

BRIEFLY

News Briefs for Business Managers from the ND Retirement and Investment Office
1930 Burnt Boat Drive, P.O. Box 7100, Bismarck, ND 58507-7100
Phone: 701-328-9885 or 1-800-952-2970 www.state.nd.us/rio

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SUBSTITUTE TEACHER

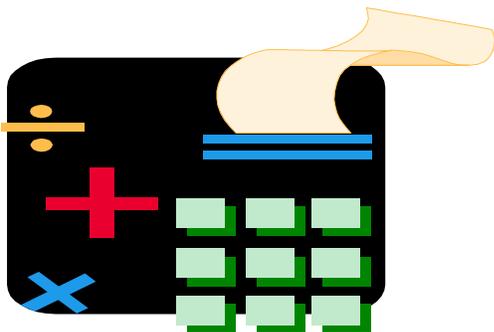
Just a reminder that substitute teachers are generally not reportable to TFFR since they are not contracted teachers. Substitute teachers are reportable if under a contract (written agreement) to perform teaching, supervisory, administrative, or extracurricular services.

CALCULATING ASSESSMENTS AND CONTRIBUTIONS

Assessments and contributions are calculated by multiplying the member's retirement salary by 7.75%. Do not calculate the member's assessments by multiplying the retirement salary by 15.5% and then dividing the total by two.

Taxed assessments plus tax-deferred assessments must equal employer contributions for each member and in total for all members reported. The total amount reported for assessments and contributions must also equal the amount paid to TFFR each month.

Please periodically verify your system's calculation of assessments and contributions to make sure your system is calculating the correct amounts.



YEAR END REPORTING

It's getting close to the end of the year and the time to start thinking of year-end reporting. At year end, all salaries earned during the fiscal year but not yet reported to TFFR must be submitted on the final report/diskette. Additionally, all members' records must be closed out before TFFR can proceed to the next fiscal year. Therefore, the final report **must** include the compensated hours (not to exceed 700 hours) and last date worked for each member.

If a member resigns, retires, or dies before the end of the school year, the member's total compensated hours and last date worked must be reported on the monthly report/diskette following termination.

Remember that all salaries are reportable in the school year earned regardless of when the salaries are paid.

LATE REPORTING

As you know, TFFR payments and reports/diskettes must be postmarked by the 15th day of the month following the payment of salary to the member. (If the 15th falls on a weekend or holiday, the payment and report/diskette are due on the next business day.)

The TFFR Board is bound by law to take action if any employer fails to remit the monthly payments and/or file any of the required reports by the due date. Employers that do not meet the established

deadlines will be assessed a civil penalty of \$250 and interest of 1 percent per month on the amount due. We are required to notify the Department of Public Instruction to withhold state foundation payments until all TFFR reports and payments are made.

Please avoid this problem by ensuring that your TFFR reports and payments are postmarked no later than the due date.

NEGOTIATION TIME?

Salary negotiation time may have come and gone for your district, however other districts are just starting negotiations. Our office is available to answer questions concerning the Employer Payment Plan models. We can provide examples of how changing models would impact your district and teachers.

If your district negotiates a change in the amount of TFFR to be paid by the employer, an Employer Payment Plan must be completed. The plan must be implemented at the beginning of a school year (July 1) and the form should be mailed to the TFFR administrative office with the first monthly report/diskette.

DISTRICT CLOSURES OR CONSOLIDATIONS

If your district is consolidating with another district or your school is closing, please notify TFFR, in writing, of the changes that are taking place.

TFFR has an outreach program called "Teachers in Transition." This program is geared toward teachers that will be displaced due to a consolidation or a closure. If you need additional information about the program please call us.



A FEW REMINDERS

- ◆ It's retirement time for some of your teachers. In the next few months, you may be hearing from Donald and Curt regarding salaries for retiring teachers. They will be working on estimating or "presuming" the final salaries for this spring's retirees. From time to time, they may need your assistance in identifying additional payments or verifying any leave taken by the retiring member.
- ◆ ERAC (paper) reports: Please remember to fill out all applicable columns such as Contract/Additional TFFR Salary and the Retirement Salary, even if they are the same numbers.
- ◆ With spring just around the corner, it is soon time to attend the regional Business Manager Workshops scheduled for the second week in April. As in the past, TFFR will be a part of your workshop.

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| Regions 7 & 8 | April 10 th | Dickinson |
| Regions 5 & 6 | April 11 th | Valley City |
| Regions 3 & 4 | April 12 th | Devils Lake |
| Regions 1 & 2 | April 13 th | Minot |

- ◆ Come visit RIO's web site. The site will provide you with easy access to information about our agency, the TFFR Board, legislation, investments, employer and member information, plan benefits, publications, forms and a lot more. You can visit the site at www.state.nd.us/rio.
- ◆ RIO's mailing address is PO Box 7100, Bismarck, ND 58507. Please do not send any reports or correspondence to our physical address.

If you have any questions, please contact Donald Heley.

**1-800-952-2970 or 701-328-9894
E-mail address: dheley@state.nd.us**