

FREQUENTLY ASKED QUESTIONS

Address Change

For your insurance claims to be quickly and accurately processed, please notify the Business Office of your address change so that we can notify Unified Group Services.

Change in Number of Pays

Employees, who only work during the school year, may change their number of pays (20 or 24) by writing to the Business Office by September 1st. Please refer to the Pay Day Schedule for the dates.

Life Changes

Newborns and adopted children can be enrolled in your insurance plan within 30 days of the birth or adoption.

Within 30 days of the marriage, your new spouse may qualify for a special enrollment period, but you must notify the Business Office.

Payroll Deductions – Insurance

Insurance premiums are deducted from the 1st through 20th paychecks. Please refer to the Pay Day Schedule for the dates.

Unpaid Days

If you should be absent from work and do not have a benefit day to use, your pay will be deducted for that day and you will be sent a bill for the entire insurance premium, including the Board's share.