

BISMARCK PUBLIC SCHOOLS ADMINISTRATOR BENEFIT PLAN January 1, 2025

Administrator Benefit Summary

Retirement

Administrators are either members of the North Dakota Teachers Fund for Retirement or the North Dakota Public Employees Retirement System.

- Certified administrators currently contribute 11.75% of salary and the district contributes 12.75% of salary.
- Non-certified administrators currently contribute 7% of salary and the district contributes 9.26% of salary.
- New NDPERS members beginning January 1, 2025, will contribute 4% of salary and the district contributes 5.26% of salary.
 - Within the first 30 days of employment, the employee may elect up to an additional 3% employee contribution and the employer will match up to 3% (8.26% employer total).
- More information on additional 403b companies can be found at: [TSA Consulting Group](#).

Flexible Benefits Program

Employees can save money by converting unreimbursed medical expenses and dependent care expenses from an after-tax to a before-tax basis.

January 1 – December 31 plan year:

The annual maximum for the 2025 plan year is \$3,300 for medical spending and \$5,000 for dependent care.

Minimum amount is \$250. Eligible to carry over a min. \$50 – max. \$660 into next medical flexible year (January 2026-December 2026).

Open enrollment for the 2026 plan year will begin in November 2025.

Long Term Disability Insurance

- The district pays the entire premium.

Aflac Voluntary Insurance Coverage

Voluntary Insurance coverage through AFLAC is available for enrollment through payroll deductions with group premium rates during the annual open enrollment period, or if an employee has a qualifying event. Plans include disability insurance, critical illness insurance, accident insurance, and hospital insurance.

Blue Cross Blue Shield Insurance

** Rates Subject to Change January 1, 2026

More information on all insurance plans/costs can be found through [InsideBPS](#).

Health Insurance:

- Single Coverage - \$51/month
- SPD Coverage - \$90/month (Employee + Children)
- Family Coverage - \$724.68/month

Dental Insurance:

- Single Coverage - \$0/month
- Family Coverage - \$47/month

Vision Insurance:

- Single Coverage - \$0/month
- Family Coverage - \$10/month

Employee plan effective date is determined by start date; Employment begins the 1st to the 15th of the month; coverage will begin the 1st of the next month. Employment begins the 16th through the 31st of the month, coverage will begin the 1st of the following month.

Open enrollment for the 2026 plan year will begin in November 2025. Deductions will begin in December of 2025 (January coverage).

VEBA

Employees who **resign or retire are eligible** to use their eligible sick leave payout funds or vacation/personal leave funds and move them to the Post Employment/Retirement VEBA account through WEX. You pay no taxes on the balance, the interest earned, or on withdrawals (claims). Funds can be used for medical expenses such as deductible expenses, prescription drugs, medically necessary equipment, dental procedures (non-cosmetic), vision care expenses and individual insurance premiums.

Life Insurance

- \$100,000 Basic Life & AD&D Policy. The district will pay the premiums for the first \$50,000 and the employee is responsible to pay the additional \$50,000 premium.

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Employee Assistance Program (Health Advocate)

All employees are eligible for the EAP Assistance Program.

The Employee Assistance Program (EAP) offers confidential, short-term counseling from licensed professional counselors for a full range of personal issues and achieving a healthy work/life balance. Six (6) counseling sessions are available at no cost to the employee and their families. For more information: [Health Advocate](#)

Sick Leave

- 9 and 9 ½ month employees will receive 12 days of sick leave each year.
- 10-month employees will receive 12 days of sick leave each year.
- 11-month employees will receive 13 days of sick leave each year.
- 12-month employees will receive 14 days of sick leave each year.
- Unused sick leave will accumulate indefinitely.

Vacation Leave – 12-month Employees

Vacation leave time will be granted in accord with years of administrative service as follows:

- 1st year 21 days per year
- 2 through 10 1.75 days per month
- 11 to 25 years 2.00 days per month
- 25 years or more 2.25 days per month

Unused leave will be carried forward from one school calendar year to the next, not to exceed 30 days of cumulative leave. Twelve-month staff may carry over vacation leave until July 31.

Vacation Leave – 11-month Employees

Vacation leave time will be granted in accord with years of administrative service as follows:

- 1st year 19 days per year
- 2 through 10 1.75 days per month
- 11 to 25 years 2.00 days per month
- 25 years or more 2.25 days per month

Unused leave will be carried forward from one school calendar year to the next, not to exceed 30 days of cumulative leave.

Holidays (12-month and 11-month)

10 paid days for 12-month employees and 9 paid days for 11-month employees

New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, July 4 (12-month only), Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Personal Leave/Holidays – 10-month Employees

- Employees will receive 8 days (10 month) 5 days (9 ½ month) personal leave each year.
- Employees will receive 5 paid holidays. Labor Day, Thanksgiving Day, Martin Luther King Day, Good Friday, and Memorial Day. Unused leave will be carried forward from one year to the next, not to exceed 15 days of cumulative leave.

Personal Leave/Holidays – 9.5-month Employees

- Employees will receive 7 days personal leave each year.
- Employees will receive 5 paid holidays. Labor Day, Thanksgiving Day, Martin Luther King Day, Good Friday, and Memorial Day. Unused leave will be carried forward from one year to the next, not to exceed 15 days of cumulative leave.

Personal Leave/Holidays – 9-month Employees

- Employees will receive 6 days personal leave each year.
- Employees will receive 5 paid holidays. Labor Day, Thanksgiving Day, Martin Luther King Day, Good Friday, and Memorial Day. Unused leave will be carried forward from one year to the next, not to exceed 15 days of cumulative leave.

Administrative Negotiated Agreement

Benefit information – contact HR at 323-4072

Paycheck information – contact Payroll at 323-4064