

# Human Resources

Bulletin

June 2018

Anne Arundel County Public Schools | Division of Human Resources

## 2017-2018 Year-End Reminders Looking Ahead to the 2018-2019 School Year

Please note that language in this bulletin may change based on union negotiations.

### PAYROLL

#### 22-pay employees

- July 3, 2018, is the last pay for all 22-pay employees for the 2017-2018 school year.
- The first pay for all 22-pay employees for the 2018-2019 school year will be September 12, 2018.

#### 26-pay employees

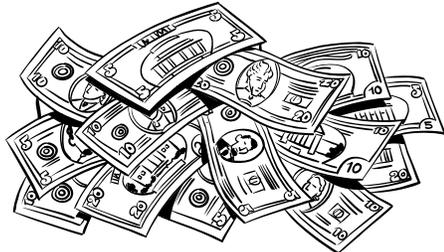
- 12-month employees are paid over 26 pays. The 26-pay schedule will continue biweekly throughout the summer.
- 10-month employees receiving pay over 12 months (26 pays) receive reserve pay over the summer. Reserve pay is the total amount withheld from the 22 regular pays to be distributed over the summer pays (July 18, August 1, August 15, August 29).

#### 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, 2018, for the 2018-2019 school year. Pay election forms are available on-line ([www.aacps.org](http://www.aacps.org)>Staff>Forms) and at work locations. This election is **irrevocable** until after the end of the school year, in accordance with IRS regulations.

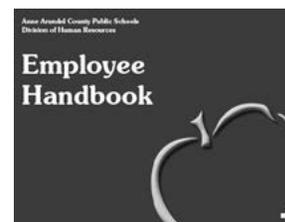
If the election to receive your salary over 26 pays is to be withdrawn, a written request to Human Resources/Payroll must be submitted between **June 1 and July 31** of any calendar year to change payroll frequency for the subsequent school year.

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



### EMPLOYEE HANDBOOK

Employees can access the 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](http://www.aacps.org)>Staff>For All Employees.



### 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 conduct 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](http://www.aacps.org)>Board>Policies & Regulations.

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

Please review Board Policy GAC and Regulation GAC-RA at [www.aacps.org](http://www.aacps.org)>Board>Policies & Regulations. 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: [employeeeselfreporting@aacps.org](mailto:employeeeselfreporting@aacps.org).

## BENEFITS

### Benefit 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 2017-2018 school year will be July 3, 2018, and the first deduction for the 2018-2019 school year will be September 12, 2018.

These deductions include the following:

- healthcare
- dues (AEL, AFSCME, TAAAC, SAAAAC)
- supplemental retirement 403b/457b
- credit union
- flexible spending accounts
- long-term care (deducted over 26 pays only)
- savings accounts
- 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 20, 2018.
- The first deduction for the 2018-2019 school year will be September 26, 2018.

#### 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 30, 2018. Deductions will resume September 26, 2018.

### Resignations, Separations & Retirements — Impact on Benefits

#### Resignations/Other Separations— 10-month employees

Ten-month employees (including Units III and IV) paid over 26 pays who notified AACPS (by April 1, 2018) of their intent to resign at the end of the school year may retain healthcare benefits through August 31, 2018. Others who resign at the end of the school year will be covered with healthcare benefits through the end of the month after submitting their notice.

Voluntary benefits, including 403(b)/457(b) plans, will terminate June 30, 2018, with the final deduction taken June 20, 2018. Dues for 10-month employees paid over 26 pays will be withheld from summer paychecks.

#### Retirements—10-month employees

Ten-month employees who retire at the end of the school year will be covered with healthcare benefits through June 30, 2018. Retiree coverage, if elected, will commence July 1, 2018. New retirees will prepay for July retiree healthcare via check and will start regular retiree healthcare deductions on their first pension payment.

10-month retirees paid over 26 pays will receive reserve pay over the summer from AACPS. Voluntary benefits, including 403(b)/457(b) plans and FSA deductions, will terminate June 30, 2018, with the final deduction taken June 20, 2018. Dues and savings/credit union deductions 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 ends.



### Going Away for Vacation?

Check out the convenience of CareFirst Video Visit. It is a convenient way to access in-network care on weekends or when out of town. Visit [www.carefirstvideovisit.com](http://www.carefirstvideovisit.com)

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

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](http://www.aacps.org)>Staff>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.

**Retiring this fall or the end of 2018? Log onto MyAACPS-PD and sign up for the Fall Retirement Sessions.**

## **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](http://www.aacps.org)>Staff** under Forms. Please retain a copy of each for your own personal records.

### **The Impact Of Lifestyle Changes On Your Healthcare Benefits**

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.

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). Download a lifestyle change form online at **[www.aacps.org](http://www.aacps.org)>Staff>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.

### **Important Benefits Information—Divorce**

Upon divorce, the divorced spouse is no longer eligible for AACPS healthcare benefits. Therefore, immediately upon becoming divorced, the employee **MUST** notify the Benefits Office so coverage can be terminated for the divorced spouse. Subsequently, the employee must submit a Lifestyle Change form and include the divorce documentation.

Failure to notify AACPS immediately of a divorce may result in the employee being held liable for any claims incurred by the divorced spouse.

### **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 (EAP)—For employees and members of household**

Everyone encounters “bumps in the road” from time to time. AACPS has partnered with 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 CareFirst Assist. You must be enrolled in a CareFirst medical plan to access these benefits. You may reach CareFirst Assist at 1-800-245-7013. 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 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](http://www.aacps.org)>Staff>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](mailto:benefits@aacps.org). Check out the SRP Newsletter topics.

### IMPORTANT INFORMATION FOR EMPLOYEES AGE 65 AND OVER REGARDING MEDICARE

#### TEFRA (Tax Equity and Fiscal Responsibility Act of 1982)

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

**1) Medicare Part A (hospitalization) enrollment is automatic if you receive Social Security payments.**

Otherwise you must enroll for Part A online at [www.medicare.gov](http://www.medicare.gov). 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 remain actively employed.

- 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 because there is a monthly cost for Medicare Part B. Soon-to-be retirees should seek guidance from the Office of Retirement about Medicare enrollment timeframes (410-222-5224). TEFRA requires that the AACPS plan is primary.

Employees may view the AACPS TEFRA notification form by visiting [www.aacps.org](http://www.aacps.org)>Staff>Forms. 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](http://www.aacounty.org/aging), can assist you with Medicare-related inquiries. Call 410-222-4464.

### EMPLOYEE SELF-SERVICE

Employees should go to Employee Self Service (ESS) to view their biweekly pay statement, which includes pay details, deductions, leave, benefits, dependents, and other personal information. Employees can also update their address and contact information for ConnectED calls. **Information on ESS is secure and the data is encrypted. Regardless of how you access it, our server controls the security of the data.**

To access the ESS system, go to <https://ess.aacps.org> and enter your network username (entered in lowercase letters) and password. Employees **must** logout of the ESS system when they are done. Employees should keep their password secure and not share it with anyone.

Employees can access User Guides, a Quick Reference Guide, Frequently Asked Questions, and other resources at the Employee Self Service button on the HR Intranet page.

If you have trouble accessing the ESS system, or need your network login and password, please contact the Help Desk at 410-222-5135 or [Help-Desk@aacps.org](mailto:Help-Desk@aacps.org). If you have a question about the information displayed in ESS, please contact HR at 410-222-5061.

# CERTIFICATION

## Certificate Renewal Timeline

**REMINDER:** 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. 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. 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.

Please verify which credits are applicable to your renewal. For any questions, please contact your Certification Specialist.

Current certificates can be accessed on the MSDE website. Directions on how to do so are located at **www.aacps.org>Staff>Forms>Teacher Certification**.

## 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 (preferred) or via secure

fax to 443-458-0141 and include a note referencing your certification. ***It is strongly recommended that you follow up with your certification specialist to make sure your score was received.***

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

Employees with **last names**—

**A–K** contact Joyce Matney at 410-224-6268 (jmatney@aacps.org)

**L–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	84% 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>Staff>Tuition Reimbursement**. Make sure to review your eligibility requirements before you embark on classes or a program of study.

Unit III and Unit IV staff, please remember to seek pre-approval for courses by emailing Davetta Henderson at djhenderson1@aacps.org before enrolling in courses.

For **Tuition Reimbursement questions**, employees can contact Laurie Hanley at lhanley@aacps.org.

## LAST WORKDAYS FOR 10-MONTH EMPLOYEES • 2017–18 School Year

UNIT(S)	CONTRACTED DAYS WORKED	LAST ONSITE DUTY DAY	DAY OF WEEK
I, IV, and V	191	6/18/2018	Monday
I	193	6/18/2018*	Monday
I	195	6/18/2018*	Monday
I	200	6/18/2018*	Monday
I and IV	Annapolis HS	6/18/2018	Monday

UNIT(S)	CONTRACTED DAYS WORKED	LAST ONSITE DUTY DAY	DAY OF WEEK
I	210	6/22/2018*	Friday
III, IV, and V	200	6/22/2018	Friday
III	181	6/15/2018	Friday
III	185	6/19/2018	Tuesday
III	187	6/20/2018	Wednesday

\* only if contracted Floating Days have been fulfilled.

### FMLA & LEAVE OF ABSENCE: YEAR-END

All 2017–18 FMLA grants expire on June 30, 2018. Employees who require FMLA leave after June 30, must submit new, updated request forms. You can access the forms at [www.aacpschools.org/leave](http://www.aacpschools.org/leave) or [www.aacps.org>Staff>Forms](http://www.aacps.org>Staff>Forms).

All employees who are on a leave of absence recently received important information pertaining to their continued employment and employee benefits by mail or e-mail. If you did not receive correspondence regarding your leave of absence, please contact Patrice Lambert or Cindy Smith at 410-222-5090.

### LEGAL NAME CHANGE

This form is found at [www.aacps.org/humanresources](http://www.aacps.org/humanresources) under Forms. Complete and return to HR/Employee Records File Room or fax to 443-458-0137.

Employees must submit copies of two documents:

1. A legible copy of your **signed**, new social security card reflecting the new name AND
2. A copy of one of the following official documents:
  - Marriage document
  - Divorce decree (specifically stating your name change from your old name to your new name)
  - Court order for a name change from old to new name
  - Certificate of Naturalization

### ADDRESS/PHONE NUMBER CHANGE

Employees can update their address and contact information using the Employee Self Service system <https://ess.aacps.org>. You can provide more than one contact number for ConnectED calls. If you wish to receive texts and phone calls, use the mobile number field. If you wish to receive calls only, use the home number field. An email address can also be provided.

#### To change your Address and Phone Number

1. Click *My Info* tab on the left side of the screen.
2. Click *My Information* tab from the top row.
3. Click *Address* tab from the second row.
4. Click *MODIFY* button from lower left of screen.
5. Enter updated information.
6. Click *SUBMIT* then *CLOSE*.

If you no longer work for AACPS, you cannot access ESS. In that case, go to [www.aacps.org>Staff>Forms](http://www.aacps.org>Staff>Forms) and complete the Address/Phone Number Change form and return it to HR/Benefits or fax to 443-458-0669.



Anne Arundel County Public Schools  
Division of Human Resources  
George Arlotto, Ed.D., *Superintendent of Schools*

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability. **For more information, contact:** Anne Arundel County Public Schools, Division of Human Resources, 2644 Riva Road, Annapolis, MD 21401; 410-222-5286 TDD 410-222-5000; [www.aacps.org](http://www.aacps.org)



### CareFirst “My Account”

Have you taken a look at CareFirst’s online site “My Account?” Many of our members have! Go to [www.carefirst.com/aacps](http://www.carefirst.com/aacps) and click on “My Account” to establish yourself as a new user. Signing up is easy—click on “Register Now” and set up your user ID and password. Have your membership card handy as well to provide any requested information. Here are just some of the things you can do on My Account:

- Review up to one year of your medical, prescription, and vision claims.
- Request an ID card (for example, if you lose one).
- Switch to paperless communications and receive online Explanation of Benefits (EOBs).
- Research Blue365, a CareFirst program that has exclusive health and wellness discounts.
- Complete the new, shorter Health Assessment which only takes 12–13 minutes (results are confidential). The Health Assessment is a gateway to several excellent free programs: Innergy Weight Loss, Quitnet Tobacco Cessation, and Financial Well-Being.