

To: All Employees
From: John Zinger, Treasurer
Re: Yearly Reminders

1. It is a violation of board policy to purchase anything without first acquiring a PURCHASE ORDER NUMBER. Anything purchased without a purchase order number will be the sole responsibility of the purchaser.
2. Annuity Investments (403b) options are available to all staff. Please call me for list of annuity choices and phone number contacts.
3. LIFE INSURANCE booklets and certificates are available upon request.
4. DEPOSIT FUNDS COLLECTED DAILY. NEVER USE CASH COLLECTED TO PURCHASE ANYTHING.
5. There are procedures in place to hold fundraisers and paperwork needs completed and approved prior to commencement. The State Auditors track these fundraisers.
6. Do not discard old equipment or supplies without first checking with your building Principal. Forms need completed and approval given prior to this action.
7. PROFESSIONAL LEAVE: If you attend a conference please keep DETAILED RECEIPTS for reimbursement. Please obtain a TAX EXEMPT certificate for hotel tax, available in the Treasurer's office. We do not reimburse for tips.
8. Please remember to complete sick, personal, and professional leave forms when you return to work.
9. Please notify the Treasurer's office within 30 days per guidelines of any INSURANCE CHANGE.
10. The Board of Education will pay for hepatitis B shots for regular contracted employees considered to be at risk (exposure). Please contact the Treasurer's office by October 1 if you want the shots.
11. Points and Gas cards: This is a reminder that NO SCHOOL EMPLOYEE is allowed to accumulate credit card and/or gas points when purchasing school items that will be reimbursed by the school. This includes supplies and reimbursement for hotel costs and registration for professional leave.
12. Section 125 plan is available. If an employee pays a monthly contribution for insurance, a tax savings can be realized through this "pre-tax" plan. Please call the Treasurer's office if interested.
13. A STOP PAYMENT FEE will be assessed for lost checks. Please call our office for direct deposit.

Please call the Treasurer's office with any questions or concerns about the above.

Thank you,



John Zinger

**ANNUAL NOTICE TO EMPLOYEES
REGARDING THE
JACKSON-MILTON LOCAL SCHOOL DISTRICT
SECTION 403(B) PLAN**

As an employee of the Jackson-Milton Local School District, you are eligible to participate in the Jackson-Milton Local School District Section 403(b) Plan (the "Plan"). The Plan permits you to elect to defer a portion of your salary or wages on a pre-tax basis.

This annual notice is a reminder that the Plan is available to you. You should have previously received a more detailed Employee Summary of the terms of the Plan.

Please contact the Treasurer's office if you would like to defer compensation under the Plan, or would like to change the amount that you are deferring under the Plan. In 2015 the general limitation on deferral under the Plan is \$ 18,000.00, and the Age 50 Contribution Limit is \$ 6,000.00.

Also, please contact the Treasurer's office if you would like another copy of the Employee Summary of the Plan, a list of Plan Providers, a Salary Reduction Agreement, or have any other questions about the Plan. The Treasurer's office also can provide you with a copy of the Plan document.

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