HUMAN RESOURCES
SUPPORT STAFF
NEW HIRE ORIENTATION

Presented By: Deane Reay; Human Resources Manager
Billings Public Schools  
Human Resource Services  
415 North 30th Street  Billings MT  59101-1298  
(406) 281-5042  FAX (406) 281-6196  
www.billingsschools.org

Support New Employee Orientation

| WELCOME | Deane Reay  
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<tbody>
<tr>
<td>• NEW HIRE PAPERWORK</td>
<td>W-4: I-9; Email Account; ID Badge Direct Deposit; Job Description Fingerprint background check. Retirement–PERS/TRS; Union BCEA/MFPE Labor Agreement Name/Address Change</td>
<td>281-5041</td>
<td>Human Resources Manager</td>
<td><a href="mailto:reayd@billingsschools.org">reayd@billingsschools.org</a></td>
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<tr>
<td>• ADDITIONAL WORK</td>
<td>Vacancy Announcements – Email; Posted on Website Apply by going to Employment <a href="http://www.billingsschools.org">www.billingsschools.org</a> Substitute Support 8-Month; 9-Month Custodian I/II 10-Month; 11-Month; 12-Month</td>
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<td>• WORK SCHEDULE CALENDARS</td>
<td>Eligibility – over 20 hours a week Hepatitis B (no cost through Occupational Health)</td>
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<tr>
<td>• INSURANCE BENEFITS</td>
<td>Jennifer Kennedy Benefits Manager</td>
<td>281-5645</td>
<td><a href="mailto:kennedy@billingsschools.org">kennedy@billingsschools.org</a></td>
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<tr>
<td>• PAYROLL</td>
<td>Timesheets/Timecard On-Line Payday – 10th &amp; 24th of each month 1st – 15th paid on the 24th 16th – end of month paid on 10th On-Line Leave Requests – Sick (90 calendar days) Vacation (6 months) Probationary Period (120 days) Employee On-Line; Direct Deposit</td>
<td>Elisabeth Stone Payroll Accountant III</td>
<td>281-5015</td>
<td><a href="mailto:stonee@billingsschools.org">stonee@billingsschools.org</a></td>
<td></td>
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<tr>
<td>• WORKER’S COMPENSATION</td>
<td>Laura Bogers, HR Assistant</td>
<td>281-5044</td>
<td><a href="mailto:bogersl@billingsschools.org">bogersl@billingsschools.org</a></td>
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<tr>
<td>• TECHNOLOGY</td>
<td>First Report of Injury; Claims Process; Occupational Health; Jury Duty</td>
<td>Lindsay Principe</td>
<td>281-5059</td>
<td><a href="mailto:principel@billingsschools.org">principel@billingsschools.org</a></td>
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<tr>
<td>• SAFETY</td>
<td>Internet Access; Tech Support Your E-mail Account is your last name, first <a href="mailto:initial@billingsschools.org">initial@billingsschools.org</a></td>
<td>Cyndi Pearce</td>
<td>281-5069</td>
<td><a href="mailto:pearcec@billingsschools.org">pearcec@billingsschools.org</a></td>
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<tr>
<td>• RECORD RETENTION</td>
<td>Safety for Students &amp; Staff SAFESCHOOLS MODULES</td>
<td>Policies and Procedures HIPPA ACT - Privacy for Students</td>
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<tr>
<td>• UNIONS</td>
<td>BSEA Union</td>
<td>Jennifer Letzlowicz, President</td>
<td>281-5795</td>
<td><a href="mailto:Letzlowiczj@billingsschools.org">Letzlowiczj@billingsschools.org</a></td>
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<td>MFPE Union</td>
<td><a href="mailto:bcaabillings@gmail.com">bcaabillings@gmail.com</a></td>
<td>Tim Schaff, President</td>
<td>281-5788</td>
<td><a href="mailto:schafft@billingsschools.org">schafft@billingsschools.org</a></td>
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# SUBSTITUTE SUPPORT EMPLOYEE PROFILE

Please check the work area(s) below that you are qualified to substitute.

<table>
<thead>
<tr>
<th>CHECK</th>
<th>JOB CLASSIFICATION</th>
<th>CHECK</th>
<th>JOB CLASSIFICATION</th>
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<tbody>
<tr>
<td></td>
<td>Secretary</td>
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<td>Custodian</td>
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<td></td>
<td>Instructional Paraprofessional (Aide)</td>
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<td>Lunch Driver/Helper</td>
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<td></td>
<td>Special Needs Assistant</td>
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<td>General Duty Assistant</td>
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<td></td>
<td>Special Education Bus Assistant</td>
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<td>Crosswalk Guard</td>
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If you will work at all locations in the District, enter YES here. Or, check your preferences from Level and Area of Town.

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<tr>
<th>CHECK</th>
<th>LEVEL</th>
<th>CHECK</th>
<th>Area of Town</th>
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<tr>
<td></td>
<td>Elementary</td>
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<td>West End</td>
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<td>Middle School</td>
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<td>Central</td>
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<td></td>
<td>High School</td>
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<td>South End</td>
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<tr>
<td></td>
<td>Lincoln Center/Warehouse/Facilities</td>
<td></td>
<td>Heights</td>
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I prefer to work only at these schools:

Are you available to work: [ ] All day; [ ] Morning only; [ ] Afternoon only
If you are available to work five days a week, enter YES here. Or, check your references.

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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Comments:

SIGNATURE_________________________ DATE__________
Printed Name_______________________ Employee ID#_____
Address___________________________
Phone Number_______________________

# PLEASE RETURN TO:
HUMAN RESOURCE SERVICES
Billings Public Schools
415 North 30th Street Room 202
Billings, MT 59101-1298

LB/7/2017
REQUIREMENTS OF EMPLOYMENT FOR INSTRUCTIONAL PARAPROFESSIONALS

Anyone wanting to work in the classroom, helping out the teacher, as an Instructional Paraprofessional (IPP) must have 2 years of college (60 Semester Credits or 90 Quarter Credits) or take the WorkKeys Test.

In January 2002, the "NO CHILD LEFT BEHIND ACT OF 2001" (NCLB Act) was signed into Federal Law. School districts must comply with the requirements.

In order to work for the School District in the classroom as an IPP or Tutor, a copy of your official transcripts or a copy of the WorkKeys Test must be provided to the School District before employment.

WorkKeys Test

There are three modules to the WorkKeys Test for teacher assistants; math, writing, and reading. To check out sample questions you can go to www.act.org/workkeys and in the top box on the right-hand side of the page (WorkKeys Proficiency Certificate for Teacher Assistants) click on that link. This will take you to a page that will allow you to look at sample questions for all three areas. The score needed to pass each module are writing – 3, math – 4, and reading – 5. You can take a WorkKeys Practice Test on-line for $4.00 to $5.00 a test.

The WorkKeys Test is given at the Lincoln Center (Adult/Community Education), 415 N 30th, 281-5110; fletchers@billingsschools.org. To schedule a time to take the WorkKeys Test, call or email to set up a time that is convenient for you. The cost of the WorkKeys Test is $50.00 for all three tests at the Lincoln Center (Adult/Community Education). If you need to re-take one of the modules, the cost is $10.00 for Applied Math and Reading for Information, $20.00 for Business Writing.

CALL OR EMAIL TO SCHEDULE WORKKEYS TEST:

Lincoln Center (Adult/Community Education); 415 N 30th, Billings MT 59101; 281-5110; fletchers@billingsschools.org

Pay fees in Room 107. Bring a picture ID and your paid receipt to Room 114 the day of your WorkKeys Test.
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
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/or 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. 03/30/2016

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.billingschools.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
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@biflingschools.org. Please provide your school and current position and a replacement badge will be sent via Inter-School Mail.
Internal Application Reminder

Your application will be retained in active status for one school year. If you wish to apply for any extra positions such as coaching, extracurricular or summer positions, or want to apply for a new position, you will need to log into your current application and apply for the desired position.

To keep your application active, log into your current application, click on EDIT and click on SUBMIT and it will keep your application active for another year.

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 keys 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
  510 N Broadway
  (406) 657-8258

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

HUMAN RESOURCES
Billings Public Schools
415 North 30th Street Billings, MT 59101-1298

Parking at the Lincoln Center

Parking at the Lincoln Center can be frustrating, to ease the frustration, parking permits are issued to eligible staff. If you work at the Lincoln Center 2 or more days per week, you are eligible for a parking pass. Please come to Human Resources to be issued the appropriate parking pass.

If you will be at Lincoln Center for training, and are not eligible for a parking pass, you will need to park on the street or across the street in the parking, garage located behind the St John’s United Laboratory at Gainan’s Commons building.

The City of Billings will cite anyone parked in the spots marked as "City of Billings Parking" and BPS will not reimburse the cost of the ticket.

If you park in the Lincoln Center parking lot (including the lot behind the church), you must have your parking permit displayed and visible at all times. Below are the only 2 acceptable parking passes. If your pass is lost or stolen, please notify Human Resources immediately.

I. General

Parking Regulations and Vehicle Registration for Parking Permit

All vehicles using the Lincoln Center parking lots during regular working hours are required to display an appropriate parking authorization tag. Regular occupants of the Lincoln Center I are required to register their vehicles in the Human Resources Office, Room 202, and to display their parking tag in the vehicle when it is parked in the lot. Only one tag will be allowed per employee. Temporary users of the lot will be required to display a temporary permit.

Possession and display of a parking tag or permit will entitle the user to park in School District spaces in the two north parking lots at the Lincoln Center. The permit does not allow you to park on 29th street or 30th Street. If you park on 29th or 30th Street and receive a ticket from the City of Billings, it is your responsibility to pay the fine. Possession of a permit does not guarantee the user a parking space, nor does it imply the assumption of any liability by the District. It merely signifies that the user is authorized to use the lot.

The purpose of these regulations and the permit system is to ensure maximum availability of parking for employees of the Lincoln Center and those attending meetings at the Lincoln Center. It is also designed to exclude unauthorized users, particularly from surrounding office buildings. Authorized persons are asked to report violations, particularly by occupants of other than Lincoln Center parking spaces.
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) OPTIONAL MEMBERSHIP ELECTION

This election must be completed by both employee and employer and received by MPERA within 90 days of the employee's hire date or the employee waives membership. If any information in this form conflicts with statute or rule, the statute or rule will apply. If you have any questions about optional membership please contact our office.

EMPLOYEE INFORMATION — to be completed by employee

Last Name
First Name, MI
Social Security Number *
Date of Birth
Email Address
Phone Number

Membership is optional only for certain new employees. (See optional positions below.) I understand the election is revocable. If you currently have a PERS account (already have contributed in PERS through this or any other agency), you cannot elect out of PERS. If you are a retired member of PERS, the working retirement restrictions apply, § 19-3-1106, MCA.

If I elect PERS membership, I can only stop participating in PERS if I terminate my covered employment, and refund my contributions.

If I decline membership, I may not become a member while still employed in this position. However, if I work more than 900 hours in a fiscal year, cumulative of all PERS employers, membership becomes mandatory and I must begin making retirement contributions. § 19-3-401-403 and 412, MCA.

If I elect membership, terminate employment, and become employed in another optional position within 30 days of termination, I may not become a member in the second optional position.

If I decline membership, terminate employment, and become employed in another optional position within 30 days of termination, I am allowed a new election.

If I decline membership, I will not receive membership service or service credit for employment for which membership was declined.

If I subsequently accept employment in a position for which retirement is mandatory, I must become a member regardless of this election.

IRREVOCABLE ELECTION:

☐ I decline PERS membership
☐ I elect PERS membership (Please complete a PERS Membership Card / Designation of Beneficiary)

Employee Signature

EMPLOYER INFORMATION — to be completed by employer

Employing Agency
Employer Number
Employee's Hire Date

Please verify the above employee is eligible for optional membership. Working retirees, excluded employees and mandatory members are NOT eligible for an optional membership election. § 19-3-401-403 and 412, MCA.

Check the type of optional position (you must check only one):

☐ Employee working 900 hours or less
☐ Employee directly appointed by the Governor
☐ Director, administrative head of a city or county
☐ New employee in county hospital or red home
☐ Legislative branch employee working 10 months or less to perform work related to the legislative session.

Printed Name
Title
Phone Number

Signature

REQUIRED SIGNATURES

Witness Name printed (not a beneficiary) Witness Signature

Original signatures are required. MPERA cannot accept faxed or photocopies of this form. This form must be filed with MPERA before any changes will take effect.
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.MPERADcpplans.com

• Click on the REGISTER button.
• Click on I have a plan enrollment code.
• Enter Group ID: 98469-01
• Enter Plan Enrollment Code: T2kaMsvM
• 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.MPERADcpplans.com.
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 taxable years. This means that the maximum Qualified Organization Catch-Up Deferral you can contribute is $15,000 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 deferred 401(k) and similar employee pension or 401(k) plans) in which you may be participating. 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 these situations might apply to you. It is desirable to request in writing that any such excess salary deferral amounts and Catch-Up Deferrals be returned to you.

If you are in more than one plan to which you can contribute elective deferrals, you must decide which plan or arrangement you would like to return the excess. If you decide that the excess should be distributed from this Plan, you must communicate this in writing to the Plan Administrator no 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 other plan the Employer maintains, then you 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 account during a year. For 2023, this total cannot exceed the lesser of $56,000 or 100% of your includible 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 $300,000. After 2023, the dollar limit for includible compensation may increase in future years for cost-of-living adjustments.

The above limit may also need to be applied by 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/or sole proprietorship, then the above limit is based on contributions made to this Plan as well as contributions made to any 401(k) 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 contribution limits. If you fail to provide the required 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 understood the 403(b) Eligibility Notice and elect to participate in the 403(b) program at this time. I understand that I may change this election at any time by contacting my Plan Administrator.

Signature: ____________________________ Date: __________

Printed Name: _________________________
<table>
<thead>
<tr>
<th>Company</th>
<th>Name</th>
<th>Phone Numbers</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ameriprise</td>
<td>Crystal Rieker</td>
<td>(406) 294-9294</td>
<td><a href="mailto:crystal.rieker@ampf.com">crystal.rieker@ampf.com</a></td>
</tr>
<tr>
<td>ING/VOYA</td>
<td>Charlie Klimas</td>
<td>(406) 265-9000</td>
<td><a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(406) 945-0783(Cell)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brian S. Lethert</td>
<td>(406) 657-9621</td>
<td><a href="mailto:brian@spitfirefinancialgroup.com">brian@spitfirefinancialgroup.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spitfire Financial Group</td>
</tr>
<tr>
<td>Security Benefit</td>
<td>Torrey Holquist</td>
<td>(406) 543-2340</td>
<td><a href="mailto:torrey@nwainvest.com">torrey@nwainvest.com</a></td>
</tr>
<tr>
<td></td>
<td>Charlie Klimas</td>
<td>(406) 265-9000</td>
<td><a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(406) 945-0783(Cell)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>John Brown</td>
<td>(406) 399-6647</td>
<td><a href="mailto:jbrown@gwnsecurities.com">jbrown@gwnsecurities.com</a></td>
</tr>
<tr>
<td>Empower Retirement</td>
<td>Ed Aders</td>
<td>(406) 252-2447</td>
<td><a href="mailto:aders@stfel.com">aders@stfel.com</a></td>
</tr>
<tr>
<td>(Formerly Mass Mutual)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corebridge Financial</td>
<td>Duff Gray</td>
<td>(406) 633-1751</td>
<td><a href="mailto:duff.gray@corebridgefinancial.com">duff.gray@corebridgefinancial.com</a></td>
</tr>
<tr>
<td>(Formerly AIG or Valic)</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
</tbody>
</table>
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
MONTANA VOTER REGISTRATION APPLICATION

ELIGIBILITY REQUIREMENTS AND IDENTIFYING INFORMATION

1. Check all that apply: New Registration Name Change Address Change Signature Update Other

2. Are you a citizen of the United States? *
   Yes No

3. Will you be at least 18 years of age on or before the next election? *
   Yes No

4. Will you be a Montana resident for at least 30 days before the next election? *
   Yes No

5. If you checked "No" in response to any of these questions, do not complete this form.

6. Last Name* First Name* Middle Name (Optional) Suffix (Jr., Sr., etc.)

7. Date of Birth*
   month day year

8. Select one of the following identifications (ID) options and provide the required information: *
   - Montana driver’s license or Montana state ID card number
   - The last 4 digits of my Social Security Number (SSN)
   - Military ID card, a tribal photo ID card, a United States passport, or a Montana concealed carry permit
   - Photo ID with my name (including, but not limited to, a school district or postsecondary education photo ID) and a current utility bill, bank statement, paycheck, government check, or other government document that shows my name and current address.

9. Montana Residence Address* City* County* Zip Code*

10. If applicable, check one of the following:
    - Military Domestic (or military spouse or dependent) — only if on active duty and will be absent from place of registration
    - Military Overseas (or overseas military spouse or dependent) — U.S. Citizen Overseas

PREVIOUS REGISTRATION INFORMATION — will be used to provide validation to former jurisdiction required if name changed or previously registered to vote in another MT county or in another state

9. Previous City, County, and Residence Address* Previous Name

RECEIVE YOUR BALLOT IN THE MAIL

If yes, I request an absentee ballot to be mailed to me for all elections in which I am eligible to vote as long as I reside at the address listed on this application. I understand that if I file a change of address with the U.S. postal service, I must complete, sign, and return a confirmation notice mailed to me by the county election office.

APPLICANT AFFIRMATION

I affirm under penalty of perjury that the information on this application is true, that I am a citizen of the United States, that I will be at least 18 years old on or before the next election, that I will have been a resident of Montana for at least 30 days prior to the next election, and that I am not serving a felony conviction in a penal institution nor have been found to be an unconfined inmate by court.

Signature* Date*

The signature on this application for voter registration must be signed by the applicant. Failure to do so will prevent application from being processed.

For county use only

Date Senate House Precinct / Split Ward School
BCEA OR MPEA Labor Agreement

Your BCEA or MPEA 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 Absences
- Assignments, Transfers, and Vacations

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

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 care for a child or placenta for adoption or foster care.
- 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 qualifying serious health condition.
- To care for a family member with a qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign 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 of the child 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 need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Eligible employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee has already used paid 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.

Eligible employees may interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

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 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave.
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's workplace.

Generally, employees must give 30-day advance notice of the need for FMLA leave. If it is not possible to give 30-day notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employers do not have to share 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 continued medical treatment is necessary. Employers must inform the employee if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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.

An employer may require an employee to receive a letter from a health care provider verifying the employee's need for leave for a reason that may qualify under the FMLA, the employer may require the employee to provide a written statement of the need for leave.

Employers must notify their 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
(1-866-487-9243) TTY, 1-877-889-5627
www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division
# Billings Public Schools
## 2022-2023 School Year
### 9-Month Support Employees

<table>
<thead>
<tr>
<th>June 2022</th>
<th>July 2022</th>
<th>August 2022</th>
<th>September 2022</th>
<th>October 2022</th>
<th>November 2022</th>
<th>December 2022</th>
<th>January 2023</th>
<th>February 2023</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**July 2022**
- 1: New Year’s Day
- 10: Memorial Day

**August 2022**
- 1-17: Non-Work Days
- 16: First Day Back to Work

**September 2022**
- 1-17: PIR Days - Work Days
- 18-22: First Day of School

**October 2022**
- 1-31: Labor Day

**November 2022**
- 1-30: PIR Days - Non-Work Days

**December 2022**
- 1-21: PIR Days - Non-Work Days

**January 2023**
- 1-31: PIR Days - Non-Work Days

**February 2023**
- 1-21: PIR Days - Non-Work Days

**March 2023**
- 1-15: Non-Work Days, Spring Break

**April 2023**
- 1-18: Spring Break

**May 2023**
- 1-18: Spring Break

**June 2023**
- 1-30: Last Day of School

**Graduation Dates/Times**
- Sunday, May 28
  - Skyview 10:00 am
  - Senior 7:00 pm
  - West 6:00 pm

*Note: All Parent Teacher Conferences for ELA, and PTC for MS & HS*
DEANE REAY
HUMAN RESOURCES MANAGER
Reayd@billingsschools.org
(406) 281-5041
Support Staff Orientation

BENEFITS OFFICE

Jennifer Soden, Benefits Manager
The Medical & Dental contribution of $795 will be paid at 100% for Support Staff with over a .5 FTE.

If you work 17 - 20 hours a week you can purchase District Insurance.
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.
<table>
<thead>
<tr>
<th>Service</th>
<th>Benefit Details</th>
</tr>
</thead>
<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&lt;br&gt;Polycarbonate lenses covered for children&lt;br&gt;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.](#)
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
BILLINGS PUBLIC SCHOOLS
BENEFITS ENROLLMENT FORM

Please fill out this form in its entirety.

Name ____________________________ Social Security # ____________________________
Last ___________________ First ___________________ MI ___________________

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>
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</thead>
</table>

DEPENDENTS COVERED ON MEDICAL PLAN

<table>
<thead>
<tr>
<th>Spouse:</th>
<th>Social Security #</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Relationship</th>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th>Social Security #</th>
<th>Sex</th>
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<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
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<td>( ___ )</td>
</tr>
</tbody>
</table>

Beneficiary for $50,000 Life Insurance Policy

Primary(ies) ________________________________ Relationship ________________________________

Contingent(s) ________________________________ Relationship ________________________________

X

Signature of Applicant ____________________________ Date ____________________________

FOR OFFICE USE

Emp Date ____________________________ Ins Eff Date ____________________________ Div FTE ____________________________

Notes: ____________________________
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
FLEXIBLE SPENDING ACCOUNTS
ENROLL OR DECLINE

ANNUAL Election or Declination Required

Bargaining Union: BCEA or MPEA
AUTO FLEX ENROLLMENT

CROSSOVER/AUTO PAY

ELECT OR DECLINE

ANNUAL ENROLLMENT
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
Reminder: Please Review Your Check Stub!
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 ***
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:
- Physician calls your Patient Care Center.
- A Patient Care Coordinator gathers health information.
- A board-certified 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
- Asthma
- Diabetes
- Infections

COMMON MEDICATIONS PRESCRIBED
- Albuterol
- Atorvastatin
- Bupropion
- Carvedilol
- Keflex
- Lisinopril
- Metformin
- Nesiritide
- Penicillin
- Rifampin
- Tamsulosin
- Zithromax

WellVia's Brand is Becoming Recuro

WellVia is making an exciting brand transition to Recuro! The existing application will be retired on November 15th, 2022.

All current users will be required to download and sign into the Recuro Care app on or before that date to continue receiving services.

To get started, click the button below:

- There will be no changes to your available services and benefits.
- Your login, profile, and medical records will remain the same.
- The Recuro Care app is the same app you know and love, just with a new look and feel.

Our App is Changing

WellVia is becoming Recuro! Here's what you need to know.

WellVia's making an exciting brand transition to Recuro! The existing app will be retired in November, and all current users will be required to download and sign into the Recuro Care app to continue receiving services. Rest assured:

- There will be no changes to your available services and benefits.
- Your login, profile, and medical records will remain the same.
- The Recuro Care app is the same app, just with a new look and feel.

November 1st

You'll notice a new screen when you open the WellVia app, describing the brand transition and providing you a link to download the new app. For the first couple weeks, you'll be able to dismiss this screen and continue in the WellVia app as usual.

Note: In addition to the new mobile app, you will also receive a notice on the prior website (memberwellviasolutions.com) directing you to the new website (member.recurohealth.com). You'll also notice that when you speak with doctors and Member Services agents, they'll begin referring to Recuro instead of WellVia.

November 15th

On this date, you will no longer be able to dismiss the new screen describing the brand transition to Recuro. You'll need to click the "Download the Recuro Care app" button to login with your existing username and password and continue receiving services.

Get started with the new Recuro Care app today! Scan QR Code to Download.
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

What services are offered?
The St. Vincent Healthcare Employee Assistance Program provides help to employees and their families dealing with personal challenges.

- **Free short-term, confidential counseling for you and your family.** Most of life’s challenges can be resolved with short-term counseling. Whether you are dealing with depression or relationship issues, the professional counselors at EAP can help.
- **Referral services.** You and your EAP counselor may determine that a referral to another professional or community resource is necessary. If a referral is made, your EAP counselor will work with you to ensure that you receive the help you need, with professionals whose services are covered by your insurance plan.
- **Toll-free 24-hour crisis hotline.** St. Vincent Healthcare EAP offers a toll-free 24-hour crisis hotline. Should you need emergency assistance a counselor is available 24 hours a day.
- **Convenient counseling locations.** EAP counselors are conveniently located to provide you with prompt, courteous service.
Start at:
https://www.billingsschools.org

- “Faculty/Staff”
- “Benefits”
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
The Portal and App provides you with 24/7 access to important information about your health benefits in addition to valuable healthcare resources.
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 Soden, Benefits Manager at sodenj@billingsschools.org
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

- 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

---

FIRST REPORT of Injury or Occupational Disease

Montana Schools Group
Workers’ Compensation Risk Retention Program
PO Box 7029
Helena, MT 59604

Toll Free: 1-877-667-7332
Fax: 406-457-4565

Worker:

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
<th>AGE</th>
<th>GENDER</th>
<th>SOCIAL SECURITY NUMBER</th>
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Employer:

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<th>SIGNATURE</th>
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***Form is processed and sent to Helena***
MTSBA: Shauna Foley - Claims representative
Email: sfoley@mtsba.org
Phone: (406) 457-4411
Please do not use MiCare for workers Compensation.

Jennifer Soden
Benefits Manager

kennedyj@billingsschools.org

(406) 281 -5045
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?

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log into your normal programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Duo will then have you sign in to authenticate your access</td>
</tr>
<tr>
<td>Step 3</td>
<td>Easily sign in with Duo by smartphone!</td>
</tr>
</tbody>
</table>

**if you do not have access to a smartphone please contact the Helpdesk.**
Support Payroll

The only day better than Friday is payday!
Payroll Accountant

Patricia Hoagland

Phone: 406-281-5015

Email

hoaglandp@billingsschools.org
How Do I get paid?

Submit Time
It is then approved by your secretary and admin

Process your Time
After the pay period closes I start processing everyone’s time!

Payday!
You will either receive a paper check or direct deposit

10th and 24th of the month
15th and last day of the month
Times are a changing

**Vacation Time**
Start accruing from day one. Have to wait 6 months to use.

**Sick Time**
Start accruing from day one. Have to wait 90 days to use.

**Off Probation**
After 120 days you come off probation and get the regular rate!
Holidays!

Always check your calendar to make sure you qualify for the holiday pay! And what are PIR days.

- Always paid at your current FTE hours
- No waiting period to be paid for holidays
- Extra Holidays
- PIR Days: Can use vacation but you can’t use sick
A Timecard Is Worth a Thousand Words
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<th>Mon 3/15</th>
<th>Tue 3/16</th>
<th>Wed 3/17</th>
<th>Thu 3/18</th>
<th>Fri 3/19</th>
<th>Sat 3/20</th>
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<th>All Jobs</th>
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**Detailed Time Entry on 3/23/2021 for HOURLY**

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<th>Ring Out</th>
<th>Hours</th>
<th>WorkOrder</th>
<th>Reason/Cat</th>
<th>Notes (40 characters)</th>
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<td>7:00</td>
<td></td>
<td></td>
<td>OTHER 1</td>
<td>LUNCH FOR AM</td>
<td><img src="https://example.com" alt="X" /></td>
</tr>
</tbody>
</table>

**Close**

- Add
- Apply
- Save
I subbed for someone. Now

Is it another support staff?

Then fill out a blue timesheet!

Is it for extra duties?

Fill out a blue timesheet!

Is it for a teacher?

Enter your time on frontline!
Billings Public Schools
Time Sheet for Support Employees
Van 21.A.

Please use PEN when filling out time sheet.
*Any whiteout or mark outs need to be initialed before submitting.

<table>
<thead>
<tr>
<th>EMPLOYEE ID #</th>
<th>EMPLOYEE NAME (PLEASE PRINT)</th>
<th>SCHOOL / BUILDING</th>
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<tr>
<td>55555</td>
<td>Sam Granger</td>
<td>Squire</td>
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<table>
<thead>
<tr>
<th>NAME OF PERSON SUBSTITUTING FOR:</th>
<th>POSITION OF PERSON SUBSTITUTING FOR:</th>
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<tbody>
<tr>
<td>Frodo Baggins</td>
<td>Groundkeeper</td>
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<table>
<thead>
<tr>
<th>MONTH</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>2021</td>
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Comments:
Mr. Frodo was gone on August 13.

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<tr>
<th>1ST PAY PERIOD</th>
<th>2ND PAY PERIOD</th>
</tr>
</thead>
<tbody>
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TOTAL HOURS - 1ST PAY PERIOD: 24
TOTAL HOURS - 2ND PAY PERIOD: 24

I certify the above statement to be correct and compensation is due.

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
<th>ADMINISTRATOR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Granger</td>
<td>08/13/21</td>
<td>Groundkeeper</td>
<td>08/13/21</td>
</tr>
</tbody>
</table>

DATE RECEIVED: 
DATE PAID: 
How to Make Payday Effort

Submit time on time!
Sign and Date Blue Timesheets
Check your paystub
If you have a question ask me!
Employee Online

- View and Print Paystubs! Make changes to your direct deposit
- Update your address and personal information
- View and Print W2! Make Changes to your W4 online
- Access Timecard Online
Thanks!

Do you have any questions?
hoaglandp@billingschools.org
406-281-5015
Billings Public Schools

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Welcome

New Hire Orientation
Technology
About Us

Elisabeth “Libby” Stone
Technology Secretary
406.281.5050

Brandon Newpher
Chief Information Specialist
406.281.5051

Help Desk
help@billingsschools.org
406.281.5151

Tessa Olson
Ordering & Budgeting Manager
406.281.5053
Accounts and Email

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

- EMAIL
- POWERSCHOOL
- 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 Links

> 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!

Did you know when you leave a voicemail message to the help desk it creates a help desk ticket for you?

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.
TEACHER WEBSITES

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.
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.
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?
Welcome to Billings Classified Employees Association (BCEA)
What is a Union?

Employees with a common JOB WORKPLACE EMPLOYER who band together for POWER

ORGANIZE!
Who is MFPE?

• The biggest union in Montana
• The most professionally diverse union in America

ALL of the workers in public schools (pre-k through University)
City, County, and State Employees
Law Enforcement and Corrections Officers
Union Structure

We are NEA, AFT, and AFL-CIO members

We are MFPE members

We are BCEA members
Benefits of Being a Union Member

UNITED
WE BARGAIN
PUBLIC
PRIVATE
DIVIDED
WE BEG

LABOR UNIONS:
THE FOLKS WHO BROUGHT YOU THE WEEKEND.
CHILD LABOR LAWS, OVERTIME,
MINIMUM WAGE, INJURY PROTECTION,
WORKMEN'S COMPENSATION INSURANCE,
PENSION SECURITY, RIGHT TO ORGANIZE...ETC.
Benefits of Being a Union Member

- Professional development opportunities
- Securing competitive wages and benefits/collective bargaining
- Job security and protections
- A voice in the workplace
- A network of support
Nonmembers Benefit From Our Work

• Membership is voluntary
• Nonmembers still enjoy the benefits of having their contract and benefits bargained by the union
• Nonmembers can’t have no voice or vote on contracts, leadership, etc.
• Members’ dues pay for nonmembers’ benefits
Member-Only Benefits

Through the buying power of our two national affiliates, NEA and AFT, all MFPE members are eligible for incredible deals on insurance, phone plans, home financing, discounted shopping, entertainment & travel, low-cost credit cards, legal & financial services, and much more.

Find out more at MFPE member benefits
Local Officers:

**President** - Jennifer Leligdowicz, Secretary at Facility Services

**Vice President** - Tessa Olson, Technology Order and Budget Manager, Lincoln Center

**Secretary** – Julie Urso, SNA, Rimrock Learning Center

**Treasurer** - Cindy Herman, Accountant in Business office, Lincoln

**Director-at-Large** – Vacant

**Elem. Area Director** - Denise Joy, SNA at Burlington

**Middle School/ECI/First Student Area Director** – Jan McCandless, Bus SNA at First Student

**High School Area Director** - Vacant
Where do I find union information?

- bceabillings.org (website) – minutes, newsletters, CBA, list of Board officers, events, etc.
- Local Board Officers
- bceabillings@gmail.com
- Jennifer Leligdowicz – jleeligdo@Hotmail.com or cell (406)696-2203
- MFPE.org
Join Today!
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

BILLINGS PUBLIC SCHOOLS
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.
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**