



# BENEFITS

<https://www.smsd.org/human-resources/benefits>

# 2023 SMSD BENEFIT GUIDE

## [Shawnee Mission School District Benefit Guide \(cld.bz\)](#)

[About](#)[Academics](#)[Families](#)[Human Resources](#)[Information Central](#)[Bond 2021](#)

### Benefits

#### Department Contacts

Fax (913) 993-6283

**Drew Staum**  
Benefits Coordinator - 913-993-6354

**Jennifer Lumley**  
Employee Benefits Facilitator - (913) 993-6497

#### Comprehensive Benefits Plans

Most people consider their paycheck to be the primary benefit of working; however, at Shawnee Mission, there are others to consider like employee benefits. Extensive benefits including insurance, retirement, and holiday packages are standard. A unique flexible benefit system allows you to refine your personal coverage to accommodate your preferences and needs.

The Shawnee Mission School District offers a comprehensive benefits program for employees along with their eligible spouse and dependent children. Benefits coverage is available to employees who work a minimum of 20 hours per week in both classified and certified positions. Benefits eligibility begins on the first

[2022 BENEFIT GUIDE](#)[BENEFITS DIRECT PORTAL](#)[ADA MEDICAL  
CERTIFICATION FORM](#)[FAMILY STATUS CHANGE  
GUIDELINES](#)

The **Family Status Change form** can be obtained from the Benefits Office. All changes must be made in person accompanied by the proper documentation. Remember this is a time sensitive matter. Modification of benefits must be consistent with the qualifying event. Contact the Benefits Office for assistance at (913) 993-6454.

[Human Resources Team  
Contacts](#)[Job Opportunities](#)

#### Benefits

[Medical Insurance](#)[Dental Insurance](#)[Vision Insurance](#)[Leave Options](#)[Short Term Disability](#)[Flexible Reimbursement  
Plans - FSA](#)[Life Insurance Policies](#)[Employee Assistance  
Program](#)[403B /457B Plans](#)[Voluntary Benefits](#)[Enrollment - New Hire and  
Open](#)[Salary](#)[Agreements and Manuals](#)[Licensure](#)

# WELLBEING INCENTIVE

ACTIVITIES COMPLETED BETWEEN JANUARY 1<sup>ST</sup> AND OCTOBER 31, 2023

Option A – Complete an On-site Biometric Screening and On-line Health Risk Assessment

- On-site Screenings available at the CAA in October or schedule through PriorityOne Health Clinic
- Once you receive your Insurance Card from BCBS, complete the On-line Health Risk Assessment on the Marathon Health Portal

You do have the option of visiting your own physician, but you must provide the Physician Form available on the SMSD website - [Physician Form](#)

Option B – Complete four Wellness Workshops in the Marathon portal. Workshops can be completed through the Resource tab on the homepage.

Option C – Complete two health coaching sessions with a PriorityOne provider

[Additional Wellbeing Incentive Information](#)

# STAFF HEALTH AND WELLBEING

[Fitness Center](#), 913-993-6494

□ Free for all SMSD staff, their spouses and children 16 or older.

Aquatic Center-Visit the SMSD Aquatic Center Website for more information.

On-site Clinic – [Priority One Health Center](#) – 913-549-9970

□ Available to staff members, spouses and children age two and up on the District's health insurance plan.

EAP– [SupportLinc](#) – 1-888-881-5462

[Wellbeing Benefits and Resources Inventory](#)

# WHAT DO I DO NEXT?

- Review the website – ask questions if you have them about your options
- If you want to meet personally – contact Drew or Jennifer to schedule
- Complete your Enrollment Packet and return to the Benefits Department at the CAA by Monday, September 4  
In-person or Inter-School mail is preferred
- Check your mail for your Insurance Cards – sometimes these look like junk mail
- Register with the Blue KC Portal and Marathon Health
- Watch your e-mail for information about the Wellbeing Incentive, and if you choose, complete the necessary steps. Once completed, you will see the Incentive reflected on your next eligible paycheck for the remainder of the year and all of 2024.
- Complete Open Enrollment in October (ish) – don't worry, we'll send you a lot of emails about this event

# CONTACT INFORMATION

Drew Staum – Benefits Coordinator

☐ 913-993-6354

☐ [AndrewStaum@smsd.org](mailto:AndrewStaum@smsd.org)

Jennifer Lumley – Benefits Facilitator

☐ 913-993-6497

☐ [JenniferLumley@smsd.org](mailto:JenniferLumley@smsd.org)

# OPEN ENROLLMENT

You must participate in Open Enrollment for your 2024 Benefits.

*Watch your e-mail for additional information form Benefits*

At Open Enrollment you have the option to enroll in additional benefits:

- ☐ Cancer Plans
- ☐ Accident Insurance
- ☐ Critical Illness
- ☐ Combined Life and Long Term Care
- ☐ Identity Theft
- ☐ Hospital Indemnity
- ☐ Pre-paid Legal Plan

# I KNOW YOU JUST GOT HERE – BUT LET'S TALK ABOUT RETIREMENT

Both [403B /457B Plans](#) plans are available to eligible employees.

Pre-tax and Roth investment opportunities are available through AIG, Lincoln, Met-Life and Security Benefit

You can elect to enroll or make changes throughout the year.

## [KPERS –](#)

You contribute mandatory 6% of your salary from each paycheck. It's automatic and pretax. Your contributions earn a guaranteed 4% annual interest, paid quarterly. There is also a possibility for additional interest, depending on KPERS' investment returns. You can withdraw your account balance if you leave employment, but you can't take a loan from your account while you are still working.

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# BENEFITS *at a glance*



For KPERS 3 Members  
Hired January 2015 & After

Throughout your career, you make contributions to KPERS. We invest the money and pay you interest. You also build retirement credits while you work. When you retire, KPERS pays you a guaranteed monthly benefit. You also have life insurance and disability benefits as part of KPERS while you are still working.

## RETIREMENT BENEFITS

### Your Contributions

You contribute 6% of your salary from each paycheck. It's automatic and pretax. Your contributions earn a guaranteed 4% annual interest, paid quarterly. There is also a possibility for additional interest, depending on KPERS' investment returns. You can withdraw your account balance if you leave employment.

### Vesting

After five years of service you are guaranteed a retirement benefit, even if you leave employment. This is called "vesting" your benefit.

### Retirement Benefits

There are two parts to the KPERS 3 cash balance plan—your contribution account and your retirement credits. While you make contributions, you also earn retirement credits quarterly based on how many years of service you have and a percent of your pay.

**Retirement credits are only available at retirement.**

Your retirement credit value and contribution account balance are used to calculate your benefit. KPERS will pay you a guaranteed monthly benefit for the rest of your life. You can also choose from different payment options if you want to leave a monthly benefit for someone after your death or have a regular cost-of-living increase.

### When Can You Retire?

- Age 65 with five years
- Age 60 with 30 years
- Reduced, early retirement beginning at age 55 with 10 years



### Questions?

Email: [kpers@kpers.org](mailto:kpers@kpers.org)

Toll-free: 1-888-275-5737

In Topeka: 785-296-6166

[kpers.org](http://kpers.org)

## New Hire To-Do List

- ✓ Learn more about your KPERS 3 cash balance retirement plan and how it works
- ✓ Check out [kpers.org](http://kpers.org) for details about your other benefits
- ✓ Set up your online access to keep track of your account at [kpers.org](http://kpers.org)
- ✓ Name a beneficiary. Form available at [kpers.org](http://kpers.org) or from your employer
- ✓ Save on your own, because KPERS won't be enough

## ADDITIONAL BENEFITS

### Disability Benefits

If you qualify, disability benefits are based on 60% of your annual salary. There is a 180-day waiting period.

### Basic Life Insurance and Death Benefits

Basic life insurance is equal to 150% of your salary. Your employer pays for the cost. KPERS also returns your contributions and interest. Your spouse may be eligible for a monthly benefit, instead of receiving your account balance.

### Job-Related Death

If you die from an on-the-job accident, there is an additional death benefit for your spouse.

## KPERS won't be enough

KPERS and Social Security won't be enough for a sound retirement. You need to save on your own, too. The easiest way to save is through a tax-sheltered employer plan like a 457(b) deferred compensation or a 403(b) annuity plan. Check with your employer about options where you work.

# EMPLOYEE ONLINE -

## Faculty / Staff Portal

If you have questions or comments, please contact the Communications Department at [adcommun@smsd.org](mailto:adcommun@smsd.org). Thank you.

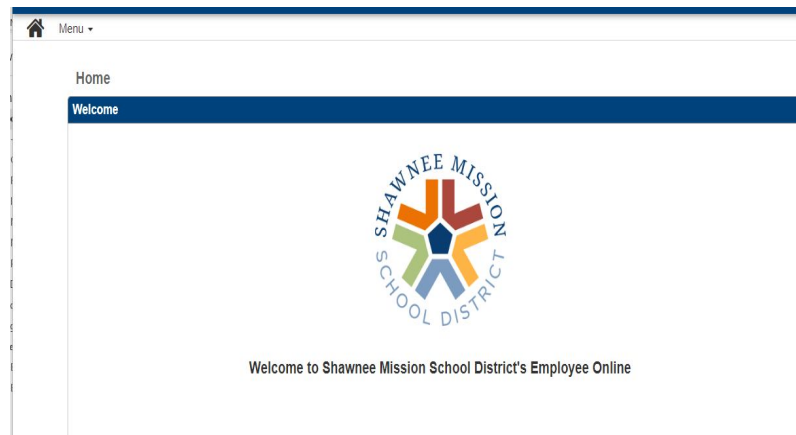
STAFF WEBMAIL

HELP DESK

EMPLOYEE ONLINE -  
PAYCHECK LOOKUP & LEAVE  
BALANCE

PHONE EXTENSION SEARCH

INFORMATION ABOUT  
PROPOSED NEW SALARY  
SCHEDULE 2022-2023



# EMPLOYEE ONLINE -

The screenshot displays the BusinessPlus Employee Online portal. The top navigation bar is dark blue with the BusinessPlus logo on the left and 'Employee Online' on the right. Below this, a 'Menu' dropdown is visible. The main content area is divided into three columns. The left column contains a vertical menu with icons and labels: 'Home', 'Payroll Information', 'Personal Information', 'Benefits', and 'SMSD Resources'. The middle column is titled 'Payroll' and lists 'Tax Withholdings', 'Direct Deposit', and 'Leave Tracking'. Below this is a section titled 'SMSD Resources' with the link 'Leave Tracking and Balances'. The right column is titled 'Check Stub' with the link 'Check Stub', followed by a section titled 'Tax Forms' with links for '1095-C Affordable Care Act (ACA)', '1095-C Instructions', 'W-2', and 'W-2 Instructions'. At the bottom of the page, a large white box contains the text 'Welcome to Shawnee Mission School District's Employee Online' and a faint circular logo for Shawnee Mission School District.

**BusinessPlus** Employee Online

Menu

**Employee Online**

- Home
- Payroll Information**
- Personal Information
- Benefits
- SMSD Resources

**Payroll**

- Tax Withholdings
- Direct Deposit
- Leave Tracking

**SMSD Resources**

- Leave Tracking and Balances

**Check Stub**

- Check Stub

**Tax Forms**

- 1095-C Affordable Care Act (ACA)
- 1095-C Instructions
- W-2
- W-2 Instructions


WELCOME TO SHAWNEE MISSION SCHOOL DISTRICT'S EMPLOYEE ONLINE

# EMPLOYEE ONLINE - LEAVE TRACKING AND BALANCES

**Network Login Required**


Username:

Password:

 Employee Online

## Leave Tracking and Balances

Employee Search

Leave Balances			 Print View
Description	Hours	Days	
Temp Leave	0.00	0.00	
Accrued Temp Leave After 7/1/2008	240.00	30.00	
Sick Bank	0.00	0.00	
You may use the following from your temp leave balance			
Personal	0.00	0.00	
Balances do not include absences taken since your last pay check was processed			

## 2022-23 School Year Absences

No Absences Found

# EXTRA CREDIT

-SMSD, HUMAN RESOURCES, AGREEMENTS AND MANUALS

[Certified Non-Use Calendar](#) – Block out days where you cannot use Personal Time

[NEA Agreement](#) – Contains important information about your contract and employment

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Don't forget if you move to contact Human Resources, so your address can be updated.

Human Resources – [Team Contact Information](#)

# NEW TEAM MEMBER ACADEMY

## New Teacher Resources

Shawnee Mission School District

New Team Member Academy

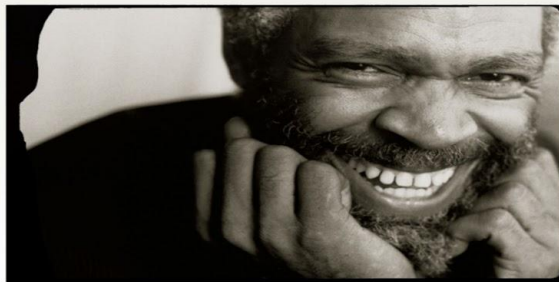
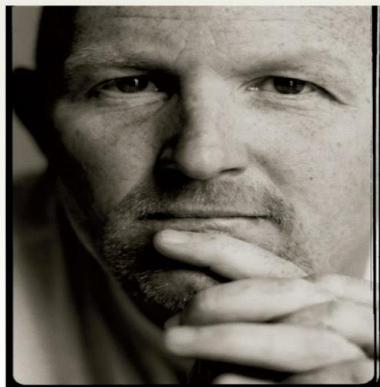
August 4,7-8, 2023

**NEW TEACHER  
ACADEMY - COMING  
SOON**

**NEW TEACHER  
FAQS**

**BENEFITS  
ENROLLMENT**

Marathon  
*health*<sup>®</sup>  
For life.



INSPIRING PEOPLE

PriorityOne Health Center  
Powered by Marathon Health

## Marathon Health Mission

We are a different kind of healthcare company. Our mission is to **inspire people** to lead healthier lives.

Healthier people are more productive and lead richer, more rewarding lives.



# Marathon Health Services

## Common Illnesses

- Allergies
- Eye Irritations & Infections
- Headaches
- Skin Conditions
- Respiratory Symptoms

## Misc. Services

- Lab Work
- Medications for conditions treated at the Center

## Minor Injuries

- Back Pain
- Extremity & Joint Pain
- Sprains / Strains

## Health Assessments

- Blood Pressure, Glucose, Cholesterol
- Height / Weight
- Physicals , including well woman exams
- Immunizations

## Health Coaching

- Nutrition / Weight Loss
- Physical Activity
- Tobacco Cessation
- Stress Management
- Group Wellness
- Physical Activity Challenges
- Walking Groups
- Weight Loss Challenges

## Chronic Condition Coaching

- Asthma
- Diabetes
- Heart Conditions
- High Blood Pressure
- Low Back Pain
- Depression / Anxiety

# Benefits to Staff Members and Families

- **Easy access** to convenient, high-quality care
  - Staff members will not have to clock out or take leave time to use the Health Center
- Little or **no wait time** for scheduled appointments
- **More time with your provider** to address your health
- **Early detection** of serious health conditions through assessments and screenings
- **Health coaching** to build and support healthy habits, including healthy eating, tobacco cessation, stress management, and physical activity
- Support and tools to **take active role in health** and healthcare
- Little to no cost for services
  - Preventive services will be offered at no charge. Members on the high deductible health plan will have a small visit fee for non-preventive services, due to IRS regulations. However, it will be a significant savings to the cost of care received out in the community.

# PriorityOne Health Center Details

- Where is the PriorityOne Health Center located?
  - The center is in the Center for Academic Achievement. Door 13, right next to the fitness center.
- When is the center open?
  - The Center is open Monday, Wednesday, Friday 7am – 4pm and Tuesday, Thursday 9am – 6pm.
- Who can use the center?
  - Staff Members, pre-Medicare retirees, spouses, and dependents age two and older enrolled in the Shawnee Mission School District health plan are eligible for services provided by PriorityOne Health Center. The center will also provide care for work-related injuries to all school district employees regardless of health plan enrollment.
- How will appointments be scheduled at the health center?
  - Schedule online through the patient portal or call the office at 913-549-9970.
  - Appointments are required but same day appointments may be available by calling the Health Center.

# PriorityOne Health Center Costs

Visit Fee Schedule	Preventive Care Visit	Non-Preventive Care Visit
<b>Blue-Care (HMO) Preferred-Care Blue / Blue Card (PPO)</b>	Free	Free
<b>Preferred-Care Blue / Blue Saver (Qualified High Deductible Health Plan)<sup>1,2</sup></b>	Free	\$30 <sup>1,2</sup>

<sup>1</sup>HSA-eligible plan members must pay fair market value for visit, due to IRS regulations.

<sup>2</sup>In order to maintain the tax benefits afforded to HSA participants, the IRS requires a fee be charged to those with a Health Savings Account (HSA) for non-preventative visits. To be able to contribute to an HSA, the employee must be covered by a Qualified High Deductible Health Plan like Shawnee Mission School District's (SMSD) Preferred-Care Blue / Blue Saver plan. Many employees setup their HSA through SMSD; however, some have an HSA through a spouse's family plan or may have previously setup a HSA on their own or do so at a future date. This makes it very difficult to identify all employees on the Preferred-Care Blue / Blue Saver plan that may have a HSA. So, in order to meet due diligence under the law, SMSD requires all Preferred-Care Blue / Blue Saver plan members using PriorityOne Health Center to pay a per visit fee for **non-preventive** services. **This fee is still considerably less than you would pay for similar services at a physician office, urgent care center, or retail clinic (such as Minute Clinic).** Keep in mind that **preventive** care is covered 100% by the plan and will not have a fee. Once your deductible is met, all visits will be at no charge.

# Your Personal Health Information is Protected

- When you receive healthcare at work from Marathon Health, **we are required by law to protect the privacy of your health information.** Marathon Health will protect your personal health information in accordance with the Health Insurance Portability and Accountability Act and any other applicable laws.
- As a healthcare consumer, take the time to read the Marathon Health Notice of Privacy Practices.
- For a copy of the Marathon Health Privacy Practices, go to: **[www.marathon-health.com/privacy](http://www.marathon-health.com/privacy)**.

# PriorityOne Health Center Staff

## Who staffs the center?

Marathon Health staffs and manages the center. Clinical staff includes physicians, a nurse practitioner, a behavioral health therapist, and medical support staff employed by Marathon Health. Many private doctors' offices operate similarly.

## The Clinical Staff:

- Amy Sachau, MD
- Matt Almaguer, MD
- Tyler Thomas, MD
- Amanda Munden, APRN
- Jen Simon, LCSW
- Kenia Cuellar Rey, MA
- AJ Davis, MA
- Jen Platel, MA