



T U L S A

PUBLIC SCHOOLS

Benefits Summary – Salaried

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 1st effective date for health, dental, and vision plans and in April with a June 1st 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**
 - 5 days per year
 - Unused days roll into sick days for the following school year
- **Vacation**
 - Provided for 12 month employees
 - 20 days per year
- **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 support 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

- Certified employees and support managers are required to participate in the Oklahoma Teachers' Retirement System (OTRS). Support employees may participate in OTRS.
 - Contributions are 7% of salary.
 - Full district paid
 - Principals
 - Assistant Principals
 - Grade XG-04 and above
 - Partial district paid
 - EG-03 and above
 - BG-10 and above
 - XG-01 through XG-03
- 457(b) Deferred Compensation Plan Tax Deferred Annuity
- 403 (b) Deferred Compensation Plans

Payroll

- **Pay Days**
 - Pay day is the 20th of each month
- **Pay Amount**
 - The amount earned is 1/12th of the annual contract amount. If employee is hired after the report date for the position, the salary may be prorated and divided by the remaining pay periods.

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 1st effective date. However, other programs may be in April with a June 1st effective date.**

- Where do I go for help?
 - **Benefits e-Mail benefits@tulsaschools.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.**