

# **WCS Employee Guide**



**Approved by the Board of School Trustees  
Effective August 2, 2021**

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## **Introduction**

Wabash City Schools places a premium on its people. In the spring of 2020, Wabash City Schools' employees took part in a culture survey, stating emphatically that the people of Wabash City Schools want an organizational culture built on the development of its people, a family, or a Tribe culture. In this spirit, Wabash City Schools has created the following personnel handbook. This Employee Guide outlines WCS's current personnel policies and employee benefits. If you have any questions about the information provided in this Employee Guide, please speak with your supervisor or contact the Central Office.

Please note that the information in this Guide does not and is not intended to create a contract of employment or employment benefits. Except where bound by the Collective Bargaining Agreement for certified staff as set forth in Indiana Code 20-29-6-7, WCS has the right to interpret, modify or deviate from this Guide at any time and in its sole discretion. WCS will make every effort to discuss any further changes with personnel representatives prior to changes.

## **Certified Staff**

Information regarding salary, wages, and wage-related benefits for certified staff may be viewed in the Teacher Contract located on the WCS website.

## **Classified Staff**

Information addressing classified staff salary, wages, and wage-related benefits can be found in the Support Personnel Handbook located on the WCS website.

## **Staff Expectations**

WCS has a number of expectations for staff members as individuals. These expectations are in addition to any requirement specified in the job description for the position held by an employee. These expectations are not to be construed as limitations on an employee's individual rights, but primarily are stated as a guide and interpretation of certain aspects of ethical behavior. All employees have a responsibility to:

1. Be familiar with, and abide by, Indiana State laws applicable to their work and School Board Policies and Administrative Guidelines designed to implement them.
2. Conduct themselves in a manner that not only reflects credit to WCS but that sets forth a positive role model for students to emulate.
3. Carry out their assigned responsibilities with conscientious concern.
4. Support and enforce School Board Policies and Administrative Guidelines in regard to students.
5. Staff will sign a Confidentiality Statement at the time of hire that outlines WCS expectations in regards to confidentiality of student information, staff information and general privacy concerns.
6. Be groomed in such a manner that appearance does not disrupt the educational process or cause a health or safety issue.
7. Limit social media usage to the positive promotion of Wabash City Schools or to provide information regarding programs or events.
8. In regards to questions or concerns, Staff should follow the chain of command, reporting first to the source, then to the next line of supervision. Members of the Wabash City Schools Teacher Association should never be penalized for consulting with Association representation.

## **EMPLOYEE POLICIES**

### **Equal Employment Opportunity**

WCS will recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, national origin, sex, age (except where sex or age is a bonafide occupational qualification as defined by law), sexual orientation, or physical/mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), or any other characteristic protected by applicable law. WCS will make employment decisions so as to further the principle of equal employment opportunity.

WCS will ensure that promotion decisions are in accord with the principle of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. WCS will also work to provide that all employment decisions and actions, including but not limited to, compensation, benefits, transfers, promotions, layoffs, returns from layoff, terminations, WCS sponsored training, education and social and recreational programs, will be administered without regard to race, color, religion, sex, age, national origin, sexual orientation, or disability.

Specific questions regarding compliance should be directed to the Superintendent.

### **Anti-Harassment (School Board Policy 6060)**

It is the policy of the WCS to maintain learning and working environments that are free from harassment. It shall be a violation of this policy for any employee of the WCS to harass another employee or student through unwelcome conduct or communications as defined in this policy. It shall also be a violation of the policy for any students to harass another student or employee through unwelcome conduct or communication as defined in this policy. The use of the term "employee" also includes non-employee and volunteers who work subject to the control of school authorities. The term "harassment" as used in this policy includes, but is not limited to, sexual harassment, racial harassment, and harassment on the basis of religion, gender, sexual orientation, age, veteran status, or disability. The term "race" or "racial" as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.

The full Anti-Harassment policy can be found on the WCS website under Board Policies.

### **Performance Evaluation (School Board Policy 3030)**

The Superintendent shall be responsible for developing and implementing performance evaluation programs for all personnel. All employees, both certificated and classified, shall be evaluated annually. Teachers shall be evaluated following the procedures and timelines outlined in the Wabash City Schools Evaluation Plan.

### **At Will Employment (Classified Staff)**

This Guide should not be construed as a contract or guarantee of continued employment. WCS has the right to terminate employment at any time without having to establish "just cause" for termination and without warning.

### **Drug-Free Workplace (School Board Policy 3100)**

WCS is committed to providing a safe and productive working environment for all employees that is free from the effects of illegal drug and alcohol abuse. Toward that end, and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, in the workplace by any employee of WCS at any time while on school property or while involved in any school-related activity or event is prohibited. This prohibition includes being under the influence of a controlled substance or alcohol. All employees of WCS must abide by this policy as a condition of employment; therefore, any employee who violates this policy shall be subject to disciplinary action up to and including termination from employment. “Workplace,” when used in this policy, includes, but is not limited to, all land (including parking lots, athletic fields, and stadium), property (including school-owned vehicles or school-approved vehicles used to transport students or staff to or from school or school related activities), and buildings owned or leased by the school corporation, including but not limited to aircraft, automobiles, trucks, busses, or vans owned or leased by the school corporation. The “workplace” also includes off-school or non-school property during any school-approved activity or event (field trips, athletic or academic competitions) where students are under the jurisdiction of WCS.

### **Reasonable Suspicion Policy**

“Reasonable suspicion” is defined as specific observations of employee conduct including but not limited to an employee’s appearance, behavior, speech, body odor or any other physical signs or symptoms of being under the influence of alcohol or drugs. If an employee observes or suspects such behavior, immediately contact your supervisor or the Superintendent. Any violation of WCS’s Drug Free Workplace policy constitutes discipline up to and including termination. Employees are encouraged to report suspected manufacture, distribution, dispensation, possession or use of any controlled substance to their supervisor or the Superintendent.

### **Tobacco Free Workplace (School Board Policy 3110)**

The Wabash City Schools Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The possessing, using, distributing, purchasing, or selling of tobacco or nicotine-containing products of any kind or in any form shall be prohibited in all school facilities, in school owned vehicles, and on all school property. These products include cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, vaping devices, any type of look-alike products or other related products, devices associated with tobacco and/or nicotine use, or any type of electronic nicotine delivery system.

### **Reports of Arrest and Criminal Charges**

Each employee shall be required to report an arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent will review each report and will take appropriate action based upon the circumstances of the situation. Failure to report information may result in disciplinary action up to and including termination.

### **Weapons and Safety**

WCS employees may not store weapons at work, carry weapons (including in a purse or other bag), or store them in a personal vehicle (except locked in the trunk, kept in the glove compartment of the employee's locked motor vehicle, or stored out of plain sight in the employee's locked motor vehicle) in the course of employment or on any WCS property, regardless of any legal permit to do so. If an employee has concerns about safety, notify their supervisor and/or administrator. WCS will cooperate with law enforcement officials to ensure continued safety of employees.

### **Report Child Abuse or Neglect (School Board Policy 3090)**

In compliance with Indiana Code 31-33-5-1, any employee who has knowledge of suspected child abuse or neglect shall report this knowledge to the building administrator, who shall report it to the Department of Child Services. On occasions when the principal is unavailable, the building administrator's designee shall make a report to the Department of Child Services and notify the principal as soon as possible. The law provides that any person who has the duty to report child abuse or neglect, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith. A knowing failure to report suspected child abuse constitutes a Class B misdemeanor.

### **Cell Phone Usage**

Excessive use of cell phones for personal use interferes with employee productivity and is distracting to co-workers and will not be tolerated. To avoid disruptions and ensure productivity, cell phones are not to be used for non-work purposes during work time. Employees are encouraged to make personal calls and text messaging on non-work time. However, WCS does recognize that occasionally personal phone calls and texts must be made or received during the work day. These calls and texts should be kept to a minimum so they do not interfere with the workflow. If employee usage of cell phones for personal reasons causes disruptions or loss in productivity, the employee may be subject to disciplinary action.

### **Internet Usage (School Board Policy 6080)**

The Wabash City Schools shall provide its students, faculty, and staff access to the Internet to promote educational excellence and to achieve the corporation's educational mission, goals, and objectives. Use of the Internet should be based on specific curriculum-driven objectives and goals. The Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources. Use of the Internet is an integral part of the district's curricula. Faculty members will provide guidance and instruction about the Internet to students. The district makes every reasonable effort to filter access to the Internet. The district's responsibilities include establishing reasonable boundaries of acceptable use, educating students about acceptable use, providing general supervision, and enforcing acceptable use guidelines. The district assumes no responsibility for any costs, liabilities, or damages that a user may incur while accessing the Internet.

Guidelines:

1. All users will follow copyright procedures.
2. Internet use may not violate any local, state, or federal laws or statutes.

3. Use of the Internet to access or process visual depictions of obscenity, child or adult pornography and/or materials harmful to minors, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
4. WCS provided/monitored direct electronic communications are not private. These include, but are not limited to blogs, wikis, forums, e-mail, instant messaging, broadcasting and video/audio conferencing. Their use must be curriculum related and reflect all guidelines herein with particular emphasis on protection of personal identification information.
5. Users shall not use the network to harass or bully others.
6. Inappropriate use of the network for personal and private business is prohibited.
7. Any use of the network for product advertisement or partisan political lobbying is prohibited.
8. Users are prohibited from bypassing or attempting to bypass WCS servers or internet filters by any means, including but not limited to use of proxies or other anonymous website surfing. It is important that students, staff and parents understand this policy. Violation of these guidelines can result in the termination of a user's access to WCS network. In addition, staff may be subject to disciplinary action, up to and including dismissal from employment.

### **Social Media**

Social media can mean many things in a rapidly expanding world of electronic communication. Social media includes all means of communicating or posting information or content of any sort on the Internet, including a web log or blog, personal website, social networking website, whether or not associated or affiliated with WCS, as well as any other form of electronic communication. Ultimately, individuals are solely responsible for all forms of online communication.

Online behavior should reflect community standards of honesty, respect and consideration. Employees may not disclose any confidential information pertaining to WCS, including information about students and/or their families. An employee should not "friend" or "follow" a current student that is not a family member on a personal site. "Friending" parents or students is discouraged as it blurs the line between personal and professional life. If an employee utilizes social media for a school club or school related activity, it is encouraged that the employee create a group page for that group as opposed to "friend requests" for group members.

Any conduct online or in a public forum that adversely affects job performance, the performance of fellow associates or otherwise adversely affects WCS students, staff, administration or others associated with WCS may result in disciplinary action up to and including termination



### **Motor Vehicle Requirements**

An employee must possess a valid Indiana Driver's License if driving an WCS vehicle is a requirement of the position. The following is a list of offenses, occurring any time in the last seven (7) years that would be deemed unacceptable to drive an WCS vehicle:

- Driving while under the influence/driving while intoxicated (DUI/DWI)
- Reckless driving
- Suspended license
- Speeding 25 mph or more above the speed limit
- Drug offense
- Hit and run/leaving the scene of an accident
- Two (2) or more "at fault" accidents
- Three (3) or more moving violations in the past 3 years
- Less than one (1) year of driving experience with violations
- Vehicular homicide
- An "at fault" accident assigned eight (8) or more points

Any employee who is charged with a DUI, OWI, or reckless driving offense may be terminated if that position requires them to drive an WCS vehicle.

### **Record Retention**

Procedures for obtaining the approval to destroy school records are the same for destroying other public records. Each building should have the Retention Schedule. The retention schedule for WCS dictates how long to keep each type of record. Specific questions should be directed to the Superintendent or designee. Employees may not destroy or delete school records except as authorized by the Retention Schedule or by the Superintendent.

### **Anti-Nepotism (School Board Policy 3085)**

For purposes of this section, the following terms are defined as follows: 1. "Relative" means any of the following: a spouse, a parent or stepparent; a child or stepchild; a brother, sister, stepbrother, or stepsister; a niece or nephew; an aunt or uncle; or a daughter-in-law or son-in-law. 2. "Employed" means an individual who is employed by Wabash City Schools on a full-time, part-time, temporary, intermittent, or hourly basis. 3. A person is in the "direct line of supervision" of an employee if the employee is in a position to affect the terms and conditions of the person's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. Individuals who are relatives or are in a personal relationship with one another may not be employed by Wabash City Schools in a position that results in one such employee being in the direct line of supervision of another employee. In the event that an employee of Wabash City Schools becomes a relative of another employee, develops a personal relationship with another employee, or becomes aware that his or her relative has applied for a position with Wabash City Schools, the employee is required to complete and submit an Anti-Nepotism Disclosure Statement to the superintendent. Exceptions to this policy may be granted by the Board when it is deemed to be in the best interests of Wabash City Schools, including but not limited to approving alternate arrangements for the

supervision of an employee. However, in no event will an employee be allowed to remain in the direct line of supervision of another employee, when that employee is a relative of or in a personal relationship with the other employee.

Legal Reference: Ind. Code § 35-44.1-1-1, -2, -4, -5 Ind. Code § 36-1-20.2 Ind. Code § 36-1-21

### **Vacancies**

As vacancies become known, they shall be posted in each WCS location. Employees should apply for the position with a letter of interest to the proper supervisor. Whenever practical and when in the best interest of WCS, current employees will be given first consideration for vacancies and promotions. Promotion is voluntary and is generally based on demonstrated individual performance, skill level, and potential.

### **Worker's Compensation**

WCS is required to provide for payment of benefits under the Worker's Compensation Act of the State of Indiana. If an employee is injured while at work, they must report the injury immediately to their supervisor and complete an accident report. Employees must use the physician provided by WCS for worker's compensation treatment. If an employee uses their personal physician, the treatment may not be covered under worker's compensation benefits. Any appointments for worker's compensation injuries should be made during the employee's regularly scheduled work hours. Worker's compensation benefits are paid to an employee who is injured and absent from work for an extended period of time after completion of a state-mandated waiting period.

### **Jury Duty**

When an employee is directed to appear for jury duty during the regularly scheduled workday, WCS shall pay the employee's full salary, and that employee shall pay the school corporation any daily remuneration granted by the court; reimbursement for incurred expenses (i.e. mileage) shall not be considered as daily remuneration. Any employee serving on jury duty who is released by the court from serving is required to return to work upon their dismissal if the dismissal time is within the regularly scheduled work day. If WCS is not reimbursed the daily remuneration granted by the court within thirty (30) days by the employee, the day(s) wages will be deducted from either personal or vacation day(s) or that day(s) wages as an overpayment on the next scheduled pay date(s) after a two (2) week written notice is provided to the employee.

## **STAFF DEVELOPMENT AND PROFESSIONAL GROWTH (School Board Policy 3040)**

The Board encourages participation in professional organizations and activities and recognizes that continuing professional growth and development is desirable and necessary for the improvement of the educational program of the school corporation. The Board authorizes the Superintendent or designee to determine the appropriateness of staff attendance at school related conferences, workshops, or seminars.

## **EMPLOYEE BENEFITS**

### **Employee Assistance Program (EAP)**

WCS provides an employee assistance program to all employees and their families at no cost. This confidential service provides short-term counseling sessions with a trained professional who can assist with depression, grief counseling, family and marital problems, stress and anxiety management, drug/alcohol abuse, as well as other areas of mental health. Specific details about this program can be found on the WCS website under the Employees/Insurance link.

### **Health Insurance**

Eligible employees are offered group health insurance. Specific details regarding coverage and plan options is outlined in the Employee Benefits Guide which can be found at the WCS website under the Employees/Insurance link. For further information, please see Appendix A of this Guide.

### **Dental Insurance**

Eligible employees are offered group dental insurance. Specific details regarding coverage and plan options is outlined in the Employee Benefits Guide which can be found on the WCS website under the Employees/Insurance link. For further information, please see Appendix B of this Guide.

### **Vision Insurance**

Eligible employees are offered group vision insurance. Specific details regarding coverage and plan options is outlined in the Employee Benefits Guide which can be found on the WCS website under the Employees/Insurance link. For further information, please see Appendix C of this Guide.

### **Life Insurance**

Eligible employees are offered a group life insurance policy. Specific details regarding coverage is outlined in more detail and can be found on the WCS website under the Employees/Insurance link. For further information, please see Appendix D of this Guide.

### **Long-Term Disability**

Eligible employees are offered a group long-term disability insurance policy. Specific details regarding coverage is outlined in more detail and can be found on the WCS website under the Employees/Insurance link. For further information, please see Appendix E of this Guide.

### **Short-Term Disability**

Eligible employees are offered a group short-term disability insurance policy. Specific details regarding coverage is outlined in more detail and can be found on the WCS website under the Employees/Insurance link. For further information, please see Appendix E of this Guide.

**HSA Program**

To be eligible for participation, an employee must be covered by a HDP on our insurance plan. For additional information about HSA benefits, please contact the Central Office.

**COBRA Continuation Coverage**

Federal law requires that WCS give employees and their families a Notice of COBRA Continuation rights which outlines the opportunity to continue their health care coverage as a “qualified beneficiary” when there is a qualifying event that would result in a loss of coverage under the plan. Examples of qualifying events are termination of employment, reduction in hours, loss of coverage due to an employee’s death, divorce or legal separation, or a dependent child ceasing to be eligible for coverage. For further information, please see Appendix F of this Guide.

**Family Medical Leave**

WCS will comply with the Family Medical Leave Act of 1993 which provides twelve (12) weeks of unpaid leave to eligible employees for their own serious health condition, for care of a spouse, child or parent with a serious health condition, or birth, adoption or foster care of a child and twenty-six (26) weeks for a military service member FMLA. Employees who have been approved for FMLA on an intermittent basis are required to comply with the normal procedures for notifying the supervisor of an absence or the need to take time off and must identify the absence as FMLA related.

**Military Service**

WCS complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana law. For more information on requests for leave of absence for military service under USERRA, please contact the Central Office.

**PTO, Bereavement & Maternity/Paternity Leave**

Eligibility for and usage of leave days is explained in the Teacher Contract for certified employees and in the Support Personnel Handbook for classified employees.

**Paid Holidays**

Eligibility for and the current days counted as paid holidays are listed in the Support Personnel Handbook for classified employees.

## MISCELLANEOUS

### **School Delays and Closings (School Board Policy 2110)**

The following procedures shall apply to student activities, events, and programs on days when school is delayed, dismissed, or cancelled:

#### Morning Delay or Early Dismissal

Students should not arrive at school prior to the announced beginning of the school day. If schools are dismissed early, the superintendent or designee will determine if afternoon and evening student activities will be cancelled. It is the intent of this policy that students not be requested to arrive or remain beyond the regular hours of school, except in emergency situations involving weather conditions or the safety of students. In such instances the building principal shall be informed immediately of such circumstances.

#### School Day Events -- School Cancelled

If school is cancelled for the day, all student activities or programs scheduled for that day shall be cancelled. The Superintendent or designee shall authorize any exception to this policy, when in their judgment; special circumstances warrant such an exception. If an exception is authorized, activities shall be scheduled after 12:00 p.m. All student participation on such days shall be considered voluntary.

#### Week Night Events -- School Cancelled

In the event that school is cancelled for the day, decisions regarding evening extracurricular activities shall be made by involved school officials before 3:00 p.m.

#### Saturday Events -- School Cancelled Friday

If schools are closed on Friday, all elementary, middle school, and high school activities or events scheduled for the following Saturday must be approved by the superintendent or designee prior to continuing with the event. The superintendent or his designee shall determine and authorize the use of school facilities for non-school events on such days.

### **Direct Deposit of Paychecks**

WCS electronically deposits employee bi-weekly payroll checks into a personal savings or checking account. This process provides an easier, safer and faster deposit of wages and eliminates the problem of lost checks and late deposits. Based on the payroll cycle, it is possible that an employee's first pay may be twenty working days after a start date.

**Payroll Procedures/Discrepancies**

Contact the Corporation Treasurer as soon as a discrepancy is noticed. Corrections to payroll will be made on the next pay date after notification. Employees should report any overpayment immediately to the Corporation Treasurer. Any overpayments will be deducted from the employee's paycheck(s) after a two (2) week written notice is provided to the employee. The amount deducted for overpayment in any given paycheck shall not exceed the lesser of 25% of the employee's disposable earnings for that week or the amount by which the employee's disposable earnings for that week exceed thirty (30) times the federal minimum hourly wage in effect at the time the earnings are payable.

**Emergency Contact Information**

Each WCS employee is required to fill out an annual emergency contact form, which will be kept in the building that you work. Contact your building Administrator for the form to complete.

**ID Badges**

All WCS employees will be issued an WCS photo ID badge upon completion of employee background check when hired. The ID badge must be worn at all times during the work day for security purposes. A new badge will be reissued every (5) years by WCS with continuation of employment.

## **APPENDIX A – Health Insurance**

Eligible employees (all full time employees) are offered group health insurance. Insurance benefits are available starting October 1st for anyone hired before September 1st and the first of the month following an employee's hire date for everyone else. Specific details regarding the plan can be found in the Employee Benefits Guide.

### Enrollment

Employees must complete the enrollment process even if coverage is waived. Enrollment in benefits is done through the Central Office. Instructions for enrollment will be given to eligible employees by the Corporation Treasurer.

An employee who declines coverage when first eligible for themselves or a family member may enroll at a later date if they experience a qualifying life event. Coverage must be requested within thirty (30) days of the date the other coverage ends. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

### Cost

WCS pays 70% of the cost of Plan 1 towards the health insurance premiums of whichever plan the employee selects for both Certified and Classified staff.

### Adding a Spouse or Child(ren) After the Initial Enrollment

Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty (30) days of the marriage, birth of a child, or placement of a child for adoption. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

### When Coverage Ends

For Classified staff, coverage terminates at the end of the month in which the Classified employee resigns. In cases of a termination, the coverage will end on the termination date.

For Certified staff resigning from WCS and who have fulfilled their contracted days, coverage will end August 31 of that school year. For Certified staff resigning from WCS prior to fulfilling their contracted days, coverage will end at the end of the month in which the Certified employee resigns.

For dependent children, coverage will end at midnight of the last day of the month in which the child turns 26 years of age.

## **APPENDIX B – Dental Insurance**

Eligible employees (all full time employees) are offered group dental insurance. Insurance benefits are available starting October 1st for anyone hired before September 1st and the first of the month following an employee's hire date for everyone else. Specific details regarding the plan can be found in the Employee Benefits Guide.

### **Enrollment**

Employees must complete the enrollment process even if coverage is waived. Enrollment in benefits is done through the Central Office. Instructions for enrollment will be given to eligible employees by the Corporation Treasurer.

An employee who declines coverage when first eligible for themselves or a family member may enroll at a later date if they experience a qualifying life event. Coverage must be requested within thirty (30) days of the date the other coverage ends. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

### **Cost**

WCS does not contribute to the cost of the employee dental plan for Classified staff. This benefit is 100% employee-paid. WCS will pay 70% of the premiums for certified staff.

### **Adding a Spouse or Child(ren) After the Initial Enrollment**

Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty (30) days of the marriage, birth of a child, or placement of a child for adoption. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

### **When Coverage Ends**

For Classified staff, coverage terminates at the end of the month in which the Classified employee resigns. In cases of a termination, the coverage will end on the termination date.

For Certified staff resigning from HCCSC and who have fulfilled their contracted days, coverage will end August 31 of that school year. For Certified staff resigning from WCS prior to fulfilling their contracted days, coverage will end at the end of the month in which the Certified employee resigns.

For dependent children, coverage will end at midnight of the last day of the month in which the child turns 26 years of age.



## **APPENDIX C – Vision Insurance**

Eligible employees (all full time employees) are offered group vision insurance. Insurance benefits are available starting October 1st for anyone hired before September 1st and the first of the month following an employee's hire date for everyone else. Specific details regarding the plan can be found in the Employee Benefits Guide.

### **Enrollment**

Employees must complete the enrollment process even if coverage is waived. Enrollment in benefits is done through the Central Office. Instructions for enrollment will be given to eligible employees by the Corporation Treasurer.

An employee who declines coverage when first eligible for themselves or a family member may enroll at a later date if they experience a qualifying life event. Coverage must be requested within thirty (30) days of the date the other coverage ends. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

### **Cost**

WCS does not contribute to the cost of the employee vision plan for Classified staff. This benefit is 100% employee-paid. WCS will pay 70% of the premiums for Certified Staff.

### **Adding a Spouse or Child(ren) After the Initial Enrollment**

Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty (30) days of the marriage, birth of a child, or placement of a child for adoption. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

### **When Coverage Ends**

For Classified staff, coverage terminates at the end of the month in which the Classified employee resigns. In cases of a termination, the coverage will end on the termination date.

For Certified staff resigning from WCS and who have fulfilled their contracted days, coverage will end August 31 of that school year. For Certified staff resigning from WCS prior to fulfilling their contracted days, coverage will end at the end of the month in which the Certified employee resigns.

For dependent children, coverage will end at midnight of the last day of the month in which the child turns 26 years of age.

## **APPENDIX D – Life Insurance**

Eligible employees (all full time employees) are offered a group term life insurance policy which includes benefits for accidental death and dismemberment. Insurance benefits are available immediately starting on an employee's hire date. Specific details regarding the plan can be found on the WCS website under the Employees/Insurance link.

### Enrollment

Employees must complete the enrollment process through the Central Office. Instructions for enrollment will be given to eligible employees by the Corporation Treasurer.

### Cost

Employees pay \$1.00 per calendar year.

### Change of Life Insurance Beneficiary

An employee who wishes to make changes to their beneficiary designee must do so through the Corporation Treasurer.

### Reduction in coverage

Coverage reduces to 65% when the employee reaches age 70

### When Coverage Ends

For Classified staff, coverage terminates on the date in which the Classified employee resigns. In cases of a termination, the coverage will end on the termination date.

For Certified staff resigning from WCS and who have fulfilled their contracted days, coverage will end August 31 of that school year. For Certified staff resigning from WCS prior to fulfilling their contracted days, coverage will end on the date in which the Certified employee resigns.

### Filing a Claim

Please contact the Corporation Treasurer with questions about filing a claim.

## **APPENDIX E – Long-Term/Short-Term Disability Insurance**

Eligible employees (Certified Staff) are offered a group long-term disability insurance policy which replaces 67% of monthly earnings after an elimination period of ninety (90) continuous calendar days. Eligible employees (Full time Classified staff) are offered a group short-term disability insurance policy. Insurance benefits are available immediately starting on an employee's hire date. Specific details regarding the plan can be found on the WCS website.

### **Enrollment**

Employees must complete the enrollment process through the Central Office. Instructions for enrollment will be given to eligible employees by the Corporation Treasurer.

### **Cost**

Employees pay \$1.00 per calendar year.

### **Change of Beneficiary**

An employee can make changes to their beneficiary designee must do so through the Corporation Treasurer..

### **When Coverage Ends**

For Classified staff, coverage terminates at the end of the month in which the Classified employee resigns. In cases of a termination, the coverage will end on the termination date.

For Certified staff resigning from WCS and who have fulfilled their contracted days, coverage will end August 31 of that school year. For Certified staff resigning from WCS prior to fulfilling their contracted days, coverage will end on the date in which the Certified employee resigns.

### **Filing a Claim**

Please contact the Corporation Treasurer with questions about filing a claim.

## APPENDIX F – COBRA Continuation of Coverage

Federal law requires that WCS give employees and their families a Notice of COBRA Continuation Rights which outlines the opportunity to continue their health care coverage as a “qualified beneficiary” when there is a qualifying event that would result in a loss of coverage under the plan. Examples of qualifying events are termination of employment, reduction in hours, loss of coverage due to an employee’s death, divorce, or legal separation, the employee’s becoming eligible for Medicare benefits or a dependent child ceasing to be eligible for coverage.

Continuation coverage is the same coverage offered to other plan participants who are not receiving continuation coverage under COBRA. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered by the plan, including special enrollment rights.

### How Long Will COBRA Last?

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage may be continued for up to eighteen (18) months.

In the case of losses of coverage due an employee’s death, divorce or legal separation, the employee’s becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to thirty-six (36) months.

### How to Elect COBRA Continuation Coverage

At the time of a qualifying event, an employee will receive notification via U.S. Postal Mail of COBRA eligibility. There are timelines established by COBRA to make enrollment decisions. Questions about COBRA can be directed to the Corporation Treasurer.

### How Much Does COBRA Cost?

COBRA is 100% paid by the participant and a 2% COBRA administration fee is also charged to the participant. Payments are to be made monthly and are paid directly to the COBRA Administrator.

### When will Continuation Coverage End?

Continuation coverage will terminate on the earlier of:

- The date required premium is not paid in full on time,
- The date a qualified beneficiary becomes covered after electing continuation coverage under another group health plan,
- The date a qualified beneficiary becomes entitled to Medicare benefits (under Part A, Part B or both) after electing continuation coverage,
- The date the continuation period ends, or
- The date the employer ceases to provide any group health plan for its employees