

Joplin Schools administers separate payrolls for certified and classified staff. Please see how benefits are deducted based on your job category or pay structure.

For all benefit classes:

- Premiums are deducted the month in advance for medical, life and voluntary benefits. For benefits that go in effect October 1, premiums are deducted in September.
- Flexible Spending Account and Health Savings Account deductions are taken the effective month. For benefits that go in effect October 1, the premiums are deducted in October.
- The district paid portion of medical and dental insurance is considered as income for PEERS/PSRS contributions and for those who receive 2 or more checks per month is added to the second check of the month.
- For staff who receive 2 or more checks per month:
 - Medical insurance, Flexible Spending and HSA is deducted from the first and second check each month.
 - Voluntary benefits and life insurance is deducted from the second check each month.

Bi-weekly, 9 or 10-month: Food Service, Bus Driver, Bus Aide, Classroom Aide, 10 Month Clerical, COTA, PTA, SLPA, LPN

- Summer premiums for employee medical, employee/child/family life or voluntary benefit deductions are taken in April and May.
 - In April, 2 months' premiums are deducted to cover May and June.
 - In May, 3 months' premiums are deducted to cover July, August and September.
 - Child or family medical premium, Flexible Spending Account or HSA is divided over 2 checks each month through May. (Base plan example for coverage beginning October 1 - total child premium minus total employee premium, $\$725 - \$465 = \$260 \times 12 \text{ months} = \$3,120$ divided by 18 checks = $\$173.33$ each check.)

Bi-weekly, 11-month: 11 Month Clerical

- Summer premiums for employee medical, employee/child/family life or voluntary benefit deductions are taken in April, May and June.
 - In April, 2 months' premiums are deducted to cover May and June.
 - In May, 2 months' premiums are deducted to cover July and August.
 - In June, 1 month premium to cover September.
 - Child or family medical premium, Flexible Spending Account or HSA is divided over 2 checks each month through May. (Base plan example for coverage beginning October 1 - total child premium minus total employee premium, $\$725 - \$465 = \$260 \times 12 \text{ months} = \$3,120$ divided by 18 checks = $\$173.33$ each check.)

Certified Staff (paid September - August): Teacher

- Flexible Spending Account and Health Savings Account contributions are deducted October – August (11-months).
- Checks are processed for July and August in June but paid in the months of July and August.

Certified Staff (paid July – June): Principal (see contract), Superintendent, Assistant Superintendent, Executive Director of Student Services, Director of Special Education, Director of Educational Support and Human Resources

- Flexible Spending Account and Health Savings Account contributions are deducted October – June (9 -months).

Certified Staff (paid August - July): Principal (see contract)

- Flexible Spending Account and Health Savings Account contributions are deducted October – July (10 -months).

Bi-weekly, 12-month and Semi-Monthly, 12-month staff: All other non-contracted 12 month staff.

- Flexible Spending Account and Health Savings Account contributions are deducted October – September (12-months/24 checks)