

UNEMPLOYMENT COMPENSATION

North Dakota Century Code Chapters 52-01 through 52-08 impose an obligation upon all school districts to either pay taxes (contributions) for the required unemployment compensation coverage or to reimburse the state on a dollar-for-dollar basis for all benefits paid resulting from claims of former employees of the school district.

Jamestown Public School District #1 has chosen to reimburse the state on a dollar-for-dollar basis for all benefits paid resulting from claims of former employees of the School District. To accomplish this in an efficient and effective manner, the District has joined the NDUC Group Account. The District Administrator shall insure that the business manager, payroll officer, or both are properly trained in the submission of reports and payments and in the proper administration of claims.

HEALTH INSURANCE

(Revised 2-15-10)

(Staff covered by the Negotiated Agreement should refer to that document.)

- A. The Jamestown School District will select and finance full single coverage on a medical plan and 95% per year towards single plus dependents or family plan, on a "use it" or "lose it" basis. The Jamestown School District will only contribute to the least expensive policy being offered to the staff member. The district will deduct on a 9 month basis (Sept-May), the additional cost of the single plus dependents or family plan for coverage of 12 months (Sept - Aug). The insurance contract begins September 01 and terminates August 31 or the last day of employment if the working contract is not fulfilled. The School District will reimburse the employee for the deductions made for preceding months if employment terminates before the working contract is fulfilled.
- B. Coverage for employees requesting leave of absence during the school year, will be continued for a maximum of 12 months with the employees paying the full cost of the monthly premium from the beginning month in which leave of absence began through a maximum time of 12 months.
- C. If an employee requests leave of absence for the next school year, coverage will be continued through August 31 of the present calendar year. An employee may request continued coverage for a maximum of 12 months with the employee paying the full cost of the monthly premium beginning September 01. School District coverage for an employee returning from leave of absence would begin September 01.
- D. If an employee requests early retirement, all fringe benefits provided by the Jamestown School District will continue through August 31 of the year application for early retirement is made.
- E. Any employee receiving long term disability insurance benefits for the remainder of the present contract school year will receive health insurance under the group policy for a maximum of 18 months. The Jamestown School District will contribute to their presently enrolled plan until September 01, thereafter the full premium would be the responsibility of the employee.
- F. The School District will offer to all terminated employees covered by the group health insurance a maximum of 18 months additional coverage with the following stipulations:
 - 1. Full payment of the monthly premium must be made payable to the Jamestown Public School District Health Insurance Fund by the 25th of each month for the following month coverage.
 - 2. Insurance coverage will be dissolved when one of the following occurs:
 - a. 18 months of coverage has been provided
 - b. Payment for coverage is not received by the 25th of each month to the Director of Payroll

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- c. If you become eligible for Medicare or any other insured or uninsured arrangement which provides hospital, surgical or medical coverage
 - d. If the Jamestown Public School District ceases to provide any group health plan to employees
- G. In the case of widows, spouses and dependents, the School District will offer continued coverage by the group health insurance a maximum of 36 months with the following stipulations:
- 1. Full payment of the monthly premium must be made payable to the Jamestown Public School District Health Insurance Fund by the 25th of each month for the following month coverage.
 - 2. Insurance coverage will be dissolved when one of the following occurs:
 - a. 36 months of coverage has been provided
 - b. Payment for coverage is not received by the 25th of each month to the Director of Payroll
 - c. If you become eligible for Medicare or any other insured or uninsured arrangement which provides hospital, surgical or medical coverage
 - d. If the Jamestown Public School District ceases to provide any group health plan to employees

GROUP TERM LIFE INSURANCE

(Revised 3-20-06)

The district will contribute up to 75% of the cost of a single premium, for a \$25,000 policy, as long as the aggregate cost does not exceed \$4,500 per year for all of the teachers subject to the provision of this agreement. An employee's policy terminates when he/she leaves the school system.

All other employees will receive the employer's contribution as stated in the Master Contract. Part-time employees who meet the eligibility requirements, the benefits will be pro-rated based on the number of hours worked. Support Staff personnel work is 40 hours.

A. Eligibility

1. Employees of the Jamestown Public School District #1 who are subject to the Master Contract agreement existing between the District and Jamestown Education Association.
2. Principals, directors, coordinators, cooks and assistant cooks, custodians, office personnel, para-professionals, and teachers aides

Any employee who works twenty (20) hours per week and is paid over a nine (9) month period of time is eligible to participate in the plan. Employees working part-time will receive equal benefits, and the cost will be pro-rated.

Coverage will be effective the first of the month following thirty (30) days of employment.

B. Exclusions:

1. Emergency employees who are employed for emergency work.
2. Part-time employees whose service does not exceed the lessor of twenty (20) hours per week or 50 percent of the normal work week.
3. Employees who hold positions of a basically temporary or seasonal character for a period not in excess of 100 working days in any calendar year.

WORKER'S COMPENSATION

In accordance with state law, the Jamestown Public School District must provide Worker's Compensation Insurance to all employees injured on-the-job.

An employee may use their sick leave to supplement Worker's Compensation. However, total benefits (sick leave plus Worker's Compensation pay) may not exceed the amount of pay an employee would have received if the employee had been at work.

Because the law sets forth limitations on filing of claims, it is important that when an employee is injured at work, no matter how minor the injury, the employee immediately report the injury to the employee's supervisor.

The employee's immediate supervisor must submit a written report to the Director of Payroll.

If professional medical attention is required due to the on-the-job injury, the injured employee must obtain, complete and submit a Worker's Compensation Claim Form to the Director of Payroll.

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ACTIVITY TICKETS FOR STAFF

Revised October, 2004

Activity passes shall be granted to all staff members and their spouses, and to all School Board members and their spouses.

Lifetime activity passes will be issued to retired staff members of Jamestown Public School.

