

# Mobile County Public School System – Full Time Employee

Human Resources Process	Description
<p><b>Form HR315 (Employee Action Form)</b></p>	<p>Form HR315 contains your personal demographics and salary information. A copy of this form will be mailed to you at your work location. Upon receipt, proof carefully and inform Human Resources should a discrepancy be found.</p> <p>If you request to join the Sick Bank, the membership status on your HR315 will state that you are NOT a member until 2 days have been deposited into the Sick Leave Bank.</p> <p>In order to verify Sick Leave Bank membership, review pay records using ESS.</p>
<p><b>Employee Self Service (ESS) (Mandatory)</b></p>	<p>ESS is the only means to view your Check Stub but it also has many other advantages:</p> <ul style="list-style-type: none"> <li>• You can print copies of your Check Stubs and Earnings Summary(W2)</li> <li>• You can request changes to your Direct Deposit</li> <li>• You can request changes to tax exemptions</li> <li>• You can update personal demographics</li> </ul> <p>When requesting a NAME change, a social security card reflecting your new name must be provided to Human Resources.</p> <p>Go to <a href="http://ess.mcpss.com">ess.mcpss.com</a> to register for the ESS system. Follow the prompts to complete the registration.</p> <p>ESS is compatible with all web browsers and is accessible on cell phones, tablets as well as computers.</p>
<p><b>AESOP</b></p>	<p>Aesop is used to report an absence. The Aesop service is available 24 hours a day, 7 days a week and can accessed via internet and phone.</p> <p>Go to <a href="http://www.aesoponline.com">http://www.aesoponline.com</a> or call toll free at 1-800-942-3767 to enter absences using your personal Aesop ID Number and PIN Number.</p>
<p><b>KRONOS</b></p>	<p>Kronos is an online timecard that updates when employee finger scans in at a terminal. It is recommended that you check your time card weekly to ensure it is correct.</p>
<p><b>MCPSS Employee Orientation</b></p>	<p>Visit <a href="http://www.mcpss.com">www.mcpss.com</a>            Click <b>Our System</b>            Click <b>Human Resources</b>            Under <b>Employees</b>, Click <b>Employee Orientation</b>            View each video and review/complete the documents discussed therein</p>
<p><b>Electronic HR Documents</b></p>	<p>HR Documents are required as a part of your full time electronic file.</p> <p>All HR Documents must be completed in a timely manner, no later than the official start date of hire.</p> <p>Once your HR documents are submitted, they are reviewed and can possibly be returned to your pending HR Docs list if they are incomplete or completed incorrectly. You will receive an email from Search Soft informing you of the returned pending item. You will need to log back into your internal/transfer application to correct the form and resubmit the electronic document.</p>

Human Resources Process	Description
<b>Unpaid Time</b>	<p>Unpaid days taken each month could affect your time towards retirement and your employer contributions for insurance coverage.</p> <p>You should be in “pay status” at least one-half of the working days of that month in order to receive benefits.</p>
<b>Sick Leave Bank</b>	<p>All employees are eligible to participate. Sick Leave Bank (SLB) was established according to Alabama Code to help employees during the financial pinch of lost work due to illness or injury. If approved, employees may borrow 15 sick leave days from the bank. Days owed shall be paid back with the next available earned sick leave day and continuing until the debt has been repaid.</p>
<b>Sick Leave (Balance from previous employer)</b>	<p>If you have been previously employed with another school district in the State of Alabama or an Alabama State Agency and have unused sick leave, that time could be transferrable to MCPSS. You should contact your previous employer to have your accumulated sick time transferred to:</p> <p style="text-align: center;">MCPSS Human Resources P.O. Box 180069 Mobile, AL 36618</p>
<b>Experience Credit</b>	<p>If you have experience as a <b>public</b> school teacher or administrator, a Mobile County Statement of Teaching Experience form must be provided by your previous employer(s). Once a properly completed form has been received in HR and approved, you will be placed on the salary step reflecting that experience. When a form has been received in HR, you will be notified by email.</p>
<b>Professional Development</b>	<p>If you have been previously employed in Alabama and have professional development credits, please contact our Staff Development Department at 221-5223 to have your STI records made available to our school system.</p>
<b>Email &amp; Computer Rights</b>	<p>A work order has been submitted to our IT department. Once completed, IT will notify the Technology Resource Teacher assigned to your school. He/She will provide you with your temporary passwords, training and assistance with your technology needs.</p>
<b>Certificate Renewal</b>	<p>Be aware of the year your certificate expires and make sure you have met requirements for renewal prior to the expiration date of your certificate. If you have any questions regarding the renewal process, please contact the Certification Clerk in Human Resources at 221-4557.</p>

# Benefits for Full-Time Employees

Benefit	Description
<b>Sick Leave</b>	Accumulates 1 Day per month for each full month of regular employment during the year
<b>Personal Leave</b>	2 Days per year unless: <ul style="list-style-type: none"> <li>Starting work after December 31 – Employee entitled to 1 personal day for school year;</li> <li>Starting work after March 31 – Employee entitled to 0 personal days for school year.</li> </ul>
<b>Other Leaves</b>	Unpaid maternity leave, professional leave, military leave, emergency leave, family medical leave and/or legal leave may be granted to employees as circumstances merit.
<b>Vacation Leave</b> For 12 month (260 Day) Employees only	Service is defined as service with MCPSS: 5 Days per school year with 12 months of service or less; 10 Days per school year with 13-120 months of service; 15 Days per school year with 121-240 months of service; 20 Days per school year with 241 + months of service.
<b>Life Insurance</b>	\$ 8,000 Free Life Insurance plan from MCPSS \$ 15,000 Free Life Insurance plan from the Teacher's Retirement Systems of Alabama ( <i>must be in pay status to be eligible</i> )
<b>Retirement – The Teacher's Retirement System of Alabama (TRS) (mandatory)</b>	Participation in Teacher's Retirement System (TRS) is mandatory and the contribution rate is set by state law.  <u>Employees hired prior to January 1, 2013 and former employees hired after January 1, 2013</u> <ul style="list-style-type: none"> <li>Rate of 7.5% to be deducted for TRS – Tier 1</li> <li>Retirement Eligibility – 25 years of service at any age or 10 years of service at the age of 60</li> </ul> <u>Employees hired on or after January 1, 2013</u> <ul style="list-style-type: none"> <li>Rate of 6.00% to be deducted for TRS – Tier 2</li> <li>Retirement Eligibility – 10 years of service at the age of 62</li> </ul> Refer to Member Handbook for details: <a href="http://www.rsa-al.gov">www.rsa-al.gov</a> ☎ 1-877-517-0020 or 334-517-7000 ✉ trsinfo@rsa-al.gov
<b>TSA Consulting Group (optional)</b>	TSA provides a Supplemental 403(b) Retirement Plan. In addition to the mandatory Teacher's Retirement, employees may make voluntary elective deferrals on a pre-tax basis through MCPSS payroll system.  Visit website for additional information: <a href="http://www.tsacg.com">www.tsacg.com</a> ☎ <b>Toll free:</b> 1-888-796-3786 Fax: 1-866-741-0645

Benefit	Description
<b>Credit for Military Service</b> (not for those receiving military retirements benefits)	A member has one year from the date he/she enrolled in the TRS to make a lump sum payment in order to gain credit for up to four years of eligible military service. Weekend service and summer camp service with the National Guard and the Reserves are not eligible for creditable service. The cost is 4% of the average salary paid a teacher during each years of claimed service plus 8% interest compounded from the last date of service to the date of payment.
<b>Employee Assistance Program</b>	Confidential assistance and referral for treatment are available to employees and their family members through the Employee Relations Office.
<b>Payroll Deductions</b> (Voluntary)	<ul style="list-style-type: none"> <li>• Mobile Educator’s Credit Union</li> <li>• Tax Sheltered Annuities</li> <li>• Savings Bonds</li> <li>• Supplemental Insurance Options</li> <li>• Life Insurance</li> </ul>
<b>Contacts/Human Resources</b>	<p><b>Main Line:</b> 221-4500</p> <p><b>Insurance:</b> Lois Melton 221-4456 <a href="mailto:lmelton@mcpss.com">lmelton@mcpss.com</a></p> <p><b>Retirement:</b> Martha Biggs 221-4525 <a href="mailto:mehiggs@mcpss.com">mehiggs@mcpss.com</a></p> <p><b>Employee Relations:</b> Mia Ward Last Names (A-L) 221-4542 <a href="mailto:imward@mcpss.com">imward@mcpss.com</a></p> <p>Gretchen Lang Last Names (M-Z) 221-4528 <a href="mailto:glang@mcpss.com">glang@mcpss.com</a></p>

# Mobile County Public Schools (MCPSS) – Health Insurance

## PEEHIP

## Public Education Employees’ Health Insurance Plan

<p><b>PEEHIP Member Handbook</b> (Visit <a href="http://www.rsa-al.gov/PEEHIP">www.rsa-al.gov/PEEHIP</a> to learn more)</p>	<p>A handbook will be mailed to your residence outlining coverage, co-pays and deductibles. It will also contain your PID number (personal identification number) which will be required when completing the online enrollment.</p>
<p><b>How to Enroll Online</b></p>	<ul style="list-style-type: none"> <li>• Go to <a href="http://www.rsa-al.gov">www.rsa-al.gov</a> – top right click on MOS Login for Member Online Services</li> <li>• Select “<b>Register Now</b>” as a first time user and create a user ID and Password</li> <li>• Once logged in, click “<b>ENROLL or CHANGE</b>” PEEHIP coverage – select “<b>New Enrollment.</b>”</li> <li>• Follow the onscreen prompts to select your desired coverage options until reaching the Confirmation page confirming your enrollment request has been saved and submitted.</li> <li>• Print the page and keep as confirmation for your records.</li> </ul>
<p><b>Premiums</b></p>	<p>The first month’s premium must be submitted directly to PEEHIP at the time of enrollment. Once payroll deduction has been set up, subsequent premiums will be deducted from each paycheck. A member does not pay federal, social security, or Alabama state income taxes on health insurance premiums.</p>
<p><b>Changes to Coverage</b></p>	<p>Changes to coverage are to be made during open enrollment which is July 1st – August 31<sup>st</sup>.</p> <p>Certain life events are considered a “Qualifying Event” and could be considered acceptable changes outside of open enrollment and when made within 45 days of the event.</p> <p>Refer to the PEEHIP Member Handbook for more information.</p>
<p><b>What if a new hire does NOT need medical coverage?</b></p>	<p>The Employer Contribution could possibly be applied to the BCBS Supplemental Plan (refer to Member Handbook for group exclusions) or the four optional coverage plans offered through Southland Benefit Solutions. This would result in no premium cost.</p>
<p><b>What happens when a new employee did not begin at the beginning of the school year?</b></p>	<p>Nine and ten months employees hired AFTER December 31<sup>st</sup> of the school year will NOT work enough months to earn an Employer Contribution. Coverage will cancel for one or two of the summer months depending on hire date. Contact MCPSS Insurance Department at 221-4456 for Employer Contribution entitlement information.</p> <p>An employee will be eligible to continue coverage through COBRA and PEEHIP will automatically mail out an application.</p> <p>Employees who elects not to continue coverage through COBRA will be treated as a NEW HIRE and have <u>30 days from “date of return”</u> to enroll in desired coverage with PEEHIP.</p>

# Mobile County Public Schools (MCPSS) – Health Insurance

PEEHIP	Public Education Employees' Health Insurance Plan								
<b>Plans Available through PEEHIP</b>	<ul style="list-style-type: none"> <li>• Blue Cross Blue Shield of Alabama</li> <li>• Blue Cross Blue Shield Supplemental Plan (must have a primary insurance plan to be eligible for supplemental coverage)</li> <li>• VIVA Health</li> </ul>								
<b>Optional Coverage</b>	Dental, Vision, Cancer and Hospital Indemnity provided by Southland Benefit Solutions.								
<b>Effective Date of Coverage</b>	<p>New employees have the option of coverage taking effect on their date of hire or the first day of the month following their date of hire.</p> <p>The new employee <b>enrollment period expires 30 days AFTER hire.</b></p>								
<b>Employer Contribution</b>	<p>This is a fringe benefit provided by the state to assist employees with the purchase of health insurance or optional plans.</p> <p>An active member of PEEHIP receives the Employer Contribution by being in pay status at least one-half of the working days of that month.</p> <p>A member <u>earns one month of additional insurance coverage</u> for every three months the employee is in pay status at least one-half of the working days in the month for that school year. .</p>								
<b>Hospital/Medical Premium (effective 05/01/2018)</b>	<table border="0"> <tr> <td>Individual</td> <td style="text-align: right;">\$ 30.00</td> </tr> <tr> <td>Individual plus non-spouse dependents (no spouse)</td> <td style="text-align: right;">\$207.00</td> </tr> <tr> <td>Individual plus spouse only (no other dependents)</td> <td style="text-align: right;">\$282.00</td> </tr> <tr> <td>Individual plus spouse plus other dependents</td> <td style="text-align: right;">\$307.00</td> </tr> </table>	Individual	\$ 30.00	Individual plus non-spouse dependents (no spouse)	\$207.00	Individual plus spouse only (no other dependents)	\$282.00	Individual plus spouse plus other dependents	\$307.00
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<b>Optional Coverage Premium (Southland Benefit Solutions)</b>	<table border="0"> <tr> <td>Cancer, Indemnity and Vision – Single or Family</td> <td style="text-align: right;">\$ 38.00</td> </tr> <tr> <td>Dental – Single</td> <td style="text-align: right;">\$ 38.00</td> </tr> <tr> <td>Dental - Family</td> <td style="text-align: right;">\$ 50.00</td> </tr> </table>	Cancer, Indemnity and Vision – Single or Family	\$ 38.00	Dental – Single	\$ 38.00	Dental - Family	\$ 50.00		
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<b>Tobacco Usage Surcharge</b>	Additional Premium for Tobacco users of \$50.00 for both member and spouse.								
<b>Eligible Dependents</b>	Spouse as defined by Alabama law to whom the employee is currently and legally married and dependent children up to age 26.								
<b>Required Documents for PEEHIP regarding Spousal Eligibility</b>	<p>Copy of marriage certificate and recent document listing the names of both member and spouse.</p> <p>Example: Utility billing, bank or credit card statement, income tax returns, auto insurance or registration.</p>								
<b>Required Documents for PEEHIP regarding Dependent Child Eligibility</b>	<p>Copy of dependent child's birth certificate</p> <ul style="list-style-type: none"> <li>• <u>Adopted children</u> - Copy of adoption papers</li> <li>• <u>Step Children</u> – Marriage certificate and copy of birth certificate listing spouse</li> <li>• <u>Foster/Other</u> – Placement Authorization signed by judge or final court order with presiding judge's signature and seal.</li> </ul>								
<b>Health Screening &amp; Questionnaire Mandatory for those with BCBS Medical (Group 14000)</b>	<p>Employees and covered spouse that enroll with Blue Cross Blue Shield of Alabama are required to submit to a Health Screening &amp; Questionnaire each plan year.</p> <p>A \$50.00 surcharge will be placed on account for employee and spouse if not completed by August 31<sup>st</sup> of each year.</p>								
<b>MCPSS Insurance Department</b>	<b>Lois Melton</b> Phone: 251-221-4456 Email: <a href="mailto:lmelton@mcpss.com">lmelton@mcpss.com</a>								