

ATTENDANCE

- Sick Days – 10 month employees receive 10 sick days per year and 12 month employees receive 12 sick days per year. These days are prorated if you start mid-year. If you don't use them, they will carry over into the next year.
- Personal Days – you are provided with 4 personal days per year. If you don't use these, they will also carry over into your Sick Day Bank at the end of the year. Please note that you can only use 2 personal days in a row or you will be docked. Also, you cannot take personal days before or after a holiday or you will be docked. Please see your contract for details.

ABSENCE MANAGEMENT – app.frontlineeducation.com Frontline Education, formerly Aesop

- We report all absences in Absence Management, our online reporting tool.
- Once all of your paperwork has been received, you will be set up in the system. You will receive an email with this information once you are entered. Please review the tutorial if needed.
- You must enter your absences at least ½ hours before your regularly scheduled start time or as soon as possible, so a substitute can be identified.
- You can check your attendance balances.
- Your School Secretaries can help you if you have any questions.

HEALTH BENEFITS

- All full-time certificated employees (teachers, guidance counselors, nurses...) are eligible for medical, prescription, dental and vision as of their date of hire.
- Our medical plans are with Horizon BCBS – NJEHP and GSHP. *You can only choose 1.*
- Our dental plans are with Delta Dental - HMO or PPO. *You can only choose 1.* With the HMO, you must designate a dentist in the plan and can only go see that dentist for covered benefits. With the PPO, you can go to any dentist in the plan.
- The vision plan is through EyeMed and you can go to any participating doctor or provider in the plan.
- The Plan details are in the Benefits Guide.
- To enroll, you must complete a Benefits Worksheet and **return to me within 30 days of hire or as soon as possible.** If enrolling dependents, you must provide a copy of your marriage certificate for a spouse and birth certificates for children.
- Once your paperwork is received and you are entered into the benefit systems, you should receive ID cards in the mail in approximately 5-7 business days from Horizon and EyeMed. You can request additional cards by calling or online.
- ***Delta Dental does not require an ID card but you can request one by calling them. Contact numbers are as follows –***
****Horizon BCBS 800-355-2583 *Delta Dental PPO 800-452-9310 *Delta Dental HMO 800-422-4234 *EyeMed 888-439-3633***
- If electing coverage, you are required to make contributions to your healthcare based on your salary or the premium and level of coverage you choose. The rates and/or formulas are on the forms to help you determine what your contribution will be.
- You can also elect to waive medical benefits, in which case the Benefits Worksheet is still needed. If you decide to do this, you will receive reimbursement paid out in 2 equal payments per year, on Dec 15th and June 15th. The waiver is prorated if needed. (Annual totals - Single \$1,500, Employee/Spouse \$3,500, Employee/Children \$2,500, Family \$4,000). You would need to complete the form and return it to me with a copy of your current insurance card as proof of coverage. *****The medical waiver must be submitted every year by the employee to receive reimbursement. If the form is not received, you will not receive the waiver reimbursement.***
- You can still take dental and/or vision if you waive medical and would only pay for dental and/or vision through paycheck deductions but still receive the medical waiver.

TAKE AWAYS

- Use Absence Management to enter all absences. Please see your School Secretaries or call me with any questions.
- Healthcare Benefits – Look through the Benefits Guide, decide on level of coverage or waiver and return your enrollment/waiver worksheet with appropriate required documents no later than 30 days after your date of hire.
- If you enroll in the Benefit Plans, you can visit the appropriate websites to print out cards, view claims and find answers to questions.
- Finally, please contact me if you have any questions, Lisa Jones - 973-691-4008 x8703 or email lisa.jones@motsd.org