Human Resources
BEA
New Hire Orientation

Presented By: Deane Reay; Human Resources Manager
Friendly Reminder
HR needs the following documents:

1. Official college transcript
2. OPI Certificates copies from the last 3 years
3. Montana Educator's License registered at the Yellowstone County Courthouse.

HR needs all of your Official Transcripts and copies of your MT OPI certificate(s) for the last 3 years in order to do your initial salary placement.
Official college transcript(s)

Please contact all of your colleges and have the official transcript(s) mailed to you. Please turn the official transcripts into HR. The transcripts must be official, they cannot be copies.

OPI Certificate(s)

If you have any MT OPI certificates with Classes you have completed in the last three (3) years, please submit copies certificates to HR.

Montana Educators License

HR needs one of the two sided copies of your Montana Educator's License registered by the Yellowstone County Superintendent Of Schools.

Yellowstone County Courthouse
County Treasurer's Office
Room 108
217 North 27th Street
Billings, MT 59101
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Criteria for Step-Up Credit Approval:

A. Courses must be a minimum of two consecutive hours.
B. Courses must be tied to one of the four Charlotte Danielson’s Framework for Teaching Domains.
C. Approval will not be given for two courses of the same title and/or course number unless it is clearly shown that there is a significant difference between the courses.
D. Courses must be directly related to current individual teaching assignment, other areas of endorsement, or a possible future position with the district.
E. If the district pays the employee’s registration fee, travel expenses, or allows the employee to take professional leave, an employee cannot take coursework for salary step-up. An employee must take discretionary leave and pay for all expenses in order to receive salary step-up credit.
F. Credits presented for step-up can not be simply a random collection of convenient credits, but rather a carefully considered individual approach to staff development and professional development.
G. Courses which will apply toward an advanced degree in education may be accepted for step-up credit.
H. Approval of professional development courses and/or individual credit appeals will be decided first by Committee consensus. Should the Committee fail to reach a consensus, a majority vote of four to two is required for approval. Executive decisions can be made through approval from both the Director of Adult Education and the Billings Education Association President should issues arise prior to a PDAAC meeting. The PDAAC must review executive decisions for final approval.
I. Coursework will not be recorded for educational step-up unless prior approval of credit has been recommended by the principal or director and approved by the superintendent or designee (BEA Master Agreement). A “Credit Approval Request” must be completed by the teacher/specialist and recommended by the Principal or Director and approved by the Superintendent or Designee prior to the start date of all coursework (college credit, OPI Renewal Units, or Continuing Education Units, CEU’s, for specialists) used for educational step-up. “Credit Approval Requests” submitted after the start date of any coursework will not be approved.

To see a list of current approved course institutions click here
Links for Teacher Credit Approval for Step UP Form and Pew-Approved Courses:
https://www.billingsschools.org/faculty-staff-portal/professional-development
CREDIT APPROVAL REQUESTS FOR STEP-UP - ONLINE
To all BEA Employees:

Credit Approval Requests are processed online, similar to leave requests. Please go to this link, www2.billings.k12.mt.us/creditapproval, or the District's website, www.billingsschools.org, Quicklinks/Credit Approval Requests, for prior approval of all coursework you want to use for educational step-up.

To enter online Credit Approval Requests it is like checking your email, log in using your District username (last name, first initial) and password.

To submit a "Credit Approval Request" for Step Up:

Select Request Type (College/University, OPI Renewal Units)
   (or Continuing Education Units - for specialists only)

- Enter the name of the College/University or who is sponsoring the course, the Course Name, the Location of the Course and the Date of the Course
- If you have any notes you would like to add, enter them in the "Notes" section
- File Upload - click "attach document" if additional information is available regarding coursework; upload document in pdf or Word format. For Masters Degrees, put "Masters" as Course name and then, please attach your "Letter of Acceptance" and "Plan of Study"
- Submit Request - your request will go to your building principal/director before going to Human Resources for processing by the Superintendent's designee
- Once your request has been processed, you will receive an email regarding the status of your request
You can view all of your Credit Requests submitted, processed, and **not** recorded for salary step-up under "**My Requests.**" After Human Resources receives verification from you that you have completed a pre-approved course (official transcript, copy of MT OPI Certificate Renewal Units form), (or CEU's for specialists) and records the coursework for salary step-up, the course will no longer be listed under "My Requests". You will be emailed an updated “Course History Report” showing the classes have been added to your “Course History Report” for step-up.

Procedures for BEA Educational Salary Step-up are listed under "**Procedures.**"

Dates and times you and your principal/director submit and process a request are tracked, so please submit all coursework you want to use for educational step-up **prior** to the start of each class. Requests submitted after the start date of any coursework will not be approved.

Thank you for using the online form for all of your Credit Approval Requests. Please contact

2023
### Course History Report

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**TOTAL CREDITS**: 15.80
**TOTAL CREDITS APPLIED**: 15.00
**AVAILABLE CREDITS**: 0.80
Step-Up Credit

Step-Up credit is used to move across the salary schedule on the collectively bargained agreement. To earn, ensure you submit your Credit Approval Request prior to the course start date. You may receive Step-Up credits for PIR Day Trade courses, **but you must submit both** the Special Request form for PIR Day Trade and the Credit Approval Request for Step-Up Approval.

After submitting a request prior to the course start date be sure to register with the provider. Some courses, such as college courses can be taken for Step-Up. Upon completion, forward a copy of your OPI Renewal Units and/or College Transcripts to Human Resources at Lincoln Center. Be sure to keep a copy of your OPI Renewal Units and/or college transcripts for your records.

It is helpful to keep track of your courses. **Credit Tracking Form** is an optional recording sheet.

Please contact Deane Reay in Human Resources, 281-5044 reayd@billingsschools.org with any questions regarding Step-Up credit.

OPI Renewal Units

Almost all course that are applicable to your position can be completed for OPI Renewal Units. Keep the original certificaté for your Educator Certificate Renewal.

Please contact Maria Weidich in Adult/Community Education, 281-5002 weidichm@billingsschools.org with any questions regarding OPI Renewal Units.
Professional Development

Trade Credit

Per contract, every staff member needs to earn 18 hours of trade credit on the years MFPE is not hosted in Billings. The new trade site is called Midas.

Step Up Credit

Step-up credit is used to move across lanes in the collective bargained agreement. Get approval before starting any course.

TEACHER CREDIT APPROVAL FOR STEP-UP FORM
- CRITERIA FOR STEP-UP APPROVAL
- PDAAC Site
PIR DAY TRADE

Our current contract states that each 1.0 FTE certified staff member needs to earn 18 hours of trade credit on the years that MFPE is not hosted in Billings. The dates to earn credit start the first day of summer break and end May 1st. If a course is not located on Midas a special request must completed prior to the course starting. Montana Educator conferences are always accepted. Check out the PIR FAQ for common questions.

-Midas Trade Site
-Midas Getting Going Guide
-Trade Special Request Form

OPI RENEWAL

Office of Public Instruction Courses are accepted for many things, specifically certificate renewal. Our Billings Schools approved provider is Adult Education. If you are attending a course or conference that is not from an approved Montana provider, please contact Maria Weidich in Adult Education.
RENEW AT [WWW.OPI.MT.GOV](http://www.opi.mt.gov) (every 5 years)

If you have any questions about renewing your Montana Educators license, please contact OPI at [www.opi.mt.gov](http://www.opi.mt.gov)

**IMPORTANT – Please do not wait until the last minute to renew your license the year it is expiring. It may take OPI 8+ weeks to process your license renewal application. You can not start your renewal process until January 1st of the year your license is expiring.**

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**Renew License**

**Renewal Reminder:** Per [ARM 10.57.215](http://www.opi.mt.gov) (1) the professional development (PD) or college credit you submit to OPI needs to be earned during the term of the license you are renewing starting in June in the last 5 years.

**What do I need to know?**

💡 License renewal applications are now submitted online through the new licensing system, [TeachMT (TMT)](http://www.teachmt.org).

💡 Any renewal units or college/university credits you previously entered into the Professional Development section in MSEIS have been transferred into TMT as part of your state educator record. **Review it now by logging into TMT.** *Be sure to keep your original renewal unit certificates in case your renewal application is audited when you apply for your license renewal.*

💡 You can prepare for your renewal ahead of time! **Click here to see how.**
To renew more than one license you will need to select all license types you are renewing, at the same time, from the application menu in TMT. For example, if you have a teaching license and an administrative license, select Renew Teaching License and Renew Administrator License. This will create one application for both licenses you need to renew, and charge all required fees.

TMT allows you to enter your PD units ahead of your renewal application. By completing this step, the turnaround of your renewed license can be 24 hours (*unless audited).

TMT allows you to store your PD unit certificates, and you can upload them as you earn them. By completing this step you will have a secure location for your certificates, and access to download your certificates if needed. You will also be ready if your renewal application is audited.

If your license expired before the current year, you will not be able to apply for a license renewal. Refer to Lapsed Licenses in the menu below, to submit a Reinstatement application.

Professional development unit certificate approvals and professional development unit provider questions are answered on the Professional Learning website. The Professional Learning team requests that you review the website if you have questions about topics such as:

- Pre-Approval Processes for OPI Renewal Unit Certificates for non-approved professional development unit activities
- locating professional development activities and professional training
- how to navigate the process to provide OPI Professional Development Units to licensed MT educators

If attempting to renew from out-of-country, you will need the service of a VPN (virtual private network) to access the licensure system. If you are not able to access the TMT website, you might also need to provide your IP address to the TMT technical support team by submitting an Online Support Form.
NEW ACCOUNT ONLY
Billings Public Schools
Computer Network Accounts Request Form

First Name  Middle Name  Last Name

Home Building  Room Number  Phone Number

Password

Be SPECIFIC (i.e. 6th Grade Social Studies, Coach, Music Teacher, Lunch Clerk, Nurse, GDA)
**By knowing your specific position, we are able to give you the permissions that you need.
Classified Staff Only (Choose with super agreement and/or union)

BEA  BGED  GED  OPER  TAP  K7  T7  Administrative  Board

*Requested Password

*NOTE: Passwords must be 8 characters and must contain at least one capital letter, one number, and are recommended to be a mixture of numbers and symbols. We do not guarantee the security of your password. Try passwords case sensitive and should contain spaces.

I will be working in the following buildings (Check all that apply):

- Assistant
- Church
- Elementary
- High School
- Middle School
- Roosevelt
- South Park
- West

As an employee of BPS, I agree to set educational/relevant objectives for any use of district technology equipment and will not leave students unsupervised while using technology under my supervision.

I have read district-provided Access to Electronic Information, Services and Networks Policy 5600 as well as Procedure 5601 and will abide by any term therein. I understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation of the regulations, computer privileges may be limited, disciplinary action may be taken and/or appropriate legal action may be pursued.

Signature  Date

Supervisor Signature (must be signed for processing)  Date

Please mail this form to: Lincoln Center, Technology Department, or Fax to 281-6199

Billings School District 2

HUMAN RESOURCES

District-Provided Access to Computer Equipment, Electronic Information, Services and Networks

General

The purpose of this policy is to outline the acceptable use of the network-related systems within the Billings Public School District. These rules are in place to protect the students, staff and the District. Inappropriate use, improper planning, and disregard of these policies exposes Billings Public Schools to risks including compromise of network systems and services, and possible damage to the network.

The District makes network related systems including, but not limited to, computer equipment, mobile devices and peripherals, printers, software and apps, operating systems, storage media, network accounts providing curriculum resources, electronic mail and Internet access available to District students and faculty. The District provides this access as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation and communication.

The District expects all students and staff to take responsibility for appropriate and lawful use of this access, including good behavior for online use. The District may withdraw access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable effort to supervise use of the network, Internet access, computers and related devices.

Using the Billings Public School District network is a privilege, not a right. As with all privileges, it is the responsibility of the user to use this service appropriately and in compliance with all school policies and procedures, Montana state laws, and Federal laws. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District’s electronic network, computers and related devices unless otherwise provided by law. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.

Curriculum

Use of District electronic equipment and networks will be consistent with the curriculum adopted by the District, as well as with varied Instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. Staff members may use network resources and the Internet throughout the curriculum consistent with the District’s educational goals.
Acceptable Uses

A. Use of the District’s network and devices are for Educational Purposes Only.

B. All use of the District’s electronic network must be: (1) in support of education and/or research, and in furtherance of the District’s stated educational goals; or (2) for a legitimate school business purpose.

Unacceptable Uses of Network

A. Uses that violate the law or encourage others to violate the law

B. Uses that violate school policies or encourage others to violate school policies.

C. Uses that jeopardize the security of computers, systems, or networks of the District or others including disabling or attempting to disable any type of security or Internet filtering device.

D. Physically or electronically vandalize District technologies or use the District’s electronic technologies to harm, vandalize, damage or disable the property of another person or organization.

E. Exposing self or others to the potential of personal harm

F. Cyber bullying, intimidation, harassment, or hazing through the use of electronic communication and/or electronic devices, that disrupts the orderly operation of the school or any school-related program, activity, or function where the school is responsible for the student.

G. Use of the District’s electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user’s parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user’s use of access to its computer network and the Internet.

Violations

If a user violates this policy, the District will limit a user’s access or will withdraw access and may subject a user to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Policy History:

First Reading: April 18, 2005 – Board of Trustees
Second Reading: June 13, 2005 – School/Community Committee
Third Reading: June 20, 2005 – Board of Trustees
Adopted on: June 20, 2005
Effective on: July 1, 2005
Revised on: October 8, 2018
First Reading: January 28, 2019 – Board of Trustees
Second Reading: February 5, 2019 – Board Operations
Third Reading: February 25, 2019 – Board of Trustees
Effective on: February 25, 2019
Applicant Rights and Consent to Fingerprint

BPS JOB APPLICANTS COPY

As an applicant who is the subject of a national fingerprint-based criminal history record check for noncriminal justice purposes (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification by Billings Public Schools that your fingerprints will be used to check the criminal history record of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated information. The Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to correct or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 19.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny the employment, license, or other benefit based on the information in the criminal history record.

You have the right to expect that applicants receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation, executive order, or rule, procedure or standard established by the National Crime Information and Privacy Council.

If your application policy permits you to provide a copy of your FBI criminal history record for review and possible challenge, the FBI will provide a copy of the record by submitting fingerprints. Information regarding this process may be obtained at http://www.fbi.gov/v doctorsbackground-checks.

If you choose to challenge the accuracy or completeness of your FBI criminal history record, the FBI will send your challenge to the agency that provided the information to the FBI. The official from whom you received the FBI criminal history record can verify or correct the challenged information. Upon receipt of an official notification from that agency, the FBI will make any necessary changes to correct the record in accordance with the information supplied by that agency.

If changes, corrections, or update requests need to be made to a Montana Criminal History record, or if you need additional information or residence, please contact Montana Criminal Records and Identification Services at 406-444-3825.

NCAP/VCRA Applicants

The National Child Protection Act of 1983 (NCPCA) Public Law (Pub. L. 93-203), as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, volunteer, or a person with a supervisory or administrative responsibility to children, the elderly, or individuals with disabilities.

- Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, or a foreign government, a political subdivision of a foreign government, an international governmental or international quasi-governmental organization or an organization whose employees, officers, or agents perform functions that are substantially similar to the functions of employees, officers, or agents of a governmental organization.
- Provide certification that you have not been convicted of a crime, or if you have been convicted of a crime, you have not been convicted of a crime.
- Provide certification that you have not been convicted of a crime, and that you have not been convicted of a crime.
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- Provide certification that you have not been convicted of a crime, and that you have not been convicted of a crime.
- Prior to the completion of the background check, the entity may choose to deny access to the person to whom the entity provides access.
- The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of a crime, or are under pending indictment for a crime, that bears upon your fitness to perform the duties of the position.

Applicant Signature: __________________________ Date: __________________________

Privacy Act Statement

The Montana Department of Labor & Industry, Business Standards Division is required by federal law to provide you this privacy act statement. This statement is also located on the back of the FD-258 fingerprint card.

“Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.” Eff. 03/30/2018

By signing below, I acknowledge that I have received a copy of the above Applicant Rights & Consent to Fingerprint Notice and Procedure to Change, Correct, or Update Record, and Privacy Act Statement and that I consent to provide and use my fingerprints for the stated purpose.

Applicant Signature: __________________________ Date: __________________________
Billings Public Schools Username and Password Guide

Look for the icon below on https://www.billingsschools.org/faculty-staff-portal/quicklinks to log in.

Please call Technology at 281-5050 for assistance.
You must be logged in to your billingsschools.org email to view a printable copy.

USERNAME: 000 [EMPLOYEE ID #]
PASSWORD: Last 4 digits of your Social Security number. Upon initial login, it will prompt you to change your password to your own selected value. Employee IDs will be given to you by HR.

USERNAME: Last name first initial
PASSWORD: SAME PASSWORD AS EMAIL

USERNAME: Last name first initial @ billingsschools.org
PASSWORD: SELECTED VALUE UPON FILLING OUT ACCOUNT FORM
You must fill out an Account form first in order to gain access to Email, PowerSchool, Safe Schools, and the Help Desk. If you have a common last name, your email address may change slightly to include your middle initial.

USERNAME: Last name first initial
PASSWORD: Same password set as your email

USERNAME: Last name first initial
PASSWORD: Same password set as your email

USERNAME: Last name first initial
PASSWORD: Same password set as your email
SAMPLE:

BILLINGS PUBLIC SCHOOLS
Teacher Evaluation - Licensed Teacher

Name____________________________School____________________________Date_

Grade Level: ______Subject Area_____

Observation Date______Pre-Conference Date______

1. Lesson plans are current, relevant and easy to follow. Yes
2. The lesson objectives are consistent with the adopted District wide curriculum. Yes
3. The daily objectives are clearly communicated to the students. Yes
4. The teacher demonstrates skills that cause the entire class to participate in the daily lessons. Yes
5. The students are actively engaged in the learning process throughout the class period. Yes
6. The teacher checks student understanding regularly throughout the lesson. Yes
7. The teacher provides for individual learning and differentiated instruction. Yes
8. The material presented was well organized. Yes
9. The teacher demonstrates effective classroom management techniques. Yes
10. The teacher demonstrates knowledge for content. Yes
11. The teacher monitors student achievement and makes instructional decisions based on their performance. Yes
12. The teacher follows District Policy, rules and procedures. Yes

The following signatures indicate the evaluation has been read and di

Evaluator’s Signature____________________________Teacher’s Signature____________________________

Note: The teacher may submit a written rebuttal within 20 working days.
Items you can Inter-School Mail to Human Resources

1. OPI Certificates: HR only needs copy of your OPI Certificates for your Step-Ups. Please keep your original certificate for OPI.

2. Official Transcripts: Please open your official transcripts first to verify that all classes are complete and does not say "In Progress" and your degree awarded is correct for Step-Up and Initial Hire.

3. Volunteer Background Checks: Make sure all your volunteers have filled out a Volunteer Background Check form and you have given the form to your secretary. Your secretary will send it to HR to have it approved by Katie Nordstrom, Executive Director of Human Resources.

4. Contracts: Please verify that you have a selected your desired pay period (10 month or 12 month), sign and date the white copy.

If you have any questions, please contact Human Resources.

ID BADGES

Your photo ID Badge must be worn when working Billings Public Schools. If you are needing a replacement ID Badge, email Shelly Ness at nesss@biflingsschools.org. Please provide your school and current position and a replacement badge will be sent via Inter-School Mail.
**Billings Public Schools**

**Quick Guide for Applications:**

- Visit our Web Page: www.billingsschools.org
- Click on “Departments”
- Click on “Employment Opportunities” in the peach colored box
- You can choose “Request Technical Help” if you are having any trouble
- The “Confirmation” section will alert you if any required elements are missing in order to “Submit” your application.
- We rely heavily on email, so be sure to check on your email often once you have applied for a position.

You will need to LOAD/SCAN into your application:

- 3 letters of Recommendation
- A current Resume
- A Letter of Introduction

For any positions in the Classroom, you will also need to LOAD/SCAN:

- College Transcripts or Work-key Test Results
- Current MT Teaching License for Professional Teaching positions or Substitute Teacher

**Need Computer/Internet Access**

- Job Service (must be registered with them) 2121 Rosebud Drive (406) 652-3080
- Billings Public Library S10 N Broadway (406) 657-8258

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**OPI (Office of Public Instruction)**

**Website:** opi.mt.gov
Gen. Info. Phone: (406) 444-3095
Educator License: (406) 444-3150
Toll Free: (888) 231-9393

**Yellowstone County Treasurer**

Yellowstone County Courthouse
Room 203
217 North 27th Street
Billings, MT 59101
Congratulations on your new position!

In public school districts, community colleges, and certain State agencies in the state of Montana, all persons whose job duties are primarily educational/instructional in nature\(^1\) must participate in the Teachers’ Retirement System (TRS) beginning with their first day\(^2\) of employment.

What is TRS?

The Montana Legislature established TRS as a Defined Benefit pension plan in 1937. In a Defined Benefit pension plan, both you and your employer contribute to the system. Your member contributions are kept in your TRS member account, where they earn interest each month.

When you have accrued at least five years of creditable service with TRS, you will be a “vested” member, which means you are eligible for a future retirement benefit. The best part? Defined Benefit pensions pay retirees a monthly benefit for life, no matter how long they live!

**TIP** We encourage you to watch our TRS 101: Retirement System Basics presentation. You can find a link in the “Active Member” section of our website: trs.mt.gov
What happens next?

1. First, your employer will deduct the required amount of member contributions from your pay and will remit them to TRS.
   - If you have questions about the amount or the timing of those contributions, you should check with your employer.

2. After your employer has remitted your first monthly contributions to TRS, we will mail a Welcome letter to your home address.
   - The letter will explain how to set up a secure “My TRS” online account and it will ask you to designate at least one beneficiary online. (This step can’t be done until TRS has received your first monthly contributions from your employer.)

In the meantime, we hope you enjoy your new position. If you have specific questions about TRS, please call our office in Helena at (406) 444-3134 or (866) 600-4045.

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1 The TRS Fact Sheet, Which Positions are Reportable to TRS? provides more detailed information about participation requirements. Fact Sheets can be found on the TRS website: trs.mt.gov.

2 If you are a new substitute teacher or part-time teachers’ aide / paraprofessional who (a) is not already a member of TRS and (b) is likely to work less than 210 hours in a fiscal year, you may elect not to participate in TRS on your first day of employment. To learn about your options, read the TRS Fact Sheet Substitute Teaching, available at trs.mt.gov.
ONLINE ACCOUNT OPTIONS

The State of Montana 457(b) Deferred Compensation Plan can help you be better prepared for retirement, and managing your account online is easier than ever!

I WANT TO ENROLL.

HOW DO I GET STARTED?

Go to www.MPERA401plans.com

• Click on the REGISTER button.
• Click on I have a plan enrollment code.
• Enter Group ID: 98469-01
• Enter Plan Enrollment Code: TzkaMv8M
• Plan Enrollment Code Expiration Date: February 1, 2023

Follow the on-screen instructions to complete the enrollment process. You will only need this code when you are enrolling for the first time. After that, use the unique Username and Password you will create to log in to your account.

If you have questions or want help going through the process, contact your local Empower Retirement Plan Counselor at www.MPERA401plans.com.
Annual Notice

BILLINGS PUBLIC SCHOOLS 403(B) PLAN
NOTICE OF RIGHT TO PARTICIPATE IN THE PLAN AND CONTRIBUTION LIMITS

FOR: Plan Year beginning January 1, 2023

Elective Deferrals. The Billings Public Schools 403(b) Plan (the “Plan”) allows eligible employees to save for retirement. If you are eligible to participate in the Plan, then you may elect to reduce your compensation by a specified amount and have that amount contributed to the Plan as an elective deferral. There are two types of elective deferrals: Pre-Tax Deferrals and Roth Deferrals. For purposes of this notice, “elective deferrals” means both Pre-Tax Deferrals and Roth Deferrals. Regardless of the type of elective deferral you make, the amount you elect is recorded as compensation for purposes of Social Security taxes.

Pre-Tax Deferrals. If you elect to make Pre-Tax Deferrals, then your taxable income is reduced by the deferral contributions so you pay less in federal income taxes. Later, when the Plan distributes the deferrals and earnings, you will pay the taxes on those deferrals and the earnings. Therefore, with a Pre-Tax Deferral, federal income taxes on the elective deferral contributions and on the earnings are only postponed. Eventually, you will have to pay taxes on those amounts.

Roth Deferrals. If you elect to make Roth Deferrals, the elective deferrals are subject to federal income taxes in the year of elective deferral. However, the elective deferrals and, in certain cases, the earnings on the elective deferrals are not subject to federal income taxes when distributed to you. In order for the earnings to be tax free, you must meet certain conditions. See the question in the Summary entitled “What are my tax consequences when I receive a distribution from the Plan?”

How do I elect to make contributions to the Plan?

The amount you elect to defer will be deducted from your pay in accordance with a procedure established by the Plan Administrator. You may elect to defer a portion of your compensation payable on or after your Eeyz Date. Each election will become effective as soon as administratively feasible after it is received by the Plan Administrator. Your election will remain in effect until you modify or terminate it.

If you are currently participating, you may want to change your amounts for the new Plan Year. You can increase or decrease your contribution or you can leave your amounts the same.

You can contact the Plan Administrator to obtain further information on how to make contributions to the Plan.

How much can I contribute?

Your total elective deferrals in any taxable year cannot exceed a dollar limit which is set by law. The limit for 2023 is $22,500. After 2023, the dollar limit may increase for cost-of-living adjustments. See the paragraphs below on Annual dollar limit.

Age 50 Catch-Up Deferrals. If you are at least age 50 or will attain age 50 before the end of a calendar year, then you may elect to defer additional amounts (called Age 50 Catch-Up Deferrals) to the Plan as of the January 1st of that year. You can defer the additional amounts regardless of any other limitations on the amount you can defer to the Plan. The maximum Age 50 Catch-Up Deferral that you can make in 2023 is $7,500. After 2023, the maximum might increase for cost-of-living adjustments.

Qualified Organization Catch-Up Deferrals. If you have completed at least 15 years of service with the Employer, and the Employer is a “qualified organization,” then you may elect to defer additional amounts (called Qualified Organization Catch-Up Deferrals) up to the dollar limit set forth above. The limit is set by law and is subject to change from year to year.

Catch-Up Deferrals to the Plan which exceed the elective deferral limit. A Qualified Organization Catch-Up Deferral increases the elective deferral limit by the lesser of: (1) $3,000; (2) $15,000 reduced by all amounts excluded from your gross income for prior taxable years by reason of your prior Qualified Organization Catch-Up Deferrals; or (3) the excess of $5,000 multiplied by the number of years of service with the Employer, over your elective deferrals (including Qualified Organization Catch-Up Deferrals, but excluding Age 50 Catch-Up Deferrals) made for prior calendar years. This means that the maximum Qualified Organization Catch-Up Deferral you can contribute is $3,000 in any calendar year. A “qualified organization” is an educational organization, hospital, home health service agency, health and welfare service agency, or a church-related organization.

If you qualify for both Age 50 Catch-Up Deferrals and Qualified Organization Catch-Up Deferrals, you may contribute both types of catch-up deferrals; however, your contributions must be applied to the Qualified Organization Catch-Up Deferrals before they are applied to the Age-50 Catch-Up Deferrals.

Annual dollar limit. Each separately stated annual dollar limit on the amount you may defer (the annual deferral limit and the Catch-Up Deferral limit) is a separate aggregate limit that applies to all such similar salary deferral amounts and Catch-Up Deferrals you may make under this Plan and any other cash or deferred arrangement (including other tax-sheltered 403(b) plans, 401(k) plans, simplified employee pension plans or 403(b) plans) in which you may participate. Generally, if an annual dollar limit is exceeded, then the excess must be returned to you in order to avoid adverse tax consequences. For this reason, you need to contact the Administrator if you have any questions or concerns. The administrator may not participate in this in writing to the Plan Administrator or later than the March 1st following the close of the calendar year in which such excess deferrals were made. However, if the entire dollar limit is exceeded in this Plan or any Plan maintained by the Plan Administrator, the excess deferrals in that Plan will be deemed to have notified the Plan Administrator of the excess. The Plan Administrator will then return the excess deferral and any earnings to you by April 15th.

What is the maximum annual amount that can be contributed to my account?

The law imposes a limit on the amount of contributions (excluding Age 50 Catch-Up Deferrals) that may be made to your accounts during a year. For 2023, this total cannot exceed the lesser of $66,000 or 100% of your includable compensation (generally your compensation for the prior 12-month period). After 2023, the dollar limit may increase for cost-of-living adjustments. Your includible compensation for purposes of this limit is limited for 2023 to $390,000. After 2023, the dollar limit for includable compensation might increase in future years for cost-of-living adjustments.

The above limit may also be needed by an employee taking into account contributions made to other retirement plans in which you are a participant. If you have more than 50% control of a corporation, partnership, and for self-employment income, the above limit is based on contributions made to this Plan as well as contributions made to any 403(b) or qualified plans maintained by the businesses you control. If you control another business that maintains a plan in which you participate, then you are responsible for providing the Plan Administrator with information necessary to apply the annual compensation limits. If you fail to provide this information and correct information to the Plan Administrator, it could result in adverse tax consequences to you, including the inability to exclude contributions to the plan from your gross income for tax purposes.

You can find out more information about the Plan in the Summary of Plan Provisions. You can obtain a copy from the Plan Administrator.

I have read and understand the 403(b) Right-to-Notice and elect NOT to participate in the 403(b) program at this time. I understand that I may change this election at any time by notifying the Plan Administrator.

Signature: ___________________________ Date: ________________

Printed Name: ________________________

[Signature page]
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<tr>
<th>Company</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
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<tr>
<td>Ameriprise</td>
<td>Crystal Rieker</td>
<td>(406) 294-9294</td>
<td><a href="mailto:crystal.rieeker@ampf.com">crystal.rieeker@ampf.com</a></td>
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<tr>
<td></td>
<td>Charlie Klimas</td>
<td>(406) 265-9000</td>
<td><a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a></td>
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<tr>
<td></td>
<td>Brian S. Lethert</td>
<td>(406) 667-9621</td>
<td><a href="mailto:brian@spitfirefinancialgroup.com">brian@spitfirefinancialgroup.com</a></td>
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<td>(406) 945-0783(Cell)</td>
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<td>ING/VOYA</td>
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<td></td>
<td>Torrey Holquist</td>
<td>(406) 543-2340</td>
<td><a href="mailto:torrey@nwiainvest.com">torrey@nwiainvest.com</a></td>
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<td></td>
<td>Charlie Klimas</td>
<td>(406) 265-9000</td>
<td><a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a></td>
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<tr>
<td></td>
<td>John Brown</td>
<td>(406) 399-6647</td>
<td><a href="mailto:jbrown@gwnsecurities.com">jbrown@gwnsecurities.com</a></td>
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<td>(406) 945-0783(Cell)</td>
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<td>Security Benefit</td>
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<tr>
<td>Empower Retirement (Formerly Mass Mutual)</td>
<td>Ed Aders</td>
<td>(406) 252-2447</td>
<td><a href="mailto:aders@stfle.com">aders@stfle.com</a></td>
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<tr>
<td>Corebridge Financial (Formerly AIG or Valic)</td>
<td>Duff Gray</td>
<td>(406) 633-1751</td>
<td><a href="mailto:duff.gray@corebridgefinancial.com">duff.gray@corebridgefinancial.com</a></td>
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<tr>
<td></td>
<td>Joshua Keller</td>
<td>(406) 696-5109</td>
<td><a href="mailto:joshua.keller@corebridgefinancial.com">joshua.keller@corebridgefinancial.com</a></td>
</tr>
<tr>
<td>Horace Mann Insurance</td>
<td>Jason Billingslea</td>
<td>(214) 304-1294</td>
<td><a href="mailto:jason.billingslea@horacemann.com">jason.billingslea@horacemann.com</a></td>
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WHAT DOES THE EDUCATION FOUNDATION DO? WHY DOES IT EXIST?

The Education Foundation for Billings Public Schools works alongside School District 2 to provide excellence in education through philanthropy, connection and collaboration. School District 2 is faced with ever increasing demands to prepare students for future roles in the community, but often with extremely limited resources. The Foundation strives to augment educational resources and provide supplemental opportunities so Billings students have the tools to reach their fullest potential. The Foundation leverages private sector funding, expertise, and collaborative partnerships in support of public education. The Foundation's role is critical to meeting the needs of our students and community. An investment in the Foundation is an investment in our students, our teachers, and our future.

www.efbps.org
BEA LABOR AGREEMENT

Your BEA Labor Agreement is online on the Billings Public Schools Website:

www.billingsschools.org

• On the HOME page click on “Faculty/Staff”

• Click on “Labor Information” in the peach box on the right side

• Select your Labor Agreement

Your Labor agreement contains valuable information and it is advised that you read through your labor agreement so that you are familiar with all policies and procedures such as:

• Staff Rights
• School Days
• Compensation
• Leaves of Absence
• Assignments, transfers and vacancies

It is your responsibility to familiarize yourself with your labor agreement. Every employee hired with Billings Public Schools will adhere to the terms and conditions of employment, practices, school district policies, rules and regulations defined in their labor agreement.
EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- To bond with a child (leave must be taken within a year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a serious health condition;
- For the employee’s own serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the military deployment of a military member who is the employee’s spouse, child, or parent.

Eligible employees who are a covered servicemember’s spouse, child, parent, or parent-in-law may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not have to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practices made unlawful by the FMLA, or being involved in any proceedings under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 1,250 hours in the 12 months before taking leave;
- Be employed by an employer that employs 50 or more employees within 70 miles of the employee’s workplace;
- Be employed by an employer that employs 50 or more employees within 70 miles of the employee’s workplace.

REQUESTING LEAVE

Generally, employees must give 30 days’ advance notice of the need for FMLA leave. If it is not possible to give 30 days’ notice, employees must notify the employer as soon as practicable and, generally, follow the employer’s usual procedures.

Employers do not have to keep a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

EMPLOYEE RESPONSIBILITIES

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Enforce an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-4-879-243)
TTY, 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division
TEACHER PAYROLL OVERVIEW

Payroll Accountant: Tatia Bennett (406) 281-5013

The 20th of each month. If the 20th is on a Saturday or Sunday, payday is on the Friday before.

Have the employee use their employee ID on all Payroll correspondence. If they do not know their employee ID, please have them contact HR or payroll.

Yellow timesheets for the current month are paid the following month. Please make sure the employee and their supervisor sign all timesheets. Make sure the date and budget codes are on the timesheets otherwise, they will be sent back to the school. In addition, this can delay payment for those hours. Timesheets are due the 10th of the month, and paid on the 20th.

We encourage all employees to use direct deposit. Deposits are in the bank on payday. Otherwise, they will receive a paper check delivered to your school on payday.

Billings Education Association (BEA) union dues are figured by the BEA, not payroll. If a teacher agrees with the amount of dues, please contact the BEA office at (406) 248-9812.

Teachers Retirement is mandatory. The district’s pre-tax contribution is 9.37% and employee’s pre-tax contribution is 8.15%.

Employee Online: To log into Employee Online, use your Employee ID: 000####, and password. Your password will be set up with the last four digits of your SSN. You can view, print your pay stubs, and update your tax withholdings, direct deposit, and personal information on Employee Online.
<table>
<thead>
<tr>
<th>JUNE 2022</th>
<th>AUGUST 2022</th>
<th>SEPTEMBER 2022</th>
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<tbody>
<tr>
<td>Su M T W Th F Sa</td>
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<th>DECEMBER 2022</th>
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<tr>
<th>APRIL 2023</th>
<th>MAY 2023</th>
<th>JUNE 2023</th>
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Graduation Date/Times:
Sunday, May 28
Skyview 10:00 am; Senior 2:00 pm; West 6:00 pm

Note: Nov. 2 is Parent Teacher Conferences for Elem. and PTC for MS & HS

Last Day of School: June 2 is early release for elementary, middle school and high school.

- Wed. Professional Learning Community Meetings - dismissing 1 hour earlier than normal
- P: PDD Days - Required
- P: PPE/PAEC Days - No school
- SD: - Teachers are expected to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, the vacation day will become a required day of attendance.
- PTC: Elementary Parent Teacher Conferences - Elementary early release
- Middle School Parent Teacher Conferences - MS early release
- High School Semester Testing - HS early release
Deane Reay
Human Resources Manager
Reayd@billingsschools.org
(406) 281-5041
SAFE SCHOOLS (VECTOR TRAINING)/
EMERGENCY PREPAREDNESS

You will receive an email from me regarding Safe Schools and Emergency Preparedness. Please take a moment to read the email and the attachments.

Each year, 2-4 Safe Schools modules are assigned and all Billings Public Schools employees are required to complete these modules. Building administrators allow time during the day for staff to complete these.

In order for all employees to have the same modules completed, new employees will receive extra pay to complete modules from previous years. The number of hours will be on the instruction sheet you receive in the email. *Since you are being paid additional hours, these need to be completed on your own time and NOT during regular work hours.*

You will also receive a *Crisis Quick Reference Flip Chart*. In this Flip Chart, you will find procedures on Evacuations, Lockdowns, Armed Intruder and Shelter-In-Place. Please take a moment to familiarize yourself with these procedures. These procedures are standard throughout the district so if you work in multiple buildings, the procedure will be the same.
CRISIS QUICK REFERENCE FLIP CHART

Notification is always by Administrator/ICS Commander, however, these procedures are for reference purposes and should not take the place of a person’s quick thinking and judgement in keeping themselves and their students safe.

This is a quick reference tool to be used in the classrooms of BPS. Student Discussions Points have also been included to educate students about the principles of being prepared. With any emergency or crisis, keeping everyone safe is directly affected by how everyone acts, respects authority and follows instructions and directions from those in charge.

NOTE: Each building will have identified an information officer on their ICS chart; however, during and after a school crisis or emergency, someone from the District’s office will give ANY and ALL reports to the media. **UNDER NO CIRCUMSTANCE**, should any staff give information to media or allow the media to interview a student!!

REMEMBER: Exercises and drills become better with good practice.

**Information in this flipchart is a result of work on our Billings Public School’s Emergency Response and Crisis Management Project in partnership with our local Emergency Responders and the State and Local Departments of Emergency Services**
**EVACUATION**

**Emergencies that may require evacuations include:**

- Fire
- Gas leak
- Chemical spill inside of building
- Physical damage to the building
- Bomb threat

1. Proceed quickly and orderly to designated exit. (If designated exit is unavailable, please proceed to the nearest, safest exit)
2. Take class roster, survival packs, coats and medication if applicable.
3. Proceed to pre-determined site on campus
4. Take roll and report any missing students.
5. Wait for further instructions.

**If determined unsafe to remain in building: Notification by Admin/ICS Commander**

- Administrator/ICS Commander will notify to proceed to re-location site
- Take roll and report any missing students, staff, or visitors
- Begin student/parent reunification

**ENCOURAGE STUDENTS TO REFRAIN FROM USING CELL PHONES UNTIL DETERMINED SAFE**
ARMED INTRUDER

Initiated when threat is inside of the building.

*Best practice is to remove students away from situation as safe and quickly as possible.

RUN-LOCK-FIGHT

1. **RUN-**
   - Prepare students to get out of "Kill Zone" quickly if it is safe to do so by any means necessary. This may require the destruction of school property (breaking a window, etc.).

2. **LOCK-**
   - If it is not safe to remove students from situation, move students quickly and quietly to a safe, secure place in a room, away from windows and hall. (Usually against a common wall with an adjacent classroom)

3. **FIGHT-**
   - Employees are not expected or encouraged to approach and engage violence with the suspect however, it is an option. This needs to be an individual decision.
LOCK DOWN

Initiated when threat is outside of the building.

- Get inside classroom/office (sweep hall and bathrooms)
- LOCK DOORS
- Close and cover all windows in room including classroom doors
- Continue teaching/working and wait for further instructions.
SHELTER IN PLACE

Emergencies outside of building would include:

- Community situations (chemical spills, explosion, etc.)
- Weather Emergencies (heavy snow, funnel clouds, flooding, lightening, high winds)
- Building Emergencies (suicidal person, student emergency)

May necessitate staying inside the building and moving staff and students to a larger space such as a gymnasium of cafeteria.

- Shut all windows and doors to the outside
- Close all venting systems and seal windows if applicable
- Move all students and staff into a larger predetermined area such as gym or cafeteria.
- DO NOT ALLOW anyone to leave the school building if there is a harmful contamination outside from a refinery explosion etc.
- Take roll of students in your area, reporting those students who are not accounted for.
- Wait for further instructions.

**In the event of a community warning or dangerous situation, teachers NOT on the playground should help open/unlock exit doors to the playground to allow quick and orderly entry back into the building. Alerting system should be in place and communicated and practiced with staff and students**
BEA ORIENTATION

2022-2023

BENEFITS OFFICE

Jennifer Kennedy, Benefits Manager
miCARE
Health Center

miCARE Hours of Operation

Lincoln Center Hours

Monday: 7:00 am - 5:00 pm
Tuesday: 7:00 am - 11:00 am
Wednesday: 7:00 pm - 6:00 pm
Thursday: 7:00 am - 11:00 am
Friday: 7:00 am - 5:00 pm

Heights Hours

Monday: 7:00 am - 11:00 am
Tuesday: 12:00 pm - 4:00 pm
Wednesday: 9:00 am - 1:00 pm
Thursday: 2:00 pm - 6:00 pm

Make an appointment online at ebms.com

*** This is not a walk-in Clinic ***
The Portal and App provides you with 24/7 access to important information about your health benefits in addition to valuable healthcare resources.
miRx - Mail Order Pharmacy

miRX mail order pharmacy is a fast, convenient way for you to save time and money by having your maintenance medications delivered to your home or office. By choosing miRX pharmacy, you are able to receive up to a 90-day supply of FDA-approved prescription drugs at a reduced cost.

Order your prescription refills online: miRX Prescription refills
call to order your refill through our automated refill system at (866) 894-1496 or (406) 869-6551
ebms presents WELL VIA Telehealth

Our physician network is available over the telephone:

24/7/365 days of the year

HOW IT WORKS:

Patient calls our Patient Care Center.
A Patient Care Coordinator gathers health information.
A board-certified, state licensed physician consults with patient.
Physician calls in prescription if appropriate.
A Patient Care Coordinator follows up in 24-48 hours.

DID YOU KNOW?

70% of all doctor visits can be handled over the phone.
40% of urgent care visits can be managed using Telehealth.

WHEN IS WELL VIA APPROPRIATE?

COMMON CONDITIONS

Acid Reflux  Headache  Hemorrhoids  Albuterol
Allergies   Heartburn  High Blood Pressure  Albuterol
Asthma  Bronchitis  Pressure Infections  Albuterol
Bladder Infection  Constipation  Pneumonia (mild)  Albuterol
Colds  Diabetes  Rashes  Augmentin
Cystitis  Depression  Sinus Conditions  Augmentin
Diarhea  Dermatitis  Sore Throat  Augmentin
Fungal Infections  Gout  Thyroid Conditions  Augmentin

COMMON MEDICATIONS PRESCRIBED

Gastroesophageal Reflux Disease
Levaquin
Lipitor
Losapinpril
Methadone
Nexium
Prednisone
Pyridium
Tamiflu
Zithromax (Z-Pak)

WellVia. Virtual healthcare delivered with exceptional care.

Patient Care Center: 877.872.0370  www.WellViaSolutions.com

Disclaimer: All rights to WellVia and WellVia’s logo are trademarked and licensed to WellSpring Healthcare, LLC. and may not be used without prior consent. WellVia services are non-emergency conditions only. For medical emergency, please dial 911. WellVia plans are not replacement for primary care physician and are not considered insurance or a Qualified health Plan under the Patient Protection and Affordable Care Act. Prior to accessing with one of our network physicians, the member must complete a Medical History questionnaire with WellVia. All consultations are subject to discretion of the attending physician and their clinical judgment in accordance with law limitations. Diagnostic consultations are subject to federal and state regulations and may not be available in your state. For updates and to receive further information, please visit www.WellViaSolutions.com.
Medical Benefits

Deductibles, per Plan Year:

Per Covered Person ........................................................................................................ $1,000
Per Family Unit ........................................................................................................... $2,000

Maximum Out-of-Pocket Amount, per Plan Year:

Covered Person ......................................................................................................... $3,000
Per Family Unit ....................................................................................................... $6,000

Copayments:

Primary Care Physician's Office Visit ........................................................................ $25

Additional Information regarding the medical benefits are located on the Medical Benefits section of the Billings Public School Employee Health Plan.
Dental Benefits

Preventative:

Limit of two routine examinations per plan year

Plan Year dental deductible:

Per Covered Person.................................................................................................................. 0

Per Family Unit.................................................................................................................... $100

For Tooth Implants per Covered Person..............$2,000 (Lifetime benefit maximum)

Note: Some treatments will apply to Plan Year maximum & Lifetime benefit maximums

Additional Information on Dental Care can be found in the Dental Benefits section of the Billings Public School Employee Health Plan.
FLEXIBLE SPENDING ACCOUNTS

Billings Public Schools provides employees a means of paying medical and dependent care expenses with pre-tax dollars through a Flexible Benefit Plan. If you have any questions about this tax-saving benefit, contact the Insurance Office at 281-5045 or EBMS at 1-866-248-7204. For further information on identifying eligible medical expenses, the following IRS booklet is available: Publication 502, Medical and Dental Expenses

- **Dependent Care Flexible Spending Account** - DCA
  - $ 5,000 Annual Election

- **Health Flexible Spending Account** - FSA
  - $ 2,750 Annual Election

https://ebms.wealthcareportal.com/Page/ShopFsaStore
<table>
<thead>
<tr>
<th>Service</th>
<th>Details</th>
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<tbody>
<tr>
<td>Exam</td>
<td>WellVision Exam covered every 12 months with $10 Copay</td>
</tr>
<tr>
<td>Materials (Lenses and or Frame)</td>
<td>$25 Copay</td>
</tr>
<tr>
<td>Frame Allowance</td>
<td>$150 Frame allowance or $80 at Costco/WalMart every 12 months</td>
</tr>
<tr>
<td>Lenses</td>
<td>Single vision, lined bifocal or lined trifocal lenses every 12 months</td>
</tr>
<tr>
<td>Lens Enhancements</td>
<td>Standard progressive lenses covered in full in-network</td>
</tr>
<tr>
<td></td>
<td>Polycarbonate lenses covered for children</td>
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<tr>
<td></td>
<td>35-40% savings on lens enhancements—ex. Solid tints, anti-reflective coating, high index lenses, etc.</td>
</tr>
<tr>
<td>Contact Lens Allowance (in lieu of glasses)</td>
<td>$130 allowance for contacts lenses and copay up to $60 for contacts lens exam (fitting and evaluation) every 12 months</td>
</tr>
<tr>
<td>Diabetic Eyecare Plus Program (As needed)</td>
<td>Services related to diabetic eye disease glaucoma, and age-related macular degeneration. $20 Copay. Limitations and coordination with medical coverage may apply. Ask your VSP doctor for details.</td>
</tr>
</tbody>
</table>

Additional details can be found at VSP.com or [Click here to review the Insurance/Benefits Page.](#)
EMPLOYEE ASSISTANCE PROGRAM

Mental health assessment, counseling, education and referral to enhance your total health and well being.

At Billings Clinic EAP and St Vincent's EAP, members on the medical plan will get up to 20 visits per plan year paid at a 100% by the district.

You can make an appointment with one of our EAP counselors by calling: BILLINGS CLINIC: 406-255-8469 or 406-255-8481 or ST. VINCENT: 406-237-3585
Term Life Insurance and Accidental Death and Dismemberment

Term Life Volume = $50,000 (age reductions do apply)
Accidental Death & Dismemberment = $50,000

Long Term Disability

90 day elimination period
60 percent coverage/ $2,500 maximum benefit
If you are applying for Supplemental Life; Please complete and return the form **within 30 days** from your start date.

Attn:
Jennifer Kennedy
Lincoln Center
Room 103
Payroll Deducted Additional Benefits

- Short Term Disability
- Accident Plan
- Cancer Insurance Plan
- LegalShield
- IDShield
- Combined

*Cancer & Accident plans can be pre-tax

For more information or enrollment information contact Jerry Theis at (406) 294-2529 or text to (612) 716-0308, gerald_theisjr@us.aflac.com

For more information or enrollment information contact Rick Halmes at (406) 208-8142 rmhalmes@hotmail.com
District Discounts

Show your ID Badge and get a Discount!

**Not valid with any other offers. Some restrictions apply.**

Fitness Centers & Gyms
Automotive
Beauty & Personal Care
Cell Phone
Chiropractic
Coffee
District Events
Electrician: Electrical Contracting
Fun & Activities
Heating & Cooling
Pet Care
Real Estate
Restaurant & Fast Food
Shopping & Retail
Weight Loss
HEADSPACE: Free

If you would like us to contact a business that is not listed on the district webpage to see if they would offer a Corporate Discount to the Billings Public Schools, please contact Jennifer Kennedy, Benefits Manager at kennedyj@billingsschools.org
Start at: https://www.billingsschools.org/

- “Faculty/Staff”
- “Benefits”
**BILLINGS PUBLIC SCHOOLS**  
**2021/2022 MEDICAL/DENTAL/VISION ENROLLMENT FORM**  
Rates Effective July 1, 2021

Any employee with a change in eligible covered dependents must also complete a new BPS Benefits Enrollment Form.

MONTHLY RATES: Please circle your choices below.

<table>
<thead>
<tr>
<th>Plan C Medical Insurance Premiums</th>
<th>Employee $703</th>
<th>Employee +1 $1,119</th>
<th>Employee +Children $1,159</th>
<th>Family $1,350</th>
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</thead>
<tbody>
<tr>
<td>Dental Insurance Premiums</td>
<td>Employee $57</td>
<td>Employee +1 $87</td>
<td>Employee + Children $110</td>
<td>Family $128</td>
</tr>
<tr>
<td>Vision Insurance Premiums</td>
<td>Employee $10.38</td>
<td>Emp+Spouse $20.79</td>
<td>Emp. w/Child(ren) $22.20</td>
<td>Family $35.48</td>
</tr>
</tbody>
</table>

The Medical & Dental contribution of $760 will be paid at 100% for BEA with a 1.0 FTE!

---

NAME:  
SOC. SEC. #:  
DIST. I.D. #:  
PHONE:  
FTE:  

Please circle your unit:  
BCEA  MPEA  ADMIN  CONTRACT  

Please select one plan:  
MED  DEN  VIS  Total $  

District contribution ($703 for medical and $57 for dental for full time teachers/admin/contract and staff working over 20 hours a week) $  

Subtract line B from line A. Line C = Employee cost each month: $760  

Your premium cost (line C) will be deducted pre-tax. There is NO FEE for the pre-tax premium deduction. If you want your premium deducted after-tax, you must contact the Insurance Office and sign a “Premium Pre-Tax Declination Form”.

With regard to my salary reduction agreement and my election of benefits, I understand that: *I may not change elections during the Plan Year unless there is a change in my family status. *The Administrator is authorized to adjust the amount of my salary reductions and benefits if it is necessary to satisfy certain provisions of the Internal Revenue Code or as a result of changes in premiums for benefits that are insured. *My election of salary reductions for medical/dental/vision benefits will remain in effect only for the Plan Year for which these elections are made. Failure to sign a new election form during the election period prior to each subsequent Plan Year will be considered an election to participate in the Plan for the Plan Year at the level of benefits selected for the previous year.

X  
Authorization Signature  
Date  

DECLINATION OF PARTICIPATION:  
I have been given the opportunity to participate in the Medical/Dental/Vision Plan and have elected not to do so.  

BCEA, MPEA  OR Part-time  
BEA ONLY  
Signature for Declination of Coverage  
Date
BILLINGS PUBLIC SCHOOLS
BENEFITS ENROLLMENT FORM

Please fill out this form in its entirety.

Name
Last
First
MI

Social Security # ________________________________

Mailing Address ____________________________ School District I.D. # ____________________________

City __________ State __________ Zip Code ________

Phone # ____________________________

Home School ____________________________ Occupation ____________________________

Birth Date ____________________________

Male □ Female □ Single □ Widowed □ Married □ Divorced □

Month __________ Day __________ Year __________

IS YOUR SPOUSE EMPLOYED? Yes □ No □

If so, where?

DO YOU HAVE OTHER INSURANCE? Yes □ No □

If you or any of your eligible dependents are eligible for other health benefits coverage, please provide the name of the company.

TYPE OF MEDICAL PLAN

<table>
<thead>
<tr>
<th>Employee □</th>
<th>Employee + One □</th>
<th>Employee + Children □</th>
<th>Family □</th>
</tr>
</thead>
</table>

DEPENDENTS COVERED ON MEDICAL PLAN

<table>
<thead>
<tr>
<th>SOCIAL SECURITY #</th>
<th>SEX</th>
<th>DATE OF BIRTH</th>
<th>RELATIONSHIP</th>
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<tbody>
<tr>
<td>Spouse:</td>
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<tr>
<td>Children:</td>
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</table>

Beneficiary for $50,000 Life Insurance Policy

Primary(ies) ____________________________ Relationship ____________________________

Contingent(s) ____________________________

X ____________________________

Signature of Applicant ____________________________ Date ____________________________

FOR OFFICE USE

Emp Date ____________________________ Ins Eff Date ____________________________ Div ____________________________ FTE ____________________________

Notes: ____________________________
BILLINGS PUBLIC SCHOOLS
2021/2022 SECTION 125 FLEXIBLE SPENDING ACCOUNTS
ENROLLMENT FORM

EACH EMPLOYEE MUST SIGN AND RETURN THIS FORM.
The elections you make on this enrollment form will remain in effect for the Plan Year
beginning on July 1, 2021 and ending on June 30, 2022.

NAME: 

DISTRICT I.D.:

SOC. SEC.:

FTE:

ENROLL OR DECLINE ANNUAL Election or 
Declination Required

BARGAINING UNION: BEA

HOME PHONE: 

HOME SCHOOL:

Out-of-Pocket Flexible Spending Accounts:

Annual Amount

A. (FLXOPTNA) MEDICAL FLEXIBLE SPENDING ACCOUNT: MAXIMUM $2,750

B. (FLXOPTNA) DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT: MAXIMUM $5,000

C. (FXCPTNA) SECTION 125 COBRA (BPS PLAN ONLY)

$ __________ PER YEAR

$ __________ PER YEAR

$ __________ PER YEAR

NOTE: There may be limits on the amounts which can be used for certain benefits. You should review your Summary Plan
Description and if you have any questions, please ask your Plan Administrator. With regard to my salary reduction agreement and
my election of benefits, I understand that:

1. I may not change elections during the Plan Year unless there is a change in my family status (e.g. change in legal marital
status, number of dependents, employment status, work hours, residence or other allowable events).

2. The Administrator is authorized to adjust the amount of my salary reductions and benefits if it is necessary to satisfy certain
provisions of the Internal Revenue Code or as a result of changes in premiums for benefits that are insured.

3. My election of salary reductions for medical/dental/vision benefits will remain in effect only for the Plan Year for which these
elections are made. Failure to sign a new medical/dental/vision election form during the election period prior to each
subsequent Plan Year will be considered an election to participate in the Plan for the Plan Year at the level of benefits
selected for the previous year.

4. Any amount over $500 that are not used during the Plan Year will be forfeited and may not be paid to me in cash
or used to provide benefits in a later Plan Year.

5. My Social Security benefits may be reduced as a result of my election.

THIS AGREEMENT IS: 1. Subject to the terms of the company’s cafeteria plan, medical reimbursement plan, and/or
dependent care assistance plan and amended from time to time; 2. Shall be governed by and construed in accordance with
applicable laws; 3. Shall take effect under applicable laws; and 4. Revoke any prior election and compensation reduction
agreement relating to such plan(s).

Authorization Signature

Date

DECLARATION OF PARTICIPATION: I have been given the opportunity to participate in the Sect.125 Flexible Spending Accounts Plan and have
elected not to do so.

SIGN HERE TO DECLINE
SECTION 125

Signature for Declaration of Participation

Date

Bargaining Union:

BEA
AUTO FLEX ENROLLMENT

One of the options of the Flex Plan is called “Auto Flex”. This allows for you and your dependents, once processed under your Medical plan, to be automatically processed for the unreimbursed medical portion of the Flex Plan, up to the amount you have elected for the current Flex plan year.

If this option is elected, it will be in place for all claims. All claims submitted to the Medical Plan will also be submitted to the Flex Plan. Therefore, if you have your contribution “targeted” for a specific expense that you will incur, for example, in December, you may not want to elect “Auto Flex”.

On the other hand, if you do not have your contribution “targeted” for a specific expense, but would like the convenience of the automated processing procedures, you may want to elect this option.

Because of the complications with coordination of benefits and Federal law, Auto Flex cannot be elected by those what are covered under more than one health plan or health insurance policy.

The Auto Flex option will not be carried over from the previous Flex plan year. Participants will need to enroll each year.

To facilitate proper claims processing, please complete the requested information and sign on the appropriate line below. Please attach this to your enrollment form.

Billings Public Schools

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

Print Employee Name

I am claiming reimbursement only for eligible expenses incurred during the applicable plan year and for eligible plan participants. The medical expenses will not be reimbursed or are not reimbursed under any health plan coverage and will not be claimed as an income tax deduction. I fully understand that I am fully responsible for the sufficiency, accuracy, and veracity of all information relating to claims. Unless an expense for which payment of reimbursement is claimed is a proper expense, I may be liable for payment of all related taxes including federal, state, or city income tax on amounts paid which relate to such expense.

☐ I hereby elect Auto Flex

☐ I hereby decline Auto Flex

Employees Signature

Date
Reminder: Please Review Your Check Stub!
Please complete the following 4 forms BEFORE YOU LEAVE TODAY!

Medical -Dental -Vision Enrollment Benefits Enrollment Form
125 Flexible Spending Account
Auto Flex Enrollment

Please return to the Lincoln center, Room 103
This summary is for informational purposes only. All benefits and general provisions described herein are subject to the terms, limitations, and exclusion of the Summary Plan Descriptions for Billings Public Schools.
Please let your building Administrator know if you are injured.

Your building secretary has required claim forms.
IF YOU ARE INJURED

1. complete first report of injury form

https://www.billingsschools.org/

- Faculty/Staff
  - Workers Comp
    - First Report of Injury

Complete all highlighted areas on the form

Employee must sign form

Supervisor must sign form

Any missing information could delay processing of claim

2. Turn completed form into the Benefits Office

Interschool mail your completed form:

Benefits Office
Lincoln Center, Room 103
Attn: Jennifer Kennedy

Or

Email: kennedyj@billingsschools.org

***Form is processed and sent to Helena***

MTSBA: Snauna Foley - Claims representative.
Email: stoley@mtsba.org
Phone: (406) 457-4411
Please do not use MiCare for workers Compensation.

Jennifer Kennedy
Benefits Manager
kennedyj@billingsschools.org
(406) 281 -5045
Tatia Bennett
Payroll Accountant
(406) 281-5013
Pay Day

► Pay day = 20\textsuperscript{th} of each month.

► If the 20\textsuperscript{th} is a Saturday or Sunday, pay day will be the Friday before.
Paychecks

The first regular pay day of the school year will be on September 20.
Paychecks - 10 or 12 pay

10 Pay Option: 10\textsuperscript{th} and final check received on the last day of school

12 Pay Option: Final \textbf{three} paychecks received on the last day of school
Paychecks - 10 or 12 pay pay

Friday, September 2nd

Deadline for changing 10 or 12 pay selection

Submit changes in writing to Payroll.
Employee ID

- Use employee ID on all correspondence

- Forgot your ID#?
  - Call Payroll or HR
Discretionary Days

► 12 for full time

► Based on FTE for part time

► Unused discretionary days roll into sick days at the end of the school year.
Timesheet for BEA Licensed Employees

Available at:

Faculty/Staff page of billingsschools.org

School Secretary

Payroll Office
(Rm 206 - Lincoln Center)
Timesheets

- Submission Deadline: 10\textsuperscript{th} of the month

- Hours worked in current month are paid the following month.

Extra hours in August = paid in September
Timesheet Tips

► Legal name and correct ID number.
► Separate months = separate timesheets
► Hours on the date they are worked
► Initial changes, sign, and date

**Missing information will result in a timesheet being returned to the school.**

**Please avoid delays!**
Direct Deposit

► Direct Deposit in your bank on payday

► Paper check delivered to home school on payday
Union Dues

- Calculated by the BEA, deducted from your paycheck

- Questions?

  Contact the BEA office at (406) 248-9812.
Teachers Retirement System (TRS)

- Participation is mandatory.
- District pre-tax contribution = 9.37%
- Employee pre-tax contribution = 8.15%
Employee Online

► View and print pay stubs
► Update tax withholding
► Change direct deposit
► Update personal information
Employee Online

- Log In: Employee ID# (000xxxxx)
- Password: Last 4 of SSN
Questions:

Tatia Bennett

bennettt@billingsschools.org

(406) 281-5013
About Us

Brandon Newpher
Chief Information Specialist
406.281.5051

Tessa Olson
Ordering & Budgeting Manager
406.281.5053

Technology Secretary
406.281.5050

Help Desk
help@billingsschools.org
406.281.5151
Accounts and Email

Please get your HR paperwork done as soon as possible to set your accounts up in Technology.

- EMAIL
- POWERSCSCHOOL
- HELP DESK
- SAFE SCHOOLS
LOGIN CREDENTIAL

LAST NAME FIRST INITIAL @ BILLINGSSCHOOLS.ORG

EMAIL PASSWORD IS THE SAME FOR: LEAVES, POWERSCHOOL, HELP DESK, SAFE SCHOOLS, CREDIT APPROVALS
How To Get to Quick Link

- https://www.billingsschools.org/faculty - staff - portal

> Yellow box on the right side of the screen

> Click on Quick Links
Help Desk - 406.281.5151

Please place a help desk ticket or email help@billingsschools.org for technical assistance.

A tech is assigned to each building. Each tech has 3-4 schools so help desk tickets ensure you don’t get missed!

Visit the Help Desk link on the Quick Links page for more! https://www.billingsschools.org/faculty-staff-portal/quicklinks

Technology does not support the use of personal devices. (printers, phones, Alexa)
Employee Online Login

Username: Employee ID with leading zeros to make it 8 digits long
   Example: 00012345

Password: Last 4 digits of your Social Security number

We do not mail out W - 2’s.
You must print them online.
Compliance (Web Accessibility) and the Office of Civil Rights requires public school districts to follow guidelines to improve the accessibility of our websites.

Teacher websites ADA must be created in new Google Sites and follow our checklist of guidelines required to maintain compliance.

Our Technology Integration Specialists offer classes on Google Sites and Web Accessibility.

Google Classrooms are acceptable. SeeSaw is not ADA Compliant however you will know the needs of your students best. Symbaloo is NOT compliant.
Voicemail set up:
Your voicemail pin is 1234, you will be prompted to change it upon first login. Stay on the line to set up your voicemail greeting. Don’t forget to press # to save your greeting.

If your name on your phone is incorrect, please submit a help desk ticket.

Connect Client:
We encourage the use of the this software that can be downloaded to your computer. It allow you to manage your phone from you computer monitor. This software does not work outside of the BPS Network.

Visit 10.15.1.2 in your search bar to download.
Username: Last name first initial
Password: changeme

DIAL 9 TO GET OUT OF THE BUILDING!
Ordering System

- All orders must be approved by your home school principal.

- Do not purchase Technology with the school P-card. All technology over a certain dollar amount must be asset tagged.
Personal Technology

TECHNOLOGY DOES NOT SUPPORT:
ALEXA
PERSONAL PRINTERS
PERSONAL IPADS
CELL PHONES

THERE IS A GOOD CHANCE DEVICES SUCH AS THESE WILL NOT FUNCTION PROPERLY ON OUR
BPS NETWORK.

CONTENTKEEPER CERTIFICATES ARE CURRENTLY ONLY FOR SCHOOL ISSUES DEVICES. WE WILL
NOTIFY YOU WHEN AND HOW TO AUTHENTICATE YOUR PERSONAL DEVICES SUCH AS CELL
PHONES WHEN THAT TIME COMES.

IF CONTENT KEEPER CERTIFICATES ARE NOT WORKING ON YOUR SCHOOL ISSUED MACHINE,
PLEASE CONTACT YOUR BUILDING TECH. YOUR DEVICE NEEDS TO BE ENROLLED CORRECTLY IN
OUR SYSTEMS. THIS WILL HAPPEN IF YOU CANNOT SUCCESSFULLY USE YOUTUBE OR GOOGLE.
Thanks!

Any questions?
Duo Security

Two-Factor Authentication

- Why do we need two-factor authentication?
  - What is Duo Security?
    - What is two-factor authentication?
      - How will Duo change my login experience?
What is Duo Security?

Duo Security is a company that provides a cloud-based software service that utilizes two-factor authentication to ensure secure access to services and data.

What is two-factor authentication?

Two-factor authentication provides a second layer of security to any type of login, requiring extra information or a physical device to log in, in addition to your password.

By requiring two different channels of authentication, we can protect user logins from remote attacks that may exploit stolen usernames and passwords.
Why do we need two-factor authentication?

Login credentials are more valuable than ever and are increasingly easy to compromise. Over 90% of breaches today involve compromised usernames and passwords.

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.
How will Duo change my login experience?

**Step 1**  
Log into your normal programs

**Step 2**  
Duo will then have you sign in to authenticate your access

**Step 3**  
Easily sign in with Duo by smart phone!

**if you do not have access to a smartphone please contact the Helpdesk.**
Welcome from the Billings Education Association

We are happy you are here!
Sometimes new hire orientation is a little overwhelming. We understand.
Today I want to talk about your union and the importance of being an active member.

Introductions are in order:

My name is Doug Robison
I am a business teacher.
I am your current BEA President.
I was elected into my position by my fellow union brothers and sisters.
Hi!
Tell me about our union!

An organization of teaching professionals who work to protect their rights and interests

We advocate for you!
- In person
- For your contract
- On a state and national level

We provide professional development
- Educator’s Conference
- National Board
- Teacher Leadership

You are the union!
- All our work is done by certified staff
- Scholarships
- Fund for Kids in Need

There are perks to being a member!
- Voting rights
- Liability insurance
- Discounts!
- Access to a person in your corner

We provide scholarships and discounts to support the Fund for Kids in Need. All our work is done by certified staff. Our voting rights, liability insurance, and discounts are just some of the perks to being a member.
How is the BEA structured? Who makes decisions?

Representative council
Each school elects one person for 15 members. They are the most powerful. Meets monthly.

Board of directors
Elected by the membership. Meets monthly. President, 1st Vice President, 2nd Vice President, Secretary, High School Director, Middle School Director, Elementary Director, Three Directors at Large

The members
You must be a current member to vote and to receive communication. Ratifies our contract.
What percentage of Billings Public Schools teachers are members?

94%
## What is the MFPE? Are we a part of the NEA or AFT?

<table>
<thead>
<tr>
<th>MFPE</th>
<th>AFt</th>
<th>NEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana Federation of Public Employees</td>
<td>American Federation of Teachers</td>
<td>National Education Association</td>
</tr>
<tr>
<td>25,000 members in MT</td>
<td>Meets every two years nationally.</td>
<td>Meets every year nationally</td>
</tr>
<tr>
<td>BEA is the largest local in Montana</td>
<td>Helps with funding to our state.</td>
<td>Helps with funding to our state. We benefit more than what we give.</td>
</tr>
<tr>
<td>President Amanda Curtis, statewide board, Doug serves on this board</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- MFPE: Montana Federation of Public Employees
- AFt: American Federation of Teachers
- NEA: National Education Association
If I need help from my union who do I call?

Every building has at least one building rep. Start here.

They will send out member only communication. Bargaining information, survey’s, notes from meetings.

If your building rep can’t help- then contact me!
How do i find my contract?

Go the the School Website:

www.billingsschools.org

Click on Faculty/Staff

Click on Labor Information

Click on BEA 2021 -24 Labor Agreement
What is an moa? Why is everyone talking about?
Join our union for the benefits
Join us online for information

facebook.com/billingseducationassociation

@bealocal7515

BEA website - www.beabillings.org
If I had to know one thing before I go to school....

Weingarten Rights

**WEINGARTEN RIGHTS**
If this discussion could in any way lead to my being disciplined or terminated or have any effect on my personal working conditions, I respectfully request my union representative, officer or steward to be present at this meeting. Without union representation, I choose not to participate in this discussion.

Be Involved in your Union - it is the U and I in union that makes us strong

Know your Contract
What does it cost?

<table>
<thead>
<tr>
<th>SALARY LEVEL</th>
<th>NATIONAL</th>
<th>MFPE</th>
<th>BEA</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Code</td>
<td>Annual Dues</td>
<td>Code</td>
<td>Annual Dues</td>
</tr>
<tr>
<td>Salary of $48,675 or higher</td>
<td>AC-1-100</td>
<td>$240.00</td>
<td>AC-0-5</td>
<td>$390.00</td>
</tr>
<tr>
<td>Salary of $38,940 to $48,674</td>
<td>AC-1-100</td>
<td>$240.00</td>
<td>AC-0-4</td>
<td>$312.00</td>
</tr>
<tr>
<td>Salary of $29,205 to $38,939</td>
<td>AC-1-100</td>
<td>$240.00</td>
<td>AC-0-3</td>
<td>$234.00</td>
</tr>
<tr>
<td>Salary of $19,470 to $29,204</td>
<td>AC-1-50</td>
<td>$120.00</td>
<td>AC-0-2</td>
<td>$156.00</td>
</tr>
<tr>
<td>Salary up to $19,469</td>
<td>AC-1-25</td>
<td>$69.00</td>
<td>AC-0-1</td>
<td>$78.00</td>
</tr>
</tbody>
</table>

What does that include? Everything we have discussed. The negotiation of your contract, advocacy for you individually, as a group at SD2, state wide, and nationally.
Time to fill out the membership form!

Press HARD - carbon copy

Why do we need your home phone? Email?

Dues? We can fill that out!

Your copy is the last page. Turn in your membership form and get your gift!
Welcome Video from President Curtis:

Welcome to your Union
We wish you all the best this year. We are here to help. We are glad you are here!

Two things I love more than anything in the world:

1. The beginning of summer.

2. The beginning of a new school year.
Homeless Education Program
Billings Public Schools

Kevin Brook
Homeless Education Liaison, K-12
Riverside Middle School
Office: 281-6719
Cell: 671-8421
brookks@billingsschools.org
Which child is homeless?
Federal Definition of Homeless Children & Youth

Individuals who lack a **fixed, regular, and adequate nighttime residence** and includes those:

- Living in emergency/transitional shelters
- Living in trailer parks and campgrounds because they lack adequate living accommodations
- Doubled-up because of loss of housing or other similar situations
Definition, Continued

• Living in runaway shelters, abandoned buildings, cars, parks, the streets or other inadequate accommodations

• Throwaway children (i.e. those whose parents or guardians will not permit them to live at home) if they live on the streets, in shelters, or in other transitional or inadequate accommodations

• Living in hotels, motels due to economic hardship.
Identified Homeless Students enrolled in SD2 Billings

2019-20: 457 identified students
2020-21: 468 identified students
2021-2022: 573 identified students

Covid Impact 2019-2021 School Years
BPS Homeless Program

- Full time Liaison
- School supplies, hygiene items, backpacks, etc.
- School Transportation – MET/fuel only cards
- School fees, gym shoes
- Anything that ensures the academic success of homeless students
Student & Parent Educational Rights

Immediate enrollment and participation in school

• Homeless families do not need to provide proof of residency or address that could cause delay

• Lack of school records, birth certificate or immunization records cannot prevent homeless student from enrolling

• Homeless students have the right to remain in school of origin and the district MUST provide transportation
Student & Parent Educational Rights, Continued

• Additional academic assistance through Title I
• Equal access to all programs the student may qualify for – cannot be disqualified due to homeless status
• Equal access to extra-curricular activities.
• If transportation is a barrier to a student’s or parent’s participation, then the LEA can provide it. For example: Parent Teacher Conferences, Open House, School Carnival, Music concerts, etc.
Often times, a student will not share what they are going through. However, there are often signs that teachers can look for.
Our Shared Response...

The Power of Relationships
FRONTLINE
Absence Management
Absence Management will be used to request time off and locate a substitute.

You must enter an absence for any time you are out of the classroom, whether you need a substitute or not.

Once an absence is entered, it will start the process for locating a substitute, it does not have to be approved before it starts this process.

An absence can be entered up to 48 hours after the start of an absence. If the cutoff time is missed, contact the secretary.

Absences can be canceled up to 30 minutes prior to the start time. If an absence is not canceled, and substitute arrives at the school, the school will still be required to pay for that substitute.

Jobs do not “call” out for a sub until 48 hours prior to the job start time, however it will be available immediately to preferred subs. Below is an example of how the system will call out for subs:
PREFERRED SUBSTITUTE PROCESS:

Substitutes are offered jobs on a preferred system using a calculation from when the job is entered and the start time. Jobs are available for web shopping based on the lead time as follows:

- Employee 100%
- Schools 90%
- District 80%

Add preferred subs as you find subs that work well in your classroom. This will help fill jobs quicker. If you are new to the District you may need to ask others who they recommend. Instructions are included in your packet to set up preferred subs.

Setting up the Preferred Sub list will open more subs sooner to the jobs. If you do not have any preferred subs, your job will not be visible until it reaches the 90% lead time – IF schools have preferred subs set up – if not it will not be available until it reaches the 80%.

Below is a chart that explains this process.

**EXAMPLE:** An employee creates an absence at 6:00 PM on July 29th and her absence starts at 8:00 AM on July 30th. This gives the system exactly 14 hours of Lead Time.

<table>
<thead>
<tr>
<th>Lead Time</th>
<th>Visibility (Hrs Min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee List</td>
<td>100% Visibility (14hrs)</td>
</tr>
<tr>
<td>School List</td>
<td>90% Visibility (12hrs 36min)</td>
</tr>
<tr>
<td>District List</td>
<td>80% Visibility (11hrs 12min)</td>
</tr>
</tbody>
</table>

- Substitutes can see jobs 07/29/2020 at 6:00PM
- Substitutes can see jobs 07/29/2020 at 7:24PM
- Substitutes can see jobs 07/29/2020 at 8:48PM
ACCESS TO FRONTLINE

3 Emails will be sent to your Billings Public Schools email account:
• Welcome To Frontline
• My Employee Letter
• Invitation to Join

If you do not know your email account, please contact your school for assistance.
If you do not receive all 3 emails, look in your JUNK/SPAM folders. If the emails are not found there, then contact Megan Taylor in Human Resources.
You must access Absence Management via the web using the Invitation that is sent. Create an access ID using the District standard of last name first initial (just like your email) and password.
WELCOME TO BILLINGS PUBLIC SCHOOLS - DISTRICT #2

At this time please do not submit for any Discretionary time for the 2019/2020 school year. Absence Reason Balances will be loaded in July and you may enter any Discretionary time off requests beginning July 15, 2019. If a request is submitted prior to 07/15/19 it will be denied/deleted and will need to be resubmitted. Thank you for your cooperation.

You MUST use all of your Discretionary before Sick time. Please make sure to check your balance prior to entering your time off. To check you balance - log onto Absence Management > Account (left hand side) > Absence Reason Balance

2019-2020 Black Out Days (for Teachers only!)

2019

2020

TEACHERS - SECRETARIES - ADMINISTRATORS:
When creating jobs please note in the text instructions:
**If the job is not at your home school or if it’s at multiple locations so the substitute teacher has appropriate transportation
**If the job is outside so substitute teachers know to dress appropriately
Thanks!

Scheduled Maintenance

Due to scheduled maintenance, Absence Management may experience intermittent connection issues on Saturday, July 13, between 6:00am-10:00am EDT. We apologize for any inconvenience this may cause.

***This message will remain posted until July 13, 2019***
How to get Frontline Support for Training videos
Once you have reviewed the training videos in Absence Management, you can begin entering absences.

Please review the Absence Reason Guidelines to help you enter the correct leave type. This is included in your New Hire Folder.

Discretionary Time
• 12 Days/year – These days are for vacations, personal time and “sick” time. Once these days are used, no more time will be granted.
  • If days are not used, the following year, days will roll into a “Sick Bank”
  • This is the only way to accrue “sick” time. Use Discretionary time wisely and only if absolutely needed.
  • NOTE: Once you have accrued sick time, sick leave can only be used after all Discretionary time has been used.

• Maternity Leave – No sooner than 3 months prior to your due date, contact Megan Taylor in Human Resources for the process of maternity leave.

• Professional Leaves – MUST be approved before taking the time off. Use the guidelines for the appropriate leave type.

Please contact Megan Taylor in Human Resources if you have any questions about what leave type you should be using or concerns with an absence approval.
LEAVE WITHOUT PAY

Must be approved by the District appointed Administration

Only granted when all Discretionary and Sick time have been used AND under extenuating circumstances

Leave without pay could affect benefits and retirement.

NEVER take Leave without Pay on the last day of school. You must be in a paid status on the last day of school if you want your paid benefits to continue through the summer break.

Excessive absences- if an employee reaches the stage of leave without pay, classroom productivity becomes a concern. Continuous Education is a priority and the best way to achieve that is to have teachers in their classrooms.

Use your Discretionary days ONLY when absolutely needed.
Try and plan vacations during breaks in school and summer months.
Try to schedule medical appointments outside of school hours.
Plan for the future – save your days!

Illness and injuries can happen at anytime; you want to have time available when you need it the most.
BLACKOUT DAYS

The District calls 30 “Blackout Days” (as needed) throughout the school year.

These are days that the District feels might have a potential sub shortage due to the amount of staff that will be out.

All Blackout Days will be called no less than 3 days prior to the day.

A District wide email will be sent out to all employees. Dates will also be listed on Absence Management in the Web Alert pop up when you sign into Absence Management.

If a Blackout Day has been called, all Discretionary leaves from that point on will be denied for that day. If you have an emergency, please contact your school administration and they will help you process your absence.

If you already have an absence submitted prior to the day being declared a Blackout Day, it does not mean that it will be denied.

*** Please note *** It is ALWAYS up to administration to approve absences, whether a blackout day has been called or not. Submission of an absence is not a guaranteed approval. Please plan accordingly and have absences submitted and approved prior to taking Discretionary time, if possible. A confirmation number is not approving the absence, it is confirming you have entered an absence.

If you have any issues or concerns with your absence on a blackout day, please contact Megan Taylor in Human Resources
FMLA Family Medical Leave Act (FMLA)

If you are going to miss 4 days or more from work due to a medical issue, whether it is yourself or a family member, please contact Megan Taylor in Human Resources. This includes maternity leave.

Human Resources will help you manage the time off and send you paperwork for FMLA.

FMLA is job protection that is provided under Federal Law and is in addition to your Labor Agreement protection. Additional information is provided in your new hire folder.

If you are unsure if your extended leave qualifies for FMLA, ALWAYS contact HR. We are here to answer any questions you may have.
WELCOME TO BILLINGS PUBLIC SCHOOLS AND HAVE A GREAT YEAR!!
2022 BEA New Hire Orientation
Welcome Video
What our department can do….

- Indian Education for All Professional Development
- Increase the Graduation Rate for our American Indian Students
- Academic Achievement of American Indian Students
- Improve Parent Involvement of American Indian Students
Curriculum Coaches

Jacie Jeffers
(406-696-8253) Middle and High School

Carolyn Rusche
(406-670-4906) Elementary
Our goals are twofold, to support American Indian students in their academic achievement and provide schools, staff and the community with Indian Education for All knowledge, skills, and content. We strive to ensure that Indian Education for All provides cultural enrichment, academic engagement, and equitable pedagogy for all students.
Calli Nicholson
rusche-nicholsonc@billingsschools.org
2815071
Mission

We provide support to educators and students through philanthropy, connection, and collaboration. We strive to give all students the tools they need to reach their greatest potential and to develop into engaged and productive citizens.
Foundation Programs

Programs and events organized and offered by the Education Foundation for Billings Billings Schools.

- Classroom Grants: Supporting innovative educator ideas that spark the passion for learning and teaching
- Scholarships: Encouraging academic excellence to further student and educator achievement
- Reading Rocks: Addressing the "summer slide" by providing reading support to students
- BackPack Meals, Elementary and Teen Pantries: Providing nutritious food to students who face food insecurity
Foundation Programs

Programs and events organized and offered by the Education Foundation for Billings Billings Schools.

- Angel Fund Endowment: Assisting middle and high school students with needs so they can continue in school
- SD2 Homeless Fund: Supporting basic needs for identified homeless students in SD2 to help them attend and thrive in school
- Partners in Education: Building relationships between businesses and schools
- Fundraising: Engaging the community in supporting school teams, clubs, and PTA's to directly benefit students and schools
Get Involved

The Education Foundation is here for our educators and our students.

Payroll Deduction
Support the Foundation's programs through regular payroll deductions

Classroom Grants
Fund your innovative idea! Apply for a grant and enhance the way you educate students

Connect Students
Ensure your students are aware of our programs and take advantage of the support & scholarships available