

Human Resources *Bulletin*

September 2007 Anne Arundel County Public Schools | Division of Human Resources

Welcome Back!

School Year 2007-08

Payroll Reminders

- **First pay for 10-Month Employees**

The first pay for the 2007-2008 school year for all 10-month employees is **Wednesday, September 12, 2007**. Pay stubs will be delivered to work locations as normal. **The last regular pay for 10-month employees for 2007-2008 is July 2, 2008, followed by four reserve pays in the summer.**

- **Teachers, Teacher Assistants, Food Service, and Transportation 10-12-Month Pay Guidelines**

All new teachers are automatically paid over 12 months. Teachers, Teacher Assistants, Food Service, and Transportation employees who receive 12-month pay are considered 10-month employees for benefit deduction purposes even though they are paid over 12 months.

Reserve pay: A percentage of your actual pay earned during the school year is put into reserve. Reserve pay is paid out between school years (July 16, July 30, August 13, and August 27, 2008). Gross pay over the summer is determined by actual earnings during the school year. Therefore, it may differ from regular gross pay if the employee received a salary adjustment during the school year, did not work the full school year, or incurred lost time.



BENEFITS OPEN ENROLLMENT FOR 2008

You do not need to re-enroll in your benefits on-line!

Exceptions:

- If you are changing your medical, dental, or vision benefit elections, you need to re-enroll.
- If you are enrolling in a 2008 Flexible Spending Account, you need to re-enroll.

You will receive the 2008 Benefits Guide at your work location by the end of October. Stay tuned for further information.

New Hires:

- **Certificated Employees (e.g., Teachers) Note:**

ALL paperwork, for new hires, must be into HR within 30 days of the first day of work. Transcripts and verifications of previous employment have a direct impact on your salary. If you have questions about your new teacher file, or wish to submit official paperwork, please contact the following Hiring Clerks:

Pre-K, Kindergarten & Elementary Schools

410-222-5074

Elementary Special Ed./ Special Subjects

410-222-5074

Middle Schools/Charter Schools

410-222-5063

High Schools

410-222-5074

- **Other Employees**

For questions regarding your employment, contact 410-222-5070

Benefits Reminders

Deductions for 10-month Employees

Deductions for 403(b)s, 403(b)7s, 457(b)s, Credit Union, and Savings Accounts begin on September 12, 2007, and end on July 2, 2008 (22 pays).

10-month employees receiving their pay over 12 months may elect to have their 403(b) deduction over 12 months. Those interested in this option should contact their plan representative directly to have the deduction changed. Credit Union deductions will be withheld over 12 months for all employees receiving their pay over 12 months.

Deductions for Healthcare, Flexible Spending Accounts, and Retirement for all 10-month employees will begin on September 26, 2007, and end on June 18, 2008 (20 pays). This deduction schedule is in place for all 10-month employees, regardless of whether they are paid over 10 or 12 months.

Notes: (1) Retirement deductions for all employees have increased to **4 percent**. The first deduction for all members of the Teachers' System, and 10-month members of the Employees' System, is September 26, 2007.

- (2) Deductions for Voluntary Insurance and Union Dues occur over 20 or 26 pays depending on your pay schedule. The first deduction for 10-month employees will begin on September 26, 2007.
- (3) TAAAC dues or agency fees will be withheld for 26 pays for all members paid over 12 months.
- (4) Food Service and Transportation employees have Union Dues deducted over 22 pays.



November

Open Enrollment • AACPS Pre-Retirement Planning Seminar

Look for further information regarding these upcoming events

Substitute Office

To access SmartFind Express (the Substitute and Employee Management System)
Current Teachers, Speech Pathologists, TAs, Guidance Counselors, Occupational and Physical Therapists:

Access ID: Social Security Number
PIN: PIN from SEMS

New Hires:

Please call 410-571-8615 or 1-888-850-8615 to register your PIN.
Access ID: Social Security Number then press *
PIN: Social Security Number then press *
Follow prompts to choose your PIN

The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for eligible employees to receive up to 12 weeks of unpaid, job-protected leave per year. It also requires that group health benefits be maintained during the leave. FMLA may be granted for any of the following reasons:

1. to care for the employee's child after birth, or placement for adoption or foster care;
2. to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
3. for a serious health condition that prohibits the employee from performing their job.

In the event that your personal situation requires you to be absent from work for an extended period of time, please call Judith Dixon or Kayla Butler at 410-222-5090.

Group Term Life Insurance

Permanent employees working at least 16 hours per week are provided with Group Term Life Insurance through Cigna Life Insurance at no cost, and should have a "Self-Administered Beneficiary Designation Form" in their benefits file maintained in Human Resources. If you are not sure if you completed this form, or wish to update it, please complete a new form at any time and send it to Human Resources/Benefits. This form is available on the AACPS website (www.aacps.org>Human Resources>Employee Forms>Beneficiary Designation Form). If you wish to also update your Maryland State Retirement beneficiaries, please call the Human Resources Retirement Office at 410-222-5224, or go to www.aacps.org>Human Resources>Employee Forms>State Retirement Agency of Maryland Designation of Beneficiary Form, which must be accurately completed and notarized.

Check out the Wellness Center at www.aacps.org for the Wellness Theme of the Month and related articles, informative links, fitness center discounts, Anne Arundel Medical Center's wellness programs (discounted 20% for AACPS employees), and Baltimore Washington Medical Center's programs offered free or at minimal cost.

Name & Address Changes

Please take a moment to verify your name and address as they appear on your first pay stub. If corrections are needed send a Change of Personnel Records form:

- for **address changes** to: Katherine Hammond, Human Resources
- for **name changes** to: Wilmagrace Carpenter, Employee Records File Room, Human Resources (also include required documentation)

The Change of Personnel Records Form is available at:

www.aacps.org> Human Resources>Employee Forms, and on Minerva.

Note: AACPS is required to comply with reporting requirements of the Social Security Administration (SSA). SSA information must agree with AACPS information regarding name, address, date of birth, and gender.

CONTACTS

PAYROLL:

High Schools 410-222-5218
Kate Green..... kawhite@aacps.org
Elementary Schools (N&E) 410-222-5214
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Elementary Schools (S&W) 410-222-5216
Rob Peterson rpeterson@aacps.org
Middle Schools..... 410-222-5215
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Food Service &
Transportation..... 410-222-5212
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Custodial Overtime 410-222-5216
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Central Office & Satellites
LaKersha Brown 410-222-5220
lbrown4@aacps.org
Carole Parks..... 410-222-5213
cparks@aacps.org

BENEFITS:

Eligibility, deductions, new employee enrollment
benefits@aacps.org
Anita Parker 410-222-5219
Coverage questions, COBRA, claims issues
Benefits Staff..... 410-222-5221

Retirement – retirement@aacps.org
Deanna Chew (A-L)..... 410-222-5224
Sherri Tolson (M-Z) 410-222-5224

HR CERTIFICATION:

Penny Post (A-K) 410-222-5077
ppost@aacps.org
Crystal Moede (L-Z)..... 410-222-5079
cmoede@aacps.org

Reimbursement for College Credits:

Joyce Matney 410-222-5078
jmatney@aacps.org
Nicole Andersen 410-222-5078
nandersen@aacps.org

SUBSTITUTE SYSTEM OFFICE:

System Telephone..... 410-571-8615
1-888-550-8615
Substitute Office 410-571-2771
410-222-5068
email..... suboffice@aacps.org