



# Glencoe-Silver Lake ISD 2859

SUMMARY OF BENEFITS  
2024-2025

This summary reviews benefits offered by the Glencoe-Silver Lake School District.

Please refer to your Master Agreement or Individual Contract for detailed benefit language such as District contributions to Health, Dental, Life & LTD plans, Time Off Accrual, etc.

**Master Agreements can be found on the Glencoe-Silver Lake website under Staff Resources>>Master Agreements: Ed MN GSL & Local 284**

- **ED MN GSL Staff (certified staff) are paid 24 checks per year, September 15<sup>th</sup> to August 31<sup>st</sup>.**
- **Local 284 (noncertified staff) 9 month employees are generally paid 18 checks per year September 30-June 15. Please see Payroll Processing Schedule for the 2024-2025 School Year.**

**Pay dates are the 15th and last business day of each month or the nearest working day prior to that date if those days fall on a holiday or on a weekend. For example: 15<sup>th</sup> falls on a Sunday, pay date will be Monday. 31<sup>st</sup> falls on a weekend you will be paid the Friday prior. Direct Deposit is required.**

**Please review payroll processing schedule that is available on the GSL website under staff resources.**

# Please consider the following when choosing your elective benefit enrollment:

- ▶ Plan benefit periods for Dental, Medical and Vision run July 1st – June 30<sup>th</sup>. Open Enrollment period for Dental, Medical and Vision will occur in May for a July 1<sup>st</sup> effective date.
- ▶ Automatic acceptance is available the first 30 days of your employment.
- ▶ Other enrollment periods could occur based on “qualifying events” such as marriage, divorce, birth of a child, etc. If you wish to add dependent coverage due to birth or marriage, you have 30 days from the date of the qualifying event to change enrollment. If you already have dependent coverage, and you would like to add coverage due to birth, it is your responsibility to make sure the coverage forms are completed.
- ▶ Deductible limits for the medical plan are calendar year – January – December.
- ▶ FSA and HSA contribution limits are calendar year.
- ▶ Plan summaries can be found on the school website under Staff Resources>>Benefits/Insurance Plan Summaries & Forms





# Mandatory Pension Plans:

Teacher Retirement Association  
(TRA)  
or  
Public Employee Retirement  
Association (PERA)

Upon hire as a public employee within the District it is mandated that you are enrolled in either the pension benefit plans TRA or PERA. Enrollment is automatic when your first payroll is processed.

The pension plan will contact you by mail with information regarding your pension fund that has been created. Please be sure to review the information that is sent to you and create an online account.

## **2024-2025 Withholding Rates:**

- Teacher Retirement Association (TRA) withholds 7.75% from Employee wages & charge the Employer 8.75% of wages ( rates 7/1/2023-06/30/2025)
- Public Employee Retirement Association (PERA), if expected to earn more than \$425 in a month, you will be enrolled to have PERA withhold 6.50% from Employee & charge the Employer 7.50%.

# Life Insurance & Long Term Disability

Broker: National Insurance

Carrier: Madison Life  
Insurance / [MadisonLife.com](http://MadisonLife.com)

Enrollment must take place  
within 30 days of  
employment.

There is NOT an additional  
offer or open enrollment  
period 30 days after hire.

- ▶ **Life Insurance:** benefit eligible staff will have their premium paid by the District as outlined in their Master Agreement or Individual Contract.

- ▶ Certified Staff: \$50,000 policy paid in full by the District if 40 hours per week
- ▶ Noncertified Staff: \$20,000 policy paid in full by the District if 20+ hours per week

Additional supplemental life insurance coverage is offered in increments of \$10,000 to the employee and their dependents with cost being paid by the employee through payroll deductions. Evidence of Insurability may be required.

Beneficiary change forms are available on the GSL website. Please keep beneficiary information up to date.

- ▶ **Long Term Disability:** premium paid by the District to benefit eligible staff meeting the qualifications below:

- ▶ Certified staff that work 40 hours per week
- ▶ Noncertified employees who work more than 30 hours per week and as outlined in their Master Agreement or Individual contract.

Long Term Disability Insurance claim benefits begin after you have been totally disabled for a period of time known as the elimination period.

*\*\*Please take note that the District does not offer Short-Term Disability. If interested, you may want to consider a plan such as AFLAC or other provider at your own expense.\*\**

## **Dental Insurance:** **Delta Dental of MN /** **800-553-9536**

<https://www.deltadentalmn.org/>

Upon enrollment members are encouraged to create their portal access where they can find a dentist, review dental benefits and access digital insurance card.

Insurance card will be routed to you through interoffice mail.

Open Enrollment takes place in May for a July 1<sup>st</sup> effective date.

### **Plan Rates Delta Dental** **July 2024-June 2025**

#### ▶ ED MN: GSL Staff: (certified)

- ▶ Single Employee paid monthly premium - \$9.24 / cost per check \$4.62
- ▶ Employee+Spouse Employee paid monthly premium - \$30.48 / cost per check \$15.24
- ▶ Employee+Child(ren) Employee paid monthly premium - \$68.64 / cost per check \$34.32
- ▶ Family Employee paid monthly premium - \$77.46 Employee paid / cost per check \$38.73

#### ▶ Local 284 Staff (noncertified)

Prorated based on 18 checks from Sept-June for 12 months coverage

- ▶ Single Employee paid monthly premium - \$14.991 / cost per check \$7.49
- ▶ Employee+Spouse Employee paid monthly premium - \$46.64 / cost per check \$23.32
- ▶ Employee+Child(ren) Employee paid monthly premium - \$97.52 / cost per check \$48.76
- ▶ Family Employee paid monthly premium - \$123.28/ cost per check \$61.64

#### ▶ Other Staff / COBRA (no district contribution)

- ▶ Single Employee paid monthly premium - \$36.24 / cost per check \$18.12
- ▶ Employee+Spouse Employee paid monthly premium - \$72.48 / cost per check \$36.24
- ▶ Employee+Child(ren) Employee paid monthly premium - \$110.64 / cost per check \$55.32
- ▶ Family Employee paid monthly premium- \$142.46 / cost per check \$71.23



# Medical Insurance: Blue Cross Blue Shield

The District offers 3 plans to choose from, 2 of which are high deductible plans that are HSA account eligible.

Open Enrollment takes place in May for a July 1<sup>st</sup> effective date.

Plan summaries are available on the GSL website.

Costs of insurance is based on plan chosen and as outlined in your Master Agreement/Contract.

Insurance cards will be mailed to your home address or accessible digitally.

Deductibles are calendar year.

Minimum eligibility = 30 hours per week

## Plan Rates Blue Cross Blue Shield July 2024- June 2025

### ED MN: GSL Staff: (certified)

- ▶ **Single Coverage:** District contribution of \$556.00 per month with employee paying the following:
  - ▶ \$2000 deductible-80/20 Plan - employee monthly cost \$378.57/ cost per check \$189.29
  - ▶ \$4000 deductible/\*\*HSA Eligible- employee monthly cost \$258.33/ cost per check \$129.17
  - ▶ \$5000 deductible/\*\*HSA Eligible - employee monthly cost of \$202.66/ cost per check \$101.33
- ▶ **Family Coverage:** : District contribution of \$1,112.00 per month, with employee paying the following:
  - ▶ \$4000 deductible-80/20 Plan - employee monthly cost \$1413.36 / cost per check \$706.68
  - ▶ \$8000 deductible/\*\*HSA Eligible - employee monthly cost \$1088.47 / cost per check \$544.24
  - ▶ \$10000 deductible/\*\*HSA Eligible - employee monthly cost of \$938.02 / cost per check \$469.01

### Local 284 Staff (noncertified) based on 18 checks from Sept-June for 12 months coverage

- ▶ **Single Coverage:** District contribution of \$767.59 per month with employee paying the following:
  - ▶ \$2000 deductible-80/20 Plan - employee monthly cost \$478.50 / cost per check \$239.25
  - ▶ \$4000 deductible/\*\*HSA Eligible- employee monthly cost \$318.18/ cost per check \$159.09
  - ▶ \$5000 deductible/\*\*HSA Eligible - employee monthly cost of \$243.96 / cost per check \$121.98
- ▶ **Family Coverage:** : District contribution of \$767.59 per month with employee paying the following:
  - ▶ \$4000 deductible-80/20 Plan- employee monthly cost \$2599.56/ cost per check \$1299.78
  - ▶ \$8000 deductible/\*\*HSA Eligible- employee monthly cost \$2166.37 / cost per check \$1083.19
  - ▶ \$10000 deductible/\*\*HSA Eligible- employee monthly cost of \$1965.77 / cost per check \$982.89

### Other Staff / COBRA no district contribution or District contribution as outlined in Individual Contract – see contract.

- ▶ \$2000 /4000 deductible-80/20 Plan – total premium Single \$934.57 / Family \$2,525.36
- ▶ \$4000/8000 deductible/\*\*HSA Eligible- total premium Single \$814.33 / Family \$2,200.47
- ▶ \$5000/10000 deductible/\*\*HSA Eligible - total premium Single \$758.66 / Family \$2050.02

# Health Savings Account

Why should I choose a health savings account (HSA) -

An HSA is a benefit that allows you to choose how much of your paycheck you'd like to set aside, before taxes are taken out, for healthcare expenses or use as a retirement savings tool.

**Enrollment is NOT automatic.**

**If you are interested in enrolling in a WEX Health Savings Account, please contact the payroll coordinator for enrollment forms.**

**HSA Account Eligibility:** Employees that are on a high deductible health plan, whether District or non-District sponsored, are eligible to enroll in the WEX HSA plan.

► **HSA limits are calendar year**

	CY2023	CY2024	CY2025
► Self	\$3,850	\$4,150	\$4,300
► Family	\$7,750	\$8,300	\$8,550
► Elected deductions occur on each payroll.			
► It is the responsibility of the employee to ensure they do not exceed the annual limit to avoid tax implications and are eligible to participate .			
► Once enrolled, your elected contribution will be deducted from your payroll and applied to your WEX account each pay period.			
► Elected contribution amount may be changed at anytime by completing the Employee Contribution Election Form and returning it to the payroll coordinator.			
► WEX will issue you a debit card to pay for qualifying medical expense. See qualifying expenses on the WEX portal.			
► <u>Admin Fee of \$3.75 per month is charged by Wex and will be deducted from your payroll</u>			
► <b>Please create your online account with WEX once you receive your welcome packet from them.</b>			



## Vision Insurance:

Plan Summaries are available on the [GSL website](#). Please review summaries to select the appropriate plan for your desired coverage.

- ❖ Low Plan - plan provider is [Ameritas](#). The Low Plan does NOT cover eye exams.
- ❖ High Plan - plan provider is VSP Choice Network. The High Plan DOES cover eye exams.

Once enrolled it is highly encouraged that you register for an online account with the plan provider to find in network providers.

Vision provider will use your DOB and social as an identifier. A vision plan insurance card will NOT be provided.

The District offers Vision Insurance at full cost to the employee.

### ED MN: GSL Staff: (certified)

- ▶ **Low Plan**  
Single- \$5.68 per month / \$2.84 per check  
Single+1 - \$10.32 per month / \$5.16 per check  
Family - \$14.68 per month / \$7.34 per check
- ▶ **High Plan**  
Single- \$9.40 per month / \$4.70 per check  
Single+1 - \$16.36 per month / \$8.18 per check  
Family - \$22.36 per month / \$11.18 per check

### Local 284 Staff (noncertified)

based on 18 checks from Sept 30<sup>th</sup> – June 15<sup>th</sup> for 12 months coverage

- ▶ **Low Plan**  
Single- \$7.57 per month / \$3.79 per check  
Single+1 - \$13.76 per month / \$6.88 per check  
Family - \$19.57 per month / \$9.79 per check
- ▶ **High Plan**  
Single- \$12.53 per month / \$6.27 per check  
Single+1 - \$21.81 per month / \$10.91 per check  
Family - \$29.81 per month / \$14.91 per check

# Flexible Spending Account (FSA) Program:

**AVIBEN**

**855-369-5518**

[www.aviben.com](http://www.aviben.com)

## **WHAT IS A 125 FLEX PLAN?**

A Flex Plan is an employer-sponsored benefit that allows employees to be reimbursed for certain expenses tax-free. Employees save federal, state, social security and Medicare taxes on those dollar amounts, thus increasing their take-home pay.

Flex Plans are part of the Internal Revenue Code, Section 125, and are designed to give employees the opportunity to pay for certain eligible living expenses with tax-free dollars. Before a Plan Year begins employees elect to have a certain amount of their salary designated as tax-free. These tax-free election amounts are to be used for eligible expenses in the Flex Plan. Employers also benefit by providing a Flex Plan because they do not have to pay FICA (7.65%) on employees' Flex election amounts.

By anticipating your family's health care and dependent care costs for the next year, you can actually lower your taxable income.

## **FSA types available are:**

- ▶ **Health Care FSA:** This program lets employees pay for certain IRS-approved medical care expenses and prescriptions not covered by their insurance plan with pretax dollars. There are limits on salary reduction contributions to a health FSA offered under a cafeteria plan and is applicable to both grandfathered and non-grandfathered health FSAs. This limit will be indexed for cost-of-living adjustments.
  - ▶ Full list of eligible expenses can be found on the EBC site. Some examples of eligible expenses include: • Hearing services, including hearing aids and batteries • Vision services, including contact lenses, contact lens solution, eye examinations and eyeglasses • Dental services and orthodontia • Chiropractic services • Acupuncture • Prescription contraceptives
  - ▶ \*\*\*Limited Expense Health Care Account available if also enrolled in an HSA. This plan can help you pay for eligible dental and vision expenses
- ▶ **Dependent Care FSA** allows employees to use pretax dollars toward qualified dependent care such as caring for children under the age 13 or caring for elders. The annual maximum amount you may contribute to the Dependent Care FSA is \$5,000 (or \$2,500 if married and filing separately) per calendar year.
  - ▶ Examples include: • The cost of child or adult dependent care • The cost for an individual to provide care either in or out of your house • Nursery schools and preschools (excluding kindergarten)
- ▶ Available to ALL benefit eligible employees.
- ▶ Enrollment and claim submission takes place through the Aviben Flex Account Web Portal
- ▶ FSA enrollment begins in November for a January effective date. FSA plan year limit runs calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). Contribution limits follow IRS guidelines.
- ▶ Elected contributions are withheld from 20 checks per year September-June.
- ▶ Admin Fee of \$5.00 per month is charged by Aviben and will be deducted from your payroll

## 403B (TSA) Annuity

Glencoe- Silver Lake ISD 2859 offers a 403(b) plan for all contracted employees of the District. A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis (a "deferral") and have the deferral deposited into a 403(b) account that the employee sets up with a 403(b) vendor.

Upon enrollment 403b withholding will take place from payroll checks from September through June only.

**Teachers/12 Month Staff = 20 checks**

**Para's/ 9 Month Staff = 18 checks**

- ▶ **Please review Master Agreement/Individual Contract for language and employer match eligibility and limits.**  
\*Employees must contribute in order to receive match\*
- ▶ You may enroll with the broker of your choice that works with District approved vendors.  
  
Please see Vendor List and Salary Reduction Agreement form which are available on the GSL website under Staff Resources>Benefits
- ▶ **Open enrollment deadline is September 1<sup>st</sup>**
- ▶ The Salary Reduction Agreement form requires both employee and broker signature so PLEASE plan ahead so that your form is turned in prior to September 1<sup>st</sup>
- ▶ This is at your own cost through payroll deduction. Matching funds are available per individual contract or union contract designation.
- ▶ The plan is administered by Aviben (formerly Employee Benefit Consultants)



## Employee Assistance Program (EAP) Free Counseling Service

**866-451-5465**

**EAP offers short-term counseling to help people work through any problems they may be having which may include • Stress Management • Divorce/Marital Problems • Grief • Feeling Unmotivated • Feeling Depressed • Family Issues • Feeling Stuck • Drug and Alcohol Issues**

Instead of waiting weeks to be seen by a counselor, you can contact one anytime.

Some counseling sessions are done over the phone, while in other instances the employee visits the counselor.

Access to this service is at NO COST and is confidential - the District is NOT notified when services are accessed.

Additionally referrals are NOT needed to see an EAP counselor, and you never have to worry about finding a provider who is in your network. And unlike insurance-covered care, you never have a co-pay.

In addition, all household family members are covered regardless if they are covered by other benefits. The call center is open 24 hours a day, 7 days a week.

All operators have clinical backgrounds and at minimum a bachelor's degree in the field. You can also talk to a licensed counselor at any time.

## Supplemental Benefits Offered

**AFLAC** supplemental insurance provides an additional level of financial protection in the event of a serious accident or illness. Supplemental insurance which can assist with out of pocket expenses.

Plan options include coverage for:

Short-Term Disability, Life (term, whole), Accident, Cancer, Critical Illness, Hospital Intensive Care, Hospital Indemnity, Dental, Vision

See ALFAC handout on the GSL website for additional details or contact **Jacob Sanken @ [jacob\\_sanken@us.aflac.com](mailto:jacob_sanken@us.aflac.com) or by phone at 320-587-0336**

- ▶ Open enrollment for AFLAC takes place in September for October start date. Pre-Existing conditions (anything that you have been diagnosed, treated and/or consulted for in the prior 12 months) will not be covered for the first 12 months of coverage.

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**Legal Shield – ID Shield** provides credit monitoring and alerts, social media and dark web monitoring and also offers other legal services via access to a provider law firm for estate planning preparation, document review, family law, discounted legal services.

See LegalShield/ID Shield handout on the GSL website for full benefit review or contact Rachel Lawton @ 651-353-6568

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**Union Dues** A Union Representative will reach out to you regarding becoming a union member of Ed MN: GSL (teachers union) or SEIU Local 284 (para union). Participation is voluntary and if you enroll the Union will notify payroll of the amount to be deducted from your payroll.

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**Panther Field House** Single and Family memberships are available to the Panther Field House. Please see Field House staff to become a member.

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**School Meal Account** If you are interested in a school meal account please contact Trisha Zajicek, ext 2494, or stop in @ the District Office to meet with her. These accounts are not allowed to have a negative balance.

# SMARTeR/ESS

## How Access to Paystubs, W-2, 1095 report and Time Off Balances

- ▶ **SMARTeR/ESS (employee self-service):** System used to view paystubs, time off balances, update address, emergency contact, etc.  
Go to the GSL website – [www.gsl.k12.m.us](http://www.gsl.k12.m.us)  
Click on Staff Resources > SMARTeR/Employee Self Service (ESS)  
Enter your payroll id #. «Payroll\_ID»  
The **password the FIRST time will be 2859xxxx** (x=the last four digits of your social security number).  
Choose and answer 3 security questions...(need to check the box next to the question)  
It will ask for your old or current password... use the 2859xxxx  
Then create a new password: it needs to be at least 8 characters long with one character being upper case, one lower case, one number and one symbol.  
When this comes back as successful it will bring you back to the initial screen. Enter again your payroll ID number and then your NEW password.  
Go to MY Pay to view pay information.  
**Forgot Your Password?** Click on FORGOT PASSWORD and follow the instructions to have the password reset.
- ▶ **W-2 and 1095 forms**– To receive your W-2 and ACA Form 1095 electronically your consent **MUST** be given on the SMARTeR (ESS) system.  
To give your consent for electronic access to your documents:  
Log into Smarter – (ESS - Employee Self Service) the same system used to view your paystub.  
Go under Home – My Information – Payroll Items, and select W-2 or ACA Form 1095. The eR W2 Consent Form will display, click Yes to consent.
- ▶ **Time Off Balances:** Time of accrued language can be found in your Master Agreement/Individual contract. Time Off is imported from Aesop each pay period. Please refer to payroll schedule to be sure your time balance has been processed.

# Time and Attendance

- ▶ **TimeClock Plus** is used to record time worked by clocking in and out for wages earned at an hourly rate. A 30 minutes lunch deduction will automatically occur on shifts that are longer than 4 hours. If you did not take lunch, or need your timesheet edited, please contact the Payroll Coordinator.
  - ▶ **ID = employee ID #    PIN = last 4 of social**
  - ▶ Link to TimeClock+ can be found on GSL website>Staff Resources>>Related Links>>>Timeclock    Link will only work at a GSL site. See Timeclock Plus instructions for review
  - ▶ Staff should work their scheduled hours as outlined in their letter of assignment/contract.
  - ▶ Absences will be imported daily from AESOP/Frontline to TimeClock Plus to reflect paid time off. Absence may be adjusted prior to payroll submission if payroll is rejected due to absence not being accepted due to no time off available. Entry will then be changed to Without Pay.
  - ▶ Other additional pay may be claimed on a claim form – (meeting attendance, comp time, mileage, etc)



Time Off is requested through AESOP/Frontline. Staff will receive an email from AESOP/Frontline to create their own user id and password.

Same day absences need to be entered prior to 7a.m., if after this time, please contact your building secretary, Principal or Admin.

Please refer to your Master Agreement/Contract for time off benefits earned

Review Staff Handbook for guidelines for use and long term requests

Time off balance can be seen in SMARTeR

### Earned Safe & Sick Time Review:

- ▶ Salaried employees that earn 15 days of sick time on July 1<sup>st</sup> will have 48 ESST hours applied annually, up to a max of 80 hours, to ESST Time Off Plan. SICK DAY balance will be reduced to reflect the accrual to ESST Time Off Plan.
- ▶ Hourly Staff will accrue 1 hour of ESST for every 30 hours worked. Accrual will be calculated and applied to new ESSTMNHRs Time Off Plan as each pay period is processed along with SICK DAY balance being reduced to reflect the accrual to ESSTMNHRs Time Off Plan each pay period.
- ▶ ESST does not accrue when the employee is not working. No ESST time is accrued on use of ESST, vacation days, sick days, personal days, paid holidays, etc.
- ▶ ESST balance available will be shown on your paystub and in SMARTeR/ESS.
- ▶ All leave requests will continue to be entered in AESOP or via manual timecard for staff that do not use TimeClock+.
- ▶ It is up to the employee to indicate if ESST time off plan balance is to be used for their absences.

# GSL Technology Related Important Information

Links to the software below can be found on the [GSL website](#)>>**Staff Resources**



- ▶ **Glencoe Silver Lake School Website:** <https://www.gsl.k12.mn.us>
  - ▶ **\*\*\*Login is required to view forms and submit work orders for maintenance and technology.\*\*\***
    - ▶ Website Login = User name = 1<sup>st</sup> letter of 1<sup>st</sup> name then last- (ex: JDoe)
    - ▶ Password = PanthersEID#
- ▶ **Computer Access - Login Instructions to access any PC within the District:**  
PC Web name will be the first letter of your first name followed by your last name (Ex= Jdoe)      PC Password = PanthersEID#
- ▶ **Email Access** - All Certified and Support are staff assigned a gsl.k12.mn.us email address and a gslpanthers.net email address.  
Links are available on the GSL website under staff resources > Email Links <https://www.gsl.k12.mn.us/Page/505>
  - ▶ **Office 365 / gsl.k12.mn.us email formatted as first letter of your first name and last name @gsl.k12.mn.us (Jdoe@gsl.k12.mn.us) password: PanthersEID#**
  - ▶ **Gmail / gslpanthers.net email formatted as first letter of first name, last name @gslpanthers.net (jdoe@gslpanthers.net) password: PanthersEID#**
- ▶ **Infinite Campus-** Student Information System - Enrollments, Attendance, Grade Book, Behavior, Schedules, etc.  
(User ID: jdoe Password: PanthersEID#)
- ▶ **Copier Code** will be your building # code and then your employee ID #.  
High School – 6EID#, Junior High – 4EID#, Lakeside – 3EID#, Lincoln -1EID#, ECFE – 9EID#
- ▶ **Timeoff Request System = AESOP/Frontline** System which is used to create absences and auto search for substitutes. **Employees MUST complete registration process using the invitation that was emailed to them at the time of hire to be able to create an account.** Please see AESOP QuickStart Guide for Employees for instructions to create an absence and alert subs.
- ▶ **TimeClock Plus Guide – all hourly paid employees** use TimeClock Plus for hours tracking. **ID= employee ID #    PIN = last 4 of social** Link to TimeClock+ can be found on [GSL website>Staff Resources>>Related Links>>>Timeclock](#) Link will only work at a GSL site. See Timeclock Plus instructions for review

## Items listed below can be found on the GSL Website under Staff Resources

**Technology FAQ's and Tutorials for Distance Learning** – this section has tutorials for technology related items such as voicemail setup, zoom meetings etc.

**Benefit /Insurance Plan Summaries for Dental, Medical and Vision, etc.** This section holds plan summaries and enrollment forms

**FMLA / LOA Requests** – to be completed if will be absent for longer than 5 days. Maternity leave should be requested at least 3 months prior to due date to allow for ample time to find appropriate coverage. If absent longer than 3 days, a doctors note is required to return to work.

**COBRA Information** - General Notice Of COBRA Health Insurance Continuation Coverage Rights

**Labor Law Posters** – Age Discrimination, Equal Employment Opportunity, Fair Labor Standards Act, FMLA, Minimum Wage, OSHA –Federal and State

**Links Listing** – link to Time & Attendance, Email Links, Teacher Materials

**FORMS LIBRARY:** **Must be logged in to see all available forms.** Below is a partial list of forms available:

**Claim Form/Check Request** - used for stipend to be paid and reimbursements of mileage, supplies, etc. -attach receipts - must be approved by building Principal before submitting to District Office for reimbursement.

**Employee Accident Report form** An accident report must be filled out for each accident/injury which occurs during any school activity. The health assistant and Principal/Advisor of activity should be notified by the employee as soon as possible the day of the accident. The information on this report will be used when reporting to workers' comp insurance and follow-up questions may need to take place.

**Master Contracts and Employee Handbooks** – Please take the time to familiarize yourself with both.

**Payroll Calendar / Processing Schedule** – Please follow these dates for payroll, reimbursements, or supplemental pay.

**School Calendar** – please review so that you are aware of the days you are expected to report.

**Telephone Procedures** – for all employees who have a desk phone. Shortel phone voice mail instructions = Press the Voice Mail button... 1234# is the default password, then create own password.

**Travel/Mileage Log** - used for any mileage reimbursement...attach to a claim form and have Principal's signature for approval before submitting to District Office to request payment.

**Who Does What In The District Office** - directs you to who to call for questions

**Work Request Submissions to IT or Building Custodians.** Must be logged in to complete and submit a work request for items you would like IT or Custodians to assist with. Please complete with as much detail as possible.