

Dear Employee;

Enclosed you will find a Salary and Benefit Information sheet. This is a helpful and informative tool to help you see their true compensation from the Warren County School District.

At the top of the sheet, you will find the compensation for your primary Board approved position, or possibly for multiple positions. Next, you will see the benefits section. This shows how much the employer must pay for you to participate in the Public School Employees' Retirement System, or to participate in our Medical or Dental Insurance programs, if applicable.

The Warren County School District provides Life Insurance, to all permanent employees, at the appropriate effective date. This cost is listed, as well as FICA and MEDICARE taxes. These employer taxes are paid for all employees.

Next, under the Benefits Statement section is a box, where your salary and benefits are combined, showing a TOTAL EMPLOYEE COMPENSATION. This value adds the sections above, salary and benefits.

Benefits as a Percentage of Earnings is showing you a comparison of these 2 components. For example, if Employee A earns \$20,000 per year in their primary board approved position, and their benefits package totals another \$10,000, benefits as a percentage of earnings is 50%.

Lastly, the Warren County School District is asking **you** to look at your Medical and Dental insurance levels. On the left side, under the Benefits statement, your deductions are listed. You can see, clearly, the level of insurance(s) you are enrolled in, if enrolled.

For Medical Insurance, it would state either Medical Individual, Medical Employee Child, Medical Employee Children, Medical Employee Spouse, or Medical Family. Dental, 3 levels exist, Dental Individual, 2 party, and lastly Family.

This level is where you are enrolled as of the May 25, 2018 payday. It is **IMPORTANT** for you, as the employee, to inform the WCSD of any change in coverage.

This information, as well as a host of other employee information is now available to you via the Employee Access Center. This employee information portal is "live" and is available within our Citrix environment. A detailed email will be sent to you in the next week showing you how to access the portal and how to login to see your employee information. The intent of the portal is to provide you with easy access to your employment and benefit information.