

Human Resources Bulletin

FLEXIBLE SPENDING ACCOUNTS

Ceridian is the plan administrator for the Flexible Spending Account Program (FSA). You may link to the Ceridian website from www.aacps.org (Human Resources, Benefits Information). Ceridian customer service is 1-877-887-7739. Reimbursement forms for dependent and healthcare FSAs are available on the Ceridian website or at your work location or from Human Resources Benefits. You may file 2003 eligible dependent or healthcare FSA claims with Ceridian no later than March 31, 2004. Remember to save all documentation/receipts to submit with reimbursement forms or verify expenses for the flex convenience card.

LONG-TERM CARE

Open enrollment for Unum-Provident long-term care insurance will be in March 2004. More details coming!

PAYROLL REMINDERS

- New healthcare, FSA and life insurance deductions begin January 7, 2004.
- Unit 3 (AFSCME) employees' FSA and life insurance deductions begin January 7, 2004. Unit 3 new healthcare deductions begin January 21, 2004.
- Refer to your 2004 Benefits Handbook (pages 17 and 18) or Confirmation Statement to verify your healthcare premiums.

HEALTHCARE REMINDERS

Now that Open Enrollment is over, here is important information for you to remember about your healthcare benefits effective January 1, 2004:

- ◇ You should have received new cards if you are either a **CareFirst** member, or if you belong to another plan and made changes in your coverage. If you have any questions about your cards, please call one of the HR Benefits phone numbers listed below.
- ◇ Continue to use your current **CAREMARK** card. CAREMARK co-pays for prescriptions remain the same in 2004.

RETIREMENT SAVINGS PROGRAMS

With the beginning of a new tax year, you might want to consider contributing to a 403(b), 403(b)7, or 457(b) tax-deferred retirement plan. Please refer to the pink Deferred Compensation Programs and Supplemental Retirement Plans booklet available at your work location.

W-2 INFORMATION

2003 W-2's will be sent to your work location or home by January 31, 2004. Be sure your name and address are correct for 2003. If not, please e-mail Rita Davis at radavis1@aacps.org or send a Change of Personnel Records to her attention. Federal and State tax changes may be made any time by submitting an Employee Withholding Allowance Certificate to HR Payroll.

HR BENEFITS REORGANIZATION

| | PAYROLL: | BENEFITS: |
|--------------------------------|-------------------------------|---------------------------|
| High Schools | Carole Parks 410-222-5213 | Anita Parker 410-222-5219 |
| Middle Schools | Yvonne Warren 410-222-5210 | Anita Parker 410-222-5219 |
| Elem. Schools (N&E) | Stephanie Nelson 410-222-5214 | Sandy Lee 410-222-5218 |
| Elem. Schools (S&W) | Jennifer Yates 410-222-5220 | Sandy Lee 410-222-5218 |

The Anne Arundel County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status in matters affecting employment or in providing access to programs. Questions regarding non-discrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, AACPS, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5318; TDD (410) 222-5500.

