

Human Resources

Bulletin

June 2014

Anne Arundel County Public Schools | Division of Human Resources

2013-2014 Year-End Reminders Looking Ahead to the 2014-2015 School Year

PAYROLL

22 pay employees

- June 25, 2014, is the last pay for all 22-pay employees for the 2013–2014 school year.
- September 3, 2014, is the first pay for all 22-pay employees for the 2014–2015 school year

26 pay employees

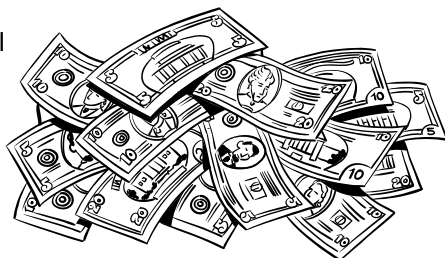
- **12-month employees are paid over 26 pays.** The 26-pay schedule will continue biweekly throughout the summer.
- **10-month employees receiving pay over 12 months** (26 pays) will receive reserve pay over the summer. Gross pay over the summer is determined by an employee's actual earnings during the school year. Therefore, it may differ from recent gross pay if an employee received a salary adjustment during the school year, did not work the full school year, or had lost time.
- **Summer pay dates for 191, 193, 195, and 200 day employees are: July 9, July 23, August 6, and August 20, 2014. Summer pay dates for 210-day employees are: July 9, July 23, and August 6.** Funds should be available by 9 a.m. on pay day. Pay stubs for 10-month employees will be sent to the employee's address of record.

Teachers, Teacher Assistants, and Eligible Unit III Employees May Elect 26-Pay Schedule

Per the Negotiated Agreement between the AACPS Board of Education and Collective Bargaining Units, certain 10-month employees may receive their pay over 12 months (26 pays) instead of 22 pays. This election, governed by IRS code 409A, must be made by July 31, 2014, for the 2014–2015 school year. Pay election forms are available on-line (www.aacps.org > **Human Resources/Employment > Forms > 12-Month Pay Election Request**) and at work locations. This election is **irrevocable** until after the end of the school year, in accordance with IRS regulations.

If the election to receive salary over 26 pays is to be withdrawn, a written request to Human Resources/Payroll must be submitted between **June 1 and July 31** of any calendar year to change payroll frequency for the subsequent school year.

If you have any questions about this information, call your Payroll Technician (see your timekeeper for phone number).



EMPLOYEE HANDBOOK

Employees can access the updated Employee Handbook on the Internet and Intranet sites. We highly recommend that all employees review the contents of the Handbook annually as a refresher. Go to www.aacps.org > **Human Resources/ Employment > Employment Policy > Employee Handbook**.

BOARD POLICIES & REGULATIONS

Employees working in any capacity for AACPS should be aware of Board Policies and Regulations that affect their position or govern their behavior as employees.

Some specific Board Policies and Regulations are outlined in the Employee Handbook and in the brochure "What Every Employee Must Know." However, more information about Board Policies and Regulations can be found at www.aacps.org > **Board of Education > Board Policies/Regulations**.

Drug-, Alcohol-, and Tobacco-Free Work Environments

Please review Board Policy GAC and Regulation GAC-RA at www.aacps.org > **Board of Education > Board Policies/Regulations > Section G: Personnel**. Violation of this policy is subject to disciplinary action up to, and including, termination. If you have questions, please contact the Office of Investigations at 410-222-5286.

Self-Reporting

Remember: The Self-Reporting Policy and Regulation (GANN/GANN-RA) remain in effect over the summer. Criminal charges, arrests, or convictions must be reported to the Office of Investigations within 24 hours of the occurrence. You can report by phone (410-222-5286) or email: employeeselfreporting@aacps.org.

BENEFITS

Benefits Deductions

All employees paid over 12 months have benefit deductions from all 26 pays (including 10-month employees paid over the summer).

All employees paid over 10 months will have benefit deductions from 22 pays. The last benefit deduction for the 2013–2014 school year will be June 25, 2014, and the first deduction for the 2014–2015 school year will be September 3, 2014.

These deductions include the following:

- healthcare
- dues (*AEL, AFSCME, TAAAC, SAAAAC*)
- supplemental retirement 403(b)/457(b)
- credit union
- flexible spending account
- long-term care (*deducted over 26 pays only*)
- savings account
- supplemental life insurance
- other voluntary deductions

EXCEPTION – Retirement Deductions

Retirement deductions continue at the frequency of 20 or 26 deductions per the Maryland State Retirement Agency (MSRA).

Maryland State Retirement/Pension Deductions Teachers' System

- The last deduction for all (10 and 12-month) members of the Teachers' System will be June 11, 2014.
- The first deduction for the 2014–2015 school year will be September 17, 2014, at the 7% rate.

Employees' System

- Deductions for Employees' System members occur over 20 pays for 10-month employees and over 26 pays for 12-month employees.
- The last deduction for 10-month members of the Employees' System will be June 11, 2014. Deductions will resume September 17, 2014, at the 7% rate.

Resignations, Separations & Retirements

Resignations/Other Separations – 10-month employees

10-month employees (including Units III and IV) paid over 26 pays who resign at the end of the school year will be covered with healthcare benefits through August 31, 2014, and healthcare premiums will be taken from the four reserve payouts over the summer. (If you wish to decline coverage over the summer, please contact HR/Benefits for more information.) 10-month employees paid over 22 pays who resign at the end of this school year will also be covered with healthcare benefits through August 31, 2014, due to pre-payment of their benefit premiums. Voluntary benefits, including 403(b)/457(b) plans, will terminate June 30, 2014, with the final deduction taken June 25, 2014. Dues for 10-month employees paid over 26 pays will be withheld from summer paychecks.

Retirements – 10-month employees

10-month employees who retire at the end of the school year will be covered with healthcare benefits through June 30, 2014. Retiree coverage will commence July 1, 2014, and two months of healthcare premiums will be deducted from the first pension payment disbursed at the end of July from the Maryland State Retirement Agency: one for the month of July and one for August. 10-month retirees paid over 26 pays will receive four reserve payouts over the summer from AACPS. Voluntary benefits, including 403(b)/457(b) plans, will terminate June 30, 2014, with the final deduction taken June 25, 2014. Dues for 10-month employees paid over 26 pays will be withheld from summer paychecks.

Resignations and Retirements – 12-month employees

All benefits, including healthcare, will terminate at the end of the month that employment terminates.

Accessing your Supplemental Retirement Plans (403b/457b) After You Resign/Retire

Please consult with your personal plan representatives on options available to you concerning your Supplemental Retirement Program. If you wish to initiate a withdrawal, rollover, or take a complete distribution from your plan, you are required to initiate a "Severance of Employment Certificate" through Retirement Manager (online tool at www.aacps.org > **Human Resources/Employee > Benefits > Supplemental Retirement**). You will need to provide this certificate along with the required plan forms directly to your Supplemental Retirement Plan representative for processing. No AACPS signature is required.

For additional information, you may seek assistance from your plan representatives, contact Retirement Manager Customer Service (at VALIC) at 1-866-294-7950, or contact HR/Benefits at 410-222-5206/5221.

BENEFITS cont.

Beneficiaries

Remember to keep your beneficiary information updated for AACPS-provided life insurance. Employees may update beneficiary information at any time by completing the Self-Administered Beneficiary Designation form. This form is maintained in your benefits file and should be kept up-to-date, especially if there is a lifestyle change (e.g., marriage or divorce). When changing your beneficiary for

the AACPS life insurance, remember to consider making a similar change for the Maryland State Retirement Agency and with each supplemental retirement plan vendor. The beneficiary designation forms for AACPS life insurance and the Maryland State Retirement Agency are available at www.aacps.org > **Human Resources/Employment > Forms**. Please retain a copy of each for your own personal records.

The Impact Of Lifestyle Changes On Your Healthcare Benefits

After the annual Open Enrollment period ends each fall, you may only make changes to your benefit elections during the year if you experience a qualifying lifestyle change. The most common types of lifestyle changes are marriage, divorce, and birth, but there are others (you may check the Benefits Guide online for detailed examples). When you experience a lifestyle change, the most important thing to know is you only have 31 days from the date of the event to add or drop a dependent. Download a lifestyle change form online at www.aacps.org > **HR/Employment > Forms** and submit it to HR/Benefits along with the required documentation. Appropriate

documentation of the lifestyle event is required for coverage to be changed (e.g., birth certificate, marriage license, divorce certificate).

The changes that you make must be consistent with the lifestyle change you have experienced (e.g., adding coverage for the addition of a child). HR/Benefits will process the change as soon as possible (e.g., changing employee/spouse coverage to family coverage) and will take retroactive premium adjustments if appropriate. When a lifestyle change occurs, remember to update your Maryland State Retirement Agency beneficiaries, as well as your group life insurance designation.

Healthcare Benefits While On FMLA

If you are out on Family Medical Leave (FMLA) you will continue to be covered under the AACPS group health and life insurance plans. You continue to pay your portion of the premium costs. If you are not receiving a check while out on leave, you may either:

- Allow the owed premiums to accumulate; they will be automatically deducted from the first check you receive after you return to work, or if you are out over the summer, they will be deducted from your summer pay.

- Pay AACPS directly by check during your absence.

If you fail to return to work at the conclusion of your leave, you will be required to reimburse AACPS for the total cost of monthly premiums paid for you.

If you have questions, call HR/Benefits at 410-222-5219.

Employee Assistance Program – For employees and members of household

Everyone encounters “bumps in the road” from time to time. AACPS has partnered with Business Health Services (BHS) to provide the resources to help employees deal with these issues. BHS provides short-term face-to-face or telephonic counseling services for problems such as:

- Emotional and psychological issues such as grief/loss, depression, etc.
- Family issues such as marriage counseling, dealing with challenging children, etc.
- Substance abuse issues
- Major life events, including births, accidents, and deaths
- Concerns about health issues, including coping with a serious illness
- Financial issues such as college funding, debt management, etc.
- Legal concerns such as guardianship, custody and support, estate planning, real estate, etc.
- Work relationship issues
- Assistance finding child care or elder care

Wellness Coaching is also available. The EAP is free, confidential, and available to permanent employees AND their household members. Call BHS anytime at 1-800-327-2251.

BENEFITS cont.

Mental/Behavioral Health Benefits

If your issue requires more than short-term counseling (e.g., if you or a covered dependent needs help with a complex mental health or substance abuse problem), benefits are available through Magellan Behavioral Health. You must be enrolled in a CareFirst medical plan to access these benefits. Call Magellan at 1-800-245-7013. Magellan care managers are available 24 hours a day, seven days a week for emergencies. You must call this number

for inpatient admission authorization. Although pre-authorization is not required for outpatient services, care managers can assist you with locating a Magellan network provider and can answer questions related to your mental health and substance abuse concerns, Monday through Friday, from 8:30 a.m. to 6:00 p.m. Benefits and care are provided on a confidential basis. Call HR/Benefits if you have questions or need further assistance.

SUPPLEMENTAL RETIREMENT PROGRAM – 403(b) and 457(b)

Take some time over the summer to re-evaluate your Supplemental Retirement Plan or sign up for a new plan.

New participants simply contact a provider representative and enroll online on Retirement Manager. The Retirement Manager link and additional information including provider contact information is available at www.aacps.org > [Human Resources/Employment > Benefits > Supplemental Retirement](#). If you have additional questions or need assistance, contact HR/Benefits at 410-222-5221/5219 or email your questions to benefits@aacps.org.

Important News: MetLife Update

AACPS was notified this past winter by MetLife (Supplemental Retirement Plan) that they would no longer provide investment and administrative services for our current and former participants who had investments in the program since January 1, 2010. The change would not impact MetLife's services to annuity account holders (prior to January 1, 2010). Earlier this year, MetLife participants were notified that their accounts would be moved to VALIC in late June if they did not take action prior to that date to transfer their accounts to other approved AACPS providers (ING or Lincoln). In addition, if no action was taken, payroll contributions will commence with VALIC after the transfer. MetLife participants who did not transfer their accounts as of April 30, 2014, received a communication that addressed the transfer of their accounts, contributions, and mapping of their funds to similar VALIC funds.

All related MetLife communications have been posted to the AACPS Supplemental Retirement Plan homepage under "Important MetLife Communications" www.aacps.org/humanresources/retirement_new.asp. MetLife participants should review this information or contact HR/Benefits for additional information at 410-222-5221/5206.

Impact on all SRP Participants – Blackout Notice

During the transition period, ALL PARTICIPANTS, regardless of the provider you have selected, will be temporarily unable to use Retirement Manager to initiate, change, or stop contributions to the 403(b) or 457(b) plans. This temporary account access restriction is referred to as a "blackout period" and will run from 9PM EST June 11, 2014 through 9AM EST June 24, 2014.

On June 24, 2014, Retirement Manager will once again be available to all SRP participants and you will have the ability to enroll or change your contributions with ING, Lincoln, or VALIC from this date forward.

IMPORTANT INFORMATION FOR EMPLOYEES AGE 65 AND OVER TEFRA (Tax Equity and Fiscal Responsibility Act of 1982)

If you continue to work past your 65th birthday and are covered under the AACPS healthcare program, here is some important information you should know.

- 1) **Medicare Part A (hospitalization) enrollment is automatic.** There is no action required on your part. There is no cost for Medicare Part A. Depending on whether you have commenced a Social Security benefit, you may or may not receive such notification from Social Security (typically 90 days in advance).
- 2) **Medicare Part B (physician services):**
 - You are not required to take Medicare Part B at this time (AACPS recommends this choice). You may obtain Part B coverage when you retire at no penalty. Your AACPS coverage will continue as your primary plan.
 - While you may apply for Part B and retain AACPS medical coverage, we urge you to defer applying for it until after you leave AACPS or drop AACPS medical coverage. TEFRA requires that the AACPS plan is primary.

You are required to sign the AACPS TEFRA notification form, found at www.aacps.org > [HR/Employment > Forms](#) and return it to HR/Benefits. The form requires you to indicate whether or not you are applying for Medicare Part B. If Medicare Part B is deferred, you must keep a copy of the signed form for Social Security office verification to avoid penalties later.

An excellent local resource, the Anne Arundel County Department of Aging at www.aacounty.org/aging, can assist you with Medicare-related inquiries. Call 410-222-4464.

CERTIFICATION

Certificate Renewal Timeline

Maryland teaching certificates are issued effective January 1 or July 1 and expire on December 31 or June 30 of the year shown on the certificate. As a condition of employment with AACPS, teachers holding expiring Standard Professional Certificates (SPC) or Advanced Professional Certificates (APC) must complete all renewal credits AND submit official transcripts or required renewal documentation to the Human Resources Office before the date their certificate expires, i.e., no later than December 31 of the expiration year for January renewals or June 30 of the expiration year for July renewals. Send materials to the HR Certification office. A completed Professional Development Plan (PDP) is required for every renewal. The PDP is available on the Intranet: [Human Resources > Certification > Forms & Information](#). It is always recommended to follow up via email to ensure the materials were received on time.

REMINDER: All AACPS educators holding Maryland Professional Educator Certificates MUST complete all renewal credit requirements and submit all required documentation to the Human Resources Certification office no later than the date of the expiration of their certificate. There are no exceptions or extensions. Failure to comply with certificate renewal requirements may result in the issuance of a Conditional Certificate, loss of tenure, a financial penalty, and loss of the Regular Contract, or possible termination of employment as a contracted teacher with AACPS.

Current certificates can be accessed at any time on the MSDE website. Directions on how to do so are located at www.aacps.org > [Human Resources/Employment > Employee Forms > MD Teaching Certification > Directions for Accessing your Maryland Certificate on-line with MSDE](#).

Have you taken a Praxis test lately?

Important Reminder to Certificated Staff: AACPS does not automatically receive test scores from ETS or MSDE. Tests are periodically discontinued and replaced with new tests. Always submit a copy of your qualifying test results to the attention of your AACPS Certification Specialist. Failure to provide your score report to the Certification Specialist on a timely basis may result in disqualification of your test score. Send the score report as an attachment to an email or via fax to 443-458-0141 and include a note referencing your certification.

Current Praxis test requirements can be found at www.mdcert.org; click "Basic Skills" or "Praxis II" under *Testing Information*.

Beginning July 1st, you may have a different Certification Specialist — Employees with ***last names***—

A–G contact Penny Post at
410-222-5077
(ppost@aacps.org)

H–O contact Joyce Matney at
410-224-6268
(jmatney@aacps.org);

P–Z contact Nicki Carpenter at
410-222-5079
(ncarpenter@aacps.org).

Reminder...if you are considering accepting a position which reduces your hours next school year

Part-time employees are subject to part-time healthcare rates if their Full-time Equivalency (FTE) is from 0.46 FTE to 0.749 FTE (Tier 2) or below 0.46 FTE (Tier 3). Contact HR/Benefits at 410-222-5221 for more information. Please see the chart below for clarification of funding levels for each tier.

Status	Full Time Equivalent (FTE)	Benefit Premium Tier	Funding Level
Full Time	1.0 FTE	Tier 1	Full funding for benefits per negotiated agreement
Part Time	0.75 FTE – 0.999 FTE	Tier 1	Full funding for benefits per negotiated agreement
Part Time	0.46 FTE – 0.749 FTE	Tier 2	87.5% of Full Time Funding
Part Time	0.1 FTE – 0.459 FTE	Tier 3	50% of Full Time Funding

TUITION REIMBURSEMENT

Reimbursement information, including payment schedule and document due dates, is outlined at www.aacps.org > [Human Resources/Employment > Tuition Reimbursement](#).

Unit IV staff, please remember to seek pre-approval of courses by emailing djhenderson1@aacps.org before enrolling in courses.

For **Tuition Reimbursement questions**: All employees can contact Tracy Williams (tlwilliams1@aacps.org.)

EXTENDED LEAVE

Need Family Medical Leave or a Leave of Absence? Contact the Integrated Disability and Leave Management office at 410-222-5090 or email Judy Dixon (employees A–K) at jadixon@aacps.org or Patrice Lambert (employees L–Z) at plambert@aacps.org.

Employees can access the forms for the Family Medical Leave Act and Leave of Absence on the web at www.aacps.org > [Human Resources/Employment > Forms](#).

Benefits questions for staff on or considering extended leave should be addressed to benefits@aacps.org or call 410-222-5219.

LAST WORKDAYS FOR 10-MONTH EMPLOYEES – 2013-14 School Year

UNIT(S)	CONTRACTED DAYS WORKED	LAST ONSITE DUTY DAY	DAY OF WEEK	CONDITIONS
I, IV and V	191	6/20/2014	Friday	Employees will complete the online professional development model on June 23 or prior to August 18.
I	193	6/20/2014	Friday	Last day only if 2 additional days required by the negotiated agreement have been met. Employees will complete the online professional development model on June 23 or prior to August 18.
I	195	6/20/2014	Friday	Last day only if 4 additional days required by the negotiated agreement have been met. Employees will complete the online professional development model on June 23 or prior to August 18.
I and V	200	6/20/2014	Friday	Last day only if 9 additional days required by the negotiated agreement have been met. Employees will complete the online professional development model on June 23 or prior to August 18.
I and IV	Annapolis HS	6/27/2014	Friday	Unit I & IV (TAs) employees will complete the online professional development model on June 30 or prior to August 18.
I and II	210	7/1/2014	Tuesday	Unit I employees will complete the online professional development model on July 2 or prior to August 18. Unit II employees will attend the Leadership Conference on June 25–26. Employees should adjust their last day by 1–2 days, if they worked during Spring Break.
II and III	200	6/27/14	Friday	Unit II employees will attend the Leadership Conference on June 25–26.
III	181	6/19/2014	Thursday	N/A
III	185	6/20/2014	Friday	Employees are required to attend the Opening Meeting training on August 18 and submit the online professional development model
III	187	6/23/2014	Monday	Employees are required to attend the Opening Meeting training on August 18 and submit the online professional development model
IV	200	6/30/14	Monday	N/A

Employee ID

HR will begin the use of unique employee IDs (versus social security numbers) in the future. To help with the future transition, your employee ID is being displayed on your paystub **effective with the May 28, 2014 paycheck**. It is located next to the SSN and is 10 characters long. If your number is shown as 0000012345, the most important part to remember is the last five digits, e.g., 12345.

Stay tuned for more information on this upcoming transition.

CHANGE OF PERSONNEL RECORDS FORM

(found at www.aacps.org > **Human Resources/ Employment > Forms** and on the Intranet)

Please complete this form under the following circumstances:

- Marriage/Divorce/Court ordered name change (*official documents are required*)
- Moving (*update your address and tax withholding forms*)
- Phone number change

Name Changes – send to HR/Employee Records File Room

Phone/Address Changes – send to Katherine Hammond in HR/Benefits

Tax Withholding Forms – send to HR/Payroll

NEW CAREFIRST WELLNESS DISCOUNT PROGRAM: BLUE365

CareFirst has consolidated its wellness discounts into one comprehensive national program called Blue365. This is an online destination featuring healthy deals and discounts exclusively for CareFirst members. Register at www.carefirst.com/wellnessdiscounts using your member ID card. You can take advantage of discounts with vendors like Jenny Craig, Nutrisystem, and Reebok.

EMERGENCY ROOM OR URGENT CARE?

An urgent health condition is not life threatening, but does require prompt medical attention. If you aren't able to schedule a visit with your Primary Care Physician (PCP) or child's pediatrician during office hours, then go to an urgent care center. You can often get treatment more quickly than in an emergency room and urgent care facilities usually have evening and weekend hours. Some examples of urgent care situations are:

- Sprains
- Painful sore throat
- Colds, cough, flu
- Broken fingers
- Ear or eye infections

For a list of participating Urgent Care Centers, check the Provider Directory at www.carefirst.com/doctor.

Urgent Care Center co-pays are:

PPN members: \$15

BlueChoice members: \$10

Triple Option members: Level 1–\$10, Level 2–\$15

Minute Clinic, as a partner with CVS Caremark, is a participating urgent care center that offers cost-effective, accessible care. More than 80% of AACPS CareFirst members live within 5 miles of a Minute Clinic. In addition to the services mentioned above, Minute Clinic provides chronic disease monitoring, physical exams, immunizations, and wellness.

As a CareFirst member, if you can't reach your PCP, or are unsure about the seriousness of your symptoms, you can also call First Help at 1-800-535-9700 for medical advice.

Remember, urgent care centers don't take the place of your PCP. Your PCP should be your first contact whenever you need medical care that isn't an emergency situation.

There are six Minute Clinics in Anne Arundel County:

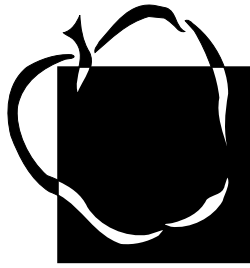
Annapolis, Crofton, Edgewater, Pasadena, Millersville and Linthicum.

Nine other Urgent Care Centers are in Anne Arundel County:

- Righttime Medical Care
(Annapolis, Arundel Mills, Crofton, Pasadena, Waugh Chapel)
- Patient First
(Glen Burnie, Odenton, Pasadena)
- Doctors Express
(Edgewater)

Congratulations to those who completed the Stairwell Challenge program! Keep up the good work over the summer!





Anne Arundel County Public Schools
Division of Human Resources
Mamie J. Perkins, *Interim Superintendent of Schools*

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability unrelated in nature and extent so as to reasonably preclude performance. For more information, contact The Office of Investigations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5286; TDD (410) 222-5500. www.aacps.org