



## Spring Branch Independent School District

### 2020-2021 Benefits Plan Year

#### Benefits Department

955 Campbell Road, Houston, Texas 77024

(713) 464-1511

Dear Substitute,

Spring Branch ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Spring Branch ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

All district substitutes must complete and return the attached Substitute Benefits Declaration Form to continue receiving assignments from the district. Individuals who do not complete and return the form within 31 days of their acceptance as a district substitute will be removed from the active district substitute pool.

A district substitute who does not plan to work at least 10 hours per week should notify the district of this decision on the included Substitute Benefits Declaration Form as well. Substitutes who provide this notice will have their work hours limited by the district to less than 10 hours per week for the duration of the school year. Substitutes providing this notice are not eligible for benefits based on the number of hours worked and will not have the option to enroll for benefits again until the next plan year unless a special enrollment event is experienced.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. You must complete and return the attached Authorization for Direct Payment Form with your enrollment paperwork. The monthly premiums for your health insurance elections will be deducted on the first of each month as an automatic bill pay from your bank account as indicated on the Authorization for Direct Payment Form. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare. Any bank penalty fees charged to the district for insufficient funds related to your direct payment for premium will be deducted from your next paycheck. Depending on the timing of your submission of your enrollment paperwork to the benefits department, you may be asked to provide your first month's premium payment at that time.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions.

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA if the substitute is eligible. Cancellation due to non-payment is considered a voluntary drop; therefore, you would not be eligible for COBRA.

Thank you,

Spring Branch ISD Benefits Department

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