

A SUMMARY OF FREMONT MANAGEMENT ASSOCIATION (FMA) MEMBER BENEFITS

Welcome to Fremont Union High School District!

Listed below is a comprehensive summary of benefits available to management employees.

MANAGEMENT WORK YEAR

- 220 days for Principals
- 210 days for Program Administrators and Program Specialists
- 200 days for Deans
- 216 days for all other Certificated management
- 246 days for all Classified management

There are 246 possible work days. You will be sent a work calendar to complete and return to the Human Resources Department.

1. Certificated Management Work Calendars:
 - a. When you receive your work calendar, you will be asked to note non-duty days so your annual work year total is correct for your position.
2. Classified Management Work Calendars:
 - a. As a Classified Manager, you earn 30 vacation days per year. When you receive your work calendar, you will be asked to note 30 vacation days so your annual work year total is correct for your position.
3. All management employees earn 12 sick days per year.

HEALTH PLANS

- FMA members may choose coverage under the following CalPERS health benefits plans: PERS Care PPO, PERS Choice PPO, PERS Select PPO, Blue Shield HMO, and Kaiser HMO. All include coverage for prescription drugs. Premium costs are partially paid by the district, and the remaining cost is paid by the employee from their monthly salary using pre-tax dollars. All plans feature single, two party, and family rates. Movement between the plans is allowed annually during the open enrollment, which occurs in September, with changes effective January of the following year. Coverage is mandatory, unless the employee provides proof that they have health insurance coverage from another source
Contact Sherill Panelo for details (phone: 522-2214).

VISION PLAN

- FMA members may choose coverage under VSP Well Vision. All employees pay the same rate, which automatically includes dependent coverage. Premium costs are paid by the employee from their salary, using pre-tax dollars.
Contact Sherill Panelo for details (phone: 522-2214).

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DENTAL PLAN

- FMA members may choose coverage under Delta Dental. All employees pay the same rate, which automatically includes dependent coverage. Premium costs are paid by the employee from their salary, using pre-tax dollars.
Contact Sherill Panelo for details (phone: 522-2214).

FLEX-SPENDING/IRC 125 PROGRAM

- FMA members may use pre-tax dollars to purchase family plan Blue Cross or Kaiser, including paid prescription, VSP Vision coverage, and Delta Dental Plan. The Business Office handles the pre-tax purchase automatically when you make your choice of the benefits described above. Dependent care and out-of-pocket medical expenses may also be tax sheltered. For these items you must fill out a form each year that authorizes a monthly amount of pre-tax dollars to be deducted from your paycheck to establish an account. As you incur these expenses you pay them from your 125 plan account using a debit card provided by the account administrator. Because the expenses are paid out of pre-tax dollars, most FMA members will have their actual costs reduced by at least 25 percent, depending on your tax bracket. ***Please note: the amount that you have deducted for projected covered expenses, will be lost if unused by the end of each year.***
Contact Sherill Panelo for details (phone: 522-2214).

LIFE INSURANCE (THE STANDARD INSURANCE COMPANY)

- The district provides group term life, and accidental death and dismemberment insurance coverage for all full-time employees. The amount of life coverage decreases as your age increases. You can purchase supplementary insurance to increase the amount of coverage or cover dependents if you wish but, you must be an active member of California Teachers Association (CTA) to qualify for additional coverage.
Contact Sherill Panelo for details (phone: 522-2214).

INCOME PROTECTION (THE STANDARD INSURANCE COMPANY)

- The district provides income protection insurance for all employees who work 3 or more hours per day. The insurance pays up to 75 percent of your salary for a designated period of time if you have a qualifying illness or disability and you have used all of your accumulated sick leave.
Contact Don Gilbert/Certificated Management (phone: 522-2221) or Lalaine Macapagal/Classified Management (phone: 522-2224) for details.

IMPORTANT NOTE: Health plan coverage – including Medical, Dental, Vision -- begins on the first day of the first month **after** one's hire date (e.g. if an FMA member is hired on 7/1, benefit coverage shall begin on 8/1, in accordance with CalPERS regulations).

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EMPLOYEE ASSISTANCE PROGRAM (US BEHAVIORAL HEALTH)

- The district provides this coverage to all employees and their dependents. This is a free, confidential counseling and referral service to help employees and their families resolve personal problems that may be interfering with their work or their lives. Free face to face counseling visits are provided on a wide range of topics, including emotional stress, relationship problems, child and elder care, money management, legal issues, job stress, depression, alcohol or drug abuse, smoking cessation, domestic violence and anger management. You have access to this service 24 hours a day, 365 days a year (Phone 1-800-234-5465).
Contact Sherill Panelo for details (phone: 522-2214).

HEALTH INSURANCE OPT OUT HEALTH REIMBURSEMENT ACCOUNT (HRA) PLAN

- If an FMA member opts out of insurance coverage, the district will deposit an amount of money in an HRA plan, on a monthly basis.
Contact Sherill Panelo for details (phone: 522-2214).

EDUCATIONAL INCENTIVE PROGRAM

- With the approval of the superintendent, management employees may be reimbursed for tuition costs of six higher education units per semester (actual costs not to exceed per-unit cost at San Jose State University).
Contact Tom Avvakumovits for details (phone: 522-2228).

CELL PHONE STIPEND

- Management employees receive a monthly stipend to cover the costs associated with use of a mobile phone. Management employees are expected to be accessible via cell phone beyond work hours. This stipend is paid once a year; generally, in August.
Contact Caroline Perez (phone: 522-2213) for questions.

ANNUAL MILEAGE REIMBURSEMENT

- Management employees receive an annual stipend to cover the mileage cost of automobile trips made for business purposes. You may also request reimbursement for the cost of individual, job related automobile trips outside of the county. The stipend is reported as taxable income, but classified management employees can maintain an annual log of their job related mileage and submit it to **Caroline Perez (phone: 522-2213)** in the Business Office each year and your W-2 income totals will be adjusted to make the portion of the stipend justified by your log pre-tax dollars. Certificated management can maintain a log and declare the mileage justified as a deduction on their state and federal tax forms each year.

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PROFESSIONAL ASSOCIATION MEMBERSHIP ALLOWANCE

- All FMA employees may be reimbursed for professional association dues up to \$550 per year. Most FMA members have their dues paid automatically through this program. **Contact Caroline Perez (phone: 522-2213)** for the receipt requirements for other uses such as ACSA, ASCD, or NASSP dues.

RETIREMENT HEALTH BENEFITS

- Managerial employees, who are eligible for STRS/PERS retirement, and meet district eligibility requirements, are entitled to receive annual district contributions toward the payment of health insurance premiums for a five year period following the date of retirement. Currently the annual amount is \$13,088. See Board Policy and Administrative Regulation 4350 for a detailed description of district eligibility requirements, retirement options and early notification incentive.
Contact Tom Avvakumovits for questions or details (phone: 522-2228).

403B AND CALPERS 457 RETIREMENT SAVINGS PROGRAMS

- All district employees are eligible to save for retirement through payroll deduction plans using pre-tax dollars.
Contact Don Gilbert/Certificated Management (phone: 522-2221) or Lalaine Macapagal/Classified Management (phone: 522-2224) for details.

SALARY SCHEDULES

- The salary schedules for each of the FMA employee groups are posted on the FUHSD website. To access the schedules online, follow these instructions:
 - Access FUHSD website
 - Under Quick Links select “Human Resources”
 - Select “Salary Schedules” from the left hand navigation
 - Select the appropriate salary schedule. The printable schedules are in a PDF format and require Adobe Acrobat Reader to access.

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BOARD POLICIES/ADMINISTRATIVE REGULATIONS RELATING TO FMA MEMBERS

- BPs and ARs are now accessible on the FUHSD website. The ones relating to FMA members are in the 4000 series. To access them follow these instructions;
 - Access FUHSD website
 - Under “District Information” click on “Board Policies” (<http://www.fuhsd.org/policies>)
 - Click on “Board Policies” in the middle of the page
 - Enter user name – public
 - Enter password – fuhsd
 - Click on “OK”
 - Click “GO” on the middle of the page
 - Click on “Personnel”
 - Click on the following to access various FMA member related information:
 - 4300 Designation of management, supervisory and classified positions
 - 4313.2 Promotion/Demotion/Reassignment/Transfer
 - 4315 Evaluation/Supervision
 - 4350 Benefits and retirement program/Overtime for management
 - 4356.4 Educational Incentive Program
 - 4362 Completing annual work year form, Vacation