

Human Resources *Bulletin*

September 2006 Anne Arundel County Public Schools | Division of Human Resources

Welcome Back!

School Year 2006-07

Payroll Reminders

- **First pay for 10-Month Employees is September 13, 2006**

The first pay for the 2006-2007 school year for all 10-month employees is Wednesday, September 13, 2006. Pay stubs will be delivered to work locations as normal. The last pay for 10-month employees is July 4, 2007.



- **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 received during the school year is put into reserve. Reserve pay is paid out between school years (July 18, August 1, August 15, and August 29, 2007). 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 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 13, 2006, and end on July 4, 2007 (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, Union Dues, Voluntary Insurance, and Retirement for all 10-month employees will begin on September 27, 2006, and end on June 20, 2007 (20 pays). This deduction schedule is in place for all 10-month employees, regardless of whether they are paid over 10 or 12 months.

Note: TAAAC dues will be withheld for 26 pays starting September 13, 2006, for members paid over 12 months.

Note: Food Service and Transportation employees have Union Dues deducted over 22 pays.

Note: Retirement deductions for 12-month employees in the Teachers' Pension System will begin September 27, 2006.

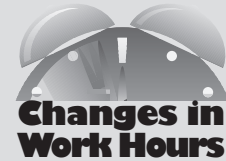
BENEFITS OPEN ENROLLMENT FOR 2007

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

Except:

- If you are changing your medical, dental, or vision benefit elections.
- If you are enrolling in a 2007 Flexible Spending Account.

You will receive the 2007 Benefits Handbook at your work location by the end of October. Stay tuned for further information.



Please note the following changes in weekly work hours, by unit:

Effective 7/1/06

	FROM	TO
Unit 1-10 month	35.5	37.5
Unit 1-12-month	No change	
Unit 2	37.5	40
Unit 3	No change	
Unit 4	No change	
Unit 5	37.5	40
Unit 6	No change	

New Hires:

- **Certificated Employees (e.g., Teachers)** ALL paperwork must be into HR within 30 days of the first day of work. Transcripts and verifications 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:

Elementary Schools

Holly Wilkinson – 410-222-5074

Elementary Schools/ Cultural Arts

Tiffany Mickey – 410-222-5074

Middle Schools/Charter Schools

Lisa Johnson – 410-222-5063

High Schools

Roshonda Riley-Anthony
410-222-5074

- **Other Employees**

For questions regarding your employment, contact
Kate Green – 410-222-5070

Substitute Office

The Division of Human Resources has purchased an upgrade to our Substitute and Employees Management System (SEMS). SmartFind Express is a technology solution that integrates database records with Interactive Voice Response and browser-based technology. SmartFind Express automatically prioritizes and dispatches the most qualified substitute for the assignments in your schools. SmartFind Express provides administrators more detailed statistical trend reporting.

To access SmartFind Express

Current Teachers, Speech Pathologists, TA's and Guidance Counselors:

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 eligible employees with 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 at 410-222-5090.

Group Term Life Insurance

Permanent employees working at least 16 hours per week are provided with Group Term 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 Benelogic website (www.aacps.org>Human Resources>Benefits Information>Online Benefits Enrollment under 2006 Forms, Cigna Life Insurance Beneficiary 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.sra.state.md.us>Members>Forms>Active Members Forms>Form #4, to obtain a form, which must be accurately completed and notarized.

CONTACTS

HR Payroll/Benefits

Payroll:

High Schools

Carole Parks..... 410-222-5213

Elementary Schools (N&E)

Stephanie Nelson..... 410-222-5214

Elementary Schools (S&W)

Rob Peterson..... 410-222-5216

Middle Schools

Yvonne Warren 410-222-5215

Food Service & Transportation

Joan Harper 410-222-5900

Custodial Overtime

Lucy Whittington..... 410-222-5216

Central Office & Satellites

La Kersha Brown..... 410-222-5220

Erin MacKenzie..... 410-222-5218

Benefits:

Eligibility, deductions, new employee enrollment

Anita Parker 410-222-5219

Coverage questions, COBRA, claims issues

Benefits Staff..... 410-222-5221

Retirement (A-L)

Deanna Chew 410-222-5224

Retirement (M-Z)

Sherri Tolson 410-222-5224

HR Certification:

A-K

Penny Post 410-222-5077
ppost@aacps.org

L-Z

Crystal Moede..... 410-222-5079
cmoede@aacps.org

Reimbursement for College Credits:

Lorraine Sterling..... 410-222-5078
lsterling@aacps.org

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.



November

Open Enrollment

AACPS Pre-Retirement Planning Session

Look for further information regarding these upcoming events