



Hume R-VIII Schools



660-643-7411

Fax 660-643-7506
Colby Sisson, Principal

"Educating and training today; embracing tomorrow's opportunities"
www.humer8.k12.mo.us

9163 SW 2nd Street
Hume, MO 64752

Scott Morrison, Superintendent

August 13, 2020

NEW EMPLOYEES:

Please complete the enclosed forms and turn into Melody Wikoff by August 21. It is important for you to complete the attached forms in their entirety in order for you to receive your first paycheck in September.

Forms enclosed for payroll are as follows: MO W-4, Federal W-4, I-9 (I will need a copy of 2 forms of identification for Homeland Security purposes), Direct Deposit Form, and Confidentiality Form. You will need to read and follow instructions for new W-4 forms and/or may need to contact your tax advisor to complete new w-4's.

Insurance forms are also enclosed for medical health coverage, life, dental coverage, and vision. The District pays up to \$420 per month per employee for your medical health coverage. The District will pay up to \$450 per month if you participate fully in Wellness Program. We offer 4 different plans for you to choose from. Enclosed is a Summary of Benefits and Coverage to help you choose what will best suit your needs. Your medical health insurance coverage will begin September 1, 2020. We pay a month ahead, therefore, your first two deductions will be from your September check if your medical health application is turned in by August 20th.

The District also provides a \$15,000 Life and \$15,000 Accidental Death Policy for all full-time employees. You have the option to purchase supplemental life insurance for yourself, spouse, or children if you so choose. Life insurance coverage will begin Sept. 1 as well. Application is enclosed.

We also offer dental and vision coverage at your expense. Applications and rate schedules are attached.

Our cafeteria plan is through American Fidelity. Many other types of insurance and annuities are available through American Fidelity, MetLife and Aflac.

It is very important for you get your fingerprint background check done as quickly as possible. Most of you have completed this process. Enclosed is information to help you complete this. Be sure to use the code 0152 which is associated with certified personnel in the Hume R-8 School District.

It is your responsibility to have a valid MO teaching certificate on file with our District before August 15th. Mr. Morrison and Mr. Sisson addressed this during the interview process. Please follow up with MO Department of Elementary and Secondary Education to complete this process if you have not done so.

Please do not hesitate to call with any questions you have. I will assist you the best I can.

Sincerely,

Melody A Wikoff
Business Manager/Bookkeeper/Sec to Supt/Adm of PK