Effective July 1, 2019

NEW EMPLOYEE PACKET
INFORMATION SHEET

The Union County Board of Education offers numerous benefits to all employees. Some are required by law and/or policy that you must be a part of and some are offered on a voluntary basis. We have outlined these benefits to help you decide which ones you need for your particular circumstance.

RETIREMENT

TEACHER RETIREMENT SYSTEM OF GA (TRS)

All certified, clerical, and paraprofessional personnel are required to become a member of TRS upon employment. The monthly employee contribution is 6.00 percent of gross salary; the Union County Board of Education matches this contribution with 21.14 % percent as of July 1st, 2019.

TRS no longer accepts paper applications. This process must be completed online. Their website is www.trsga.com. You will be receiving correspondence from TRS concerning this membership process.

**Note – if you are already a member of TRS, you are not required to enroll again; however, any changes you want to make to your account will need to be made online. This is done by setting up an account if you haven't already done so.

PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (PSER)

Bus drivers, custodians, maintenance, and food service personnel are required to become a member upon employment with the school system. The employee contribution is $10.00 per month (September through May).

VALIC

Bus drivers, custodians, maintenance, and food service personnel are automatically enrolled with VALIC. The Union County Board of Education contributes 2 percent or up to 4 percent of monthly gross salary. The VALIC representative will contact eligible employees to discuss options.

SOCIAL SECURITY

All employees, except certified and clerical, pay the full percentage (7.65%). Certified and clerical employees hired after April 1987, are required to pay the Medicare portion of Social Security (.0145%). The Union County Board of Education matches the employee deduction, dollar for dollar.

INSURANCE INFORMATION

STATE HEALTH BENEFIT PLAN:

Employees have the option to enroll upon initial employment or during Open Enrollment held each year - (mid-October to mid-November, with coverage effective January 1st). All employees must go on-line and verify their coverage each year.

See rate sheet with health insurance booklet

OTHER PAYROLL DEDUCTIONS

The Union County Board of Education has other payroll deductions for companies that offer annuities, life insurance, disability, cancer, intensive care policies, and flexible spending accounts. Employees may enroll or drop insurance during the open enrollment period.
Payroll deductions are also available for the Peach State Credit Union, PAGE (Professional Association of Georgia Educators), the Ferst Foundation for Childhood Literacy of Union County, and GAE (Georgia Association of Educators).

Please contact the central office accounting department if you are interested in any of the above.

SICK LEAVE & SICK LEAVE BANK INFORMATION

Employees have the option of joining the Sick Leave Bank upon initial employment or at the beginning of each new school year.

SICK LEAVE CONTINUED

Certified personnel earn leave as follows:

1.25 DAYS ACCURED AND ALLOCATED MONHTLY

10 month contract	12.50 days per year
11 month contract	13.75 days per year
12 month contract	15.00 days per year

Non-certified personnel earn leave as follows:

1.25 DAYS ACCURED AND ALLOCATED MONHTLY

Bus drivers	11.25 days per year
Paraprofessional	12.50 days per year
Clerical	12.50 days per year
Custodian	15.00 days per year
Maintenance	15.00 days per year
Food Service	12.50 days per year

Employees can accumulate a maximum of 45 days of sick leave.

Three (3) of these days may be used for personal leave. Any unused days may be carried over to the next school year for a maximum of 45 days. Personal days cannot be carried over as "personal" but as "regular" sick days.

Twelve month employees have 11 paid holidays per year. They are also eligible for a one week vacation after one year of employment, two weeks vacation after two years and three weeks after ten years.