

# BISMARCK PUBLIC SCHOOLS

## 9–11-month (36+ hours per week)

### Support Staff Benefit Plan

*Effective January 1, 2026*

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#### Health, Dental & Vision Insurance

Eligible: Employees (9–11 month) working 36+ hours/week.

More information on all plans is available through [InsideBPS](#)

Rates subject to change January 1, 2027.

#### Blue Cross Blue Shield Premiums (Biweekly)

Coverage	Health	Dental	Vision
Single	\$35.34	\$12.67	\$0
Employee + Children	\$62.67	n/a	n/a
Family	\$559.34	\$44.00	\$7.00

Coverage Start:

- Employment begins 1st–15th → starts 1st of next month
- Employment begins 16th–31st → starts 1st of following month
- **Hourly 9–10-month staff starting fall 2026 → coverage begins October 1, 2026**
- Open enrollment for 2027 begins November 2026

**Deduction Schedule:** September–June (18 paychecks)

- **No deduction on January 16 pay date**

#### Catch-Up Deductions:

- If an employee starts after the deductions begin, catch-up amounts for the summer of 2026 will apply for each payroll from September to the first paycheck, along with possible regular deduction catch-ups depending on the insurance start date.

#### Life & Disability Insurance

- \$50,000 basic term life (employer paid); optional additional coverage available.
- Long-Term Disability: Employer paid

#### VEBA (Post-Employment)

Resigning/retiring employees may transfer leave payouts to a VEBA account (WEX), tax-free, for qualified medical, dental, and vision expenses.

#### Retirement – NDPERS

Hire Date	Employee Contribution	District Contribution
Jan 1, 2025+	4% (+ optional 3% within the first 30 days of employment)	5.26% (+ match up to 3% - total employer contribution up to 8.26%)
Jan 1, 2020 – Dec 31, 2024	7%	9.26%
Before Jan 1, 2020	7%	8.12% + 1.14% health credit (Total 9.26%)

More info: [TSA Consulting Group \(403b options\)](#)

## Flexible Benefits Program

Plan Year: Jan 1 – Dec 31, 2025

- Medical Max: \$3,300 | Dependent Care Max: \$5,000
- Minimum: \$250 | Carryover: \$50–\$660
- Open Enrollment: November 2026 for the 2027 plan year

## Employee Assistance Program (EAP)

Confidential counseling for personal/work-life issues

- Six (6) no-cost sessions for employees and families
- More info: [Health Advocate](#)

## AFLAC Voluntary Insurance

Optional payroll-deducted coverage:

- Disability
- Critical Illness
- Accident
- Hospital Insurance

## Holidays – 7 Days

- Labor Day
- Veterans' Day
- Thanksgiving Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day

▪ **Memorial Day**, 9-month employee's normal workday must include both a classroom instruction day before and a classroom instruction day after the holiday within the same school year and 10–11-month employees must work both the day before and the day after the holiday; only then will the employee be paid for the holiday. Excludes summer/temporary roles.

▪ **For all other holidays**, the employee's normal workday must include the classroom instruction day before and the classroom instruction day after the holiday; only then will the employee be paid for the holiday. Excludes temporary roles.

## Sick Leave

9–11 days/year, prorated by contract length and earned in hours.

## Personal Leave

3 days/year, prorated. Earned in hours.

New employees shall not be granted use or payment of personal leave within the first eight weeks of employment.

Max accumulation: 40 hours. Leave year: July 1 – June 30.

## [Support Staff Manual](#)

Benefits Info: HR – (701) 323-4072

Paycheck Info: Accounting – (701) 323-4067

\*\*Employees hired or adjusted after April 1 are TEMPORARY for the year.

Benefits resume with fall return. \*\*