your check can be deducted under a Section 125 agreement. You will be signing your Section 125 authorization forms each spring for the following school year. Currently American Fidelity administers this for the school district. By signing this form, you are agreeing to have your insurance premium withheld at a before tax cost. This will save you some money on your federal tax. The insurance cards and booklet will be sent to directly to your home address.

**Dental Insurance**

Dental Insurance is paid by the board 100%. This coverage is provided by **CORESOURCE:**

Single	52.09/month
Family	52.09/month

Dental insurance booklets and claim forms are available in the treasurer’s office from Becky. Please do not give your dentist your UMR medical card. There is a CoreSource/Cigna dental card. This will be sent to your home address. If you do not receive the dental card or you misplace it the treasurer’s office can request a new card for you.

## **Vision Insurance**

Vision Insurance is paid by the board 100%. This coverage is provided by **VISION SERVICES PLAN:**

Single	11.34/month
Family	25.67/month

When you call to make your vision appointment make sure that you let them know that you have VSP vision insurance. There are no insurance cards for this coverage, but we do have a list of doctors who accept the VSP vision insurance. If you need to see this list please see Becky in the treasurer's office.

## **Life Insurance**

Life Insurance Policy \$25,000 paid by the board 100%\*

\*This is for certified staff

Life Insurance Policy \$40,000 paid by the board 100%\*\*

\*\*This is for the classified staff

It should also be noted that this insurance does not continue once you retire. There are supplemental life plans offered through payroll deduction that you may purchase and continue at the time of your retirement or resignation from Nelsonville-York City Schools.



## Payroll Deductions Offered

### Supplemental Life:

American United Life Insurance: This is a supplemental life policy that you may purchase for either yourself, your spouse, or your children. The rates depend on your age and will increase over time. American United/One America Life insurance is more cost effective for the aged 40 and over insureds. If you wish to have any further information regarding this life insurance it is available in the treasurer's office.

Guardian Life Insurance: This is a supplemental life policy that you may purchase for either yourself, your spouse, or your children. The rates depend on your age and will increase over time. Guardian Life insurance offers slightly better pricing for younger insureds, and for spousal and childrens coverage. If you wish to have any further information regarding this life insurance it is available in the treasurer's office.

Texas Life Insurance: This is a supplemental life policy that you may purchase for either yourself, your spouse, or your children. The rates depend on your age and will increase over time. Texas Life offers higher levels of life insurance coverage for spouses and is a combination whole life/term policy. If you wish to have any further information regarding this life insurance please contact AJ West at 513-701-3171 ext. 2734 or [aj.west@americanfidelity.com](mailto:aj.west@americanfidelity.com)

### Annuities:(457)

Ohio Public Employees Deferred Comp: This is an annuity available to any individual employed by a public employer in Ohio. The contributions that you pay into this are taken out before federal and state taxes. If you would like more information or enrollment information visit:

<https://www.ohio457.org>

VOYA Financial: This is an annuity available to employees. The contributions that you pay into this annuity are taken out before federal and state taxes. Information about this annuity is available by calling 800-525-4225

Annuities:(403b)

National Life Group (LSW): Formerly known as Reserve Financial, this is an annuity available to employees. The contributions that you pay into this annuity are taken out before federal and state taxes. If you would like more information you can call 800-732-8939.

VALIC: This is an annuity available to employees. The contributions that you pay into this annuity are taken out before federal and state taxes. Information about this annuity is available by calling 800-569-7055.

VOYA Financial: This is an annuity available to employees. The contributions that you pay into this annuity are taken out before federal and state taxes. Information about this annuity is available by calling 800-525-4225.

Aspire Financial Services: This is an annuity available to employees. The contributions that you pay into this annuity are taken out before federal and state taxes. Information about this annuity is available by calling 800-732-8939

Additional Insurance Coverage:

American Fidelity: American Fidelity offers various policies including: Medical and Dependent Care Flexible Spending Accounts, Health Savings Accounts, Disability Insurance, Cancer Insurance, and Accident Insurance. If you are interested in purchasing policies you may contact AJ West at 513-701-3171 ext. 2734 or [aj.west@americanfidelity.com](mailto:aj.west@americanfidelity.com)

Miscellaneous Items: AAA: AAA membership is offered via payroll deduction to employees. These rates are reduced. Information regarding this is sent out once a year, generally in January, and the deduction for the annual fee for membership is deducted from one pay, generally in February.

Direct Deposit: All employees are required to sign up for direct deposit. Beginning with the 2018-2019 school year we will be moving to a bi-monthly pay schedule (24 pays per year). The pay dates will be the 15th and 30th of each month. If the 15th or 30th falls on a weekend or a holiday the pay date will be the last regular work day preceding the 15th or 30th.

## Payroll Dates

August 15, 2018	February 28, 2019
August 30, 2018	March 15, 2019
September 14, 2018	March 29, 2019
September 28, 2018	April 15, 2019
October 15, 2018	April 30, 2019
October 30, 2018	May 15, 2019
November 15, 2018	May 30, 2019
November 30, 2018	June 14, 2019
December 14, 2018	June 28, 2019
December 28, 2018	July 15, 2019
January 15, 2019	July 30, 2019
January 30, 2019	August 15, 2019
February 15, 2019	August 30, 2019