

- a. Prior to the retiree reaching age 65, it is important to contact the Social Security Administration to coordinate Medicare A and B enrollment. Once approved for Medicare A and B, the District's Benefits Office will need a copy of the Medicare card.
- b. It is to the retiree's advantage to purchase both Medicare A and B - as health coverage premiums are based on the retiree at age 65 having Medicare A and B. If Medicare A and B is not purchased, you will incur lifetime penalties from the Social Security Administration and may result in your having to participate in the premium cost.
- c. The District will pay the premium associated with the integration of Medicare and the District's health plan until the retiree reaches age 70 or death, whichever occurs first.
- d. Medicare becomes the primary carrier and the selected District's health plan will be the secondary coverage.
- e. Retirees do not need to apply for Medicare's prescription coverage, the District has determined that the prescription coverage offered through your selected health plan is as good as the standard Medicare prescription coverage; you can keep this coverage and not pay extra if you later decide to enroll in Medicare's prescription coverage. You will receive separate prescription I.D. cards from the health provider.
- f. Please note District paid medical benefits apply to the retiree and spouse only; should the retiree have eligible dependents, the retiree will incur a portion of the premium cost.
- g. After age 70, the retiree may continue to purchase the District's health coverage until death. Upon the death of the retiree, the surviving spouse, at his/her own expense and subject to carrier approval, may continue to participate in the District's medical benefits program until the surviving spouse's remarriage or death.

8. Salary Payments

Management employees are paid monthly, on the last working day of the month, except for December which is paid on the first working day of January.

9. Extra Duty Assignments

- a. If extra duties or responsibilities not included in the management employee's present job description become assigned on a regular and ongoing basis, the supervising manager may submit that employee's new job description to HR for review of possible reclassification.

10. Classification Procedures

- a. The District shall conduct a classification and salary study of Leadership Team positions in accordance with Board policy and procedure. Team members may