

Office Calendar

The office calendar for the 2016-2017 school year for the Warren County Educational Service Center is as follows:

September 5, 2016	Labor Day	Closed
November 23, 2016	Thanksgiving Holiday	Closed
November 24, 2016	Thanksgiving Day	Closed
November 25, 2016	Thanksgiving Holiday	Closed
December 22, 2016	Christmas Holiday	Closed
December 23, 2016	Christmas Holiday	Closed
December 26, 2016	Christmas Holiday	Closed
December 27, 2016	Christmas Holiday	Closed
December 28, 2016	Christmas Holiday	Closed
December 29, 2016	Christmas Holiday	Closed
December 30, 2016	Christmas Holiday	Closed
January 2, 2017	New Year's Holiday	Closed
January 16, 2017	Martin Luther King Day	Closed
February 20, 2017	Presidents' Day	Closed
April 14, 2017	Good Friday	Closed
May 29, 2017	Memorial Day	Closed
July 4, 2017	Independence Day	Closed

Nine-month employees will work on the calendar of the district or districts of assignment. All other Educational Service Center personnel will be responsible for duty as indicated in their contract or as assigned by the Superintendent.

Purchasing

Before you make a purchase, remember to get a requisition and purchase order approved. The secretary in your department will be able to assist you.

Travel Expenses (Policy 6550)

Mileage is processed and paid on a monthly basis at the approved IRS rate (current IRS rate). Travel expense reimbursement forms and mileage charts are available online @ www.warrencountyesc.com → Staff → Employee Links. Mileage needs to be logged in as whole miles. Mileage is calculated from worksite. Please be sure to follow the instructions when completing your form. If the amount is less than \$20.00, please hold your receipts and travel form until the next month.

Mileage reimbursement is calculated from work site.

MAY - JUNE

Please be sure to submit your mileage forms and receipts as quickly as possible to allow for year-end processing.

Questions concerning purchases and/or reimbursements please contact Joyce Roe ext. 2928.

www.warrencountyesc.com

Staff- Employee Links and Human Resources

Employee Webmail — <https://exmail.swoca.net/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fexmail.swoca.net%2fowa%2f>

User Name ESC email address First Name.Last Name@WarrenCountyESC.com Password Warren1234

STAFF TRAINING - Public School Works

Annually Required Online Training

<http://www.publicschoolworks.com/Pages/frameset.asp?di=531&dia=teciu>

AESOP-User Name Mailed

Substitute caller

<http://www.frontline12.com/Products/Aesop.html>

Ohio Alerts

Calamity days

<http://ohioalerts.org/WCESC>

EMPLOYEE KIOSK

Leave Requests and Pay Stubs, W2's

<https://kssl.mcoecn.org/pls/apex31/f?p=185:3>

FORMSHARE-Timesheets

User Name (example) CBurton, PASSWORD - password

<https://wcsc.formshare.swoca.net/>

OHIO DEPARTMENT OF EDUCATION

Licensure

<http://education.ohio.gov>

Membership in STRS or SERS is required for all employees. If you have questions concerning your retirement, please contact the appropriate state retirement system directly.



The current employee contribution rate for STRS is 14% of your gross salary. The ESC contributes another 14% on your behalf.

STRS/State Teachers Retirement System
275 East Broad Street
Columbus, Ohio 43215
Toll Free: (888) 227-7877
Website: www.strsoh.org

The current employee contribution rate for SERS is 10% of your gross salary. The ESC contributes another 14% on your behalf.

SERS/School Employees Retirement System
45 North Fourth Street
Columbus, Ohio 43215
Toll Free: (800) 878-5853
Website: www.ohsers.org

Warren County Educational Service Center

Employee Benefits 2016-2017

Patrick D. Paré- HR Director

1879 Deerfield Road
Lebanon, OH 45036
Phone: (513) 695-2900
ext. 2314
Fax: (513) 695-2961

Connie Burton – HR Support
513-695-2900 ext. 2927

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Mission Statement

The mission of the Warren County Educational Service Center is

- To promote excellence in education through quality services;
- To provide the most efficient and economical means to deliver specialized services;
- To promote innovation and education change;
- To meet established mandates required in providing services to local school districts.

Benefits

You are eligible for benefits if you are considered a full-time employee equal to an average of 30 hours per week pursuant to the Affordable Care Act.

OPEN ENROLLMENT

PPO 08/09/16-09/02/16 Begin Date 10/01/2016
HDHP 10/19/16-11/09/16 Begin Date 01/01/2017

If you need to add dependents due to a qualifying event (marriage, birth or adoption), your new dependents are eligible to be added to your health plans **within 30 days of the event**. If you do not complete the change within that time period, they will **not** be eligible to be enrolled until the **next** open enrollment period, August and September of 2017.

Cash Option

For full-time employees who do not participate in the health insurance program, a \$1,300 cash option is available. The cash option is paid the second pay in May.

Health Insurance

Anthem is our health insurance provider.

Please visit Anthem's website at www.anthem.com

The Anthem website will provide an explanation of benefits and a list of participating in-network providers. You can also check the status of current claims and request new or replacement insurance cards.

All employees will be required to complete their application/open enrollment information in Benelogic.

Spousal Coordination of Benefits

Any spouse of an employee of the Warren County Educational Service Center who is eligible or later becomes eligible for benefits under his/her employer's or his/her retirement system's Medical/Prescription or Dental insurance plan is required to enroll for at least single coverage in the plan offered by or through his or her employer. Spouses enrolled in their employer's plans may be enrolled as a covered dependent for secondary coverage under Warren County ESC plans.

If none of the above group sponsored health care benefit plans are available to the spouse, he or she is exempt from this requirement. If the spouse is eligible for coverage and does not enroll, he or she is not eligible to be covered by the Warren County ESC plan.

In order to certify that your spouse is or is not covered by a plan where he or she works, you must complete a Spousal Coordination of Benefits Policy Form if you are enrolled in the ESC's Medical/Prescription or Dental insurance plan for family coverage.

Dependent Coverage

The Federal law expands the definition of dependent child to age 26 for medical plans. This includes children who are married and or working and or living on their own. The child must be your and/or your spouse's natural or adopted child. Coverage will terminate at the end of the month in which the child turns 26. This applies to medical coverage only. If you have a dependent child due to legal guardianship, coverage ends at 18 when they legally become an adult.

Monthly Health Insurance Rates

TRADITIONAL HEALTH PLAN

SINGLE COVERAGE

Board Share	\$ 536.90
Employee Cost	\$ <u>94.75</u>
Total Premium	\$ 631.65

EMPLOYEE + CHILDREN

Board Share	\$ 992.45
Employee Cost	\$ <u>175.14</u>
Total Premium	\$ 1,167.59

FAMILY COVERAGE

Board Share	\$ 1,394.94
Employee Cost	\$ <u>246.16</u>
Total Premium	\$ 1,641.10

HIGH DEDUCTIBLE HEALTH PLAN (HDHP)

SINGLE COVERAGE

Board Share	\$ 449.12
Employee Cost	\$ <u>79.26</u>
Total Premium	\$ 528.38

EMPLOYEE + CHILDREN

Board Share	\$ 830.19
Employee Cost	\$ <u>146.50</u>
Total Premium	\$ 976.69

FAMILY COVERAGE

Board Share	\$ 1,166.85
Employee Cost	\$ <u>205.91</u>
Total Premium	\$ 1,372.76

COBRA

(The Consolidated Omnibus Budget Reconciliation Act)

This federal law was enacted in response to a national concern for workers and dependents who become ineligible for health care benefits at the time the worker's employment ceases (referred to as a "qualifying event").

Eligible individuals may receive a continuation of the same benefit coverage under COBRA as they enjoyed under normal participation in the ESC's plan. Coverage may include medical, dental, and prescription drug benefits, but not life insurance or disability benefit plans.

Employees must accept or reject continuation of COBRA coverage within sixty days after notice of eligibility and pay the premium within forty-five days after acceptance of continuation.

HEALTH CARE PLAN TYPES

TRADITIONAL CO-PAY HEALTH PLAN

This is a PPO plan with a network of medical providers who have contracts with Anthem. Co-pay is required at the time of service for office visits. A coinsurance is applicable for most Inpatient/Outpatient and other type of additional services; see your summary of Benefits for more information available online at www.anthem.com

Note: This plan is only available to those employees hired prior to July 1, 2013.

HIGH DEDUCTIBLE HEALTH PLAN

This plan has no co-payments; a deductible must be met; it is used in conjunction with a Health Savings account (HSA). Administered by American Fidelity.

Deductible amounts

<u>In-Network*</u> Providers	
Single \$2,000	Family \$4,000
Employee + Children \$4,000	
<u>Out-Of-Network**</u> Providers	
Single \$4,000	Family \$8,000
Employee + Children \$8,000	

*In-Network Providers is a network of medical providers who have contracts with Anthem. By using In-Network providers you potentially have lower service costs, a lower deductible to be met and once the In-Network Provider deductible is met 100% of most routine services are covered.

**Out-Of-Network Providers do not have a contract with Anthem. Service costs are potentially higher, the deductible to be met is higher and coverage is generally 80% once the deductible is met.

For questions concerning specific claims or claim resolution contact Ellen Lewis with EPC ellen.lewis@epcschools.org

AMERICAN FIDELITY

All employees must meet with American Fidelity to select their insurance designations. American Fidelity offers additional insurance options including but not limited to the following:

Life/Dental Insurance	Cancer Plans
Sickness Plans	Accident Plans
Disability Plans	Heart/Stroke Plan
Lump Sum Cancer	Critical Illness

American Fidelity Contact: Kraig Burr (877) 518-2337

americanfidelity.com

HEALTH SAVINGS ACCOUNT

A health savings account (HSA) is used in conjunction with the High Deductible Health Plan. This banking account is to be opened with American Fidelity. All contributions into the account are to be made through payroll. Your contribution may only be changed during the open enrollment period unless a qualifying event occurs.

The ESC will contribute to the deductible (January)
 Single \$1,000
 Employee + Children \$1500
 Family \$2,000

2017 Maximum Calendar Year Contribution

Single	\$3,350*
Family	\$6,650*

*The maximum amount includes both the amount contributed by the employee and the employer.

At the end of the plan year any remaining funds in your HSA bank account are yours to keep. Other health related items can be purchased with your HSA funds; see IRS Publication 502 at www.irs.gov for eligible medical expenses. Please remember these "other" medical purchases do **not** go toward your deductible.

Dental Insurance

Dental insurance is available at no cost to full-time employees and the ESC pays 100% of the monthly premium. To print insurance cards or for benefit or provider list, log on to www.toolkitsonline.com, choose Consumer Toolkit or call Delta Dental Customer Service 1-800-524-0149

Life Insurance

The ESC provides term life insurance to all eligible employees in the amount of \$25,000 at no cost to the employee. Additional Term Life insurance is available through Assurant Life Insurance; see Connie Burton for enrollment forms.

Prescription Coverage

Effective October 1, 2010, CVS Caremark became the new RX mail in carrier. If you did not receive a prescription card, please visit the Caremark website at www.caremark.com or call Customer Care service at 1-888-202-1654.

If you need to get a prescription filled but have not received your CVS Caremark prescription card, give the pharmacist your SSN and the following information:

RxBIN	610029
RxPCN	CRK
RxGRP	EPCR

Vacations (Policy 3433, 4433) (Revision Board Pending)

Professional personnel employed for 261 days per contract year will earn vacation time during the contract year as specified in their individual contract. No vacation days may be carried over beyond the contract date.

Beginning of:	Vacation Days Awarded
1 st year	2 weeks/10 days
11 th year	3 weeks/15 days
16 th year	4 weeks/20 days

Requests for vacation will be submitted to the Superintendent or designee well in advance. Days may be taken in full or half days.

Personal Leave (Policy 3436, 4436)

All full-time employees are entitled to three (3) days personal leave. Personal days are for business that cannot be conducted at anytime other than the work day. Personal days must be pre-approved by supervisor. Less than full-time employees shall be entitled to personal leave on a pro-rated basis. Personal leave is not cumulative and **cannot** be used to extend vacation or holiday time.

Sick Leave (Policy 4432, 3432)

Full-time employees will receive fifteen (15) days sick leave per year, accumulated at the rate of 1.25 per month (after first pay of month.) Maximum up to 200 days. Enter into Kiosk within 5 work days. Sick days may be used for bereavement for immediate family.

LEAVE REQUESTS SHOULD BE ENTERED IN KIOSK
 PERSONAL AND SICK ABSENCES MAY BE USED IN ¼ DAYS
 INCREMENTS

Professional Meeting Expenses (Policy 3440, 4440)

All professional meetings and expenses must be pre-approved. Professional meeting forms must be submitted through Kiosk to the appropriate administrator. Out-of-state meetings rarely approved. Itemized receipts for meals may not include alcoholic beverages and tips in excess of 20%.

Jury Duty (Policy 3235,4235)

When an employee serves as a juror, the Board will pay the employee the difference between the individual's regular compensation and the amount paid by the court. It is the responsibility of the employee to forward all endorsed checks for compensation and mileage, if applicable, to the Treasurer immediately. It is the responsibility of the employee to provide the Treasurer with documentation of the compensation of the court and the court-approved mileage rate, as applicable.

FMLA (Policy 3430, 4430)

The ESC may provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees must notify Pat Paré, HR Director at (513) 695-2900 ext. 2314

Sick Leave Bank (Policy 3432, 4432)

The ESC Sick Leave Bank exists for the purpose of giving additional sick leave days to an employee who has a catastrophic experience with an injury, surgery, or illness to himself/herself or his/her spouse or dependent child and has exhausted all personal leave days, accumulated sick leave, advancement of sick leave, and vacation days. You are required to work at the ESC for one year before you can join the bank.

WORKERS COMPENSATION (Policy 8442)

If you are injured at work, take the following steps in order:

- 1) Contact your immediate Supervisor
- 2) Contact the Human Resource Department Connie Burton 513-695-2900 Ext 2927
- 3) Complete an First Injury/Accident Report and Witness Statement. Forms can be found online www.warrencountyesc.com under employee links and public school works.
- 4) Our approved locations are Atrium Hospital in Middletown or Bethesda Care Arrow Springs in Lebanon.

Pay Dates 2016-2017

PAY PERIOD PAYDATE

08-11-16 - 08-25-16	09-09-16
08-26-16 - 09-09-16	09-26-16
09-10-16 - 09-26-16	10-11-16
09-27-16 - 10-10-16	10-25-16
10-11-16 - 10-25-16	11-10-16
10-26-16 - 11-10-16	11-25-16
11-11-16 - 11-25-16	12-09-16
11-26-16 - 12-09-16	12-23-16
12-10-16 - 12-26-16	01-10-17
12-27-16 - 01-10-17	01-25-17
01-11-17 - 01-25-17	02-10-17
01-26-17 - 02-10-17	02-24-17
02-11-17 - 02-24-17	03-10-17
02-25-17 - 03-10-17	03-24-17
03-11-17 - 03-24-17	04-10-17
03-25-17 - 04-10-17	04-25-17
04-11-17 - 04-25-17	05-10-17
04-26-17 - 05-10-17	05-25-17
05-11-17 - 05-25-17	06-09-17
05-26-17 - 06-09-17	06-26-17
06-10-17 - 06-26-17	07-10-17
06-27-17 - 07-10-17	07-25-17
07-11-17 - 07-25-17	08-10-17
07-26-17 - 08-10-17	08-25-17

403-B & 457 Providers

Voya Life Insurance
 Matt Carter (800) 451-4702

American Funds/Edward Jones
 Greg Clark (800) 831-8757

AXA Equitable
 Chris Kurtz (513) 894-9600

Oppenheimer Funds Pacific Life
 Dave Harrison (877) 748-3789

Plan Member/UMB, ING
 Bill Grizinski (800) 800-1228

National Educational Services
 Paul Baine (513) 276-9355

Ohio Public Employees Deferred
 Compensation Program
 (877) 644-6457

PAYROLL /HUMAN RESOURCE INFORMATION

Payroll Specialist
 Laura.Ford@WarrenCountyESC.com
 513-695-2900 Ext 2926

Human Resources
 Connie.Burton@WarrenCountyESC.com
 513-695-2900 Ext 2927