

# Human Resources

Bulletin

December 2016

Anne Arundel County Public Schools | Division of Human Resources

## PAYROLL INFORMATION

- Direct deposit funds will be available at your bank by 9 a.m. on December 21, 2016.



## TAX WITHHOLDING

Tax changes may be made any time by submitting a form W-4 (federal) or MD 507 (state) Employee's Withholding Allowance Certificate to HR/Payroll. Remember, if you change your address, you need to submit new tax withholding forms if you moved to a different state or Maryland county.

## W-2 & 1095-C INFORMATION

**W-2:** 2016 W-2 forms will be distributed by January 31, 2017. Any questions regarding the W-2 should be addressed to HR/Payroll.

**1095-C:** The 1095-C is required by the Affordable Care Act to reflect healthcare participation and covered dependents. You do not have to attach this form to your tax return but you should keep it with your tax information should you be requested to provide proof.

1095-C forms will be mailed to your home by March 2, 2017. Any questions regarding the 1095-C should be addressed to HR/Benefits.

**Change of Information:** If you need to make corrections to your personal information, please do so as soon as possible so your W-2 and 1095-C will be correct.

- for **address and phone changes** make the changes directly on ESS or send an Address Change Form to HR/Benefits.
- for **name changes**, send a Legal Name Change form to Employee Records File Room, Human Resources (also include required documentation).

Both forms are available at: [www.aacps.org](http://www.aacps.org) > **Human Resources > Employee Forms**, and on the Intranet.

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

### Please Note:

Please make note of your unique AACPS Employee ID. HR will ask callers for this ID instead of a social security number, and it will be required on AACPS HR documents.

## BENEFITS DEDUCTIONS 2017

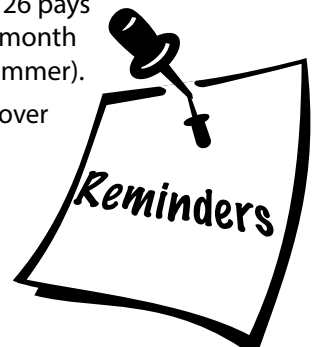
As indicated in the Open Enrollment Guide, medical and CareFirst dental premiums will increase in 2017. United Concordia dental and vision premiums will remain the same. Medical, dental, and vision premiums will also increase for employees in Tier 2.

- New Flexible Spending Account (FSA) and voluntary life insurance deductions begin January 4, 2017.
- If you submitted paperwork to enroll in or increase voluntary supplemental life insurance, you will be notified if your application has been approved by Cigna. Deductions will commence once approved.
- If you submitted paperwork to enroll in long-term care insurance, your application will go through Unum underwriting. You will be notified if your application is approved. Deductions will commence once approved.

### Reminder: The frequency of deductions is aligned with your number of pays:

- 1) All employees who are paid over 12 months have benefit deductions from all 26 pays (including, for example, 10-month employees paid over the summer).
- 2) All employees who are paid over 10 months have benefit deductions from 22 pays.

*Note: An exception to the above are retirement deductions, which continue at the same frequency of 20 or 26 deductions, per the Maryland State Retirement Agency.*



## EMPLOYMENT VERIFICATION

Verification of Employment can be accessed by employees, lenders, and verifiers via The Work Number. This information can be found at [www.aacps.org](http://www.aacps.org) > **HR/ Employment > Employment Verification** or [www.theworknumber.com](http://www.theworknumber.com). Step-by-step instructions are provided for the convenience of the employee, lender, and verifier.



## OPEN ENROLLMENT WRAP UP

Since Open Enrollment for 2017 benefits has ended, the Benefits on-line enrollment site is no longer available for employees to select benefits or change elections. You may still review your benefits elections or print your enrollment summary (go to [www.aacps.org](http://www.aacps.org) > **HR/ Employment > Benefits** and click on **On-line Benefits**).

### Healthcare and Prescription ID Cards

- **All CareFirst medical members will receive a new card dated January 1, 2017**, before the end of December, due to some required coding changes by CareFirst. Once received, we recommend discarding any previous medical ID cards.
- **If a new dependent is added** and coverage level changes (e.g., employee/spouse to family), new cards will be generated. For the BlueChoice, Triple Option, and dental plans, ID cards will be generated for anyone new who is added.
- **Dental cards** are issued separately from medical and vision cards. If you had dental coverage in 2016, continue to use your same dental card. If you changed your dental plan during open enrollment, you will receive a new card.
- **New CareFirst cards** will be sent to employees enrolling in a medical plan for the first time in 2017. Each family member will receive their own card.
- Remember that your **CareFirst medical card also reflects your CVS Caremark prescription coverage (RX) and your vision coverage (SV)**.

### CareFirst Concierge Service

A dedicated CareFirst Customer Service Representative is on-site at the Central Office on Riva Road every Tuesday from 9 a.m. to 3:30 p.m. If you have claim or eligibility questions, please call HR/Benefits at 410-222-5221/5219 on Tuesdays and ask for the CareFirst representative.

### Dependent Documentation

If you added a dependent during Open Enrollment, documentation was required (e.g., birth certificate for a child). If no documentation is received by HR/Benefits, the dependent will not be added for 2017 coverage. If you have not submitted the required documentation, contact HR/Benefits as soon as possible. If you added a currently covered dependent (e.g., covered by medical) to another type of coverage (e.g., dental or vision), documentation is not required.

### CVS Caremark

In 2017, the retail and maintenance medication co-payments remain the same (see below), except for Units V and VI:

Tier	Medication Type	Retail (30-day supply)	Maintenance Choice/ Mail-Order Benefits
1	Generic	\$5	\$10
2	Preferred Brand	\$15/\$20*	\$30/\$40*
3	Non-Preferred Brand	\$25/\$35*	\$50/\$70*
4	Injectables	\$75*	\$150*

\* Unit V & VI employees only

Please note these co-payments DO NOT apply to the BlueChoice Low Option Plan. Refer to the Benefits Handbook for prescription co-payment information for that plan

- **Waiver of Generic Co-Pay.** You may be eligible to receive a one-time free first fill for a generic alternative for a brand medicine you currently take.
- **Maintenance Choice.** You may choose to receive your 90-day supply of medications through CVS Caremark Mail Service or at a CVS pharmacy.

Prescription questions can be directed to 800-241-3371.

## SUMMARIES OF BENEFITS AND COVERAGE (SBCs)

As required by Healthcare Reform, employees have access to Summaries of Benefits Coverage. They can be reviewed at [www.aacps.org](http://www.aacps.org) > **HR/ Employment > Benefits > Healthcare**.



# RETIREMENT

Employees planning to retire by October 1, 2017, should submit their application for an estimate (Form 9–MSRA website) by January 31, 2017. It is strongly recommended that they also attend two AACPS programs:

1. The Retirement Information Program
2. The Retirement Forms Workshop

Enrollment is on MyAACPS-PD (ERO). Refer to the recent all-employee e-mail which contains the flyer “Important Retirement Planning Information” for more details.

See the chart for the Spring 2017 schedule; all sessions will be held in the AACPS Board Room from 4:30–6:30 pm.

Informational Sessions	Forms Workshops
Thursday, January 5	Wednesday, January 25
Tuesday, February 7	Wednesday, February 22
Tuesday, March 7	Thursday, March 16
Tuesday, April 4	Wednesday, April 26
Tuesday, May 2	Tuesday, May 9
	Monday, May 15

**Reminder**—If you need to take a leave of absence you may be eligible for pension service credit for certain types of leave. It is the member’s responsibility to file an Application to be Placed on a Qualifying Leave of Absence (MSRPS Form 46). Contact your retirement facilitator in HR for more information at 410-222-5224: Employees A–K ask for Carla Thomas; L–Z ask for Mia Harper.

## SUPPLEMENTAL RETIREMENT PLAN – Are you participating?

It is never too soon — or too late — to start saving for your retirement. While traditional pensions and Social Security benefits provide a safety net in retirement, they often are not enough. This is especially true in light of what experts say you will need to maintain your standard of living after you stop working. The amount may surprise you. With healthcare costs rising and life spans increasing, you may need as much as 80% – 100% of your pre-retirement income to maintain your current standard of living.



Three AACPS-approved investment providers — Lincoln Financial, VALIC, and Voya (formerly ING) — offer excellent investment options to help you reach your retirement savings goals. You can compare the different providers (including quarterly and investment results) by clicking on the “Evaluate” icon at the AACPS/ Benefits website [www.aacps.org](http://www.aacps.org) > **Human Resources > Benefits > Supplemental Retirement**. You can enroll at any time during the year.

To enroll in, or to change, a deferral in a supplemental retirement plan, you must go on-line, through Retirement Manager. The system guides you through the enrollment process. Access this site at the AACPS/Benefits website [www.aacps.org](http://www.aacps.org) > **Human Resources > Benefits > Supplemental Retirement** or go directly to <https://www.myretirementmanager.com>. You may also contact HR/Benefits at 410-222-5221/5206 for further information. Please contact a plan provider representative to find out more about their plans and investment choices. They can also assist you with your enrollment!

### Lincoln

*Jeffrey Furniss* 410-987-3590 [jeffrey.furniss@lfg.com](mailto:jeffrey.furniss@lfg.com)  
*Hyman Lee* 410-987-3590 [hyman.lee@lfg.com](mailto:hyman.lee@lfg.com)  
*Rick Nistler* 410-987-3590 [john.nistler@lfg.com](mailto:john.nistler@lfg.com)

*Matt Tinordi* 410-987-3590 [matthew.tinordi@lfg.com](mailto:matthew.tinordi@lfg.com)  
*Chad Watson* 410-987-3590 [chadwick.watson@lfg.com](mailto:chadwick.watson@lfg.com)

### VALIC

*Paul Burns* 410-459-9031 [paul.burns@valic.com](mailto:paul.burns@valic.com)  
*Jon Coe* 410-212-5554 [jon.coe@valic.com](mailto:jon.coe@valic.com)  
*Kyle Dixon* 410-271-9584 [kyle.dixon@valic.com](mailto:kyle.dixon@valic.com)

*Bart George* 443-994-3714 [bart.george@valic.com](mailto:bart.george@valic.com)  
*Adam Hewat* 800-892-5558 [adam.hewat@valic.com](mailto:adam.hewat@valic.com)  
*Brian Misterek* 410-271-2861 [brian.misterek@valic.com](mailto:brian.misterek@valic.com)

### Voya (formerly ING)

*Alicia Kong* 301-792-1086 [alicia.kong@voyafa.com](mailto:alicia.kong@voyafa.com)

*Robin Laird* 443-949-5217 [robin.laird@voyafa.com](mailto:robin.laird@voyafa.com)

Contributions to supplemental retirement plans may not exceed IRS annual limits. The IRS limits for 2017 for both the 403(b) and the 457(b) plans remain the same as 2016:

**Under age 50 – \$18,000 • Over age 50 – \$24,000**

Remember, ALL employees, even temporary employees like substitute teachers, are eligible to participate, and the minimum contribution is only \$1/pay. Remember, you can enroll at ANY time. Better to get started earlier rather than later! More information can be obtained at the AACPS/Benefits website [www.aacps.org](http://www.aacps.org) > **HR/ Employment > Benefits > Supplemental Retirement**. For those planning to retire in 2017, consider a 457(b) to maximize leave payout.

## FLEXIBLE SPENDING ACCOUNTS

*Note that a dependent care FSA cannot be used for healthcare expenses of a spouse or child. Please make sure you enrolled in the correct Flexible Spending Account. If you enrolled in a dependent care account in error, please contact HR/Benefits as soon as possible.*

As noted in Open Enrollment communications, Discovery Benefits will replace TASC as the FSA administrator effective January 1, 2017. If you had an FSA in 2016, your TASC card will expire December 31, 2016. If you enrolled in an FSA for 2017, you will receive a Visa debit card later this month. If both a dependent care and healthcare FSA are elected, one card will be issued, which will be used for both accounts. One card will be issued to the employee. After you receive your card, you can go to the Discovery Benefits participant portal at [www.discoverybenefits.com](http://www.discoverybenefits.com), add a dependent, and request a card in your dependent's name, at no cost.

### Getting Started

You'll be able to manage your benefits information through your online account after completing a few steps. First, set up your account by going to [www.discoverybenefits.com](http://www.discoverybenefits.com), clicking on the "Login" button in the upper right-hand portion of the screen and selecting "Reimbursement Accounts." Next, from the login screen, click on the "Create your new username and password" link and complete the required user identification fields. After completing these fields, you'll be able to create your account username. From there, answer the security questions and click the "Submit" button. You'll be prompted to answer these security questions when completing certain functions in your online account.

### Run out

Through March 31, 2017, TASC will continue to process claims incurred in 2016. Continue to fax 2016 claims to TASC at 608-663-2762.

### Rollover

If you have up to \$500 in unused healthcare FSA funds from 2016, these will be rolled over to 2017 for healthcare spending account expenses. After the end of the run out period (March 31, 2017) TASC will identify those employees with remaining funds which are eligible for rollover (up to \$500). TASC will report these employees and the amount of their rollover to Discovery at which time it will be included in your available balance for reimbursement during the remainder of 2017. You can access FSA healthcare funds elected for 2017 on or after January 1, 2017.

### Reimbursement

Discovery processes claims reimbursements for participants on a daily basis. They recommend that participants set up direct deposit online through the participant portal, but they will also process paper checks.

Useful information and links related to Discovery Benefits have been added to [www.aacps.org/humanresources/flex.asp](http://www.aacps.org/humanresources/flex.asp). You may also link to the Discovery Benefits website at [www.discoverybenefits.com](http://www.discoverybenefits.com) to view general FSA information, e.g., eligible expenses.

Discovery Benefits contact information:

- Website [www.discoverybenefits.com](http://www.discoverybenefits.com)
- Customer service: 866-451-3399 (hours 7 a.m. – 10 p.m. M–F), [customerservice@discoverybenefits.com](mailto:customerservice@discoverybenefits.com)
- Claims and substantiation may be submitted to Discovery Benefits via the portal at [www.discoverybenefits.com](http://www.discoverybenefits.com), mobile app, mail, or fax.
- Fax number: 866-451-3245
- Mailing address: Discovery Benefits – PO Box 2926, Fargo, ND 58108-2926

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## EMPLOYEE DISCOUNT PROGRAM



The Employee Discount Program offers AACPS employees discounts from local businesses that are greater than those offered to the general public. All AACPS employees are eligible. These services include entertainment, finance, fitness, and technology.

Information on this program is available at: [www.aacps.org](http://www.aacps.org) > **HR/ Employment > Benefits > Employee Discount Program**. New businesses are continuing to join the program so check this site often! If you have any questions regarding a discount, contact the vendor directly.

All AACPS employees are encouraged to access the Employee Discount Program. However, AACPS assumes no responsibility for any arrangements, contracts, purchases, or disputes between individual employees and the discount vendor. The program does not negotiate, guarantee, or endorse discount vendors or prices. All arrangements are strictly between the employee, as a consumer, and the vendor. AACPS employees are encouraged to research and compare prices and services before purchasing, signing any contract, or making arrangements.

## PROFESSIONAL DEVELOPMENT

Information related to Spring 2017 Professional Development Workshops and college courses is accessible through the AACPS website. The online chart can be accessed through the AACPS Intranet under **Site Index > Professional Growth & Development > Professional Development Workshops**.

Registration on MyAACPS-PD (ERO) for Spring workshops is currently available. Workshops start as early as January 24, 2017. Please register on MyAACPS-PD as early as possible but no later than five days before the workshop start date.

## FRAUD, WASTE, AND ABUSE REPORTING HOTLINE

Anne Arundel County Public Schools has a Fraud, Waste, and Abuse reporting hotline number. The number was established so that employees and citizens of Anne Arundel County can report instances where they believe potential fraud, waste, or abuse of AACPS property or resources is taking place. The toll free fraud hotline number is 877-453-6681. It can be reached 24 hours a day. All calls are confidential and can be made anonymously.

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## INTEGRATED DISABILITY AND LEAVE MANAGEMENT (IDLM)

### Notice of Absence

According to Board Policy and the Negotiated Agreements, **any sick leave in excess of three consecutive days** shall be attested to by a physician. Medical certification will provide pertinent information regarding the seriousness of the illness as well as its duration to help administration plan for short-term vs. long-term coverage. The medical certification must be made available as soon as possible to determine whether the leave usage should be authorized or denied. For this reason, the physician's statement should **not** be held by the employee until the time of return. The medical certification must relate only to the health condition for which the current need for leave exists. It should identify the healthcare provider and type of medical practice (including pertinent specialization, if any), what the patient is being treated for, the approximate date the health condition commenced, and its probable duration.

This note must be faxed directly to IDLM's secure, confidential fax at 443-458-0140.

### Return to Work Requirements

When employees have been absent from their workplace due to their own personal illness for a period of two (2) weeks or if they are returning to work with restrictions/limitations, they are **required** to present a medical release from their treating practitioner/provider prior to their

intended date of return. This form must be faxed to IDLM (at 443-458-0140) 24-48 hours prior to the employee reporting for duty at their work location. **If such certification is not received and approved by Human Resources, they may not return to work.**

### Accommodations

Please be reminded that assistive devices such as orthopedic boots, casts, crutches, canes, walkers, wheelchairs, etc. should be reported to IDLM immediately.

The Division of Human Resources will review all employees' medical releases to return to work along with any specific, medically necessitated accommodations/limitations associated with their return. On occasion, additional information may be requested from the treating practitioner. The purpose of such review is to ensure that the employee is able to perform the essential functions of their position and to determine whether their return would present a risk to the health, safety, and welfare of themselves, co-workers, or students. An employee's return to work may be delayed until appropriate medical certification is provided regarding his/her fitness for duty. Principals/supervisors will be notified by Human Resources when an employee is cleared to return to work. No employee should be permitted to return to work until that communication has been received.

**Questions? Call 410-222-5090**

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## REASONABLE ACCOMMODATION FORMS

Reasonable Accommodation forms can now be found on the AACPS Intranet under **Forms > Human Resources > Reasonable Accommodations**. If you have questions regarding disability accommodations, please contact the Division of Human Resources at 410-222-5286.

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## MAINTAIN YOUR MSDE CERTIFICATION: CHOOSING COURSEWORK FOR RENEWAL

Teachers, specialists, and administrators who hold an Advanced Professional Certificate (APC) or a Standard Professional Certificate (SPC) have specific credit requirements for renewal. APCs/SPCs are issued for 5 years and sufficient appropriate credit for renewal must be earned during that certificate validity period.

As a certificated employee, you need to choose coursework appropriate for your renewal requirements. By regulation, course credit must be in the content area and/or "related to a school assignment." If you have not completed the MSDE-regulated reading requirements, you must complete the reading coursework before any other credits can be considered for renewal.

In order for college coursework to be eligible for reimbursement for teachers, they must be “related to the Unit I member’s current assignment or anticipated assignment in the school system” (TAAAC, Article 9.C). For administrators, “credits are subject to approval” and “must be applicable to some clearly defined objective, such as a planned program leading to an advanced degree or the enhancement of expertise on the job” (AEL, Article 12.A.1).

Carefully consider your renewal plan early in your certificate renewal cycle and communicate it to the AACPS Certification office via the Professional Development Plan form ([www.aacps.org](http://www.aacps.org) > **Human Resources/ Employment > Employee Forms > MD Teaching Certification**). You receive a letter from the AACPS Certification office each time your certificate is renewed. It includes information about your requirements for certificate renewal. It is imperative to maintain that letter and enclosures so it is available to you as a reference. Visit the Certification office on the Intranet for more information on certifications and renewal at **Human Resources > Certification**.

## Using your AACPS Vision Plans

Many employees have elected the AACPS stand-alone CareFirst vision plan, Select Vision (benefits for an eye exam every year). This coverage is indicated by the letters “VC SV” on the front of your medical card. If you are covered by the medical BlueChoice HMO or Triple Option plan, you are also eligible for Davis Vision, which entitles you to an annual eye exam at Davis Vision providers for a \$10 co-pay and a discount on glasses, frames, and contact lenses. The Davis Vision phone number (800-783-5602) appears on the back of your medical card. You may call this number for a list of providers.

Sometimes it is challenging to know which coverage to use. In addition, many providers process your visit through Davis Vision even though you have a separate vision plan. Here are some hints as to how to maximize your coverage:

- Use the benefit of both plans. Visit a Davis Vision provider (e.g., Vision Works, Peepers, Sams Club), pay the provider for any balance, and submit your receipt with a Vision/ Eye Care Claim form (available on the Benefits website) to CareFirst for reimbursement.
- Use the Select Vision plan for the higher amount of coverage. Make sure you inform the provider and point out the “VC SV” on your card as proof of your enrollment in that coverage and ask them to process your visit through that plan. The provider should be able to confirm your eligibility by calling 1-800-628-8549.

All certificated staff are required to maintain their professional certification and/or licensure. All required documentation must be received in Human Resources by the due date. There are no extensions or exceptions. Failure to comply is a very serious matter.

For Unit I employees, loss of professional certification and/or licensure will result in issuance of a 1-year Conditional Certificate, loss of tenure, issuance of a 1-year Provisional Contract, and per the current TAAAC Negotiated Agreement, a financial penalty of \$1,000 will be imposed in the first year of non-compliance, \$1,500 in the second year, and \$2,000 in the third year (TAAAC Article 3.E).

For Unit II employees, loss of professional certification will result in issuance of a 1-year Conditional Certificate, loss of tenure, issuance of a 1-year Provisional Contract, and per the current AEL Negotiated Agreement, a financial penalty of \$5,000 will be imposed annually (AEL Article A.3.b).

Further, be aware that with the loss of the professional certificate the certificated employee’s employment may be in jeopardy.

## Ways to Stress Less During the Holidays



The holidays are meant to be a season of peace, not pressure. Carving out some downtime—whether it’s to recharge with a nap, take a walk or even play a game with your family—can make your holidays less stressful. Try these tips:

**Focus on What Really Matters.** Focus on what truly gives the holidays meaning: time spent with family and friends.

**Get Moving.** Exercise can help reduce stress, give you a fresh perspective and produce mood-boosting endorphins. Try fun activities that keep you moving such as sledding, building snowmen, and ice skating.

**Mind Your Mental Health.** Take a step back and remember to prioritize your health. Anticipate the holiday stressors that affect you and create a plan to manage them. Making time for yourself is important to stay calm during the holiday season.

**Prevent Illness.** Getting sick only adds to stress and can put a damper on holiday activities. Winter also brings cold and flu season. You can keep the flu away by getting a flu shot, making sure to wash your hands, and cover your cough.

**Don’t Drink Your Calories.** Drink smart; keep portions small and limit yourself to one glass per occasion. Better yet, trade in the high-calorie drinks for something with lower calorie content.

*Adapted from AAMC, Living Healthier Together, Tammy Jones, MD, December 2015*

