

POLICIES PERTAINING TO OUR EMPLOYEES

COMPENSATION, BENEFITS & PAY SCHEDULES

Compensation:

Employee compensation shall be based upon contract where applicable, or upon the approved pay schedule, as such may be amended from time to time. Employees are responsible for reviewing their own pay records and verifying the information and the appropriate amount of compensation described therein. Employees are paid Bi-Weekly on Fridays. No paychecks will be available before payday and no pay advances will be made.

Employee Benefits:

Employee benefits for full time employees shall include:

1. Enrollment in the Texas Retirement System
2. Group Health Insurance

Payroll Deductions:

Federal Income Tax, Medicare, and Texas TRS are required deductions from paychecks. Other deductions may include premiums for medical insurance, dental insurance, life insurance, or disability insurance. These types of deductions are made on a pre-tax or after-tax basis, as permitted by law and as selected by the employee. In addition, garnishments or wage withholding pursuant to a valid court order will be withheld from paychecks as appropriate.

Final Pay at Termination of Employment:

If the employee voluntarily resigns employment, payment will be made no later than the next regular payday for the period in which termination occurs. If an employment agreement is in effect, payment will be made on the next regular payday for the period in which employment agreement ends. If the employee is involuntarily discharged, payment will be made within six (6) calendar days of the last day worked.

COBRA Benefits:

As part of the health insurance benefits, continuation of coverage shall be offered pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA provides employees with an opportunity to continue health care insurance coverage when a "qualifying event" would ordinarily terminate the coverage. Some of the more common "qualifying events" include: death, resignation, termination, reduction in hours, leaves of absence, divorce, or loss of eligibility of a dependent. COBRA permits an employee to pay the full cost of coverage at the rates paid by the school plus an administrative fee.

Employees shall notify the school's group health insurance plan administrator within thirty (30) days of the death, termination, the reduction of hours of a covered employee, or of the eligibility of an employee for Medicare benefits.

Date Adopted: _____