

BISMARCK PUBLIC SCHOOLS
9–11-month (20-29 hours per week)
Support Staff Benefit Plan

Effective January 1, 2026

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 \(403b options\)](#)

Life & Disability Insurance

- \$50,000 basic term life insurance (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.

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

**Employees hired or with hourly changes on or after April 1 are TEMPORARY for the school year.
 Benefits resume with return in the fall. **

Holidays – 3 Days

- Thanksgiving Day
- New Year's Day
- Martin Luther King Day
- 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

9–12 days/year, prorated by months worked and earned in hours.

Personal Leave

3 days/year, prorated and 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