



# LIONS ROAR

USD 405 STAFF NEWSLETTER

JANUARY 20, 2012

## News from the Superintendent . . .

Each year I receive comments that staff wish to have a better understanding of the differences between a "180 student day" calendar vs. a "student contact hours" calendar. The Kansas State Department of Education (KSDE) requires that each local education agency identify which calendar method will be used during the present school term. The two options are 180 student contact days' vs. 1,116 student contact hours. I will do my best in my attempt to explain the differences.

Every district in the state (286 this year) has chosen the "hour" option. The reason that every district in the state chooses this method is flexibility. The 180 day option requires you to attend classes for that amount of days. If a snow day is necessary, that day must be made up sometime before the school year concludes. Finding a day during the second semester is difficult. In many years, it would have to be during

### Our Representatives

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spring break or after Memorial Day. I can predict the students and staff sentiments if that was required. An hour calendar has flex days built into the schedule. A prime example of this flexibility is illustrated in one of our calendar options. Calendar Draft #1 has only 179 student contact days. The first day of school is on a Monday. I could not find a suitable day that could be added to the calendar. I was attempting to compress the calendar as much as possible to give you a later start. If we were mandated 180 student days, the only option would have been to start school on Friday. I don't think that is a good option.

Our negotiated agreement requires 186 teacher contract days. I am required to design a calendar with that mandate. It does not specify student contact days. The hour option gives us more flexibility in scheduling our calendars.

## BUSINESS OFFICE NEWS...

### Six Reasons to Direct Deposit Your Paycheck

1. Do not have to use planning time/lunch break to make a trip to the bank to deposit your paycheck.
2. Funds can be deposited into as many as four bank accounts (Checking OR Savings) at the bank(s) of your choice. It does not have to be a local institution.
3. No chance of lost or stolen paychecks.
4. Payroll funds are immediately available the morning of payday.
5. No worries about paycheck delivery during Spring Break or the summer months.
6. The payroll software has the capability of emailing the direct deposit information to

employees, so there would be no waiting on the stub to be delivered.

### Did You Know?



If you are enrolled for payroll direct deposit, you can choose to have your earnings deposited into as many as four (4) different bank accounts each month.

Your earnings can be deposited into different accounts, even at different banks, either by an amount or a percentage.

If interested, please contact the Frisbie Education Center staff.

## BUSINESS OFFICE NEWS (cont.)...

### February Board of Education Meeting



The February Board of Education meeting will be held at the Frisbie Education Center (FEC) on Monday, February 13, 2012. The meeting will begin at 5:30 p.m.

The Board of Education highlights from the January 9, 2012 meeting are posted in the buildings and are on the district website ([www.usd405.com](http://www.usd405.com)) under Board of Education Minutes.

### Tax Information

Your W-2 will be distributed soon. If you have not received your W-2 by January 27, please call Marsha at the Frisbie Education Center (257-5196, Ext. 123).

### Early Resignation Notice Incentive



Page 26 of the Negotiated Agreement states the board will pay an early resignation bonus to teachers who submit their letters effective at the end of the current contract year and are not applying for a KPERs Retirement or Disability benefit. Notice by: January 15-\$600 and February 15-\$300.

### Tax-Sheltered Retirement Plan (TSA) and Roth Retirement Savings Plan Changes Reminder

Do you want to make changes to your TSA? You must contact your agent and complete the required paperwork so that it can be sent to Bay Bridge Administrators. The change must be reflected on our bill before the correction can be made on your paycheck.

**American Fidelity**- Lori Likes 800-450-3506  
**Edward Jones**-Pat Fulton 620-257-3334  
**Edward Jones**-Jim Vopat 620-792-5095  
**Equitable**-Jeff Bachelder 316-267-4464  
**Primerica Financial Services**-Arlene Rolfs 824-6237  
**Security Benefit Life**-John Webb 888-756-6670  
**Waddell and Reed**-MaryAnn Altvater 620-257-2292

### ESSDACK Retirement Planning Workshop

If you are a Kansas Public Employees Retirement System (KPERs) member, and are 50+ years of age OR within 5 years of retirement, please plan to attend the Retirement Planning Workshop session presented by retirement specialist and former educator, Rob Lane, with Ameritime. Please feel free to bring your spouse or a guest.

**When:** Wednesday, January 25  
**Where:** ESSDACK, 1500 E. 11<sup>th</sup>, Hutchinson  
**Time:** 6:00-6:15 p.m. Pizza and Pop  
6:15-7:30 p.m. Retirement Workshop  
**RSVP:** Pam Misunas, (877)563-9566  
(620)663-9566; [pamm@essdack.org](mailto:pamm@essdack.org)

Items that will be addressed include:

1. House Bill 2194: How could this affect My retirement?
2. With 42 KPERs options which ONE is right for me?
3. Am I eligible to purchase additional pension years? What are the advantages and disadvantages?
4. How do Social Security, KPERs, and my investments work together in my retirement?

### Retirement Notification



The eligibility requirements and benefits of the USD 405 Early Retirement program are found in the employee handbooks on the website ([www.usd405.com](http://www.usd405.com)) under Forms and Resources. Look on pages 15-18 of the Classified Handbook and pages 28-31 of the Negotiated Agreement for the retirement information. The handbooks also indicate the information that must be included in the written notice of intent to retire.

**Classified** staff members, who qualify for full KPERs retirement and USD 405 Early Retirement benefits, must send a written notice to the superintendent of schools on or before **March 15**. **Certified** staff members will receive the best temporary leave buy out benefits if they send a written notice on or before **March 15**. Applicable USD 405 Early Retirement benefits will be paid for a period not to exceed five (5) years or to the month in which the employee attains Medicare eligibility, whichever date occurs first.

## BUSINESS OFFICE NEWS (cont.)...

### KPERS Retirement Letters

Letters have been sent to employees who are eligible to receive full KPERS benefits at the end of the current school year. If you feel you qualify for KPERS retirement and have not received a letter, please contact Jessica at the Frisbie Education Center (257-5196, Ext 153).

You qualify for full KPERS retirement benefits if:

#### **Tier 1 Employees**

- you have 85 points (your age plus years of KPERS service), or
- you are 62 years old with at least 10 years of KPERS service, or
- you are 65 years old with at least 1 quarter of service.

#### **Tier 2 Employees**

- you are 65 years old with at least 5 years of service, or
- you are 60 years old with at least 30 years of service

You qualify for USD 405 retirement benefits if:

- you are currently an employee of USD 405 and
- you are eligible for full KPERS retirement benefits and
- you are a classified employee and have a minimum of 15 years of employment with USD 405 or;
- you are a certified employee and have a minimum of 12 years of employment with USD 405

Additional retirement information is found on pages 15-18 in the Classified Handbook, and pages 28-31 in the Professional Negotiations Agreement.

### Fuel Tickets

If you fuel a school vehicle, **PLEASE TURN IN GAS TICKETS** to the FEC immediately. Be sure to write the activity you attended on your receipt. Tickets must be matched to the billing statement prior to payment.

## Workers' Compensation

If you should become injured on the job, please notify your supervisor immediately. He/she will then give you the appropriate paperwork to complete.

The workers' compensation insurance for USD 405 and Rice County Special Services Cooperative employees is carried by KASB Workers Compensation Fund, Inc.

USD 405 has identified the following medical providers for the "initial" treatment of job related injuries incurred under the workers' compensation coverage:

**Lyons Medical Center  
Hutchinson Clinic  
Sterling Medical Clinic**

Any one of these clinics may be used for the primary treatment of a workers' compensation covered injury.

Further medical referrals may be authorized by any doctor if additional medical attention is necessary.

If an employee seeks initial treatment from a doctor or chiropractor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.

If an employee is injured while on the job or performing job related duties, even if he/she does not see a medical provider, please follow the steps listed below.

1. Call or email to report the injury immediately.  
Jessica Goforth ([jgoforth@usd405.com](mailto:jgoforth@usd405.com) or 257-5196 ext. 153)
2. The injured employee must complete the "Report by Injured Employee" form and submit it to the Frisbie Education Center (FEC) within ten days. Provide a detailed report of the accident/injury. The form is available in your building office.
3. The "Report by Eyewitness" form must be completed if there is a witness to the accident/injury.
4. The "Supervisor's Accident Investigation Report" must be completed and forwarded to the FEC as soon as the accident is reported by the injured employee. Bills incurred for treatment of the employee should be sent to the Frisbie Education Center to be forwarded to KASB Workers Compensation Fund, Inc.

If the accident/injury requires additional medical treatment, please keep the FEC informed. Some of the treatment may require pre-authorization by the workers' compensation carrier.

If you have any questions, please call Jessica Goforth at 257-5196 Ext.153.