



**Washoe County School District
Business and Financial Services Division**

**PO Box 30425
Reno, NV 89520-3425**

Memorandum

April 10, 2009

TO: All Eligible Administrators

FR: Gail Carson
Senior Accountant

RE: **BENEFIT RESERVE PROGRAM (BRP)**

As you may be aware, this is the 22nd year for the Benefit Reserve Program (BRP).

Attached is the BRP Statement of Use form. A detailed explanation of the program (excerpted from the Negotiated Agreement) is given on the reverse side of the form. **Please note as stated in the Negotiated Agreement, only those administrators with less than ten (10) years of service as of June 30, 2009 are eligible for this program.**

Benefit Reserve Program (BRP) reimbursements are included in your June paycheck.

The deadline for submission is **May 15, 2009**. If you have questions about the program, submission of receipts, the deadline, etc., please call Gail Carson in the Business Office (348-0309).

cc: Tom Stauss, Assistant Superintendent, Human Resources
Gail Carson, Senior Accountant

WASHOE COUNTY SCHOOL DISTRICT
Human Resources Division

RETURN TO BUSINESS BY MAY 15, 2009

RETURN TO BUSINESS BY MAY 15, 2009

**BENEFIT RESERVE PROGRAM
Statement of Use**

This is to request reimbursement for the following expenditures from my Benefit Reserve Program.

I understand that I am eligible for this program if I have been with the district **less than ten (10) years as of June 30, 2009**. The reimbursement for the Benefit Reserve Program is added to your June paycheck.

I UNDERSTAND THE PROGRAM MAY BE USED ONLY FOR THE ITEMS LISTED BELOW AND REIMBURSEMENT CAN BE MADE ONLY FOR EXPENDITURES IN THE CURRENT FISCAL YEAR (JULY 1, 2008 - JUNE 30, 2009) BASED ON RECEIPTS ATTACHED TO THIS FORM.

I also understand that any unused balance in this program reverts to the District's General Fund.

| | |
|--|-----------------|
| Benefit Reserve Program Balance – Administrators | \$700.00 |
| Benefit Reserve Program Balance – Pro-Techs and Psychologists | \$750.00 |
| Submissions: | |
| 1. Premiums for dependent medical insurance (submit copies of pay warrant stubs covering the cost). a. Costs for dependent coverage if spouse is employed by WCSD and pays dependent cost on his/her pay warrant (submit copy). | \$ |
| 2. Non-covered medical or dental expenses and to offset the cost of deductibles, co-payments or any excess costs on either medical/dental insurance (including physical examinations) and/or vision insurance (submit either actual billings or Explanation of Benefits from Risk Management Resources along with copies of canceled checks). | \$ |
| 3. Costs for other types of insurance which cover your personal or professional well being (cancer, long term disability, additional life, liability, etc.). Submit actual billings along with copies of canceled checks. | \$ |
| 4. Premiums for additional life insurance and/or professional liability insurance offered by the District (submit copies of pay warrant stubs covering costs). | \$ |
| 5. Costs for dues or fees related to joining a professional association in your career field (submit receipts or canceled checks). | \$ |
| 6. Registration for professional conferences, seminars, and/or workshops. | \$ |
| *TOTAL EXPENDITURES TO BE REIMBURSED Expenditures totaling the benefit amount are all that need to be submitted. If amount exceeds the amount in the Benefit Reserve Program, reimbursement will be only for the amount in the Benefit Reserve Program. If amount is less than the Program, the remaining balance reverts to the District. | \$_____. |

Name (Please Print) Date Business

Office Approval

Signature

Date

**RETURN TO BUSINESS AND FINANCE - c/o GAIL CARSON
-OVER-**

BENEFIT RESERVE PROGRAM

1. For the 2008-09 fiscal year there is established a Benefit Reserve Program (BRP) for each administrator **who has been with the District less than ten (10) years as of June 30, 2009**, in the amount of \$700.00. For pro-tech administrators and psychologists covered by the APTA negotiated agreement this amount is \$750.00.
2. The BRP may be used by each eligible administrator to pay for any one or more of the following items:
 - (1) To offset the cost of premiums paid for dependent medical coverage.
 - (2) To pay non-covered medical (including hearing aid devices) or dental expenses and to offset the cost of deductibles, co-payments, or any excess costs on either medical/dental insurance (including physical examinations) or vision insurance plans for the employee and/or his/her dependent(s) as defined by the District's group health plan.
 - (3) Costs for other types of insurance which cover your personal or professional well being (cancer, long term disability, additional life, liability, etc.).
 - (4) To offset premium paid for additional life or long-term disability insurance offered by the District.
 - (5) To pay for dues or fees related to joining a professional association in your career field.
 - (6) To pay for registration to professional conferences, seminars, and/or workshops.
3. **PROCEDURES**
 - (1) Annually, near the close of the fiscal year, the Business Office will distribute to each administrator a "Benefit Reserve Program, Statement of Use" form.
 - (2) Administrators will itemize the charges against the BRP which they are submitting and submit receipts or other documentation for each charge.
 - (3) The Business Office will reimburse the administrator up to \$750.00 toward offsetting the costs submitted. The reimbursement for the Benefit Reserve Program is added to your June paycheck.
4. **GENERAL**
 - (1) The BRP value is taxable income and will be reported by the District as income on your W-2.
 - (2) The "BRP, Statement of Use" form must be submitted by the deadline requested. No retroactive payments will be made for previous fiscal year expenditures.
 - (3) An employee who becomes an administrator after July 1 of a given year will be eligible to receive benefits from the BRP based on expenditures incurred from that date forward.
 - (4) An employee who separates during the fiscal year will be entitled to a pro-rated amount of the BRP value based on the months of service during the fiscal year.
 - (5) Benefit Reserve Program unused balances remaining at the close of the fiscal year will revert to the District's General Fund.