



# T U L S A

PUBLIC SCHOOLS

## **Benefits Summary – Hourly\***

**Updated: October 18, 2017**

### **Health Insurance**

- **Insurance Enrollment Time Frame**
  - You have 30 days from your **hire or report date** to enroll in any insurance benefit
  - If you are not enrolled within the 30 days, you must wait until the next open enrollment period. (**Open Enrollment** occurs in early October with a January 1<sup>st</sup> effective date for health, dental, and vision plans and in April with a June 1<sup>st</sup> effective date for other plans.)
- Health
  - Employee coverage partially or fully paid by the State and/or District
  - Employees who are scheduled for 6 or more hours per day and who decline insurance will receive a benefit allowance payment
- Dental
  - Employee coverage partially paid by the District
- Vision

### **Life and Insurance**

- Coverage of one and one-half times salary with a minimum of \$20,000.
  - District paid for employees scheduled to work 20 hours or more per week
- Optional coverage available
- Tulsa Teachers and Immediate Assistance Club (TTEIAC)
  - A voluntary assistance program which provides an immediate payment of \$2,000 per member to the family in the event of the death of a TTEIAC member. (Example: If there are 1,500 members, the benefit would be \$3,000.)
  - An initial \$4.00 is payable at the time of enrollment
  - An employee's spouse and eligible children are able to join

### **Long Term Disability**

- District Paid
  - Full time only
  - Coverage = 60% of salary
    - Maximum Monthly Benefit: \$2,500
    - Elimination Period: 90 days
    - Integrated with other insurance plans

### **Short Term Disability**

- Optional coverage available

\*(For Employees In A Regular, Non-Temporary, Position and Scheduled For 4 or More Hours Per Day)

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

- District paid family counseling services available

## **Flexible Spending Account (FSA)**

- Employees can set aside pre-tax dollars to use for unreimbursed medical expenses and dependent day care expenses. Enrollment is in November with a start date of January 1.

## **Paid Time Off**

- **Sick Days**
  - 1 day per contract month
    - A day consists of the number of hours the employee is normally scheduled for
    - 9 month employees accrue 10 days per year
    - 12 month employees accrue 12 days per year
  - Maybe used for personal illness or to care for an immediate family member
  - Unused days are carried over to the following year
  - A maximum of 60 days can be transferred from another Oklahoma school district.
- **Personal Business Days**
  - 3 days per year after the employee has been employed in a regular position for 1 year
  - Unused days roll into sick days for the following school year
- **Vacation**
  - Provided for 12 month employees
    - 4 years or less, 10 days per year accrued
    - 5-8 years, 15 days per year accrued
    - 9 or more years, 20 days accrued
- **Bereavement**
  - 5 days for the death of immediate family member
- **Religious Observance**
  - These days must be approved in advance by his/her supervisor or a designee of the Superintendent.
- **Holidays**
  - 12 month employees
    - Independence Day Labor Day
    - Thanksgiving and the day after Thanksgiving
    - Winter Break Martin Luther King Day
    - President's Day The last day of Spring Break
    - Memorial Day
  - Less than 12 month employees after 5 years
    - 5 days paid in January
- **Legal Proceedings**
  - Employees paid for jury duty or for court appearances and legal proceedings directly affecting his/her employment, the school, the school system, as well as involuntary court appearances required by subpoena except in cases in which the employee is a party to the action.

- **Emergency Leave**

- Employees will have up to four days, at no loss of pay, available annually for purposes of handling emergencies as described in the Employee Handbook

### **Retirement**

- Support employees may participate in the Oklahoma Teachers' Retirement System
  - Contributions are 7% of salary.
- 457(b) Deferred Compensation Plan Tax Deferred Annuity
- 403 (b) Deferred Compensation Plans

### **Payroll**

- **Pay Days**
  - Pay day is the Friday following the end of the bi-weekly pay period
- **Pay Amount**
  - The amount earned is based on the number of hours worked in the bi-weekly pay period

### **Community**

- **United Way**
  - TPS supports the local United Way and highly encourages you to complete the enrollment card and return it to the Payroll Department.

## **Frequently Asked Questions**

- How long do I have to enroll in benefits?
  - **You have 30 days from your hire or report date to enroll for any insurance benefit.**
  
- When can I enroll in benefits if I did not enroll during my first 30 days?
  - **You must wait until the next Open Enrollment Period.**
  
- When is Open Enrollment?
  - **Your medical, dental, vision and life programs are in early October with a January 1<sup>st</sup> effective date. However, other programs may be in April with a June 1<sup>st</sup> effective date.**
  
- Where do I go for help?
  - **Benefits e-Mail [benefits@tulaschools.org](mailto:benefits@tulaschools.org)**
  
- Are there special events that may occur during the year that allows me to enroll or change benefits?
  - **You can enroll or change benefits if you have a “Qualifying Event” as defined by law. Some examples of qualifying events are:**
    - **Marriage**
    - **Divorce**
    - **Birth or adoption of a child**
    - **Obtaining or losing other group insurance**
  
- How soon must I enroll or change my insurance after the “Qualifying Event”?
  - **You have 30 days following the qualifying event to make the change.**