

## **FAMILY LIFE FUND ACTIVITY ACCOUNT POLICIES**

The purpose of the Great Plains Technology Center Family Life Fund (FLF) is to provide a source of funding for approved expenditures that cannot be made using school funds.

**Family Life Fund Membership:** Membership in the Family Life Fund is open to employees of Great Plains Technology Center and/or employees contracted for services at Great Plains who receive benefit compensation, i.e., medical, teacher retirement, etc. Only current will be allowed to benefit from the fund. Membership will be maintained in the FLF by providing an annual contribution to the fund, either through payroll deduction or through a one-time annual contribution. Payroll deduction can be used for either monthly or annual contributions. If a one-time contribution is made through payroll deduction, the contribution will be made from the August check. Payroll deduction cards are available from the Business Manager. If an employee chooses to make an annual contribution to the fund by check or cash, it must be presented to the Business Manager by August 15 for the employee to be considered a member of the fund.

**Membership Option Period:** Eligible individuals will have one year from their date of employment to join the fund. Employees who choose not to establish membership in the fund during the specified option period will not be allowed to join at a later date unless the membership votes to establish a new option period.

**Continuing Membership:** Members of the fund must maintain annual membership to continue their membership (and benefit) status. If a member chooses to discontinue membership in the fund, they will not be allowed to rejoin the fund at a later date unless the membership votes to establish a new option period.

For members who had previously declined membership, “years of service” for retirement or going-away gifts shall accrue from the date of membership in the fund. An employee who previously declined membership into the Family Life Fund can elect to “buy back” membership into the fund only during a membership approved option period. The cost of buying back membership shall be determined by the years of service and calculated at the current yearly membership rate. Total years of employment must be purchased in order to receive full Retirement and/or Going Away benefits.

**Annual Report:** The committee will distribute an “annual report of income and expenditures” to all contributors of the Family Life Fund in May of each year.

**Need for Adjustments:** In the event there are insufficient funds to support activities, there will be a special meeting of the membership to discuss alternative actions, and/or modifications to the policies.

The member’s supervisor will initiate the activity fund requisition and authority to pay for each occurrence approved under the FLF policy. The requisition along with the authority to pay will be sent to the administrator in charge of the FLF.

The approved uses of the Family Life Fund are as follows:

1. Employee retirement gifts: (for employees that are eligible to retire from Great Plains Technology Center)

Based on years of service at Great Plains Technology Center the amount allocated would be as follows:

1-5 years of service	\$ 100.00
6-10 years of service	\$ 200.
11-15 years of service	\$ 600.00
16-20 years of service	\$ 800.00
21+ years of service	\$1,000.00

2. Employee “going away” gifts: (for employees who are leaving Great Plains Technology Center, but not eligible to retire)

1-5 years of service	\$ 62.50
6-10 years of service	\$125.00
11-15 years of service	\$187.50
16+ years of service	\$250.00

Death/Illness of Member: The fund would allow up to \$60 per occurrence for flowers, or to make a contribution to a charitable organization. Flowers will be sent to FLF members who have had an overnight hospital stay. In case of a death, food may be sent also.

Death of Member’s Relative (spouse, parents, or children) The fund would allow up to \$60 to purchase flowers or to make a charitable contribution for a relative of a Family Life Fund member of Great Plains. Food may be sent also.