BLOOM-CARROLL LOCAL SCHOOLS
PERSONNEL/BENEFITS INFORMATION
FOR CONTRACTED EMPLOYEES ONLY

The information in this section pertains to all contracted staff (part time and full time):

Pay Dates

All employees in the district are paid semi-monthly, 24 pays per fiscal year. Pay dates typically fall on the 8th and 23rd of each month. If one of these dates falls on a weekend, the pay date will be on the Friday immediately preceding the scheduled pay date. You can view the complete pay schedule on the Bloom-Carroll website under Forms/Payroll and Employee Benefit Notices/Forms.

Salaries for the certified staff are listed in the current Negotiated Agreement. You may obtain a copy of the agreement from the Bloom-Carroll Education Association representative in your building or by asking for a copy in the Superintendent's office. All contract amounts are divided and paid over 24 pays. Supplemental contracts for coaching/advising positions are paid at the end of the season, though there are some academic oriented supplemental contracts that are divided over 24 pays.

Classified staff salaries are paid on an hourly pay scale based on position and years of experience. Most of our classified positions are based on the school year. The total pay is calculated by the number of hours worked per day multiplied by the hourly rate and multiplied again by the number of days on the calendar for that position. That amount becomes the total salary for the fiscal year which is divided over 24 pay periods. For 9-month staff, the first pay of the fiscal year is in September. For 10-month staff, the first pay of the fiscal year is in August and for 12 month/260-day staff, the first pay of the fiscal year is in July.

Leaves and Absences

Sick leave for all contracted employees is accrued at 1.25 days per month for a total of 15 days per fiscal year. The sick leave balance continues to accrue as long as you are actively employed with Bloom-Carroll, to a maximum allowed by the Board. If you are coming from another Ohio public employer, be sure to request that your former employer transfer your sick leave balance to Bloom-Carroll.

Personal leave of 3 days per fiscal year is granted to all full-time employees (those over 20 hours per week) and is prorated if you are hired mid-year. You will have the option of converting your balance to sick leave or being paid a specific amount for any personal leave that you do not use at the end of the school year. If you do not use any personal leave and you still have a 3 day balance, you may retain 2 of those days for the next fiscal year to have a balance of 5 personal days. The maximum personal leave available at any time is 5 days.

Full time employees can dock up to 2 days per year. Part-time employees do not receive personal leave days, but they are able to dock up to, but not to exceed, 5 days per year.

Absences are entered through a web-based system called **Absence Management**, formerly called Aesop. You will receive an email from *Frontline* to set up your Aesop account. Please follow the instructions in the email to obtain a username and password. **All** absences; sick, personal, vacation and professional leave, are entered through this program. If your position requires a substitute to work in your place, the absence will be available for substitutes to see and request to be assigned to the position.

403B/457 Plans

All contracted staff are eligible to participate in voluntary pre-tax and post-tax contributions to an annuity. You may choose the company with which you wish to set up deductions. We have four available vendors as follows: Metropolitan Life Insurance Company, AXA Equitable, Ohio Deferred Comp & American Funds. Please reach out to the person listed below if you would like to begin or change your deduction.

- MetLife representative - Rob Zabrocki 614-638-8477
- Equitable representative - Ryan Goodwin 614-310-8278
- Ohio Deferred Compensation - Jason Brown 740-701-6994
- American Funds - various representatives through investment groups such as Edward Jones – please check phone directory

Lan-Fair Credit Union

All employees of Bloom-Carroll are eligible to become a member of Lan-Fair Credit Union. They have a branch in Lancaster and one in Pickerington. The phone number for Lan-Fair is (740) 654-2866 in Lancaster and (614) 834-5610 in Pickerington.

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Section 125 Plan/ American Fidelity Products

Bloom-Carroll offers an employee paid cafeteria plan of pre-tax benefits to all employees. You have the option of choosing from a variety of policies. This plan is handled through the American Fidelity Assurance Company (www.afadvantage.com). Examples of available items are: Unreimbursed Medical Expenses, Dependent Care, Cancer coverage, Disability insurance and Life insurances. The representative from American Fidelity will be available to assist you with any questions you may have. You may enroll when first hired or during the open enrollment period in September.

If you would like any of the products listed below or have questions about the products, please call or email the American Fidelity representative. Her name is Telana Veil. Her email address is telana.veil@americanfidelity.com . All staff must meet with the representative at their time of hire and again annually since American Fidelity coordinates the district's Section 125 plan. Your email address will also be provided to American Fidelity; please respond when they reach out to you.

Some products available to you:
Life Insurance: for employee spouse and dependents.
Disability Insurance: usually chosen by employees who do not have a build-up of sick leave who may need to be out sick for an extended time (i.e. maternity leave).
Cancer/Critical Care insurance
Accident insurance
Heart/Stroke insurance
Flex Spending Account: deduction withheld pre-tax to be used for medical expenses not covered by insurance such as co-pays or out-of-pocket expenses.

BLOOM-CARROLL LOCAL SCHOOLS
PERSONNEL/BENEFITS INFORMATION
FOR CONTRACTED EMPLOYEES ONLY

The information in this section *ONLY* pertains to full time employees (those that work *more than 20 hours per week*):

Classified/Twelve Month Staff Only

Holiday pay is paid to classified staff. There are 8 paid holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, and Memorial Day. Twelve-month, classified staff, are also paid for 3 ½ additional days. They are: ½ day Good Friday, June 19th (Juneteenth), July 4th (Independence Day) and the day after Thanksgiving.

Vacation pay is accrued on a monthly basis for the 12-month staff. You are eligible for 10 days of vacation your first year of service. This time accrues each month between the first and second pay of the month. The maximum vacation balance available is increased at the following continuous years of service anniversaries: 5 years, 10 years, 15 years, 20 years, 25 years and 30 years. The balance cap for vacation accrual is 2 times your annual earning rate (i.e., if you earn 10 days per year, your balance cannot exceed 20 days).

Insurance

Please complete the insurance enrollment form for medical, dental, vision and board provided life insurance and return it **within 30 days** of your start date of employment. If you do not need any insurance through Bloom-Carroll, you must waive the insurance on the enrollment form by providing your signature and date in the section titled Declination. This form is used to enroll you in board paid life insurance so please complete this section on the form regardless of your other selections.

The enrollment form can be found on the district website under Forms/Payroll and Employee Benefit Notices/Forms. Please note that it is important to be sure to include all social security numbers for covered dependents and beneficiaries. You may take any combination of insurance. You are not required to take all or none. You may choose single coverage for one type and family for another; whatever best fits your individual and/or family needs.

Health and dental insurance coverage are available through the **South-Central Ohio Insurance Consortium**. The network is Medical Mutual. Premiums are paid on a pre-tax basis. Insurance premiums are withheld from each pay check; the monthly amount is divided over two pays. We withhold insurance premiums one month in advance so your first two pay checks will have double deductions. You may enroll when you are first hired or during the open enrollment period each year. You are also able to enroll at any time if you experience a Qualifying Life Event. The employee rates are listed on the Insurance Rates page that can be found on the district website.

The health insurance is a Preferred Provider plan; you are encouraged to see providers in the plan. To check if your physicians are in the network, please see **www.supermednetwork.com**. Contact Care Factor at 877-304-0761 with any questions. Please see the district website for more information and to view the Bloom-Carroll Summary of Benefits and Coverage information for more details about the health insurance. To elect this coverage, please make the selection on the insurance enrollment form. Those enrolled in health insurance can receive assistance through a Telemedicine Network by calling 1-800-530-8666 or using 1800md.com.

You may choose to go to any dentist you prefer as there is no dental network. You will want to call your provider and make sure they accept our insurance. Please see the Dental Benefit Plan Summary Information on the District website for more details about the dental insurance. To elect this coverage, please make the selection on the insurance enrollment form.

Vision Insurance is an employee paid optional insurance available through VSP. The cost of coverage is listed on the Insurance Rates page that can be found on the district website. You can access www.VSP.com to find a network provider. You will not receive an insurance card for VSP. Any provider filing a claim to VSP will use the social security number of the patient to file a claim. To elect this coverage, please make the selection on the insurance enrollment form.

The Board of Education provides $40,000.00 of life insurance coverage for you while you are an employee of Bloom-Carroll Local Schools. Voluntary life insurance through Dearborn National/The Standard is available for purchase through payroll deduction. You may purchase additional life insurance for yourself and spouse/children, rates are based on the age and amount of coverage. The cost can be calculated using the form that can be found on the district website under Employee Benefit Notices and Forms/Additional Life Insurance Form. To elect additional coverage, please note this on your enrollment form.

Please contact Jennifer Luckhaupt at 740-756-9764 jennifer.luckhaupt@bloomcarroll.org for questions related to your hiring.
For payroll questions, please contact Cheryl Haile at 740-756-9728, cheryl.haile@bloomcarroll.org.
For benefit questions, please contact Courtney Stebelton at 740-756-9724, courtney.stebelton@bloomcarroll.org.