



## Benefits FAQ – Premium Collection

This benefits FAQ is designed to answer questions for all employees about their insurance benefits and how premiums are collected.

### What does the district contribute to my insurance?

The district contributes a defined amount towards the cost of employee insurance plans. This amount is established during the collective bargaining process for union-represented employee groups. The amount the district contributes to your insurance is outlined in your current contract. If you work less than a full-time assignment, your district contribution may be pro-rated based on the hours per week you work.

### How am I paid?

Depending on your employee type, you may be paid 18, 20, or 24 times per year. Your annual pay is divided and issued to you over the 18, 20, or 24 paychecks you receive. The paychecks are issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month; if the 15<sup>th</sup> or 30<sup>th</sup> falls on a weekend or bank holiday, your pay is issued on the prior business day.

When you receive your first paycheck of the school year depends on the number of checks you receive and when your regular assignment begins. For example, a teacher’s first paycheck is issued on the September 15 payroll. A custodian receives their first paycheck on the July 15 payroll.

### How are my insurance premiums collected?

The district collects your insurance premiums for the plan year over the paychecks you receive. Historically, this collection has not aligned with the school year because our insurance plan year was October 1 – September 30, while our fiscal year (the school year) is July 1 – June 30. This meant that at the beginning of each school year, the district continued to collect insurance premiums from the prior year through September 30; new plan year insurance premium collection begins the first payroll in October.

The table below illustrates how premiums have historically been collected for our employees:

October 1 – September 30 Insurance Plan Year	
Pay Schedule	Premium Collection Period
18 Checks Per Year	<ul style="list-style-type: none"> <li>• First check September 30</li> <li>• Last check June 15</li> <li>• <b>No checks</b> June 30 – September 15</li> </ul>
20 Checks Per Year	<ul style="list-style-type: none"> <li>• First check September 15</li> <li>• Last check June 30</li> <li>• <b>No checks</b> July 15 – August 30</li> </ul>



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24 Checks Per Year (Year-Round Employees)	<ul style="list-style-type: none"> <li>• First check October 15</li> <li>• Last check September 30</li> </ul>
24 Check Per Year (Teachers)	<ul style="list-style-type: none"> <li>• First check October 15</li> <li>• Last check September 30</li> <li>• Summer checks (July 15 – August 30 are calculated/finalized in June and issued July 15 – August 30)</li> </ul>

Beginning July 1, 2025, the district’s insurance plan year will be aligned to the fiscal year (July 1 – June 30).

### Why is the district changing the insurance plan year?

The district’s fiscal year is July 1 – June 30. Aligning our insurance plan year with the fiscal year allows the district to more responsibly track insurance for finance and budgeting purposes and simplifies benefits administration and premium collection for all employees

### When will the new plan year begin?

Our 2024 – 2025 insurance plan year began October 1, 2024, and will end June 30, 2025. The 2025-2026 insurance plan year begins July 1, 2025.

### Will anything change with the collection of my premiums when the plan year changes?

Yes. The change you will see depends on your employee type and how often you are paid. The table below illustrates how premiums will be collected beginning with the 2025-2026 school year.

July 1 – June 30 Insurance Plan Year	
Pay Schedule	Premium Collection Period
18 Checks Per Year	<ul style="list-style-type: none"> <li>• First check September 30</li> <li>• Last check June 15</li> <li>• <b>No Checks</b> June 30 – September 15</li> </ul>
20 Checks Per Year	<ul style="list-style-type: none"> <li>• First check September 15</li> <li>• Last check June 30</li> <li>• <b>No checks</b> July 15 – August 30</li> </ul>
24 Checks Per Year (Year-Round Employee)	<ul style="list-style-type: none"> <li>• First check July 15</li> <li>• Last check June 30</li> </ul>
24 Checks Per Year (Teachers)	<ul style="list-style-type: none"> <li>• First check September 15</li> <li>• Last Check August 30</li> </ul>



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|  | <ul style="list-style-type: none"><li>• <i>Summer checks (July 15 – August 30) are calculated/finalized in June and issued July 15 – August 30</i></li></ul> |
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### **I do not work in the summer. How does my insurance coverage work in the summer?**

Although you do not work in the summer, you are covered by insurance all year (even summer months when you are not working). Your insurance coverage does not stop over the summer.

### **I do not work in the summer. How are my insurance premiums paid in the summer? Do I have to send a check to the district?**

You do not need to send a check to the district for your summer coverage. Your insurance premiums for the entire year are collected over the paychecks you receive.

If you are paid less than 24 times per year, your annual insurance premiums are calculated by multiplying the monthly amount you owe by 12 months. This annual total is then divided by your paychecks (18 or 20) and collected accordingly. This allows the district to collect premiums owed for the summer months when you are not working.

### **What will change with my insurance in the 2025-2026 school years?**

The district's plan year will be July 1 – June 30. Any insurance rate changes, and any open enrollment changes will be effective July 1.

### **How will that impact my paychecks?**

Your first paycheck of the 2025-2026 school year will reflect any new premiums as of July 1. If you are a school-year employee and do not work in the summer, you will not see a change until your first paycheck in September. The checks you receive in the summer finishing the payment of the amounts owed to you for your work in the prior school year.

### **What happens to my insurance if I resign my position during the summer?**

Your insurance coverage continues through the end of August if you are a teacher. If you are not a teacher, your insurance coverage ends at the end of the month when your resignation is received.

### **If insurance rates change in July but I do not work in the summer, will I owe the district money if I resign?**

Potentially. If possible, the district will make every effort to collect any remaining premiums owed from your last paycheck. If it is not possible to collect these amounts, you may receive an invoice for the remainder that you owe and will need to send the district a check. We will notify you if you need to be invoiced.



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## **When will I know what insurance costs will be for next year?**

We are working with BlueCross Blue Shield now and will have information about insurance premiums by the end of March. Once we have this information, we will update the benefits cost summary sheets listed on our website and include links in open enrollment communications.

## **Can I change my insurance plan?**

Yes. You can change your insurance elections during our annual open enrollment period. Open enrollment will be April 28 – May 12, and any changes made during open enrollment are effective July 1, 2025.

## **What happens if I don't do anything?**

Your current medical insurance enrollment will carry over to the 2025-2026 plan year.

## **I have more questions. Who can I contact?**

Please contact Michelle Neu, our Benefits and Leave Coordinator. Michelle's contact information is:

- Email: [michellen@mystma.org](mailto:michellen@mystma.org)
- Phone: 763-497-6578 ext. 5578