

AGREEMENT  
CONCERNING PAYROLL AND BENEFIT MANAGEMENT SERVICES  
BETWEEN  
FAIRMONT AREA SCHOOLS #2752  
AND  
SOUTHERN PLAINS EDUCATION COOPERATIVE #915

WHEREAS, Southern Plains Education Cooperative is in need of payroll and benefit management services. These services shall include, but are not limited to:

- Prepare and process monthly payroll.
- Enter payroll time sheets.
- Enter new employee information into the payroll software system.
- Apply garnishments, child support, and personal time off deduction data.
- Apply deductions and fringe benefit changes to master payroll records.
- Work with Southern Plains staff to verify accuracy of payroll and benefits.
- Prepare and issue paychecks and bank transfers.
- Generate payment for payroll liabilities (i.e. Taxes, TRA, PERA, flexible benefits, etc).
- Perform quarterly and annual reporting requirements for payroll including PERA, TRA, Payroll Taxes, Unemployment, W-2s, and other payroll and benefit related reports.
- Provide Southern Plains with an invoice for insurance fees.
- Maintain payroll record files.
- Provide information to retirees regarding benefits. Bill retirees as needed for benefits.
- Provide information to individuals ending employment with Southern Plains regarding COBRA. Initiate COBRA paperwork and facilitate continued insurance as available by law.
- Collaborate with Business Manager on ACA.
- Work with agreed upon agency to administer flexible spending accounts.
- Assist auditors to provide supporting documentation
- Manage benefits under Fairmont Area School benefit accounts including health insurance, life insurance, and long-term disability insurance.
- Communicate with Southern Plains Education Cooperative on a regular basis regarding issues and concerns likely to impact the Southern Plains agency or employees relating to payroll and benefits.
- Provide access to view previous Southern Plains financial records in the Fairmont Area School District SMART HR and SMART Finance systems until November 1, 2020.

IT IS, HEREBY, AGREED, that during the 2016-2017 fiscal year, Julie Becker, under employment contract with Fairmont Area School District, will spend 45% of her contract time conducting payroll and benefit management services for Southern Plains Education Cooperative.

IT IS FURTHER AGREED, that Southern Plains Education Cooperative will reimburse

Fairmont Area Schools an estimated amount of \$25,279.65 according to the following expenses:

Salary	\$ 17,972.06
FICA	\$ 1,374.86
PERA	\$ 1,347.91
Health Insurance	\$ 3,959.10
LIFE	\$ 28.80
LTD	\$ 62.54
TSA	\$ 450.00
WC	<u>\$ 84.47</u>

\$ 25,279.74

Fairmont Area Schools will invoice Southern Plains Education Cooperative for half of the amount in August and the remaining half in February.

The rate of payment will be 45% of the payroll professional's salary and benefits unless it is mutually agreed by both parties to change the rate.

HEREBY, the above agreement is approved by the boards of:

Southern Plains Education Cooperative

Fairmont Area Schools

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Chairperson of the Board

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Clerk of Board

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Clerk of Board

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Board Approval Date

\_\_\_\_\_  
Board Approval Date