

Kuspuk School District

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Erich Henry Kuball, Interim
Superintendent of Schools

Date: March 1, 2017
To: All New Kuspuk Employees
From: Edith Morgan, Administrative Assistant
Martha Morgan, Business Manager
Darlene Morgan, Assistant Business Manager

On behalf of Kuspuk School District and the Business Office ***“WELCOME”***

I have enclosed several documents that need to be completed and returned to Kuspuk School District as soon as possible.

The following documents should be returned to the Kuspuk District Office to the attention of Edith Morgan.

- ❖ Alaska Teaching Certificate – original copy (*see attachment 2 AAC 36.193 Certification of Teachers*) <https://www.eed.state.ak.us/TeacherCertification/>
- ❖ Application and Transcripts – If you have not submitted a Certified Kuspuk application, please do so as soon as possible. You can download the application from www.kuspuk.org. (*click on Our District/Employment*) Please provide all relevant, **official** transcripts.
- ❖ TRS Verification Of Service – Please fill out the top portion and send to all former employers with whom you have had prior certified teaching or administrative experience, both in and out of state. KSD and TRS both use these forms to confirm your years of experience.
- ❖ TRS Beneficiary Designation – Please fill out and return as quickly as possible as the form will need to be forwarded to the State for processing.
- ❖ Physical exam form – State law requires that a physical exam be obtained every three years. *Only the last page of the form needs to be returned to KSD.* If you are unable to have a physical prior to arriving, the Aniak Sub-Regional Clinic or the village clinics can complete the physical. ***Free time will be limited at the in-service. I would suggest that you have your physical prior to arriving if at all possible.***
- ❖ Drug Free & Alcohol Workplace Statement – Signatures on this form are required.

The following items should be returned to the Kuspuk School District Business Office to the attention of Darlene Morgan. Most forms below are available at www.kuspuk.org click on a quick link to new hire forms.

- ❖ W-4 form – Send as quickly as possible so we will be able to add your tax information to the Payroll System.
- ❖ I-9 form – Complete and bring the required 2 pieces of ID or copies with you. (driver’s license, passport, etc.)
- ❖ Driver’s License copy – All staff members with a valid driver’s license are included on the district auto insurance. This covers driving all Kuspuk owned vehicles in the villages as well as rental cars when traveling on behalf of the district. If you have an out of state license and would like to obtain an Alaska license, please contact the DMV in either Anchorage or Bethel. Please bring a legible copy (front and back) of your license to the in-service.
- ❖ Health Plan enrollment form, Health Benefit booklet and Prescription Plan Information – Kuspuk offers Health Insurance to all permanent employees. All new hires’ insurance becomes effective on their first contracted day of work in the district. In the case of married couples working for the district, one individual will be considered “primary” on the policy and the other would be covered as a dependent. Dual coverage is not permitted. Within this plan mail order prescriptions are offered. You will be able to place orders for your prescriptions via the U.S. Postal Service.
- ❖ NOTE: \$50,000 life insurance per employee is provided as part of the benefit package at no cost.
- ❖ Direct Deposit – We can deposit all or a portion of your paycheck to any Financial Institution in the country. We highly recommend this option given the remote location we are in. Aniak does have two ATM machines, but it does not accept deposits. Direct Deposit is the quickest, most efficient method of payment.
- ❖ Payroll schedule – Will be provided at August In-service.
- ❖ Payroll Advances – All certified staff will receive their first paycheck at the ***end of August***. Certified staff can request a payroll advance in hardship cases it may be as much as **\$2000**. Any employee may be granted not more than two (2) salary advances during any fiscal year. We will process and distribute all advances received at the August In-service, if needed please fill out the request form. These will be issued in the form of a paper check. Direct Deposit is not an option on Payroll Advances. Checks may be cashed at the local grocery store or mailed to your bank for deposit into your account.
- ❖ Salary Payment – Your salary will be paid in twelve (12) equal monthly installments.
- ❖ Tax Deferred Annuities (TDA) – Kuspuk School District will process payroll deductions for participation with Lincoln Financial Group. We offer both 457 and 403(b) plans. Sign up

packets will be available at the inservice. Bill Hueners, Daryl Romo & Clay Prorise, brokers for Lincoln can be reached at 907-561-3187 or toll free at 800-478-8327.

- ❖ Certified New Hire Information (Misc. Payroll Info) – See form for details
- ❖ Post Hire Questionnaire – Requirement
- ❖ Sick Leave Bank – Optional enrollment – Only one time sign up is available. See your Negotiated Agreement for specifics online at www.kuspuk.org
- ❖ Sick Leave Transfer – If you have worked previously in another Alaska school district, you may have your sick leave balance transferred to Kuspuk. (4 AAC 15.040) Please request a letter from your former district with verification of your balance and forward to the Business Office **within 90 days from the start of school.** (AS 14.14.107) Large balances may be applied as service credit in the event you retire from the TRS system so this is an important item.

We realize you may have questions regarding some of these items. Please feel free to call us and we will be happy to help in any way we can.

- ❖ Martha Morgan – Business Manager, x253, mmorgan@kuspuk.org
- ❖ Darlene Morgan – Assistant Business Manager/Payroll x255, dmorgan@kuspuk.org
- ❖ Edith Morgan – Administrative Assistant, x223, emorgan@kuspuk.org

We look forward to meeting you!

The following regulation stipulates the membership criteria in the Alaska Teachers Retirement System TRS.

2 AAC 36.193. Certification of teachers

(a) For purposes of the definition of "teacher" and "member" in AS [14.25.220](#) and [14.25.590](#), a person is considered certificated and may remain in the teachers' retirement system if the person provides the administrator with evidence acceptable to the administrator that the person holds a valid teaching certificate issued to the person by the Department of Education and Early Development. Membership in the system is effective the date a valid teaching certificate is in effect. Employers may make contributions to the teachers' retirement system for the first 120 days of the person's employment pending issuance of the certificate. If 120 days have elapsed following the date of the person's employment and the person has not provided the administrator with evidence that the person holds a valid teaching certificate issued by the Department of Education and Early Development, the person's membership in the system will be terminated immediately, contributions will be refunded for that period of ineligible employment after the date of employment, and the corresponding period of ineligible service will be removed from the person's employment history. If the effective date of the certificate is later than the date of hire, contributions will be refunded and the corresponding period of ineligible service will be removed from the person's employment history for the period of ineligible employment from the date of hire to the effective date of certification.

(b) A teacher whose certificate has expired may remain in the teachers' retirement system if the person provides the administrator with evidence acceptable to the administrator that the person holds a valid teaching certificate issued to the person by the Department of Education and Early Development within 120 days of the date of the certificate expiration. If the effective date of renewal is later than the expiration date of the prior certificate, contributions will be refunded and the corresponding period of ineligible service will be removed from the person's employment history for the period of ineligible employment from the expiration date of the prior certificate to the effective date of certificate renewal.

(c) A school district will provide a copy of this regulation to a person hired for a teaching position who does not possess a valid teaching certificate at the time the person is hired and to a person hired for a teaching position whose teaching certificate is expiring within 30 days.