

MANKATO AREA PUBLIC SCHOOLS

EMPLOYEE HANDBOOK



Issued from the Human Resources Office

August 2019

Assuring learning excellence and readiness for a changing world

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Information in this Handbook is intended to generally describe the district's employee benefit programs, policies, practices and procedures. The provisions of the district's group insurance policies, not this handbook, control the degree of coverage provided. No claim may be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

The benefits described herein are not to be taken as a contract between the employee and the school district.

DISTRICT OFFICE PERSONNEL

Phone Numbers

BUSINESS OFFICE

Tom Sager, Director.....387-3167
 TBD, Administrative Assistant Ext. 4007
 Matt Wersal, Accountant..... Ext. 4034
 Kelly Hanson, Benefits Specialist..... Ext. 4011
 Bev Peters, Payroll Specialist..... Ext. 4009
 Barb Stange, Accounts Payable Ext. 4019
 Connie Hulscher, Accounts Receivable Ext. 4010

CENTRAL REGISTRATION

Jeanie Clement, Central Registration Coordinator..... Ext. 4037
 Beckie Swanson, Central Registration Coordinator Ext. 4038
 Tricia Baumgard, Transportation Ext. 4006
 Patti Lewis, Student Accounting Ext. 4012

COMMUNITY EDUCATION & RECREATION

Audra Nissen Boyer, Director.....387-5501
 Laura Conn, Secretary207-3101 or 387-4817, Ext.221

FACILITIES/HEALTH & SAFETY

Scott Hogen, Director of Facilities.....345-5311
 Scott Kaminski, Assistant Director of Facilities Ext. 4014
 Sandy Kinsella, Secretary Ext. 4015

FOOD SERVICE

Darcy Stueber, Director.....388-7442
 Jennifer Gibson, Administrative Assistant.....388-7442

HUMAN RESOURCES OFFICE

Eric Hudspith, Director387-3017
 Linda Coury, Human Resources Specialist Ext. 4004
 Tammy Rifleman, Absence Management and I.D. Badge Manager Ext. 4020
 Sheryl Redding, General Secretary Ext. 4008
 Trisha Stoner, Personnel Specialist.....Ext. 4024

MEDIA & TECHNOLOGY

Tracy Brovold, Director387-7698
 Brenda Skelly, Secretary Ext. 3888

SPECIAL EDUCATION

Scott Hare, Director.....387-1818
 Deb Peterson, Administrative Assistant Ext. 4222

SUPERINTENDENT'S OFFICE

Paul Peterson, Superintendent387-1868
 Becky Bailey, Administrative Assistant..... Ext. 4001

TEACHING AND LEARNING

Marti Sievek, Director.....387-1868
 Marnie Moule, Administrative Assistant Ext. 4003

PAYROLL INFORMATION

Pay Periods:

Licensed instructional staff and administrative staff will be paid in twenty-four (24) equal installments - on the 15th day of the month and on the last day of the month. Licensed staff on nine-month contracts may collect their June, July and August payments throughout the summer by responding to the Payroll Specialist by the given deadline when the request form is sent in the spring. If this request is not made, contracts will be paid out in the June 15 payroll.

All other staff will be paid on the 15th day of the month and on the last day of the month. When the 15th of the month or the last day of the month fall on Saturday, Sunday, or a legal holiday, payments will be issued on the preceding workday. For hourly employees, wages paid on the 15th will be based on hours submitted for the 16th through the last day of the previous month. Wages paid on the last day of the month will be based on hours submitted for the 1st through the 15th of the current month.

When to turn in timesheets: Timesheets should be approved and signed by your supervisor and submitted by the dates listed below. ***Please do not accumulate timesheet hours for more than one pay period. We are required to identify service credit to PERA, TRA, and ACA when the work is actually performed.***

- For hours worked the 1st through 15th of the month - submit to Payroll Office by the 19th.
- For hours worked the 16th through last day of the month - submit to Payroll Office by the 4th of the month.

Direct Payroll Deposit:

The Mankato Area Public Schools payroll system works on a mandatory direct deposit basis. The employee is provided with a form indicating for the Payroll Department to deposit their net pay into a checking or savings account at a bank.

Employees also have the option of having their net pay deposited into a debit card that is issued by US Bank. Further information is available from the Payroll Department at 207-4009.

SMARTeR – Employee Self Service:

Mankato Public Schools utilizes a paperless payroll system. The District Employee Self Service (ESS) site is called “SMARTeR.” The address of the site is:

<https://ess.isd77.k12.mn.us>

You can also access SMARTeR from the District’s web page at <http://www.isd77.org/> - click on “Apps” login to portal with device login credentials,” then click the smarter payroll icon.

If you are not familiar with the Employee Self-service program, please follow the directions below after you’ve logged into the portal.

1. You will be prompted for a User ID and password –
 - a. Your User ID is your Employee ID (which can be found on your sheet of login credentials or by contacting payroll (504-207-4009).
 - b. Your initial password is 0077_ _ _ _ (the last 4 digits of your Social Security Number).
 - c. Click on” Login,” (Please Note, after three unsuccessful attempts, you will be locked out. You will need to contact payroll to reset your password and unlock your account.
2. Once you are at the Employee Self Service menu, the various tabs you will see are:
 - a.. “Pay Stub” - On pay day, the current pay information should automatically appear. To view other pay stubs, click on “View Old Pay Stubs.” You can also view your year to date information and general pay information.
 - b. Time off tab will provide information about your leaves. Use the drop down box to access the information you want to view – Personal, Sick, Vacation.
 - c. W2-W4 is where you will go to print off your W2. You can also see what you are currently claiming for your tax withholding.
3. When you are done – be sure to Log Out from the main menu.

If you have any problems accessing this website, please contact the Payroll Specialist at 507-207-4009.

TRA (for licensed staff) 1-800-657-3669

PERA (for Non-Licensed staff) 1-800-652-9026

Pension Plans (TRA and PERA):

Public employees are required by state law to belong to pension plans administered by Teachers Retirement Association (TRA) or Public Employees Retirement Association (PERA). Minnesota Statutes Chapters 353 and 354 set the rates for employer and employee contributions. If you have any questions, please call the toll-free numbers listed above

LEAVE BENEFITS

The purpose of this section is to generally describe leave benefits available to employees. Please refer to your employment agreement for specific information about your leave benefits.

Family and Medical Leave Act (FMLA):

The federal Family and Medical Leave Act (FMLA) were enacted by Congress in 1993 and provides eligible employees with job-protected leave for certain family and medical reasons.

To be eligible for FMLA leave, you must have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. Under FMLA, eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave. Employees may substitute accrued paid leave for unpaid leave during the leave period.

For more information, you may view District Policy 401, Family and Medical Leave on the District's website at www.isd77.org. Click on District > School Board > Policies.

Employees who wish to apply for a leave of absence under FMLA should complete an application for FMLA leave. The application form can be found on the District's website at www.isd77.org. Click on District > Human Resources > Forms and Resources > Miscellaneous Forms.

Child Care Leave: Child care leave is provided to employees in accordance with their employment agreements. Employees applying for child care leave under the above FMLA provisions should use the FMLA application form.

Sick Leave: Sick leave is provided to eligible employees in accordance with their employment agreements. Sick leave may be used for the personal illness or injury of the employee, as well as to care for a sick or injured dependent child, adult child, spouse, sibling, parent, grandparent, or stepparent. Sick leave must be reported immediately in Frontline Absence Management or TimeClock+ for those designated to use those systems. Hourly employees not using Frontline Absence Management or TimeClock+ must complete a pink sick leave form and also indicate the sick leave day on their timesheets. All employees must notify their supervisors immediately that they will not be at work.

Personal Leave: Personal leave is provided to eligible employees in accordance with their employment agreements. Personal leave may be used for any reason. Requests for personal leave must be submitted and approved at least 24 hours in advance. Personal leave must be requested in Frontline Absence Management or TimeClock+ for those designated to use those systems. Hourly employees not using Frontline Absent Management or TimeClock+ must complete and submit a blue leave form to their supervisors for approval and also indicate the personal leave day on their timesheets.

Emergency Leave: Emergency leave is provided to eligible employees in accordance with their employment agreements. It is referred to as “family leave” in some agreements. The purpose of emergency leave is for absences due to the serious illness or death of a member of the immediate family. Serious illness is defined as an illness requiring hospitalization. The hospitalization of a healthy mother and baby for childbirth does not qualify for emergency leave use. Immediate family is defined in your employment agreement. Please refer to Policy 429, Emergency Leave Interpretation on the District website for more information about when emergency leave may be used. Emergency leave must be requested in Frontline Absence Management or TimeClock+ for those designated to use those systems. Hourly employees not using Frontline Absence Management or TimeClock+ must complete and submit a blue leave form to their supervisors for approval and also indicate the emergency leave day on their timesheets.

Vacation Days: Paid vacation days are provided for some employee groups in accordance with their employment agreements. Vacation requests must be submitted in Frontline Absence Management or TimeClock+ for those designated to use those systems. Hourly employees not using Frontline Absence Management or TimeClock+ must submit vacation requests for approval on the pink leave form to their supervisors in advance and indicate the vacation day(s) on their timesheets.

Unpaid Leave Days: Unpaid leave should be requested only in those instances when available paid leave has been exhausted and only when there are extenuating circumstances. There are many breaks provided throughout the school year when employees are not scheduled to work. The District expects employees who generally work only during the school year to schedule vacations in advance during non-work time. The school calendar can be found on the district website to assist you in planning time off in advance. Unpaid leave must be requested in Frontline Absence Management or TimeClock+ for those designated to use those systems. Hourly employees not using Frontline Absence Management or TimeClock+ must complete and submit a blue leave form to their supervisors for approval and also indicate the unpaid leave day on their timesheets.

Employees who report absences on leave request forms may obtain the forms from the building secretaries, the Business Office or the Human Resources Office.

Frontline Absence Management (ONLINE LEAVE REPORTING AND SUBSTITUTE CALLING SYSTEM)

The District uses a system called Frontline Absent Management, to fill teacher substitute needs as well as to record all absences for teachers, principals, and nonaffiliated employees. **ECFE and ABE teachers are not set up in Frontline Absence Management and should continue to use leave of absence forms for reporting and requesting leave.**

You will receive an email asking you to create a user name and password once your profile has been created.

- Access to Frontline Absence Management is available through the District Website isd77.org via the Portal.

- If you have verbally secured a particular substitute in advance, please communicate that information to your building secretary so he/she can assign the substitute to the absence you have entered into Frontline Absence Management. We prefer that you use the preferred sub feature, rather than securing an individual sub, especially if it is for a single day absence. This will help alleviate the workload of the building secretary.
- Please take the time to select up to 5 preferred substitutes in your account. These individuals will be notified, and also be able to see you have created an absence.
- Frontline Absence Management is easy to use - there is a pull-down menu for you to select your absence reason. There are sections for you to provide information for your substitute and to provide notes to the administration to explain your absence.
- Teachers who will be absent but do not require a substitute must still enter their absences into Frontline Absent Management for leave reporting purposes. Such teachers' profiles will be set up as "does not require a substitute." Absences must be entered into Aesop as soon as they are known.

If your position requires a substitute, Frontline Absence Management will begin searching for substitutes. At the same time, your leave request will be routed to appropriate administrators for electronic approval. Once approval is granted, you will receive an e-mail confirmation. You can also check the status of approval by logging into the system. Please note that if you have insufficient leave time available, your pay will be docked, even if approval has been granted, so it is important that you keep track of your leave balances. We are tracking personal and emergency leave balances on Frontline Absence Management but not sick leave. You are encouraged to check your leave balances in the Employee Self Service section of SMARTeR prior to requesting leave. Questions about your leave balances should be directed to the Benefits Specialist, in the Business Office, at 507-207-4011.

Requesting Personal Leave in Frontline Absence Management: In accordance with the Mankato Teachers' Association Agreement, teachers may request personal leave only in half or full day increments. Do not use custom times in Frontline Absence Management when requesting personal leave. Indicate either a half or full day.

If you don't have access to a computer at home you may call 1-800-942-3767 and enter your absence in Frontline Absence Management by phone. You will need your Login and PIN number when you call.

Please feel free to contact the manager of the Frontline Absence Management System, at 387-1612 with any questions

Online Insurance Enrollment Portal, Benefitfocus

As a new employee with Mankato Area Public Schools you have 30 days from your hire date to enroll in insurance benefits. Benefits will be effective on your hire date.

Please note: If you do NOT log in to the benefits portal and actively enroll in or waive benefits, you will be excluded from benefits offered by Mankato Area Public Schools and you will not be able to enroll again until the next annual Open Enrollment period.

The Benefitfocus benefits portal can be accessed through any computer, tablet or smart phone at <https://isd77benefits.hrintouch.com>. Please navigate to the benefits portal to create your account and enroll in benefits. During your enrollment, you will have access to all your benefits information including: plan cost, plan summaries, videos and much more!

Creating and Signing into Your Account

First, access the portal at <https://isd77benefits.hrintouch.com> to create your online account. Select the *Create an Account* link to begin the account creation process. Enter the following required information into the corresponding fields:

- Last Name
- Date of Birth
- Last 4 of social

Enter the code shown on the screen in the Security Check field. The code will be different each time. (If you have difficulty reading the code, select the refresh icon to generate a new one).

Username:

- Username must be between 6 and 50 alphanumeric characters

Password:

- Must contain at least one number
- Must contain at least one upper case and one lower case letter
- Cannot contain more than two of the same characters consecutively

Cannot be the same as the Username or SSN

Create your Username and Password. An asterisk indicates all required fields. After you enter all required information, please enter your email address and phone number (home/cell).

Create a Secret Question and Answer. You will be asked to provide multiple questions/answers.

Select Save.

Enrolling in Benefits

To begin your benefit enrollment, click "New Hires". You are required to elect or waive each benefit, in the order they are offered. For each benefit type, review your benefit plan options. Please review the

provided decision support tools, such as plan comparison, cost estimation, documents, videos and web links to help you choose a benefit plan. Navigate from page to page by selecting the *Next* or *Previous* buttons. **Do not utilize the “back button” in the web Brower ribbon.**

Once you complete your enrollment you will be returned to the Home page and receive the *Congratulations* message at the top of the screen. Please review and print your *Employee Detail Report* for your records. You may make any changes online or via the mobile app anytime during the Open Enrollment period.

Dependent Information: You will be prompted to enroll your eligible dependents; Social Security Numbers and birthdates are required for all dependents. Additionally, you will be asked to provide documentation verifying your covered dependent’s eligibility.

For more detailed instructions, visit the Benefits page under Business Services on the Mankato Area Public Schools district website: <https://www.isd77.org>.

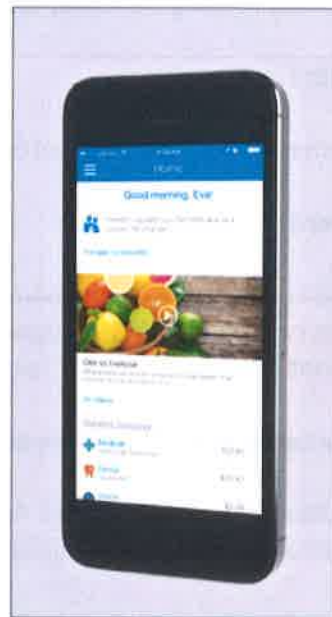
To access the mobile app:

You manage some of the most important things in life on your phone. Your benefits are no different!

- Enroll in your benefits and make updates during open enrollment
- Make qualified life event changes to your benefits any time
- Update your personal information
- Access an extensive library of educational videos
- Log in with secure, fingerprint authentication

Download the app today!

1. Install the BENEFITFOCUS® App from Google Play or the Apple App Store.
2. Enter the company ID shown below.
3. Log into your benefits using the same username and password you use on your computer!



Company ID: isd77benefits

HEALTH INSURANCE

The District currently offers four health insurance plan options through Blue Cross Blue Shield of Minnesota. A general overview of these health insurance plan options can be found on pages 14-19 of this Handbook. Coverage for new employees becomes effective on the date of hire. Employees may change health plan options during open enrollment with changes being effective July 1 each year.

DENTAL INSURANCE

The District offers a dental plan through Delta Dental of Minnesota to employees covered by an employment agreement that includes dental insurance. Coverage for new employees becomes effective on the date of hire. A general overview of the dental plan can be found on page 22 of this Handbook.

Voluntary Dental Plan - For employees who are not covered by an employment agreement that includes dental insurance, a voluntary dental plan is available to eligible employees, which they may participate in at their own expense. Coverage for new employees becomes effective on date of hire. A general overview of the voluntary dental plan can be found on page 23 of this handbook.

LIFE INSURANCE

The District provides eligible employees with group term life insurance coverage in the amount specified by your employment agreement. The life insurance policy includes an accidental death and dismemberment (AD&D) provision. Employees eligible for life insurance coverage have the option to purchase supplemental term life insurance coverage which is paid for through payroll deduction. If supplemental life insurance is purchased at the time the employee initially becomes eligible for life insurance, no health history is required. Otherwise, a health history is required.

You have 30 days from the date you first become eligible for coverage to enroll in the life insurance plan with no limitations. If you wish to enroll at a later date, you will be required to provide satisfactory evidence of good health to the insurance carrier in order to be approved for coverage. You may change your beneficiary information at any time by logging into your Benefitfocus portal.

LONG-TERM DISABILITY INSURANCE

The District provides eligible employees with long-term disability (LTD) insurance. Your employment contract defines your eligibility for coverage and the employee cost toward the premium.

For eligibility requirements and the amounts that the District will contribute toward the premiums for any of the insurance benefits, please refer to your employment agreement.

SPECIAL ENROLLMENT

The only time that employees or eligible family members may enroll in the school district's insurance plans is at the annual open enrollment period or with a qualifying event. The notice period is thirty (30) days.

Special Enrollment Qualifying Events

Loss of Minimum Essential Coverage (does not include loss due to failure to pay premiums or rescission):

- Loss of eligibility for employer-sponsored coverage
- Termination of employment or reduction in hours
- Legal separation or divorce
- Loss of dependent child status
- Death of employee
- Move outside HMO service area
- Employee becomes entitled to Medicare
- Gaining or becoming a dependent due to marriage
- Gaining a dependent due to birth, adoption or placement for adoption
- An individual gains or loses eligibility for Medicaid or MinnesotaCare

COBRA CONTINUATION INFORMATION

COBRA is part of the federal legislation passed in 1986 known as the Consolidated Omnibus Budget Reconciliation Act. This legislation provides employees and their dependents with the right to continue group insurance benefits under the employer's group contract in instances when coverage would otherwise end. This coverage is at the individual's own expense and lasts for a specified period of time depending upon the reason the coverage was lost.

You, the employee, and any dependents covered under your policy, have a right to choose continuation of coverage for up to **18 months** in any health, dental or life plan you may currently be enrolled in, if:

- You lose your benefits because you have had a significant reduction in hours, or;
- Your employment ends for reasons other than gross misconduct.

Your **Spouse** and **Dependent Children** may choose continuation of coverage for 36 months, if previously covered under your plan, due to one of the following qualifying events:

- The death of the covered employee, or
- Divorce or legal separation, or

- The employee's entitlement to Medicare

The length of continuation for these events will be determined by Federal COBRA law or State Continuation mandates, whichever is applicable. These situations will be handled on a case by case basis.

Additionally, the **Dependent Child** of a covered employee may choose continuation for up to **36 months** if the dependent ceases to be a "dependent child" under the plan rules, which means:

- They have reached age 26

Continuation coverage may be terminated for any of the following reasons, whichever event occurs first:

- The payment of the required premium fails to be made in a timely manner, or
- ISD #77 ceases to provide any group health coverage to its employees, or
- The continuation period has expired.

Under State and Federal Law, the employee or family member has the responsibility to inform Mankato Area Public Schools within 60 days from the date of any of these qualifying events in order to be eligible for coverage continuation. Upon election of coverage, premium payments will be due retroactive to the date of the qualifying event.

Additional information about COBRA Continuation may be obtained from the Benefits Specialist in the Business Office.

*This is only a summary of the Blue Cross Blue Shield of Minnesota benefits.
All benefits are subject to the limitations and exclusions listed in your certificate.*

Benefit Comparison for the employees of

Mankato ISD 77

Covered Service	Basic Plus Plan		\$750 CMM \$20 copay	
	AWARE Providers*		AWARE Providers*	
Lifetime Max	Unlimited		Unlimited	
Deductible	\$300 per person. There is a maximum of 3 deductibles per family per year. 80/20 to out-of-pocket maximum, 100% thereafter		\$750 per person \$1,500 per family 80/20 to out-of-pocket maximum, 100% thereafter	
Coinsurance	\$2,240/person \$4,480/family		\$2,000/person \$4,000/family	
Medical				
Maximum out-of-pocket	\$2,000/person \$4,000/family		\$2,000/person \$4,000/family	
Prescription Drug				
Maximum out-of-pocket				
Well-Child Care	100%		100%	
Immunizations	100%		100%	
Prenatal Care	100%		100%	
Cancer Screening	100%		100%	
Preventive Care	100%		100%	
-Routine Physicals				
-Routine hearing and vision exams				
-Routine lab and x-ray services				
Office Visits	Subject to the deductible and coinsurance.		100% after \$20 office visit copay	
Physician Services	100%		Subject to the deductible and coinsurance.	
-Surgery				
-Anesthesia				
-Obstetrics				
-In-hospital visits				
Inpatient Hospital Services	100% for up to 356 days for any one period of confinement then subject to the deductible and coinsurance.		Subject to the deductible and coinsurance.	
Other outpatient Services	100%		Subject to the deductible and coinsurance.	
Chiropractic Services	Subject to the deductible and coinsurance.		100% after \$20 office visit copay for office visit charges. All other services subject to the deductible and coinsurance.	

*This is only a summary of the Blue Cross Blue Shield of Minnesota benefits.
All benefits are subject to the limitations and exclusions listed in your certificate.*

	Basic Plus Plan	\$750 CMM \$20 copay
	AWARE Providers*	AWARE Providers*
Covered Service		
Occupational, Physical and Speech Therapy	100% up to 30 treatments within 12 consecutive month period. Treatment must begin within 7 days of an inpatient hospital stay. All other charges are subject to the deductible and coinsurance.	Subject to the deductible and coinsurance.
Home Health Care	100% Pre-authorization required.	Subject to the deductible and coinsurance. Pre-authorization required.
Medical Equipment	Subject to the deductible and coinsurance.	Subject to the deductible and coinsurance.
Ambulance	100%	Subject to the deductible and coinsurance.
Diagnostic Laboratory and X-ray	Inpatient Services: \$150/person/Year at 100%, then subject to the deductible and coinsurance. Outpatient Services: \$150/person/Year at 100%, then subject to the deductible and coinsurance.	Subject to the deductible and coinsurance.
Behavioral Health	Same as any other condition	Same as any other condition
Accidents/Medical Emergencies <i>Treatment received within 12 months of the date of the accident.</i>	There is a supplemental accident benefit of \$150 per person per calendar year paid at 100%. All remaining charges are subject to the deductible and coinsurance.	Subject to the deductible and coinsurance.
Prescription Drugs	Retail Pharmacy: \$10 copay for Formulary Drugs 90 Day Rx Network: \$30 copay for Formulary Drugs	Retail Pharmacy: \$10 copay for Formulary Drugs 90 Day Rx Network: \$30 copay for Formulary Drugs
Retail Pharmacy: 31-day supply	If you select a name brand drug when a generic is available, you must pay the difference in the cost, plus the copay.	If you select a name brand drug when a generic is available, you must pay the difference in the cost, plus the copay.
90 Day Rx Network: 90-day supply	No coverage for Nonformulary Drugs	No coverage for Nonformulary Drugs
	Classic Network	Classic Network

*To locate a provider nationwide you can go to the Find A Doctor tool at BlueCrossMNOnline.com
Customer Service 1-866-537-7702



Classic Rx Network

THIS IS ONLY A SUMMARY AND IS SUBJECT TO THE TERMS OF THE CONTRACT**

	In Network Aware and BlueCard PPO	Out of Network
Deductible No 4 th Quarter Deductible Carryover	\$3,250 Single \$6,500 Family- Embedded	
Out-of-Pocket Maximum The in and out-of-network maximums Cross apply Non-covered charges and charges in excess of our allowed amount do not apply to the out-of-pocket maximum.	<u>Medical and Prescription</u> \$3,250 Single \$6,500 Family	<u>Medical and Prescription</u> \$3,625 Single 6,750 Family
Coinsurance	100%	80%
Benefit Payment Levels	Payment for Participating Network Providers as described. Most payments are based on allowed amount.	If non-participating provider services are covered, you are responsible for the difference between the billed charges and allowed amount. Most payments are based on allowed amount.
Lifetime Maximum per Person	Unlimited.	
Dependent Child Age Limit	To age 26, through the calendar month of the birthday.	

COVERED CHARGES

Preventive Care		
• Well Child Care through age 5 • Prenatal Care	100%	100%
• Routine Physicals ages 6 and older • Office Visits • Cancer Screening • Routine Hearing and Vision Exams • Immunizations and Vaccinations	100%	Deductible then 80% coinsurance.
Physician Services		
• In-Hospital Medical Visits • Surgery and Anesthesia • Inpatient Lab and X-rays, etc.	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Office Visits due to Illness or Injury • Urgent Care (Clinic Based)	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Outpatient Lab and X-ray	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Allergy Injections and Serum	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
Other Professional Services		
• Chiropractic Care	Deductible then 100% coinsurance.	Deductible then 80% coinsurance
• Home Health Care	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Physical Therapy, Occupational Therapy, Speech Therapy	Deductible then 100% coinsurance.	Deductible then 80% coinsurance

	In Network Aware and BlueCard PPO	Out of Network
Inpatient Hospital Services 365 days of medically necessary care in an average semi-private room.	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
Outpatient Hospital Services		
<ul style="list-style-type: none"> Diagnostic Tests Pre-Admission Tests and Exams Lab and X-Ray 	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
<ul style="list-style-type: none"> Chemotherapy and Radiation Therapy Physical, Occupational and Speech Therapy Kidney Dialysis Scheduled Outpatient Surgery Non-emergency – Illness Related visits 	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Urgent Care (Hospital based)	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
Emergency Care		
• Emergency Room	Deductible then 100% coinsurance.	
• Physician Services	Deductible then 100% coinsurance.	
Ambulance <i>Medically necessary transport to nearest facility</i>	Deductible then 100% coinsurance.	
Medical Supplies	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
Behavioral Health Care (Mental Health and Chemical Dependency Care)		
• Inpatient Care	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Outpatient Care	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
• Professional Care	Deductible then 100% coinsurance.	Deductible then 80% coinsurance.
Prescription Drugs	Classic Rx Network Pharmacies	Out of network Pharmacies
Retail – 31-day limit	Deductible then 100% coinsurance.	No Coverage
FlexRx Formulary	No Coverage for prescriptions not on our Preferred list. If generic is available and name brand is select patient pays the difference.	
90dayRx – 90-day limit <i>AllianceRx Walgreens Prime and Participating 90dayRx Pharmacies</i>	Deductible then 100% coinsurance.	No Coverage
	No Coverage for prescriptions not on our Preferred list. If generic is available and name brand is select patient pays the difference.	

The deductible and/or out-of-pocket maximum levels may need to be increased annually as FEDERAL INTERNAL REVENUE SERVICE requirements on Health Savings Account are updated.

**This is only an outline of plan benefits. The contract and certificate include complete details of what is and isn't covered. Services not covered include items primarily used for non-medical purposes, over-the-counter drugs/nutritional supplements, services that are complementary, experimental, not medically necessary, or covered by workers' compensation or no-fault auto insurance. We feature a large network of health care providers. Each provider is an independent contractor and is not our agent. Nonparticipating providers do not have contracts with Blue Cross and Blue Shield of Minnesota. Blue Cross and Blue Shield of Minnesota is an independent licensee of the Blue Cross and Blue Shield Association.

Consumer-Directed Health Plan (CDHP) \$6350

	In network* MN network - Aware National Network - BlueCard PPO	Out of network**
Calendar-year deductible All network deductibles accumulate separately. Deductible carryover does not	\$6,350 single \$12,700 family	\$8,250 single \$16,500 family
Coinsurance	Deductible then 100% coinsurance	Deductible then 80% coinsurance
Calendar-year out-of-pocket maximum The out-of-pocket maximums for all networks accumulate separately. Non-covered charges and charges in excess of the allowed amount do not apply to the out-of-pocket maximum.	Medical Prescription Combined \$6,350 single \$12,700 family	Medical Prescription Combined \$10,000 single \$20,000 family
Benefit payment levels	Payment for participating network providers as described. Most payments are based on allowed amount.	If nonparticipating provider services are covered, you are responsible for the difference between the billed charges and allowed amount. Most payments are based on allowed amount.
Lifetime maximum per person	Unlimited	
Dependent child age limit	To age 26 through the calendar month of the birthday.	
Preventive care <ul style="list-style-type: none"> • well-child care to age 6 • prenatal care • preventive medical evaluations 6 and older • cancer screening • preventive hearing and vision exams • immunizations and vaccinations 	100% 100% 100% 100% 100% 100%	100% 100% 80% after deductible 80% after deductible 80% after deductible 80% after deductible
Physician services <ul style="list-style-type: none"> • in-hospital medical visits • surgery and anesthesia • professional lab services • office visits due to illness or injury • urgent care (clinic-based) • retail health clinic • professional diagnostic imaging services • allergy injections and serum 	100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible	80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible
Other professional services <ul style="list-style-type: none"> • chiropractic manipulation • chiropractic therapy • home health care • physical therapy, occupational therapy, speech therapy 	100% after deductible 100% after deductible 100% after deductible 100% after deductible	80% after deductible 80% after deductible 80% after deductible 80% after deductible
Inpatient hospital services (facility only)	100% after deductible	80% after deductible
Outpatient hospital services <ul style="list-style-type: none"> • facility diagnostic imaging • preadmission tests and exams <ul style="list-style-type: none"> • facility lab • chemotherapy and radiation therapy • physical, occupational and speech therapy • kidney dialysis • scheduled outpatient surgery • non-emergency illness-related visits • urgent care (hospital-based) 	100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible 100% after deductible	80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible 80% after deductible

	In network* MN network — Aware National network — BlueCard PPO	Out of network**
Emergency care • emergency room • physician services • ambulance (medically necessary transport to the nearest facility)	Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins.	
Medical supplies	Deductible then 100% coins.	Deductible then 80% coins.
Bariatric surgery	No coverage	
Reproduction treatments	No coverage	
Behavioral health (mental health and chemical dependency care) • inpatient care • outpatient care • professional care	Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins.	Deductible then 80% coins. Deductible then 80% coins. Deductible then 80% coins.
Prescription Drugs • retail (31-day limit) FlexRx preferred drug list • open plan design • preferred generic • preferred brand • non-preferred • specialty • 90dayRx FlexRx preferred drug list • open plan design • preferred generic • preferred brand • non-preferred	<p>Coverage only at Classic Rx Network Pharmacies. There is no coverage at out of network pharmacies.</p> <p>Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins.</p> <p>Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins. Deductible then 100% coins.</p> <p>90dayRx applies to participating and/or mail service pharmacy. Identified specialty drugs purchased through a specialty pharmacy network supplier are eligible for coverage (no coverage for specialty drugs purchased through a nonparticipating specialty pharmacy supplier). The patient will pay the difference if a brand-name drug is selected when a generic drug is available. The drug list uses a step therapy program. Visit the prescription drugs section of www.bluecrossmn.com for more details.</p>	

Your out-of-pocket costs depend on the network status of your provider. To check the status of a provider, call Blue Cross and Blue Shield of Minnesota customer service or visit bluecrossmn.com.

Lowest out-of-pocket costs: in-network providers*

Higher out-of-pocket costs: out-of-network participating providers**

Highest out-of-pocket costs: out-of-network nonparticipating providers (You are responsible for the difference between Blue Cross' allowed amount and the amount billed by nonparticipating providers. This is in addition to any applicable deductible, copay or coinsurance. Benefit payments are calculated on Blue Cross' allowed amount, which is typically lower than the amount billed by the provider.)

This is only a summary. Read your Summary Plan Description for more information about what is and isn't covered. Services that aren't covered include those that are cosmetic, investigative, not medically necessary or covered by workers' compensation or non-fault insurance. Preexisting conditions may not be covered for a limited period of time for age 19 and older. This limit is reduced by prior continuous coverage and doesn't apply to pregnancy, newborns, adopted children, individuals under 19 or handicapped dependents. Consumer Price Index Annual Adjustment: the deductible, copay and out-of-pocket maximum amounts are subject to annual adjustments. These adjustments are based on the medical care component of the Consumer Price Index (CPI) published by the U.S. Department of Labor. These annual adjustments are effective on the annual renewal date.

For more information, visit bluecrossmn.com or call Blue Cross customer service at (651) 662-5001 and 1-800-531-6676.



For the health of all.

Blue Cross of Minnesota is a member of the Blue Cross of Minnesota family.

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HEALTH SAVINGS ACCOUNT (Paired with Consumer-Directed Health Plan)

What's an HSA?

An HSA is a unique, tax-advantaged financial account that works with a specifically designed, high-deductible health plan. A high-deductible health plan gives you a lower monthly premium in exchange for a higher deductible (that's the amount you pay out-of-pocket before the health plan kicks in; just like car insurance). The combination of a high-deductible health plan and an HSA gives you effective, affordable and reliable health care coverage.

How your HSA works with your CDHP health plan:

1. You enroll in a qualified high-deductible health plan through your employer .
2. After you set up your HSA, you, your employer or both of you can contribute to your account.
3. Use your health benefits, per your health plan and benefit design.
4. As you incur expenses toward your health plan deductible and out-of-pocket maximum, you have the option to use the money in your HSA to pay for your portion of these expenses.

Further is the administrator of your HSA. Your HSA dollars are deposited with Further and you get your money quickly when you need to pay for a health care expense.

Benefits of an HSA:

- Your HSA gives you a triple tax benefit:
- Your HSA contributions reduce your taxable income.
- Money in your account earns interest tax free.
- Withdrawals are tax free, when used for eligible medical expenses.
- You decide when and how to spend your HSA dollars.
- You can use your account to pay for eligible expenses that aren't covered by your health plan; expenses like deductibles and coinsurance, dental care, orthodontia, and vision care.
- No "use it or lose it." Money not used in one year rolls over and is added to your balance the next year.
- You, your employer or both of you can contribute to the HSA in a given year.
- Your HSA works with your health plan.
- Fast, easy access to your HSA dollars when you use your HSA debit card or online reimbursements with direct deposit.
- Further gives you tools and support to manage your account online, anytime.
- You can invest a portion of your unused HSA dollars (once your balance reaches \$1,000) in a variety of stocks, bonds and mutual funds. Or, leave the money in your account and let it grow.
- The money in your HSA belongs to you, even if you change jobs or retire.

Use your HSA for eligible expenses, including covered and non-covered health care expenses.

Eligible

You can use the money in your HSA to pay for eligible medical expenses like:

Medical and dental deductibles and co-payments
Prescription drugs
Vision expenses
Over-the-counter medical supplies
Orthodontia

Ineligible

You cannot use your HSA to pay for:

Weight-loss programs
Athletic club memberships
Cosmetic surgery and procedures
Diaper service
Health programs offered by resort hotels, health clubs, gyms
Supplements or Vitamins
Travel for general health improvement
Tuition and travel expenses for a child with special needs at a particular school

Mankato ISD #77

Group #647

Plan Benefit Highlights – Effective 7/1/2017

Network(s)	Delta Dental PPO SM	Delta Dental Premier [®]	Non-Participating*
Calendar Year Plan Maximum Per person	\$1,000	\$1,000	\$1,000
Deductible	\$25/person \$75/family	\$25/person \$75/family	\$25/person \$75/family
Eligible Dependents	Spouse and dependent children up to age 26		
Covered Services	Dental Benefit Plan Coverage		
Diagnostic & Preventive Services Exams Cleanings X-rays Fluoride treatments Space maintainers	100%	100%	100%
Basic Services Sealants Emergency treatment for relief of pain Amalgam restorations (silver fillings) Composite resin restorations (white fillings) on anterior (front) teeth.	80%	80%	80%
Endodontics Root canal therapy on permanent teeth Pulpotomies on primary teeth for dependent children	80%	80%	80%
Periodontics Surgical/Nonsurgical periodontics	80%	80%	80%
Oral Surgery Surgical/Nonsurgical extractions All other covered oral surgery	80%	80%	80%
Major Restorative Crowns Composite resin restorations (white fillings) on posterior (back) teeth	80%	80%	80%
Prosthetic Repairs and Adjustments Denture adjustments and repairs Bridge repair	80%	80%	80%
Prosthetics Dentures (full and partial) Bridges	50%	50%	50%

This is a summary of benefits only and does not guarantee coverage. For a complete list of covered services and limitations/exclusions, please refer to the Dental Benefit Plan Summary.

*Dentists who have signed a participating network agreement with Delta Dental have agreed to accept the maximum allowable fee as payment in full. Non-participating dentists have not signed an agreement and are not obligated to limit the amount they charge; the member is responsible for paying any difference to the non-participating dentists.

Mankato ISD #77

Group #647 – Voluntary Plan

Plan Benefit Highlights			
Network(s)	Delta Dental PPO SM	Delta Dental Premier [®]	Non-Participating*
Calendar Year Plan Maximum Per person	\$1,000	\$1,000	\$1,000
Deductible Per person / per family per calendar year <i>No deductible for diagnostic and preventive services</i>	\$50/person \$150/family	\$50/person \$150/family	\$50/person \$150/family
Eligible Dependents	Spouse and dependent children up to age 26		
Covered Services	Dental Benefit Plan Coverage		
Diagnostic & Preventive Services Exams Cleanings X-rays Fluoride treatments	100%	80%	80%
Basic Services Sealants Space maintainers Emergency treatment for relief of pain Amalgam restorations (silver fillings) Composite resin restorations (white fillings) on anterior (front) teeth. Composite resin restorations (white fillings) on posterior (back) teeth will pay at the amalgam allowance	80%	50%	50%
Endodontics + Root canal therapy on permanent teeth Pulpotomies on primary teeth for dependent children	50%	50%	50%
Periodontics + Surgical/Nonsurgical periodontics	50%	50%	50%
Oral Surgery + Surgical/Nonsurgical extractions All other covered oral surgery	50%	50%	50%
Major Restorative ++ Crowns Crown repair	50%	50%	50%
Prosthetic Repairs and Adjustments ++ Denture adjustments and repairs Bridge repair	50%	50%	50%
Prosthetics ++ Dentures (full and partial) Bridges	50%	50%	50%

+ 6 month waiting period applies

++ 12 month waiting period applies

This is a summary of benefits only and does not guarantee coverage. For a complete list of covered services and limitations/exclusions, please refer to the Dental Benefit Plan Summary.

*Dentists who have signed a participating network agreement with Delta Dental have agreed to accept the maximum allowable fee as payment in full. Non-participating dentists have not signed an agreement and are not obligated to limit the amount they charge; the member is responsible for paying any difference to the non-participating dentists.

Thank you for choosing Delta Dental of Minnesota as your partner in oral health. Dental insurance is designed to pay a portion of the costs associated with your dental care. Having dental insurance is essential to keeping your mouth healthy by providing access to preventive care, such as cleanings and x-rays, and helps cover extensive dental procedures such as crowns and fillings.



Online Tools for Members:

www.DeltaDentalMN.org



Save Money, Go In-Network:

Search for a participating dentist or specialist, clinic or location. By seeking care from a Delta Dental network dentist, you will save the most money because the dentist is not allowed to bill you more than our allowable charge.



Dental Insurance 101:

Robust member tools including commonly defined insurance terms, videos and frequently asked questions.



Oral Health Resources:

Preventive care is critical. Access dental and health information, through the ages including a section dedicated to Kids' Oral Health.



Cost Estimator:

Compare costs for top oral health procedures.



Prefer to Speak to Someone

Contact customer service

Toll Free: 1-800-553-9536

Local: 651-406-5916

Monday –Friday: 7am-7pm C.S.T.



Tools Available in the Secure Member Portal



Coverage Summary:

Review your dental plan information including eligibility, waiting periods, plan maximums and frequency limitations.



Claims Inquiry:

View claim status, procedure details, dates of service and applied deductibles.



Request ID Cards:

Order duplicate or replacement ID cards.

Registration

1. On www.DeltaDentalMN.org, go to the member page and click "Create Account."
2. Read the Privacy Notice, click Continue and follow the steps to register.
3. Remember your user name and password because you will need them each time you log in.

Visit Our Website
DeltaDentalMN.org

Administered by: Delta Dental of Minnesota
P.O. Box 59238
Minneapolis, MN 55459

DDMN.4.12.16.1



THE FLEXIBLE BENEFITS PLAN – FURTHER

The Flex Plan allows you to reclassify a portion of your paycheck into a pre-tax position. The dollars designated for these expenses will not be included in your taxable income, thereby increasing your take home pay.

The plan requires you to estimate, in advance, the expenses you predict you will have for the year in any of the categories eligible under the plan. These expenses, which you pay yourself, are dollar amounts you can have reclassified on your paycheck as pre-tax dollars. Election forms must be completed and submitted through your BenefitFocus Portal by the designated date in enrollment materials in order to participate for the next plan year. The Plan Year runs from January 1 through December 31.

When you submit your election, the amount you have elected for the year will be divided by the number of your anticipated regular pay periods, and will be deducted pre-tax on your checks. As you incur expenses, you complete a “reimbursement request,” attaching copies of receipts for these expenses, and submit them to Further. Those expenses you have incurred will then be reimbursed to you directly by check, or by direct deposit, whichever you choose. This results in your expenses being repaid to you tax-free.

The categories in which you may elect your expenses are:

Dependent Care: These are expenses incurred for someone who cares for your child or dependent while you are at work. The expenses for which you may be reimbursed are those which qualify as “Dependent Care Assistance” under Section 129 of the Internal Revenue Code.

Health Flexible Spending Arrangement (FSA): Your out of pocket medical and dental expenses (not reimbursed by insurance) are elected in this category. Typical expenses are deductibles and co-pays, orthodontia, vision, hearing aid costs, elective surgery, family counseling and treatment programs. A general list of eligible expenses is found on the next page. A complete listing of eligible medical expenses can be found in IRS Publication 502.

NOTE: If you enroll in the health and dental plans, your share of the insurance premiums are automatically put into a pre-tax position unless you sign a form to waive this benefit. Waivers are available in the Business Office.

Estimate your expenses carefully! You will not be able to change your election during the Plan year unless you have an eligible “change in status” such as change in marital or employment status, birth of a dependent, death of spouse or dependent. If you estimate more than you actually spend in that plan year, *you will lose the difference between what you have estimated and what you actually spend.*

If you have questions regarding the Flexible Benefits Program, please call the Benefits Specialist at (507) 207-4011.

Which medical expenses can be paid for with tax-deductible FSA funds?

The following is a partial list of eligible/potentially eligible/ineligible medical expenses. If you have any questions about an item's eligibility, please contact Select Account customer service at (651) 662-5065 or toll free at 1-800-859-2144.

Eligible medical expenses

Abdominal supports	Drug addiction/substance abuse treatment	Orthopedic inserts
Abortion	Embryo, egg and sperm storage fees	Oxygen and oxygen equipment
Acupuncture	Eye exams	Patient responsibilities under the medical, dental or vision plan solely because of the plan's deductible, copay (coinsurance), reasonable and customary charge limit or benefit limit
Alcoholism treatment	Eye surgery (laser or radial keratotomy)	Physical exams (routine, medical, well-child)
Ambulance	Eyeglasses – prescription sunglasses/safety glasses	Physical therapy
Arch supports	Eyeglasses – reading	Prenatal/postnatal exams
Artificial limbs	Fertility treatments (e.g., artificial insemination, Egg donor fees, in vitro	Prescription drugs (prescription drugs imported from other countries are not covered)
Asthma treatments/nebulizer	Flu shots	Preventative care screenings (e.g., mammogram, colonoscopy)
Bariatric surgery	Fluoridation treatment at a dental office	Prosthesis
Blood pressure monitoring devices	Gambling addiction treatment	Psychiatric care
Body scans (e.g., MRI, CAT Scan)	Group therapy (for patient)	Shipping and handling fees for eligible expenses
Brace (e.g., knee, back, wrist)	Hearing tests and aids	Sleep study
Breast pumps	Home health care	Smoking cessation medications/programs
Childbirth/Lamaze classes (related to birth)	Hormone replacement therapy (HRT)	Speech therapy
Chiropractic treatments (e.g., adjustments)	Immunizations	Taxes paid for eligible expenses
Circumcision	Individual counseling (counseling must be performed to alleviate or prevent a physical or mental defect or illness)	Transportation expenses relative to health care (corresponding medical documentation requested)
Coinsurance amounts (health, dental or vision)	Lab tests	Tubal ligation/tubal ligation reversal
Contact lens (corrective)	Mastectomy-related special bras	Vaccinations
Convalescent home (for medical treatment only)	Medical records charges	Varicose veins, treatment of
Copayments (health, dental or vision)	Mental health treatment facility	Vasectomy/vasectomy reversal
C-PAP machine and supplies	Nutritional consultation	Walkers/canes (purchase or rental)
Crutches (purchase or rental)	Occlusal guards to prevent teeth grinding	Wheelchair (purchase or rental)
Deductibles (health, dental or vision)	Oral surgery	X-rays
Dental procedures, non-cosmetic (e.g., X-rays, fillings, extractions, crowns, implants)	Organ transplant (including donor's expenses)	
Dentures	Orthodontics	
Diabetic supplies (e.g., insulin, syringe, monitor, insulin pump)		

Potentially eligible medical expenses (requires Letter of Medical Necessity from health care provider)

Air conditioner (capital expense)	Genetic testing	Medical conference admission and transportation (excludes meals and lodging)
Air purifier (potential capital expense)	Group therapy for family member	Mentally handicapped residential or group home
Athletic club membership	Guide dog/service animal (purchase, care for, training)	Orthopedic shoes
Automobile modifications (capital expense)	Herbal treatment	Personal trainer fees
Behavioral modification programs	Holistic or natural healers consult	Prescription drugs that also have a cosmetic purpose (e.g., Retin-A, Rogaine, Botox, Propecia)
Breast reconstructive surgery	Home improvements (e.g., exit ramps, widening doorways) (capital expense)	Special education costs for dependents with disabilities
Breast reduction surgery that is medically necessary	Household products/improvements to treat allergies	Telephone/television equipment for hearing – impaired persons
Cosmetic surgery (for repair or reconstruction after accident or surgery or for correction of birth defect)	Lactation consultant	Umbilical cord, freezing and storing of
DNA collection and storage	Lead-based paint removal	Weight loss program and medications (if prescribed by a physician for a specific medical condition- (excludes food)
Dyslexia testing and instruction	Learning disability treatment	Wigs
Elevator (capital expense)	Lodging (away from home for outpatient care- special rules may apply)	
Exercise equipment or programs	Manual therapy	
Fluoridation device	Massage therapy	
Food thickeners		

Ineligible medical expenses

Birthing tubs	Illegal operations and treatments	Prescription drug discount program fees
Bottled water	Illegally obtained drugs	Prescription drugs and medicines imported from other countries
Braille books/magazines	Late fees (e.g., for late payment of bills for medical services)	Special foods/beverages
Cleaning service	Lodging while attending a medical conference	Sports training and activities
Cosmetic surgery and procedures	Marijuana or other controlled substances in violation of federal law	Surrogate expenses
Cosmetics, hygiene products and similar items	Marriage counseling	Swimming pool maintenance
Dancing lessons	Maternity clothes	Tanning salons and equipment
Diapers or diaper service	Meals	Teeth whitening
Diet foods	Medical newsletter	Transportation costs of disabled individual commuting to and from work
Ear or body piercing	Missed appointment fees	Travel for general health improvement
Electrolysis or hair removal	Mouthwash	Veneers
Feminine hygiene products (e.g., tampons)	New parent/newborn child care classes	Vision discount program fees
Funeral, cremation or burial expenses	Non-prescription eyeglasses, sunglasses, safety glasses or contacts	
Hair colorants	Prepayments	
Hair transplants		
Household help		

Eligible medical expense

Medical expenses that can be reimbursed through your FSA include services and supplies incurred by you or your eligible dependents for the diagnosis, treatment or prevention of disease or for the amounts you pay for transportation to get medical care.

In general, deductions allowed for medical expenses on your federal income tax according to Internal Revenue Code Section 213 (d) may be reimbursed through your FSA. You cannot deduct medical expenses on your federal income tax that have been reimbursed through your FSA. It is possible that changes in the IRS rules can affect the eligible, potentially eligible and /or ineligible expense categories.

Potentially eligible medical expenses

In order to determine eligibility for potentially eligible items, SelectAccount requires a Letter of Medical Necessity from your health care provider. You can obtain a Letter of Medical Necessity to have your health care provider Complete at www.selectaccount.com.

Capital expense

A capital expense is an improvement and/or special equipment added to a home or other capital expenditure that may be eligible if the primary purpose is medical care. A Letter of Medical Necessity is required from your health care provider. To submit your capital expense, you must have an appraisal of your home within one year prior to the installation and an appraisal after the installation to determine the value added to your home. The amount eligible is the difference between the cost of the expense and the increase in the additional value of your home. If the improvement/special equipment is used by individuals other than the person needing it for medical care, the eligible amount should be divided by the number of people using the item. *Example:* A ramp is purchased for \$3,000 and prior to installation your house is appraised at \$100,000. After installation of the ramp your house is appraised for \$ 101,000. The amount that is eligible under your FSA is \$2,000.

For assistance in calculating capital expense, the Capital Expense Worksheet is available at www.selectaccount.com. If you have Questions about a capital expense, please contact customer service for a more detailed explanation.

Select Account®

These lists are intended to serve as a quick reference and are provided with the understanding that SelectAccount is not engaged in rendering tax advice. For more detailed information, please refer to IRS Publication 502, "Medical and Dental Expenses," Catalog Number 15002Q. Publications can be ordered from the IRS by calling 1-800-TAX-FORM (1-800-829-3676). If tax advice is required, seek the services of a competent professional.

EMPLOYEE IDENTIFICATION BADGES

The School Board recognizes the importance of a safe and secure learning environment for its students and staff. Being able to easily determine whether an individual is in a building legitimately is one aspect of providing such an environment. Therefore, all regular employees are issued a photo identification badge which also serves as a key card. As an employee of the school district, employees are required to wear their picture identification whenever they are on school property.

Lost badges should be reported to your building secretary immediately to be inactivated for security purposes. Lost badges will be replaced at a cost to the employee of \$10.00. Employees with broken badges should contact the badge manager at Ext. 4020 for replacement.

Employees who separate from the District are required to turn their badges in to the building secretary or Human Resources Office prior to their departure.

EMPLOYEE ASSISTANCE PROGRAM

The School District offers an Employee Assistance Program through VITAL Worklife EAP to provide support for employees and their family members for personal issues that are affecting the employee's work performance such as:

- Marital and relationship issues
- Depression, stress and anxiety
- Parenting and child concerns
- Drug and alcohol abuse
- Coping with anger, grief and loss
- Legal and financial problems

Support is available 24 hours every day at no charge to the employee. For assistance through the EAP program, call 1-800-383-1908.

SCHOOL BOARD POLICIES

All District 77 School Board policies are on the website www.isd77.org. Click on District>School Board>Policies.

It is each employee's responsibility to review the policies on the website. Summaries of selected policies appear below. Please review the full policies on the website for complete information.

Policy 410, Family and Medical Leave Policy: The federal Family and Medical Leave Act provide eligible employees with job-protected leave for certain family and medical reasons.

Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave

during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- birth of the employee's child;
- placement of an adopted or foster child with the employee;
- to care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
- the employee's serious health condition makes the employee unable to perform the functions of the employee's job.
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin to the service member (military caregiver leave).
- Any qualifying emergency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

Policy 413, Harassment and Violence: The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The District 77 Human Rights Officer is Eric Hudspeth, Director of Human Resources and Organizational Development.

Policy 416, Drug and Alcohol Testing: The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the

- school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse - School employees are legally required to report suspected child neglect or physical or sexual abuse to the local social service agency, local police department, or local sheriff's department.

Policy 524, Internet Acceptable Use Policy - This policy sets forth policies and guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications. Employees should review the policy for information about appropriate use of the internet in the school environment.

Policy 471, Employee Use of Social Media - This policy addresses employee use of social media in the classroom and provides guidance to employees on the maintenance of professional ethics and boundaries when utilizing social media in their personal and professional lives as school employees. Social media includes social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Employees must consider their role as school personnel before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment. Employees may not disclose information on any social media site that is provide, confidential or owned by the District, its students, or employees or that is protected by data privacy or copyright laws.

Policy 507, Corporal Punishment - No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Policy 542, Bullying Prohibition Policy – A safe and civil environment is needed for students to learn and attain high academic achievement standards and to promote healthy human relationships. Bullying, like other violent or disruptive behaviors, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. No teacher, administrator, volunteer,

contractor, or other employee of the school district shall permit, condone, or tolerate bullying. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.