

Human Resources Bulletin

Important Dates and Reminders School Year 2004-2005 Food Service and Transportation Employees

All 10-month Food Service and Transportation Employees will be paid over 22 pay periods:

⇒ First Pay is September 15, 2004

⇒ Final Pay is July 6, 2005

Deductions for Food Service and Transportation Employees:

Deductions for 403(b)s, 403(b)7s, 457(b)s, Credit Union and Savings Accounts, and Union Dues begin on September 15, 2004. These deductions will be withheld over **all 22** pays.

Healthcare, Flexible Spending Accounts, Voluntary Insurance, and Retirement/Pension deductions will begin on September 15, 2004 and will be withheld over 20 pays. Last deductions for these items will occur on the June 8, 2005 pay.

Benefits:

Effective July 1, 2004, the following changes were negotiated in **healthcare rates** (medical only), for all full and part-time employees (working 16 hours or more per week), reflecting an increase in employee contributions of 2%:

HMO members: Board contribution 98%, employee contribution 2%

PPN members: Board contribution 88%, employee contribution 12%

Traditional: Board contribution equal to 88% of PPN premium.

The annual employee **benefits open enrollment** period is scheduled for early November. By the end of October, you should receive the **2005 Benefits Handbook** and enrollment materials at your work locations.

You do not need to re-enroll to maintain your current benefits.

Re-enrollment is necessary only if you are making changes or wish to enroll in a Flexible Spending Account.

Address and Name Changes:

Please take a minute to verify your name, address, and social security number as they appear on your first pay stub. If you need to make any changes, please e-mail Rita Davis at radavis1@aacps.org, or send a Change of Personnel Records to her attention, Department of Human Resources.

Payroll/Benefits Contact:

Your payroll/benefits contact is Joan Harper. Joan can be reached at 410-222-5900.

You will be receiving a letter at your home with more details concerning your new pay schedule for the 2004-2005 school year.

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.