AAPS New Hire Orientation

Human Resources & Employee Relations
2026-2027 School Year

Who's Who in HR

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

Shonta Langford
Asst. Superintendent

Kia Hagens
Director

Jaye Peterson
Director

HR Team

Joumana Kadri

Kenya Glover

Jamie Moore

Arthur Goldston

Michelle Klein

Stephanie Rieder

Getting to Know You!

ANN ARBOR PUBLIC SCHOOLS
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Hourly Employees

Noon Hour / Lifeguard/ Rec & Ed *(Free to go at morning break)*

Tutor/Reading Assistant/ EL Instructor *(Free to go after morning but must complete Tech Training in person of via zoom).*

Child Care /(need to stay for AESOP may need benefits if they have 10 shifts)

Contractual/Pay Spread

Teacher / Counselor / Nurse / Social Worker / OT / BCBA / Principal / SLP / Instructional Administrator etc.

Office Professional /Teacher Clerk (OP)/ Teacher Assistant / Non Instructional Administrator / Class 09 / Technology etc.

Reminder

ANN ARBOR PUBLIC SCHOOLS
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Fingerprint Clearance Required

- You **cannot begin working in the building** until your fingerprints are cleared.
- HR will notify you once you are approved to start.
- Please wait for HR's notification before reporting to work.

How to Reach HR

ANN ARBOR PUBLIC SCHOOLS
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- Who's Who gives lates breakdown
- Call to schedule an appointment with your HR Rep at Earhart Administration
- Drop a note to our HR_Info@aaps.k12.mi.us
- Watch for our other General boxes HR_xxxx
- HR Roadshows & Virtual Lobby
- AAPS Website

General Email Boxes

hr_benefits@aaps.k12.mi.us
hr_cbc@aaps.k12.mi.us
hr_aesop@aaps.k12.mi.us
hr_leaves@aaps.k12.mi.us
hr_voe@aaps.k12.mi
hr_wc@aaps.k12.mi.us
hr_specialholidayrequests@aaps.k12.mi.us
hr_loanforgiveness@aaps.k12.mi.us

Agenda

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

8:30 - 8:40 AM	AAPS Welcome & Values
8:40 - 9: 30 AM	HR Overview
9:30 - 9:45 AM	Payroll & Retirement
9:45 - 9:55 AM	Break
9:55 - 10:15 AM	AESOP
10:15 - 10:30 AM	Benefits
10:30 - 11:00 AM	AAEA Overview
11:00 - 12:00 PM	Lunch
12:00 - 1:30 PM	ITD Training
1:30-2:30 PM	OSE Training

Welcome to AAPS

ANN ARBOR PUBLIC SCHOOLS
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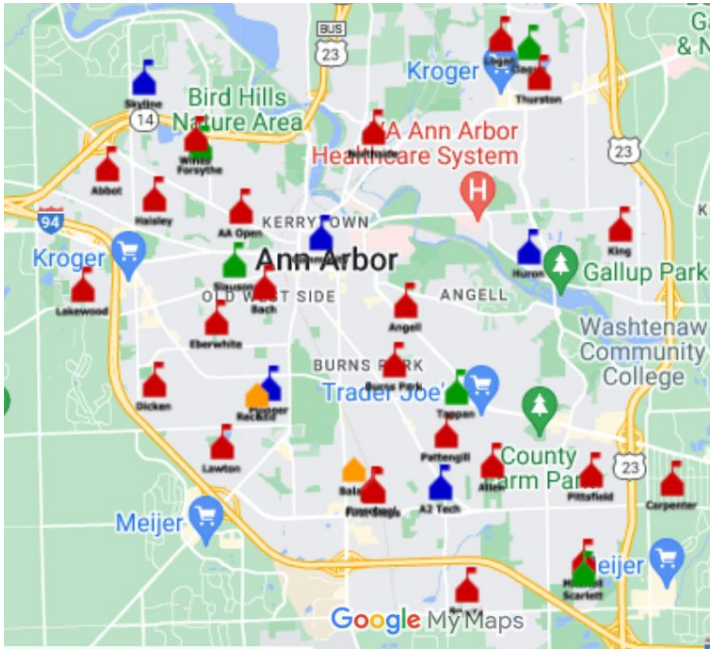

A COMMUNITY OF SCHOOLS, A WORLD OF OPTIONS

- Preschool & Family Center
- Young 5s Programs
- Tuition Preschool
- **19** Elementary Schools
- **2** K-8 Schools (A2STEAM & AA Open)
- **5** Middle Schools
- **5** High Schools
- **2** Alternative High Schools
- International Baccalaureate (IB) Corridor

17,000 Students **1,400+** Teachers **2,700+** Employees

2026-2027 BOE Welcome

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2026-2027 Superintendent Welcome

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AAPS Website Tour

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

www.a2schools.org

Click on Board of Education

AAPS Policy & Procedures

ANN ARBOR PUBLIC SCHOOLS
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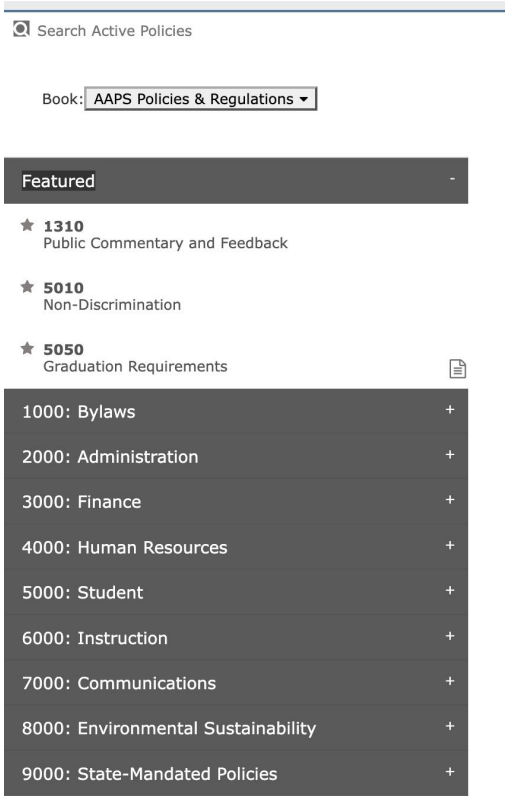
BOE Website

As an employee you are expected to abide by district policies and procedures which are driven by district, state and federal laws, rules and policy.

Reference Documents

1. **Policies & Regulations of the Board of Education**
   - All AAPS employees are required to abide by this document
   - Copies may be found on a2schools.org

2. **Union Master Agreement also known as CBA**
   - Written, mutually agreed upon document outlining wages, hours, and working conditions for employees
   - Unique to each union group



AAPS Website Tour

ANN ARBOR PUBLIC SCHOOLS
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www.a2schools.org

Click on Departments

HR & Employee Relations

ANN ARBOR PUBLIC SCHOOLS
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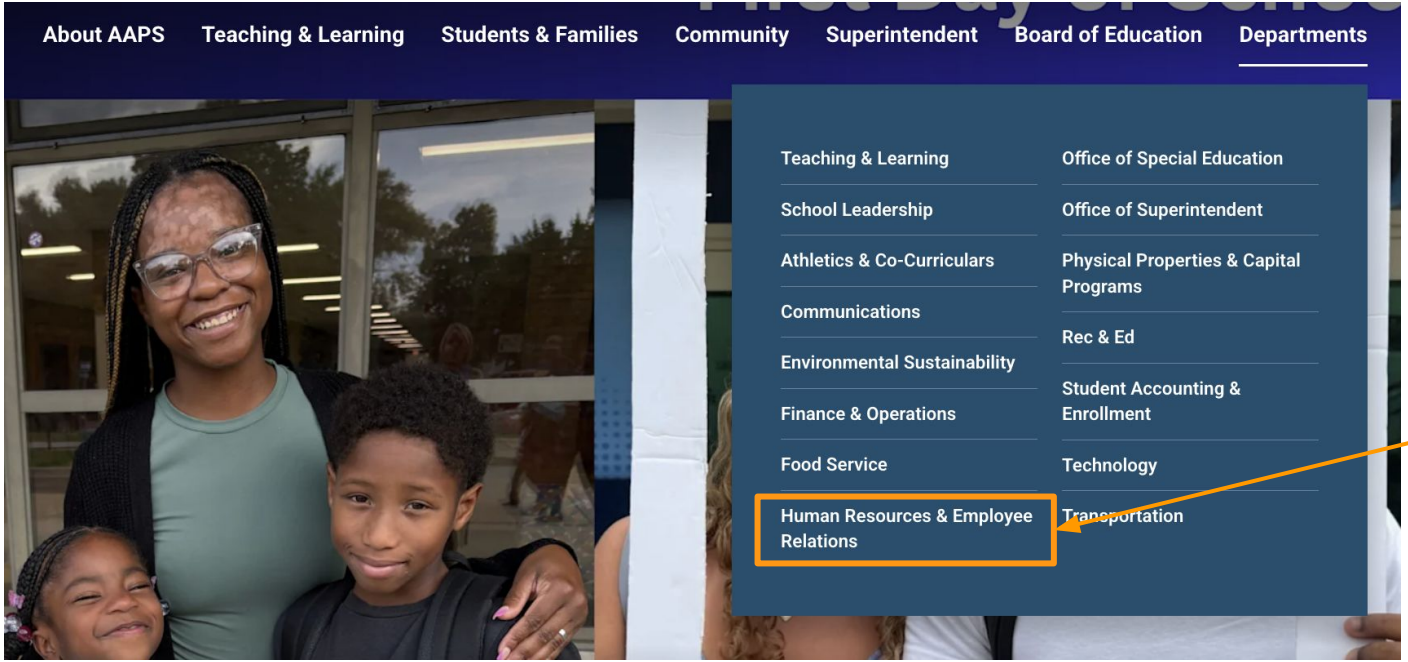

Click on HR & ER

HR & Employee Relations

ANN ARBOR PUBLIC SCHOOLS
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HR Homepage

HOME > DEPARTMENTS > HUMAN RESOURCES & EMPLOYEE RELATIONS

- Job Postings
- Benefits +
- Employee Contracts & Calendars
- Mandatory Reporting | Harassment
- School Safety Law | Fingerprinting
- Teacher Certification | Degree Changes
- Family Medical Leave Act (FMLA) | Leaves of Absence
- Workers' Compensation

Human Resources & Employee Relations

Who's Who
New Hire Orientation Presentation
Benefits
Contracts & Calendars
FMLA
Leaves/Workers' Comp
Board Policies

For Staff

ANN ARBOR PUBLIC SCHOOLS
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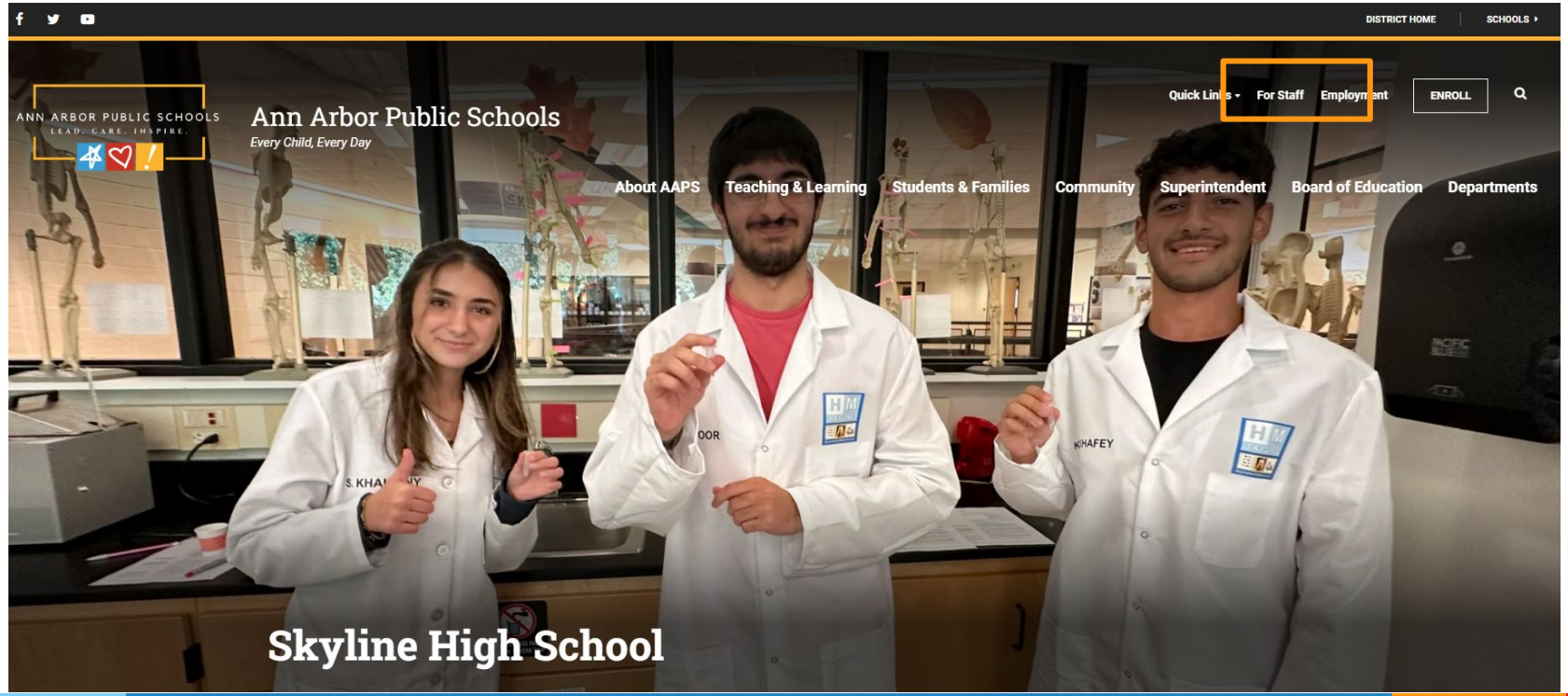
Found in the header of any page



Staff Resources Page

ANN ARBOR PUBLIC SCHOOLS
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HOME > STAFF HOME

- Forms for Staff
- SLOs
- Climate Survey

Staff Home

Online Resources and Programs

Schoology

Employee Navigator (replaces bswift)

Biscom

Frontline (formerly) AESOP

Atlas Rubicon

Clever

Google Apps

Incident IQ Help Desk

PowerSchool Professional

Learning (Replaces KALPA)

MyVRSpot

New World Employee (eSuite) Portal

New World

NWEA

PowerSchool

PowerTeacher

PowerSchool Enrollment (formerly InfoSnap)

PowerSchool Enrollment (InfoSnap) for School Staff

PowerSchool Special Programs (formerly TieNet)

SchoolMessenger

EAI Evaluation (formerly Standard for Success)

Trip Tracker

Employee Handbook

ANN ARBOR PUBLIC SCHOOLS
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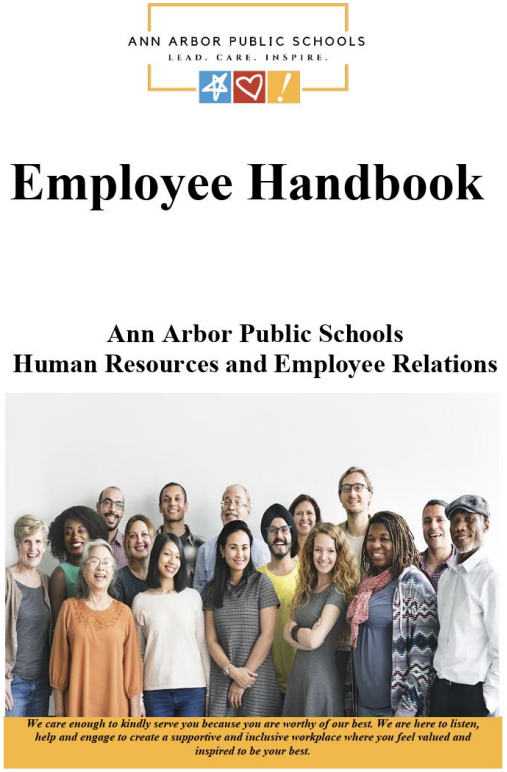
- Designed to provide information necessary to perform your duties as an AAPS employee
- Provides information about organization structure, policies, and practices
- Not considered all-inclusive, but is to be used as a guide



Employee Handbook Highlights

ANN ARBOR PUBLIC SCHOOLS
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AAPS creates a world class system of innovative teaching and learning. We expect that all employees will:

- Present yourself neatly and cleanly
- Understand your job description
- Follow instructions
- Work to the best of your ability
- Be honest, punctual, and respectful to others
- Follow health and safety regulation
- Follow company procedures

Code of Conduct

All employees are expected to treat each other in a manner that is professional and respectful at all times.

Harassment and discrimination will not be tolerated and will be investigated following the complaint procedures outline in the Employee Handbook

Mandatory Reporting:
Taking Care of our Students

ANN ARBOR PUBLIC SCHOOLS
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Each professional staff member employed by the District who has reasonable cause to suspect child abuse or neglect **shall be responsible for reporting immediately every case**, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

You must both report to Michigan Department of Health and Human Services within 72 hours (includes weekends and holidays) and to the person in charge of the school.

Professional Staff includes

- *Social Workers and Counselors*
- *School Nurses*
- *Child Care Providers*
- *School Administrators and Teachers*
- *Occupational Therapists and Physical Therapists*

When in Doubt, Report it Out.

HR: “Turning alphabet soup into plain English”

ANN ARBOR PUBLIC SCHOOLS
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If acronyms were calories, HR would be full by 9 a.m.

HR: Where alphabet soup meets real-world decisions.

HR Acronyms & Legal Requirements

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Alphabet Soup

FERPA Federal Educational Rights and Privacy Act

HIPAA Health Insurance Portability and Accountability Act

ADA Americans with Disabilities Act

Labor Laws & Leaves

ANN ARBOR PUBLIC SCHOOLS
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Labor Laws & Leaves

FMLA (Family Medical Leave Act)

- Federal law grants **up to 12 weeks** (on consecutive or intermittent basis) of a **job protected, unpaid leave** during a 12-month period for the following reasons:
  - Birth or Adoption of a child
  - Physical or Mental disability
  - To Care for Immediate Family Member
  - To Care for a Covered Service Member
- To qualify for FMLA an employee must have worked 1 year (1,250 hours)

ESTA (Earned Sick Time Act)

- Michigan law that requires most employers to provide sick leave.
- AAPS Contracts already provide sick days over and above requirements under ESTA
- Applies primarily to hourly employees; payroll will discuss further

** Federal and State Leave options run concurrently with your contractual benefits*

Have questions?
hr_leaves@aaps.k12.mi.us

Workers Compensation Forms

ANN ARBOR PUBLIC SCHOOLS
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Employee Injury Report

Exceptional
ANN ARBOR PUBLIC SCHOOLS

Employee Injury Report

This form is to be used in reporting occupational injuries and/or illnesses for AAPS employees' immediately after occurrence and must be submitted to AAPS Human Resources within three days.

Date of Injury: _____ School/Building of Injury: _____

Address of Building: _____

City/State/Zip: _____

Area of Building where injury occurred: _____

Employee Name: _____ Birthdate: _____

Employee Address: _____

City/State/Zip/County: _____

Personal Phone: _____ Work Phone: _____

Gender: Occupation:

Describe the sequence of events leading to and resulting in the injury. Include what employee was doing, how the injury occurred, equipment involved, conditions. Continue on back or attach additional sheets if necessary.

Did you seek treatment at Michigan Urgent Care? Yes | No

Part(s) of body injured (include left, right):

Witness Information, continue on back or attach additional sheet if necessary:

Name: Phone:

Additional Comments – Continue on back if needed:

Authority for Treatment Form

Concentra™

(Patient must present Authorization and Photo ID at the time of service.)

Authorization for Examination or Treatment

Patient Name: _____ Social Security Number: _____

Employer: _____ Date of Birth: _____

Street Address: _____ Location Number: _____

Temporary Staffing Agency: _____

Work Related

☐ Injury ☐ Illness

Date of Injury _____

Substance Abuse Testing* (check all that apply)

☐ Regulated drug screen ☐ Breath alcohol

☐ Collection only ☐ Hair collect

☐ Non-regulated drug screen ☐ Rapid drug screen

☐ Other _____

Type of Substance Abuse Testing

☐ Preplacement ☐ Reasonable cause

☐ Post-accident ☐ Random

☐ Follow-up

Physical Examination

☐ Preplacement ☐ Baseline ☐ Annual ☐ Exit

DOT Physical Examination

☐ Preplacement ☐ Recertification

Special Examination

☐ Asbestos ☐ Respirator ☐ Audiogram

☐ Human Performance Evaluation*

☐ HAZMAT ☐ Medical Surveillance

☐ Other _____

Billing (check if applicable)

☐ Employee to pay charges

Special instructions/comments:

★ Due to the nature of these specific services, only the patient and staff are allowed in the testing/treatment area. Please alert your employee so that they can make arrangements for children or others that might otherwise be accompanying them to the medical center.

Authorized by: _____ Title: _____
Please print

Phone: _____ _____
Date

Concentra now offers urgent care services for non-work related illness and injury. We accept many insurance plans.

(Copies of this form are available at www.concentra.com)

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Workers Compensation in Michigan

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Michigan Workers' Disability Compensation Act

Provides wage replacement and medical benefits for employees injured or ill due to job-related activity

Concentra®

How / Where to Report

- Injury must be reported to HR within 3 days of event
- Injury report must be provided to HR following injury regardless of whether medical treatment was sought
- Must complete Authority for Treatment form
- Must go to District workers' comp medical provider **(Concentra-any location)**

Stipulations

- Wages calculated using 80% of after-tax earnings, based on highest 39 of 52 weeks prior to injury or illness
- Benefits paid based on length of disability, for as long as disability exists

1-5 Days Disability

- Injury/illness related medical bills paid
- Must use sick/annual time
- Must use county- authorized medical provider

5+ Days Disability

- Compensation begins 8th day after approved injury
- May use own doctor after 28 days with notice to Benefits Administration

Have questions?
hr_WC@aaps.k12.mi.us

Evaluations

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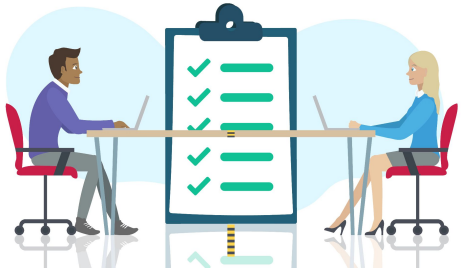
- Performance reviews are intended to promote honest communication between employees and supervisors, and to provide employees guidance regarding:
  - Job Performance
  - Performance Improvement steps, including Performance Plan
  - Promotional Capabilities, Career Opportunities
- Formal reviews are conducted by supervisors in addition to ongoing mentoring, supervision, and counseling
- Evaluation Model
  - Teachers - Evaluation Educator Growth formerly Standards for Success (with Danielson Rubric)
  - Other Groups - Refer to your Master Agreement for Tool & Timelines

Evaluation
Educator Growth



Professional Development/Learning

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For All Employees

- Going hand in hand with evaluation - AAPS offers a robust offering of professional development opportunities
  - Watch your email for PD offerings unique to your group
- Watch Schoology announcements page
- Sign up as outlined in the messages you recieve

MDE Requirements for PD

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For Teachers

- **Mentor Program**
  - New to Teaching - **must participate in mentor program for 3 years** (MDE required)
  - Admin will assign Mentor
  - Mentor Meetings, Program Information sent via email
  - **New to AAPS** but not new to teaching may also participate for 1 year (optional)
- **Professional Development - New Teacher Path**
  - New to Teaching - must complete **additional 90 hours of PD** over 3 years
  - Can be AAPS or Out of District PD
  - We use **Professional Learning** to record PD - watch **SCHOOLOGY**
- **Professional Development - All Teachers**
  - AAPS is required to offer a minimum of 30 hours or 5 days of PD each school year
  - Refer to the Teacher Meeting Schedule for Wednesday meeting details

Employee WellBeing

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care solace

caresolace.com/aaps

Care Solace is a completely confidential and free Mental Health Care Coordination Service that connects you to mental health and substance abuse services. Find the help you need for depression, anxiety, stress, and more.

- Offers 24/7/365 support, including holidays and weekends, in over 200+ languages. A dedicated Care Companion will help you every step of the way
- Call 888-515-0595
- Visit caresolace.com/aaps

Community Recreation & Education

ANN ARBOR PUBLIC SCHOOLS
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We've made registering for your free class easy and convenient! First, choose which class or activity you'd like to participate in.

Next, download the AAPS Staff Pass, which is a quick fillable Word document.

You can scan and email the completed form to registration@aaps.k12.mi.us, send a paper copy via school mail to Rec & Ed @ Pioneer, or drop it off at our office. Please note that the BOE fee waiver can only be used by the employee only, not by family members.

AAPS Rec & Ed Offers Free Staff Pass to Employees

Community Education & Recreation
Where Community Comes Together

Payroll

ANN ARBOR PUBLIC SCHOOLS
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AAPS Payroll and Finance Guide

- General Info
- Timesheets
- Payment
- HR Portal
- Direct Deposit
- Retirement

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

AAPS
Payroll and Finance Guide:

-New Hires
-Returning Employees
-Payment Processes
-General Retirement Info
-Contact Information

Payroll continued

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- All employees are paid on **contract spread** or **hourly basis**
- Paydays are **biweekly** paid on **Friday** to ***direct deposit only***
- **Contract Employees**
  - Grade/Step was confirmed upon hire, defines annual pay amount
  - 2 salary spread options
    - Year round (spread pay)
    - School year only
  - Refer to Salary Schedule for more
- **Hourly Employees & Hourly Work**
  - Refer to pay schedule on a2schools.org
  - Hours must be submitted **on Timesheets to Building OP**
  - **OR** via TimeClock Plus (TCP)

Payroll Inquiries:
finpayroll@aaps.k12.mi.us

Timesheets: Paper

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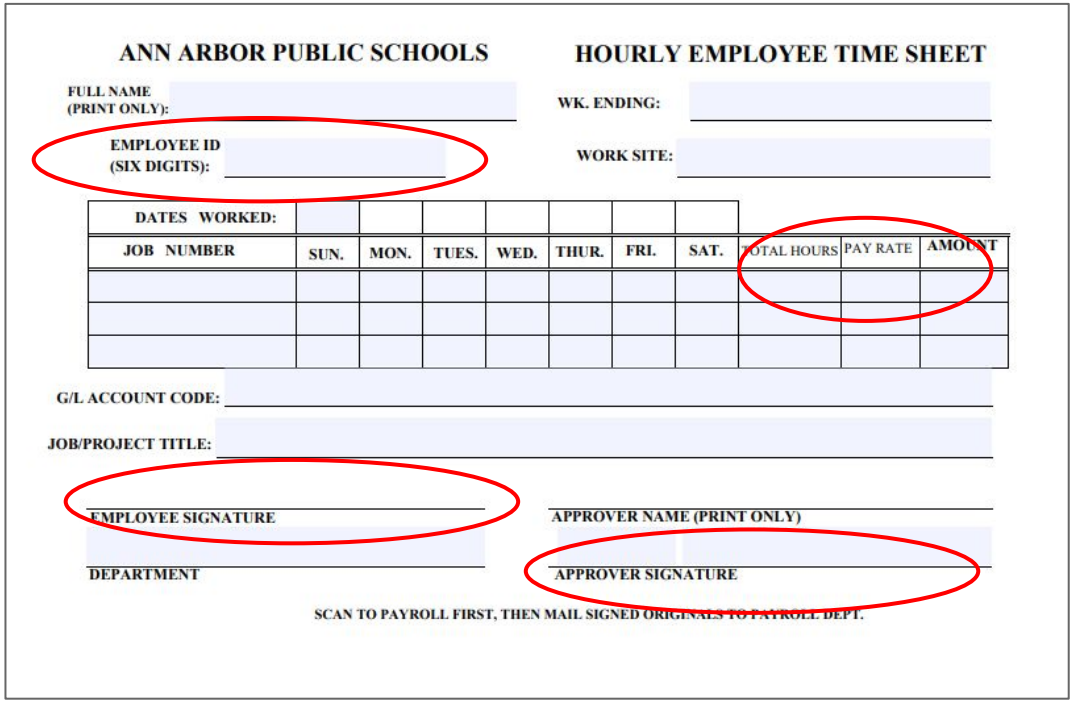
- For
  - **Straight Hourly** Employees
  - **Approved Hourly** work done by contracted employees
- Memorize your
  - Employee ID
  - Hourly Rate
- **Must Be**
  - Signed, dated
  - Approved by administrator



ANN ARBOR PUBLIC SCHOOLS — HOURLY EMPLOYEE TIME SHEET

FULL NAME (PRINT ONLY):
WK. ENDING:
EMPLOYEE ID (SIX DIGITS):
WORK SITE:

DATES WORKED:										
JOB NUMBER	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	TOTAL HOURS	PAY RATE	AMOUNT

G/L ACCOUNT CODE:
JOB/PROJECT TITLE:
EMPLOYEE SIGNATURE
APPROVER NAME (PRINT ONLY)
DEPARTMENT
APPROVER SIGNATURE

SCAN TO PAYROLL FIRST, THEN MAIL SIGNED ORIGINALS TO PAYROLL DEPT.

Timesheets: Electronic

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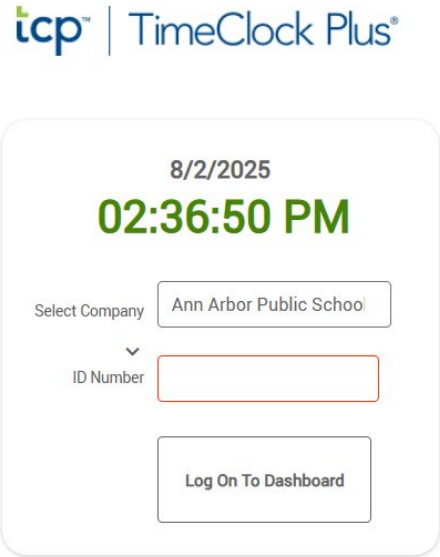
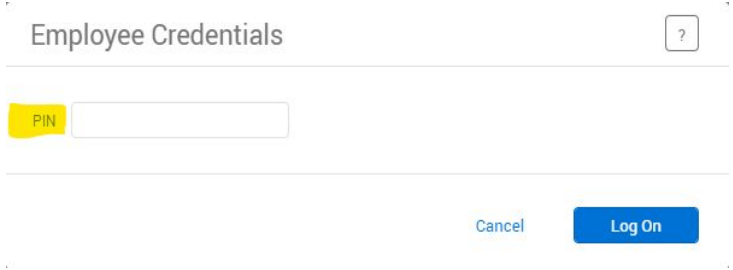
- ***HOURLY employees and SOME jobs*** are submitted through our new electronic timekeeping system: Time Clock Plus or TCP-*i.e. Noon Hour Supervisor*
- Instructions will be provided **IF** you fall in this category, from your Building OP.
- Employee Login is always:
  - User: Employee ID
  - PIN: LAST 4 digits of SSN
- Time MUST be approved
- Your location/department **MUST** inform us when you need to be added.
- ***NOT used for: Attendance/Leave/Sick***
- Entries are JOB SPECIFIC; not interchangeable!





2026-27 Hourly Payroll Schedule

ANN ARBOR PUBLIC SCHOOLS
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2026 - 2027 PAYROLL SCHEDULE			
PAY DATE	WORK DATES 2 WEEK PAY PERIOD (FROM - TO)		
July 24, 2026	June 28	-	July 11
August 7, 2026	July 12	-	July 25
August 21, 2026	July 26	-	August 8
September 4, 2026	August 9	-	August 22
September 18, 2026	August 23	-	September 5
October 2, 2026	September 6	-	September 19
October 16, 2026	September 20	-	October 3
October 30, 2026	October 4	-	October 17
November 13, 2026	October 18	-	October 31
November 27, 2026	November 1	-	November 14
December 11, 2026	November 15	-	November 28
December 24, 2026	November 29	-	December 12
January 8, 2027	December 13	-	December 26
January 22, 2027	December 27	-	January 9
February 5, 2027	January 10	-	January 23
February 19, 2027	January 24	-	February 6
March 5, 2027	February 7	-	February 20
March 19, 2027	February 21	-	March 6
April 2, 2027	March 7	-	March 20
April 16, 2027	March 21	-	April 3
April 30, 2027	April 4	-	April 17
May 14, 2027	April 18	-	May 1
May 28, 2027	May 2	-	May 15
June 11, 2027	May 16		May 29
June 25, 2027	May 30	-	June 12
July 9, 2027	June 13	-	June 26
July 23, 2027	June 27	-	July 10
August 6, 2027	July 11	-	July 24
August 20, 2027	July 25	-	August 7

AAPS PAYROLL DEPARTMENT Phone: 734-994-2256 Email: finpayroll@aaps.k12.mi.us

eSuite (New World)

ANN ARBOR PUBLIC SCHOOLS
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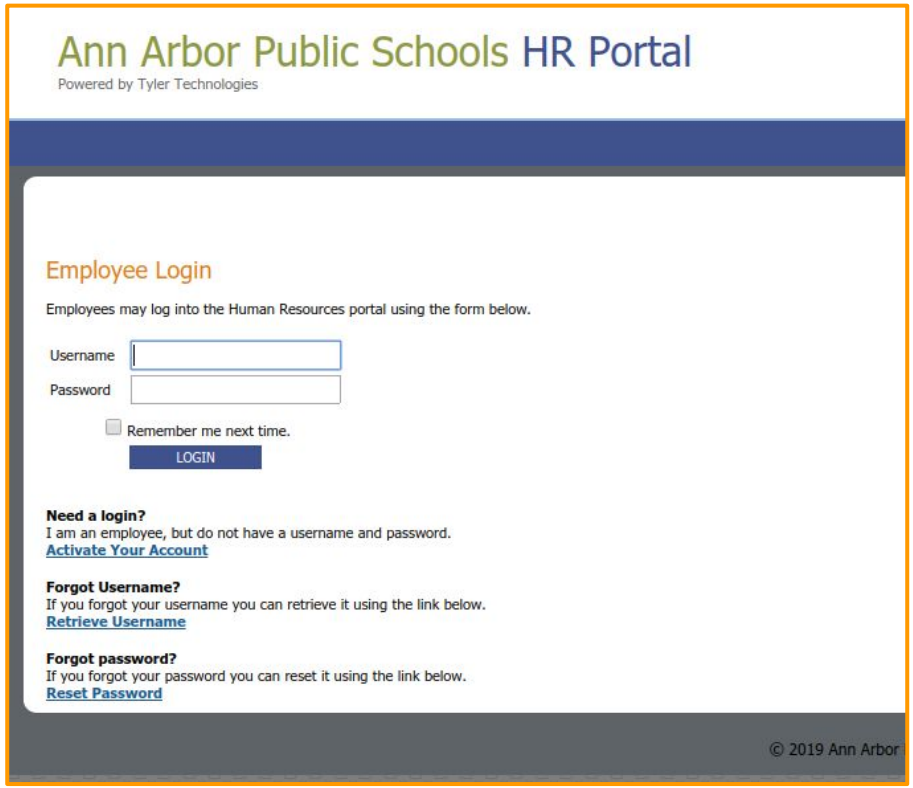
- **Login after 1st Check**
  - Self made username/password
- **Can't do**
  - Direct Deposit
- **Can do**
  - W2s
  - Paystubs
  - Address/Phone Number/Name Change



Direct Deposit/W4 Tax Changes

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- All employees are paid via Direct Deposit
- Direct Deposit cannot be changed digitally
  - **In person (by appointment ONLY)**
- Employee ID, DOB and Last 4 of SSN **will be asked** every time for requested payroll changes or information.
- Family members cannot talk to AAPS about an employee's pay without **explicit written, signed consent** from the employee
- Tax withholding changes require completed form(s) AND **phone verification appointment for identification**

Office of Retirement Services (ORS)
(mandatory state retirement contributions)

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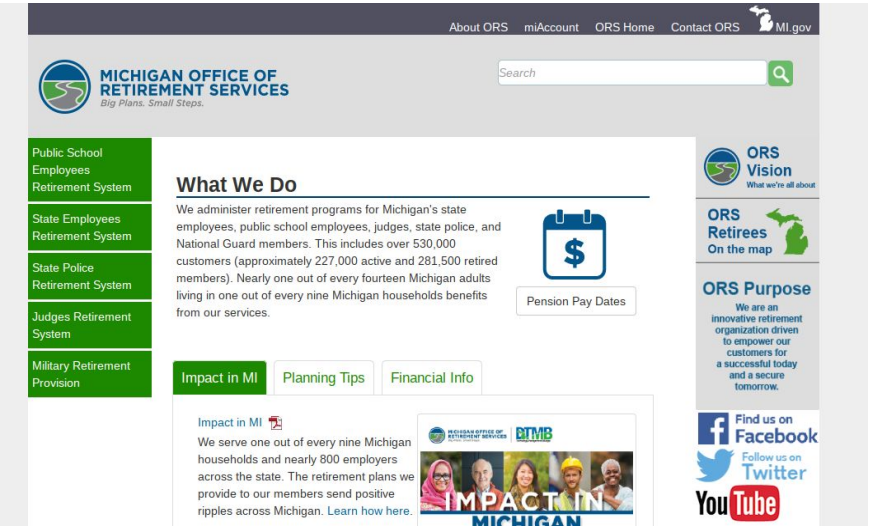
- 75 **Calendar Days** -AFTER your first pay to enroll in a Retirement Plan for employees ***new*** to a school district
  - Choose or it ***WILL DEFAULT*** to the Pension Plus 2 Plan *(if hired after 7/1/24)*
  - DC plan MUST be elected during window
- Those with existing plans will stay in that plan
- pickmiplan.org for assistance

MICHIGAN OFFICE OF RETIREMENT SERVICES
Big Plans. Small Steps.



Voluntary Retirement Option

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The Opportunity

ALL AAPS employees have the opportunity to participate in *403(b) and 457(b)* Retirement Plans

How Can I Participate:

If you are already enrolled in the plan and wish to do so, please complete the following steps

1. Select an investment provider from the approved provider list
2. Meet with a representative directly, or with a financial advisor
3. Enroll in an approved plan
4. Complete a Salary Reduction Agreement online through "Retirement Manager"
   a. https://www.corebridgefinancial.com/rs/myretirementmanager
5. NOTE: This deduction will continue until YOU change it;
   a. Payroll ***DOES NOT*** manage these accounts for you
   b. You may increase or decrease contributions, stop them or change providers any time
   c. You may enroll in a new plan at any time

How Much Can I Contribute?

Per the IRS: MAX of $24,500 for 2026. There are "catch up" options (possible additional $8,000) for employees OVER 50 years of age.

The amount individuals can contribute to their 403(b) or 457 (b) plans in 2026 have increased to $24,500 - up from $23,500 in 2025. The income ranges for determining eligibility to make deductible contributions to traditional IRAs, contribute to Roth IRAs, and claim the Saver's Credit will also all increase for 2026.

Key Takeaways

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Some Friendly Reminders

- Create all relevant account logins
  - Check your AAPS email for sign up links
- Bookmark **Contracts & Calendar** page
- Explore **Rec & Ed** and **EAP services**
- Importance of **Mandated Reporting**
- Set a 75-calendar day reminder to enroll in an ORS retirement saving plan
- Create **eSuite/New World** account after first paycheck
- Review your pay stubs regularly

Please note:

Key Cards & IDs ordered **from your building administrator**

Questions & Feedback

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Hourly
Noon Hour / Tutor / Lifeguard / Hourly Teacher Clerk etc.

Certified
Teacher / Counselor / Nurse / Social Worker / OT / BCBA / Principal / SLP / Instructional Administrator etc.

Not Certified
Office Professional / Teacher Assistant / Child Care / Rec & Ed / Non Instructional Administrator / Class 09 / Technology etc.

SCAN ME

AESOP/Frontline:
Absence Management

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frontline education™
Absence Management

Kenya Glover

Absence management system administrator for AAPS

hr_aesop@aaps.k12.mi.us

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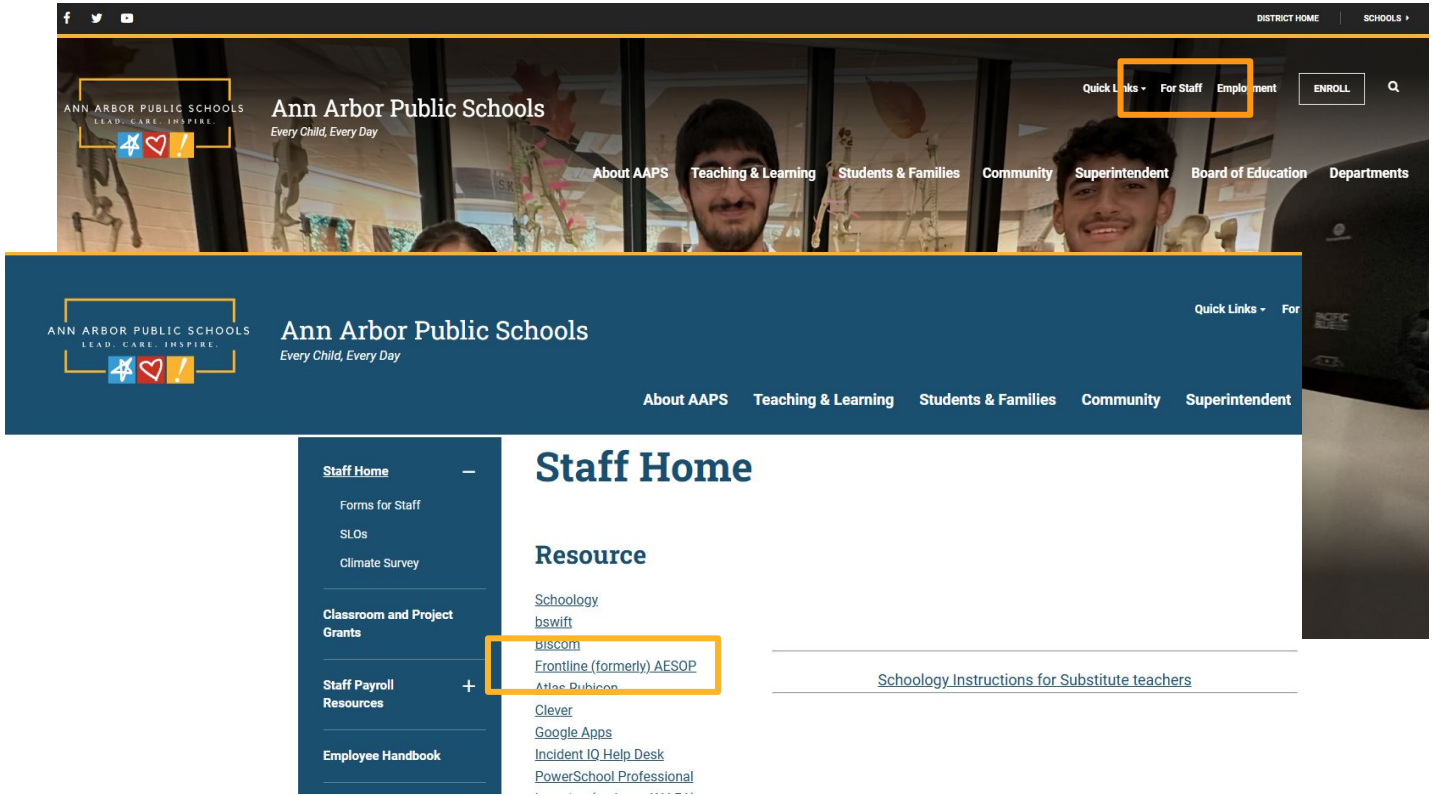
Use the links found on the [Staff Resources]() page on a2schools.org



AESOP/Frontline:
Absence Management

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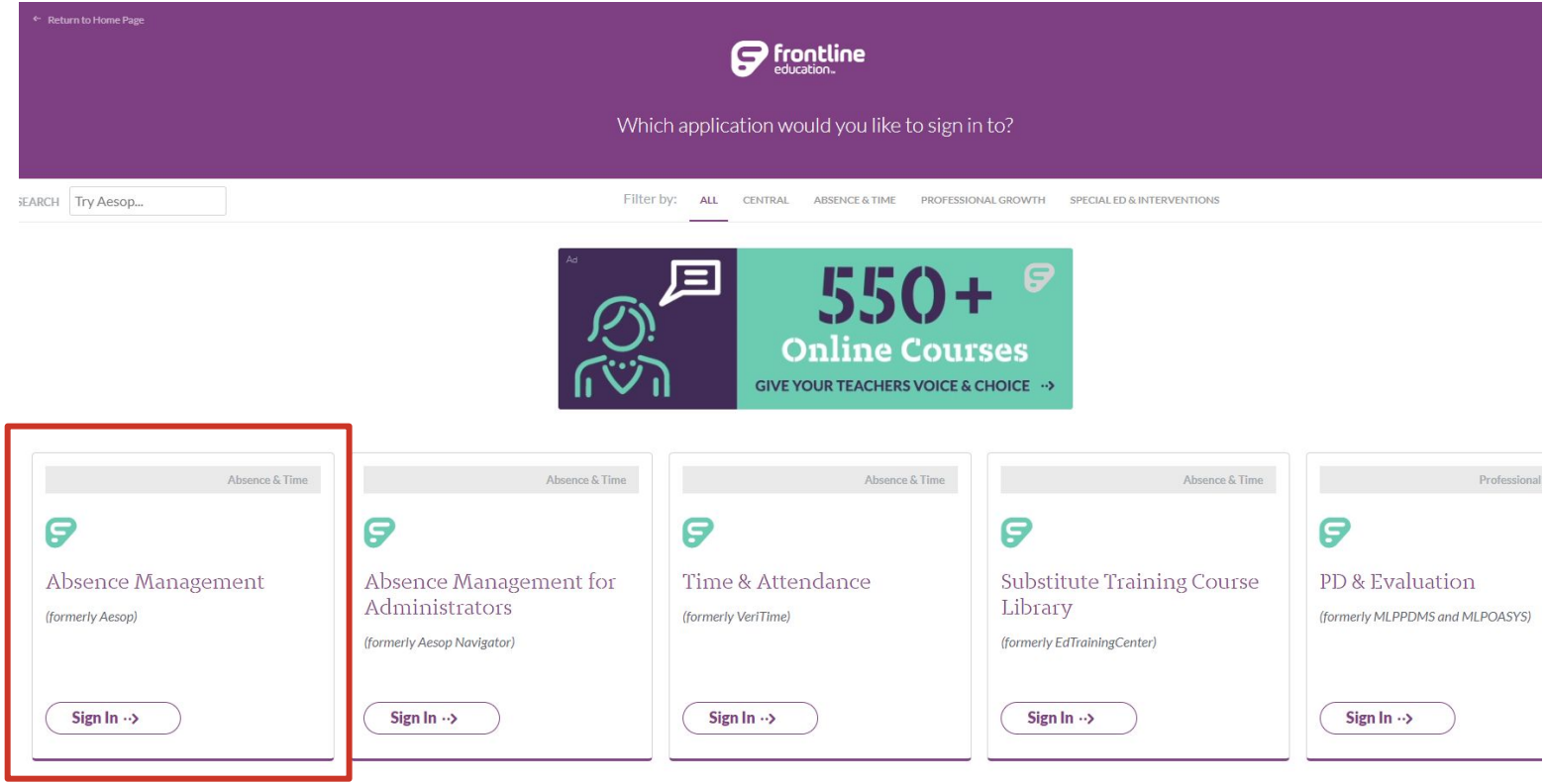

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Absence Management

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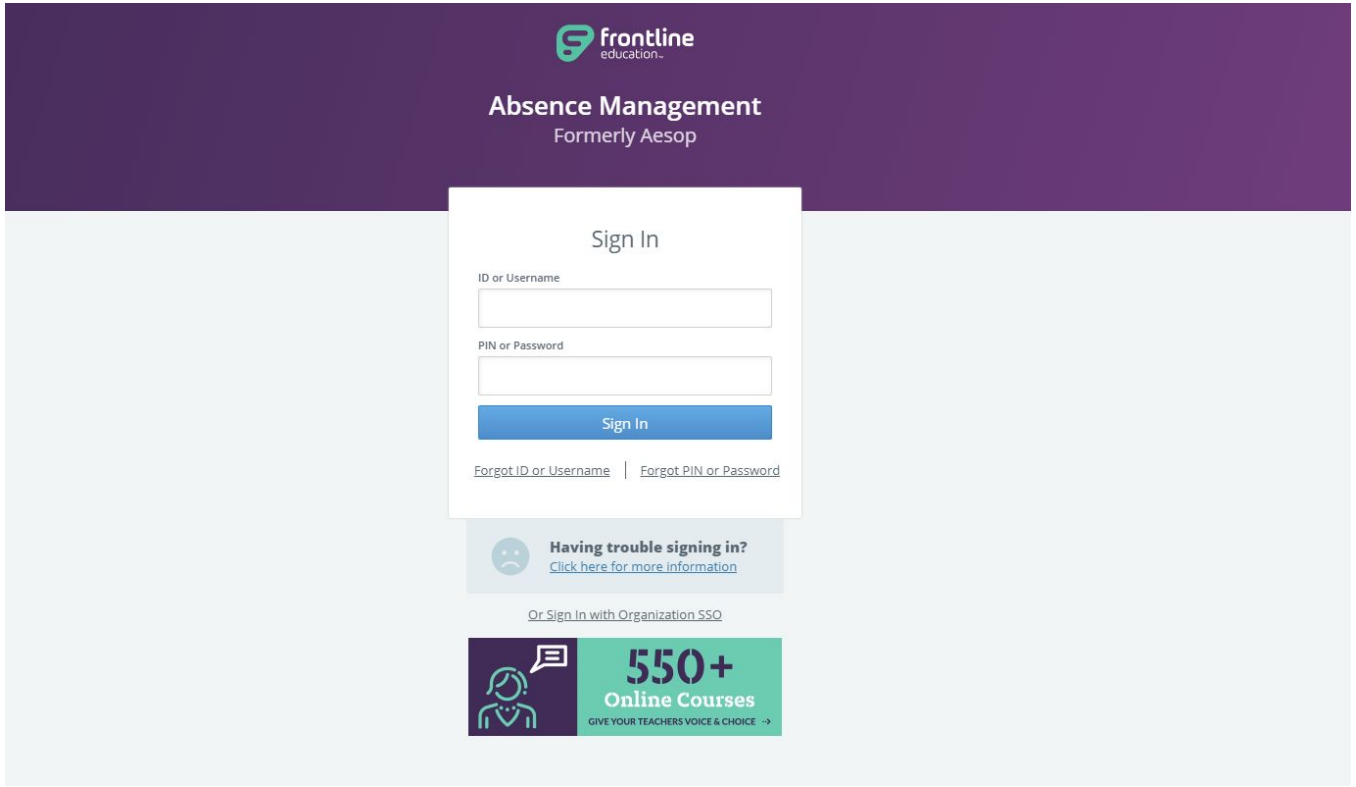
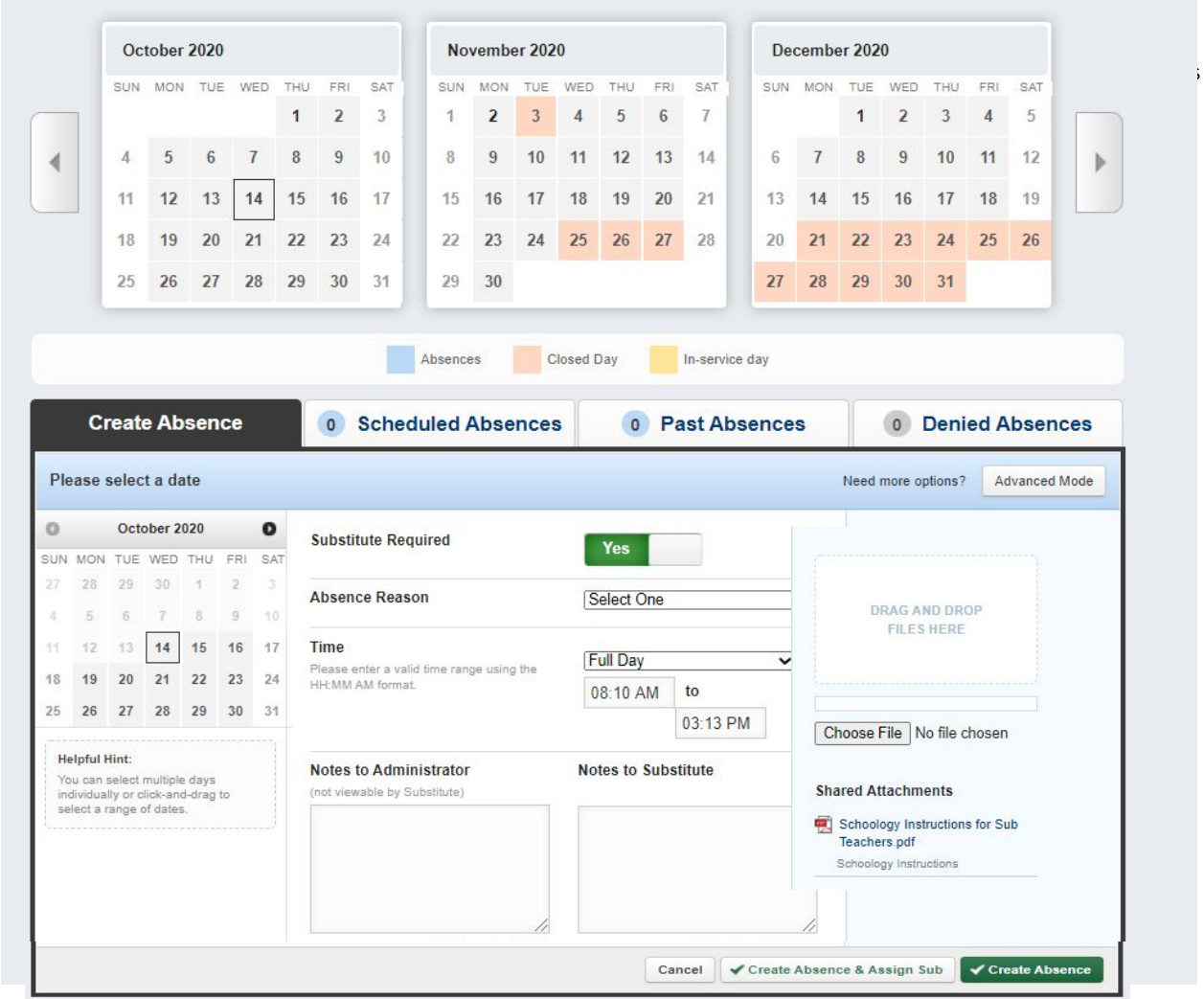


AESOP/ Frontline: Absence Management



AESOP/Frontline:
Absence Management

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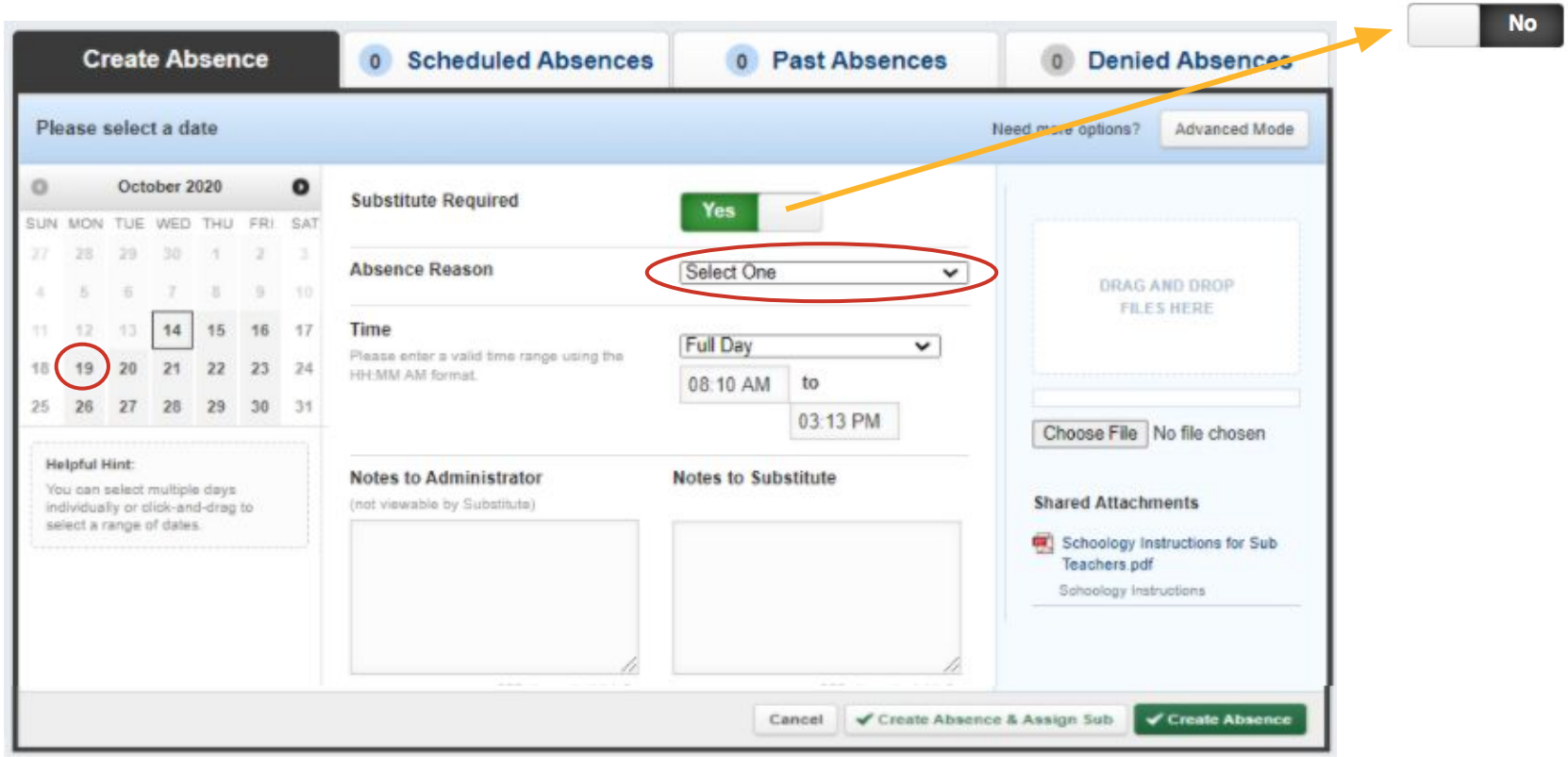

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Absence Management

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Select Absence Reason

- Refer to individual master agreements for guidance on absence code reasons and possible restrictions

AESOP/Frontline:
Absence Management

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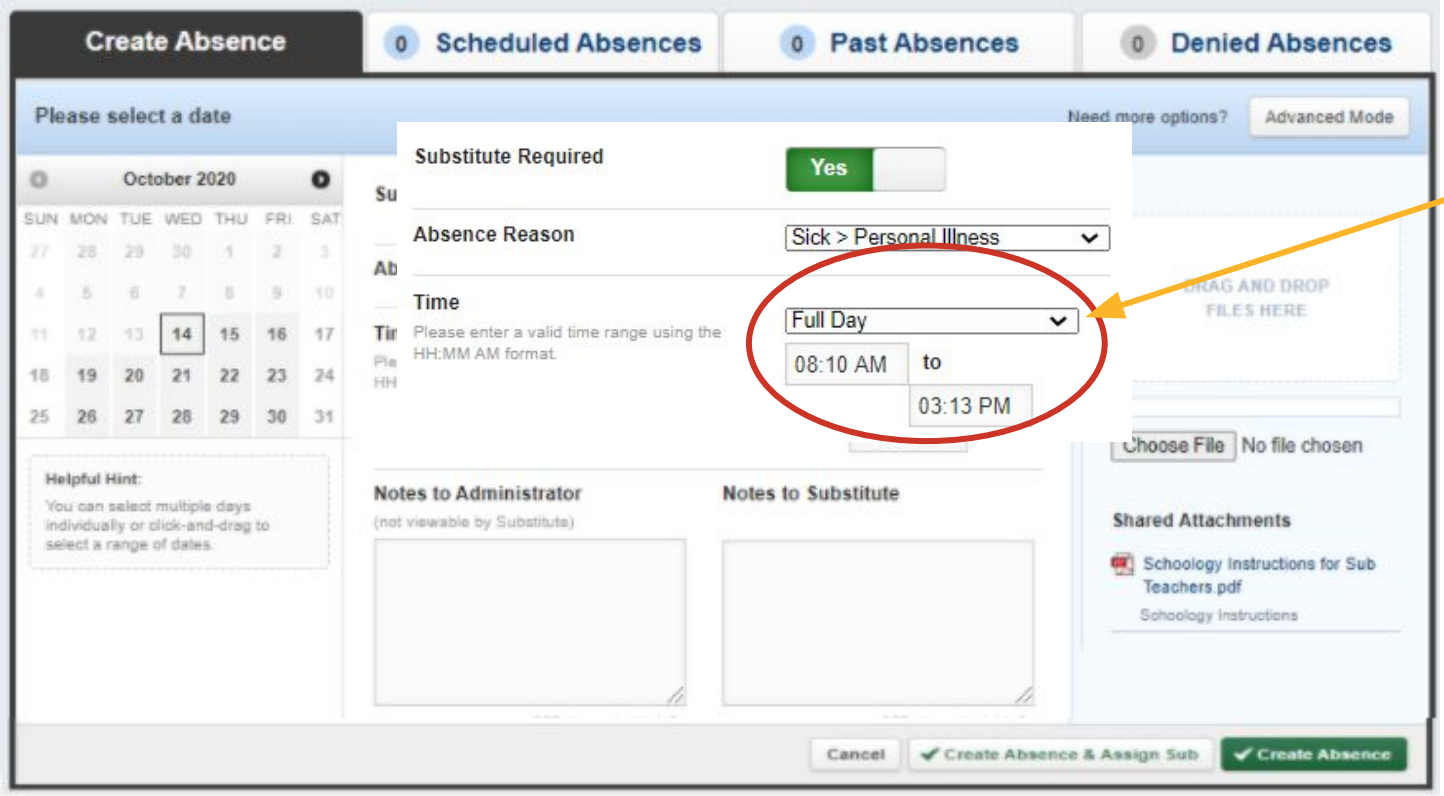

Select AM or PM or Full Day

Do NOT use custom time unless directed by HR specifically

AESOP/Frontline:
Absence Management

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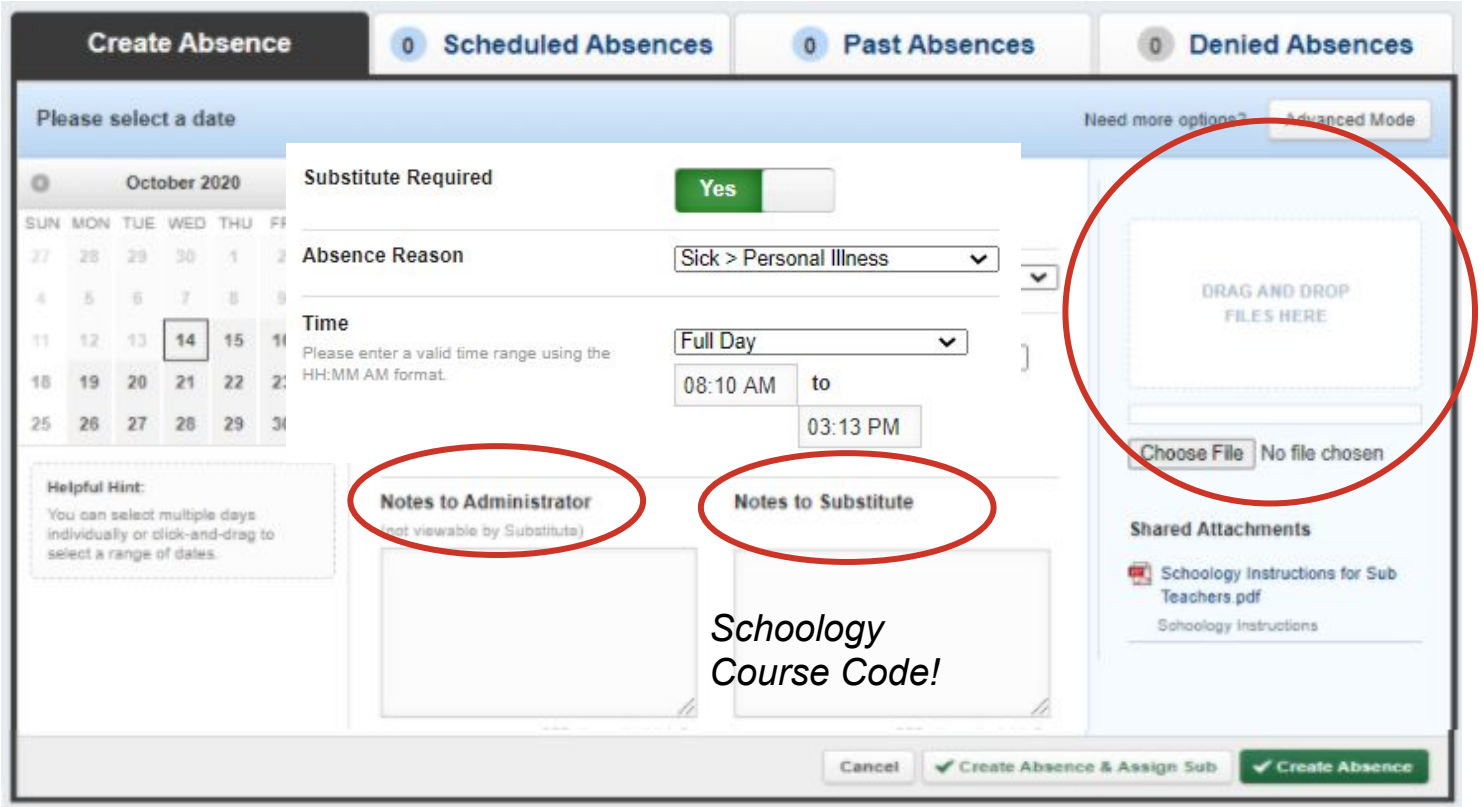

AESOP/Frontline:
Absence Management

ANN ARBOR PUBLIC SCHOOLS
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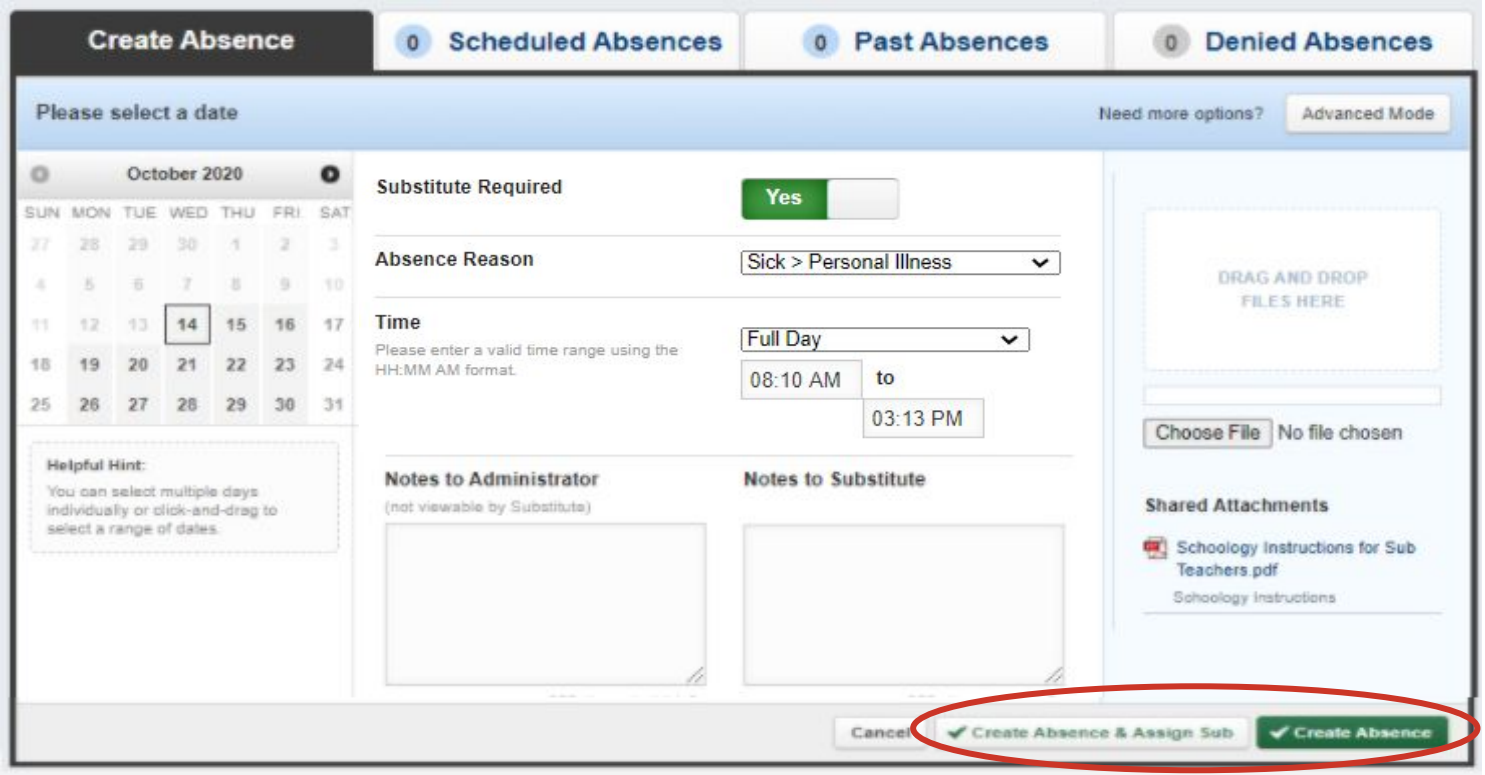

AESOP/Frontline:
Absence Management

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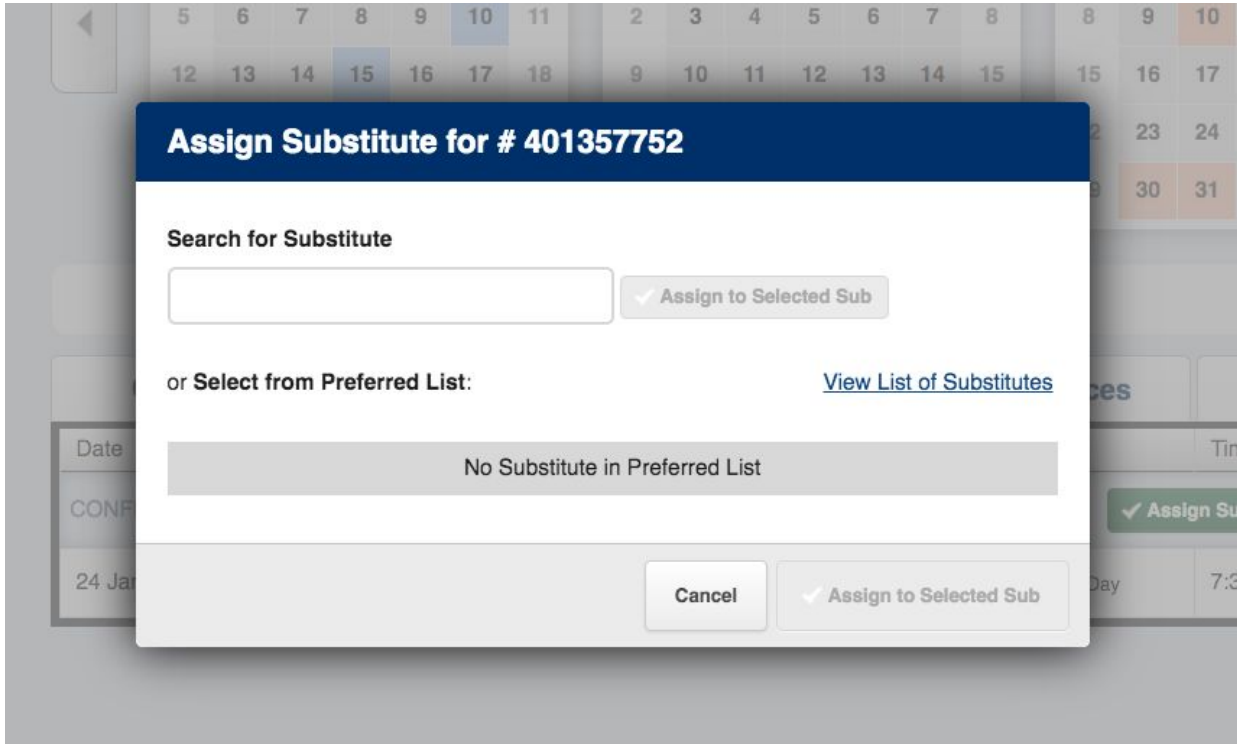
Note:

If you selected to assign a sub - you can pick from your preferred list - or start typing the person's last name for a list of subs



AESOP/Frontline:
Absence Management

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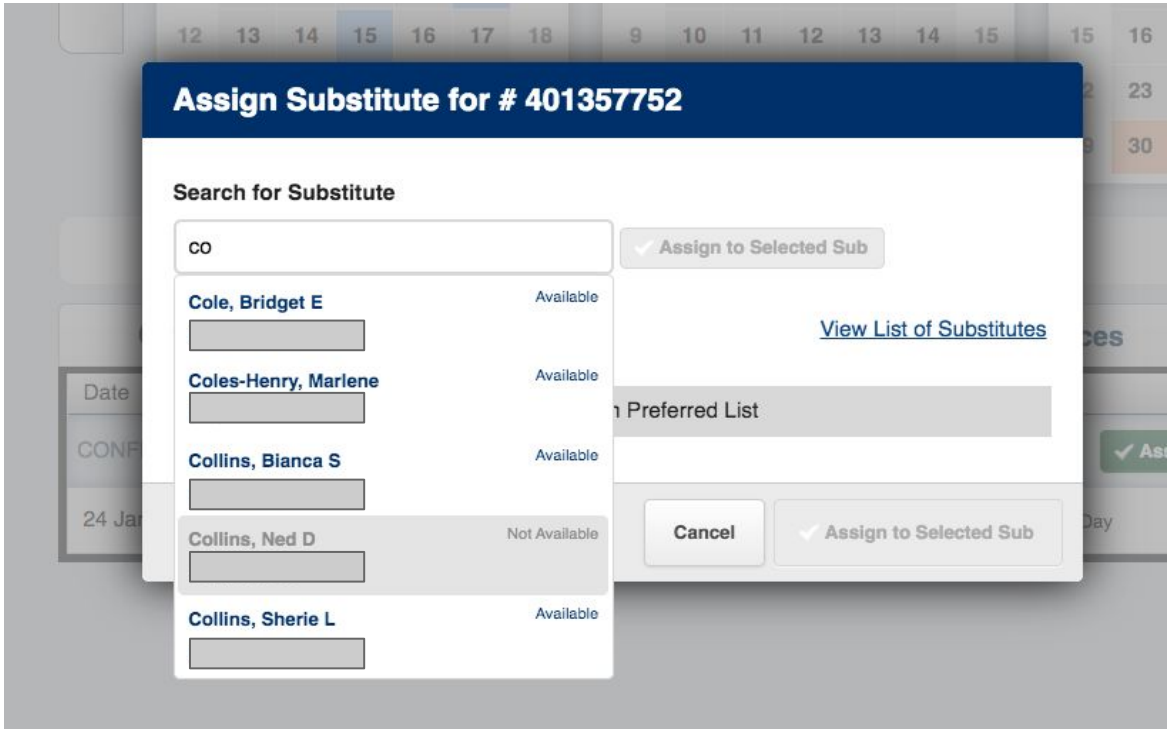
- Blue names are available
- Gray names are unavailable
- If you are looking for a retired teacher sub, use an * before their name!



AESOP/Frontline:
Absence Management

ANN ARBOR PUBLIC SCHOOLS
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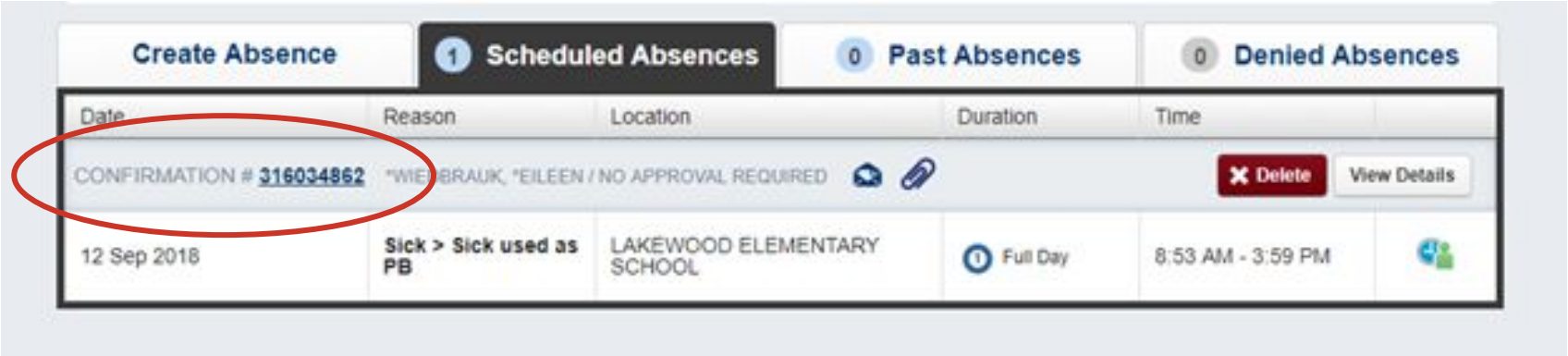

AESOP/Frontline:
Absence Management

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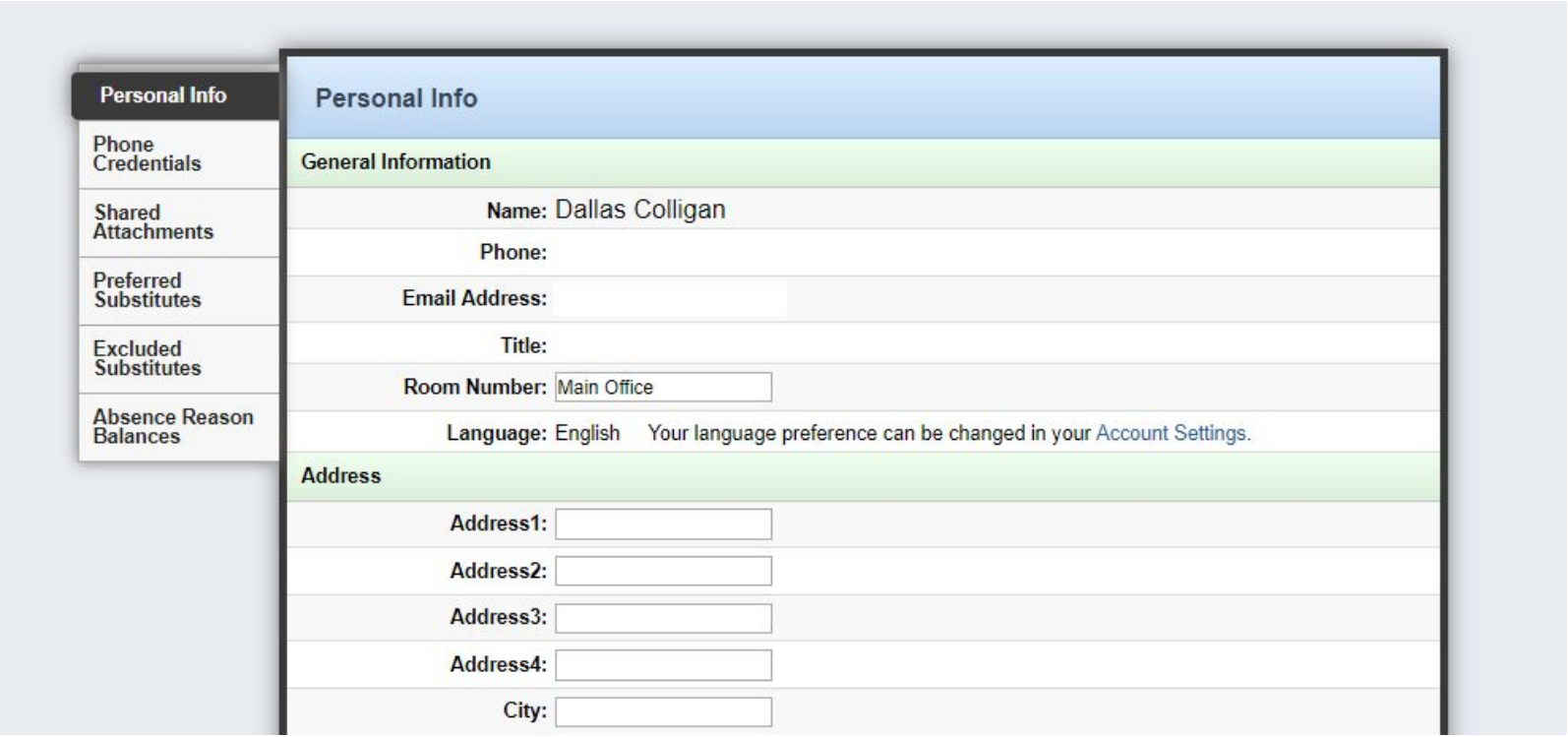

AESOP/Frontline:
Absence Management

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- Personal Info
- Phone Credentials
- Shared Attachments
- Preferred Substitutes
- Excluded Substitutes
- Absence Reason Balances

Absence Reason Balances

Last Calculated:
Wednesday, October 14, 2020

Absence Reason	Initial	Used	Pending	Balance
Personal Business	2.00 Days as of Wednesday, July 1, 2020	None	None	2.00 Days
Sick	14.67 Days as of Wednesday, July 1, 2020	None	None	14.67 Days
Sick > Sick used as PB	None as of Wednesday, July 1, 2020	None	None	0.00 Days

Note: Absence Banks Vary by Union Group

Attendance and Accruals

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Watch your Contracts for Unique Things Like....

- Personal Business days - may NOT be used adjacent to holidays, vacation periods and first/last week of school
  - First come first serve exceptions to HR_specialholidayrequest@aaps.k12.mi.us
    - Teachers - up to 30 may request day before/after holiday
    - OP - up to 10 may request day before/after holiday
- Sick Days may be used for sick, bereavement, funeral leave, religious observances
  - Teachers - may use up to 3 sick days for personal business
  - Para - may use up to 1 sick day for personal business
  - OP - may use up to 2 sick days for personal business
- Each Group has 2 Days for purpose of Religious Holidays
- Any time that will be "unpaid" requires additional approval from both building and HR
- 12 month employees may have vacation days
- Administrators have PTO instead of Sick/PB Time

Have questions?
hr_aesop@aaps.k12.mi.us

AESOP/Frontline Key Takeaways

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Some Friendly Reminders

- Time can only be taken in ½ AM/PM or full-day increments
- Leave your class in good hands
  - Notes for substitute
  - Drag and drop lesson plans
- Use an asterisk to find retired subs

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Questions

Fringe Benefits

ANN ARBOR PUBLIC SCHOOLS
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Gallagher

employee NAVIGATOR

Michelle Klein

Human Resource Specialist

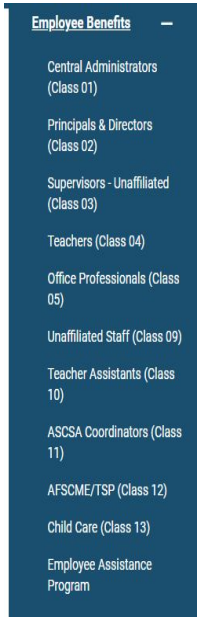
hr_benefits@aaps.k12.mi.us

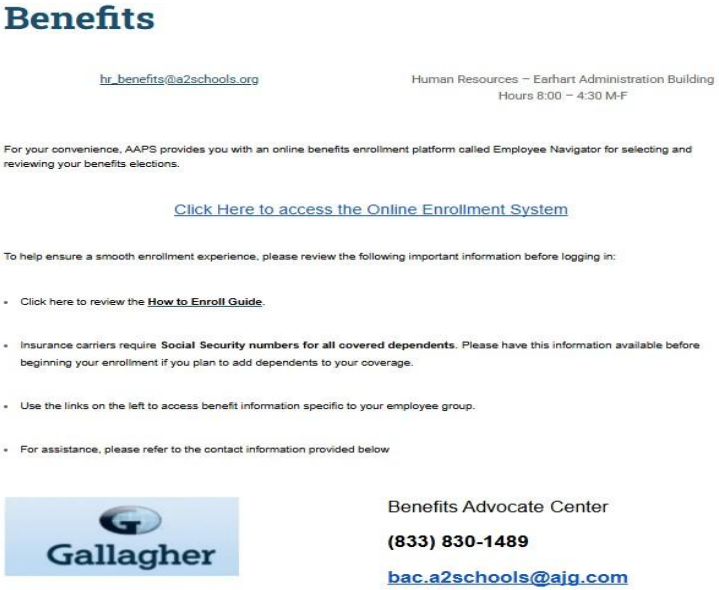
Fringe Benefits

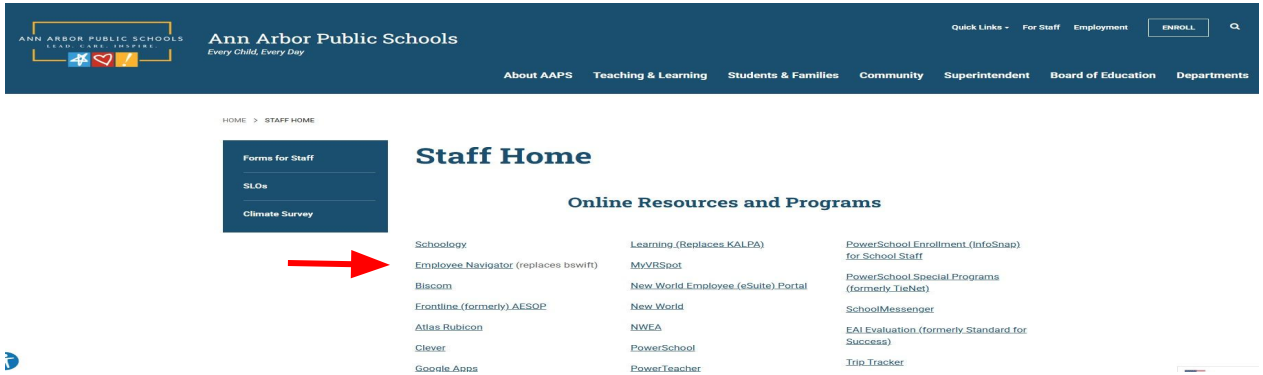
Website

Use Menu on the left to select information specific for your classification.

Link to Employee Navigator also available under “Staff Resources”







Health Insurance Benefits Summary

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Employee Benefits

- Benefits
- Central Administrators (Class 01)
- Principals & Directors (Class 02)
- Supervisors - Unaffiliated (Class 03)
- Teachers (Class 04)
- Office Professionals (Class 05)
- Unaffiliated Staff (Class 09)
- Teacher Assistants (Class 10)
- ASCSA Coordinators (Class 11)
- AFSCME/TSP (Class 12)

Teachers (Class 04)

Summary of Benefits (Full-Time)
Summary of Benefits (Part-Time)

Medical Summary of Benefits	MESSA ABC Plan 1	1-800-336-0013
	Priority Health HMO	1-800-446-5674
	Priority Health PPO	1-800-446-5674
Medical Plan Websites	www.bcbsm.com	
	www.messa.org	
	www.priorityhealth.com	
Summary of Dental Benefits	Delta Dental w/ Medical Coverage	1-800-336-0013
	Delta Dental w/o Medical Coverage	
	Delta Dental Part Time Teachers	
Delta Dental Website	www.deltadentalmi.com	
Summary of Vision Benefits	Vision Service Plan – 3	1-800-877-7195
Vision Service Plan Website	www.vsp.com	

The Summary of Benefits gives a one page snapshot of benefits offered to each specific class.

Use the individual plan links to dive into more details of each option. This information is also provided in Employee Navigator.

How to Read Your Summary of Benefits

- Top Section focuses on Medical Coverage Option
- Middle Section focuses on cost for above medical plans
- Bottom Section focuses on other contractual covered options available (employer vs. employee paid)
- Your benefit options are specific to your class.

Exceptional
ANN ARBOR PUBLIC SCHOOLS

CLASSIFICATION NOTED HERE
Current Rates effective January 1, 2020 - December 31, 2020

Health Insurance Options

Each group will have 3-4 medical plan choices					Cash in Lieu of Medical Insurance
Deductible **Single** Coverage					**Cash in Lieu Amounts defined within each union contract.**
Deductible **2 Person/Family** Coverage					
Deductible Year					
Prescription (Rx) Drugs Copay					**Paid 1st paycheck of each month September through June**
Office Visits Copay					
Hospital/Surgical Coverage after Deductible					
Specialists					**(No payout July or August)**
Health Savings Account (HSA)	--				

Employee Contributions for **Full Time employees -**
rates for Part Time employees vary, see HR for details
Based on January 1 - December 31 coverage, rates subject to changes based on employee pay cycle

12 Month Cost	$	$	$	**Rates Vary By Group**
Per Check Deduction based on 21 pays	$	$	$	
Per Check Deduction based on 26 pays	$	$	$	

Ancillary Insurance Options

VISION INSURANCE		
Insurance Company	Employer or Employee Paid	See individual summary for specific plan details unique to each classification.

DENTAL, TERM LIFE, ACCIDENTAL DEATH AND DISABILITY (AD&D), LONG TERM (LTD) INSURANCE		
Insurance Company	Employer **Paid**	See individual summary for specific plan details unique to each classification.

When on Leave of Absence, Insurance will terminate once taken off payroll with AAPS

Dependents

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- AAPS Medical costs are based on composite rates
- Employees may add dependents, including:
  - Spouses
  - Children, Step Children
  - Legal Guardian Dependents
- Dependents may be added to Medical / Dental / Vision coverage
  - Dependents of full time employees **may be added to medical and dental at no additional cost**
  - There may be additional cost for vision coverage (see Employee Navigator for specifics)
- Employees opting out of Medical can still sign up for dental/vision coverage

What's Next

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Watch your AAPS email for an email notification from Employee Navigator informing you a Special Enrollment has been opened for you to elect your benefits. It will look like the below:

Dear:

Congratulations on your new position with Ann Arbor Public Schools! You can now begin the new hire enrollment process by accessing this [Registration](https://www.employeenavigator.com/identity/Provisioning/RegisterAccount?token=237b501a-88b8-441e-b761-7a8e4d207a16&brandingDomain=ssu) link. This link expires after 15 days. You are required to complete the enrollment process even if you are declining benefits. Enrollment must be completed immediately or you may not be able to enroll until our next Open Enrollment.

Please direct any questions about enrollment or benefits to your HR administrator.

Thank you,
Ann Arbor Public Schools

Fringe Benefit Enrollment

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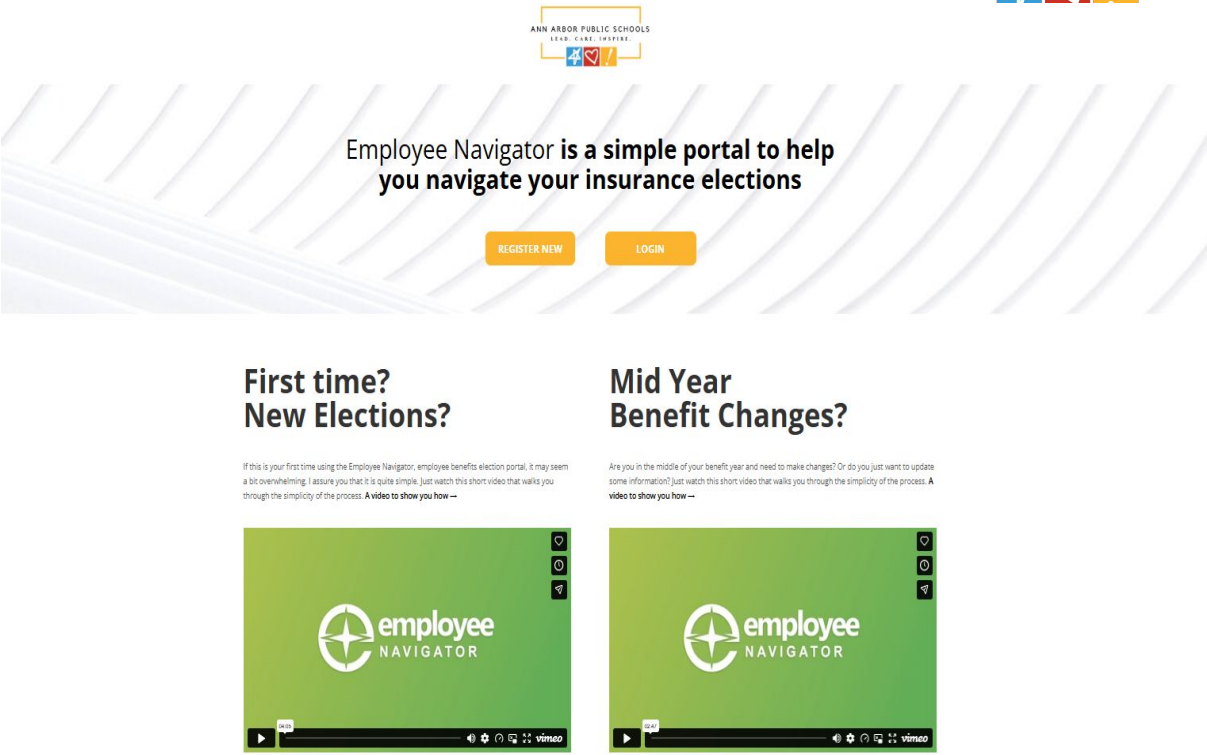
AAPS provides an online benefits enrollment platform called Employee Navigator for selecting and reviewing your benefits elections.



Ready to Make Your Selection

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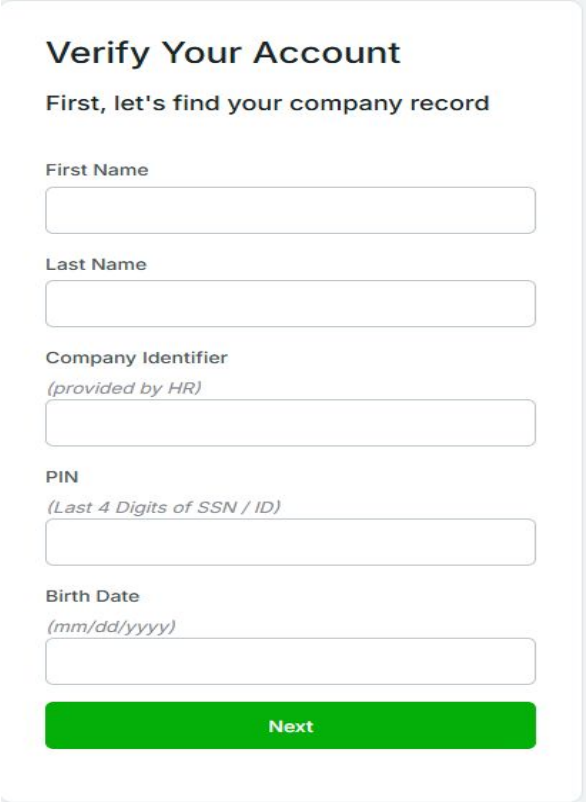
First time users: Click on Register as a new user. You will need to verify your account by entering your first and last name, company identifier: **AAPS1,** last four digits of your social security # and date of birth.

You will then create a Username and Password of your choice.



Verify Employee Information

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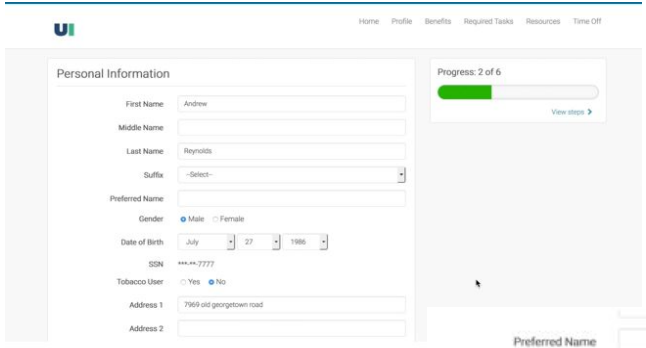

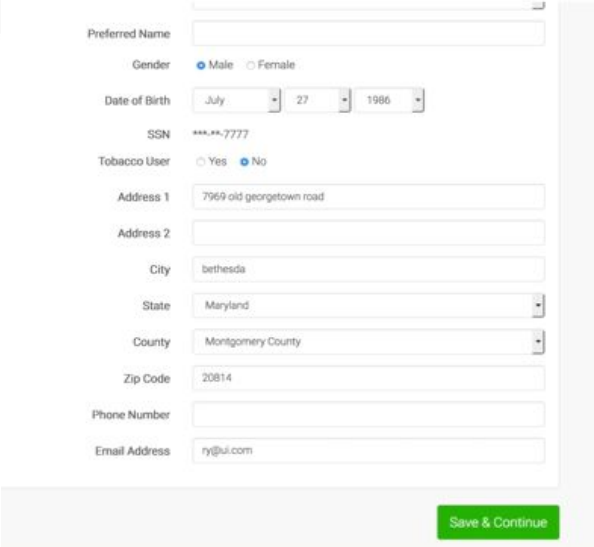

If you see incorrect information please contact the Human Resource benefits department so we can correct it accordingly.

When done click Save and Continue.

Enter Dependent Information (if applicable)

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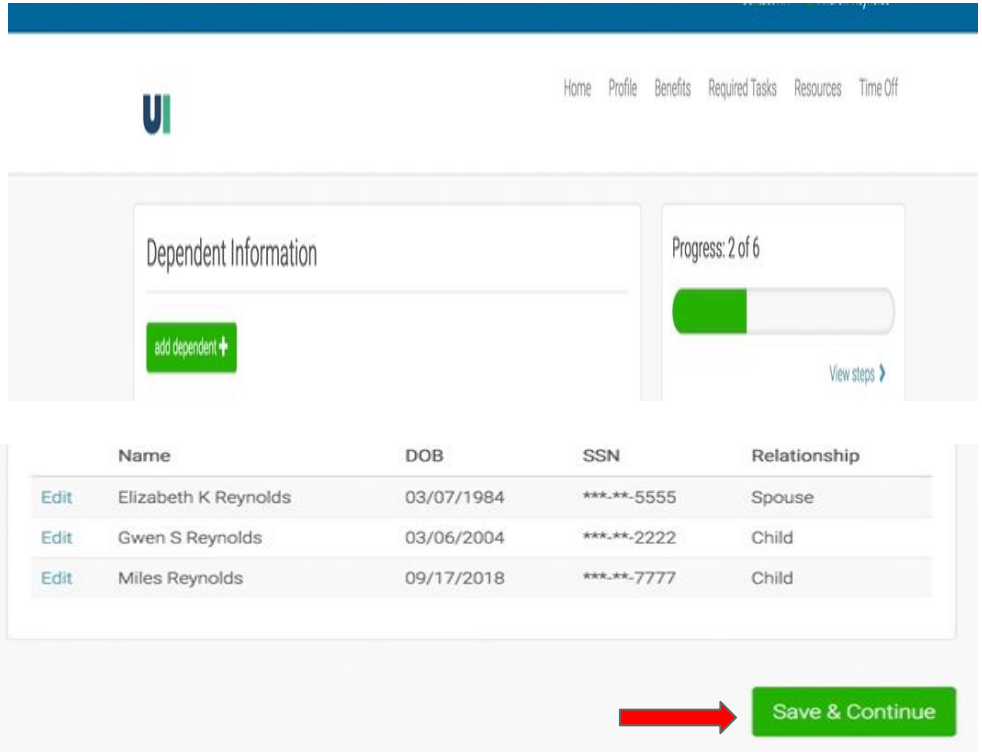

Insurance carriers require Social Security numbers for all covered dependents.

Please have this information available before beginning your enrollment if you plan to add dependents to your coverage.

Make Your Benefits Selection

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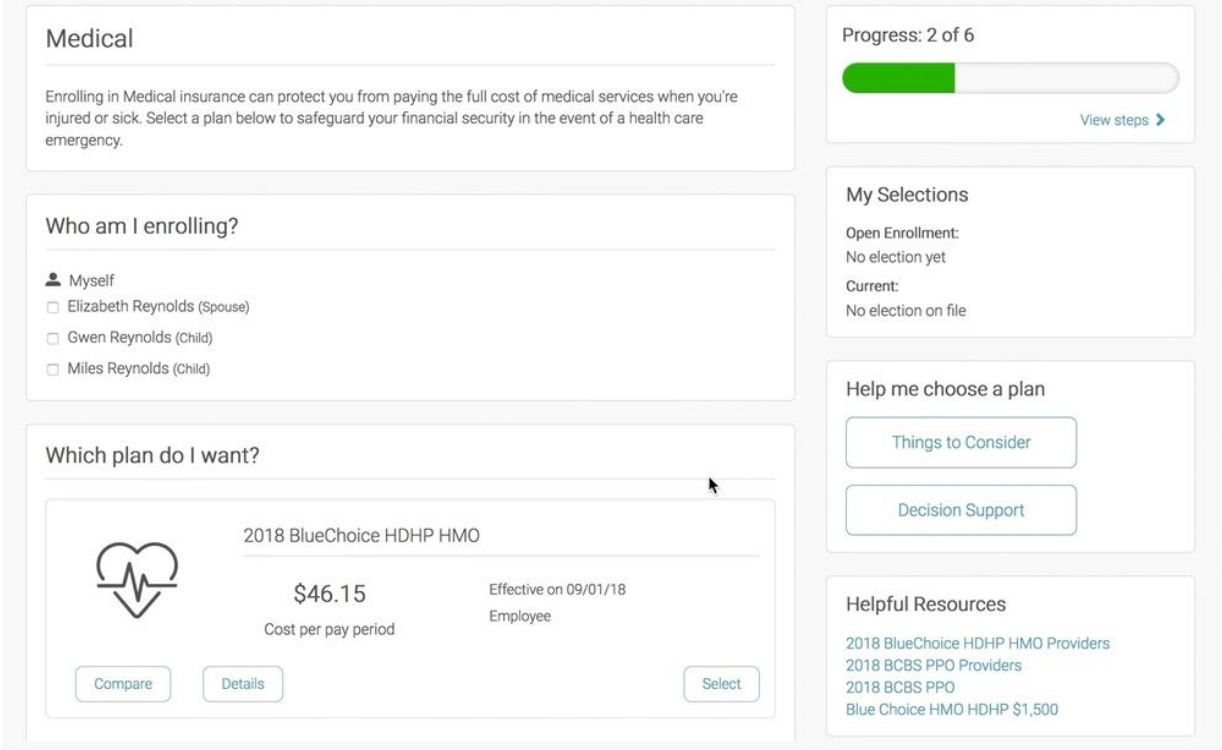

- If you choose plans that have an employee co-pay "your cost" per pay will show in each box
- **Enrollment is not automatic** you must review all benefit selections (including employer-funded) and make a selection; waiving is a selection
- You can review plan details by clicking on details.
- The progress bar at the top of the page will let you know how many steps you have completed.

To view a side by side comparison of plan options, click on compare. When ready to select a plan, click select then save and continue.

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Which plan do I want?

2018 BlueChoice HDHP HMO

$600.00
Cost per pay period

Effective on 09/01/18
Employee + Family

Compare | Details | Select

2018 BCBS PPO

$830.77
Cost per pay period

Effective on 09/01/18
Employee + Family

Compare | Details | Select

Plan Comparison x

Pay Period Costs

Current Plan | Print

Coverage Level	2018 BlueChoice HDHP HMO	2018 BCBS PPO
Employee	$46.15	$138.46
Employee + Spouse	$230.77	$323.08
Employee + Child(ren)	$230.77	$415.38
Employee + Family	$600	$830.77
Domestic Partner	$230.77	$323.08

Above rates do not include optional riders

In-Network Services

	2018 BlueChoice HDHP HMO	2018 BCBS PPO
Copay		
Non-Preventive Doctor	Deductible then $20 PCP/$30 Specialist per visit	Deductible then $20 PCP/$30 Specialist per visit
Preventive Doctor	No Charge	No Charge
Hospitalization		

Which plan do I want?

2018 BlueChoice HDHP HMO

$600.00
Cost per pay period

Effective on 09/01/18
Employee + Family

Compare | Details | Selected

2018 BCBS PPO

$830.77
Cost per pay period

Effective on 09/01/18
Employee + Family

Compare | Details | Select

Save & Continue

Don't want this benefit?

HSA vs FSA

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Want to Tax Defer Funds for Medical or Child Care?

HSA	FSA
CONTROL Owned by the employee	**CONTROL** Owned by the employer
FUNDING Employer and/or employee funded	**FUNDING** Employee funded
2026 CONTRIBUTION LIMITS Single - $4,400 Family - $8,750	**2026 CONTRIBUTION LIMITS** Single - $3,400 Dependent - $7,500
HEALTH PLAN ELIGIBILITY Must be enrolled in a high-deductible health plan	**HEALTH PLAN ELIGIBILITY** Must be offered a group health plan by employer
FUND AVAILABILITY As they are contributed	**FUND AVAILABILITY** Medical FSAs: on the first day of the plan year Dependent care FSAs: as they are contributed
TAX SAVINGS Distributions for eligible expenses, investment returns & contributions are tax-free	**TAX SAVINGS** Distributions for eligible contributions and expenses, are tax-free
CARRYOVER All funds carry over to the next plan year	**CARRYOVER** Employer can allow $660 carryover of medical FSA funds; dependent care FSAs cannot have a carryover
INVESTMENT CAPABILITY Yes	**INVESTMENT CAPABILITY** No

Voluntary Insurance Options

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In addition to contractual benefit choices, employees may also choose to purchase:

- MESSA
  - Optional Supplemental Life & AD&D Insurance
  - Dependent Life Insurance
  - Short Term Disability
- MEA Life Insurance
- Flexible Spending Accounts
  - Medical FSA
  - Dependent Care FSA

Select Your Beneficiaries

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Each Life Insurance option requires a designated beneficiary.

If adding more than one beneficiary, the total allocation must equal 100%.

Beneficiaries Form

Claims Summary Report

For: 2018 Voluntary Life & AD&D

A beneficiary is the recipient of financial benefit from an insurance policy after the insured dies. Beneficiaries are categorized as primary and contingent. If a primary beneficiary cannot receive the benefit after an insured dies because the primary beneficiary is deceased or refuses the inheritance, the rights are passed to the contingent beneficiary. The death benefit payout can be divided between multiple persons or entities so long as the total sum of shares is equal to 100% for each primary and contingent beneficiary sets.

Some states dictate if the insured is married, the spouse is the primary beneficiary. If a married individual designates a non-spouse as the primary beneficiary, the requirements of the state will be reviewed prior to claim payment.

Primary Beneficiaries

+ add a beneficiary

	Name	DOB	Gender	Relationship	Allocation %	
Edit	Elizabeth K Reynolds	03/07/1984	F	Spouse	100.00	remove

Edit Percentages

Review and Complete

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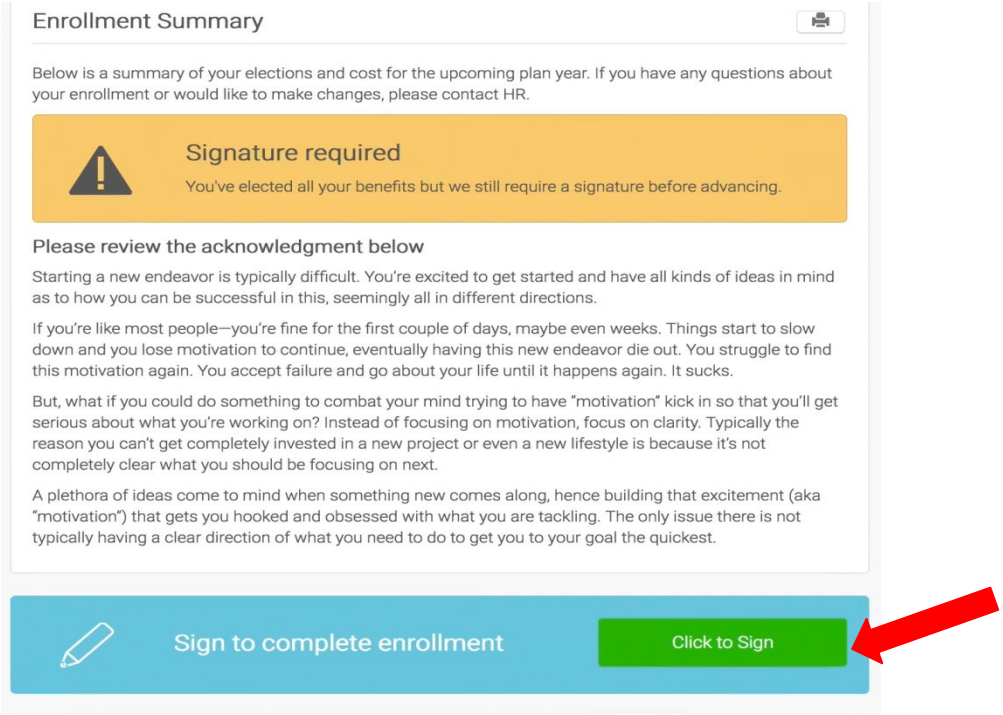
You must select **"Click to Sign"** to complete and submit your enrollment.



Enrollment Summary

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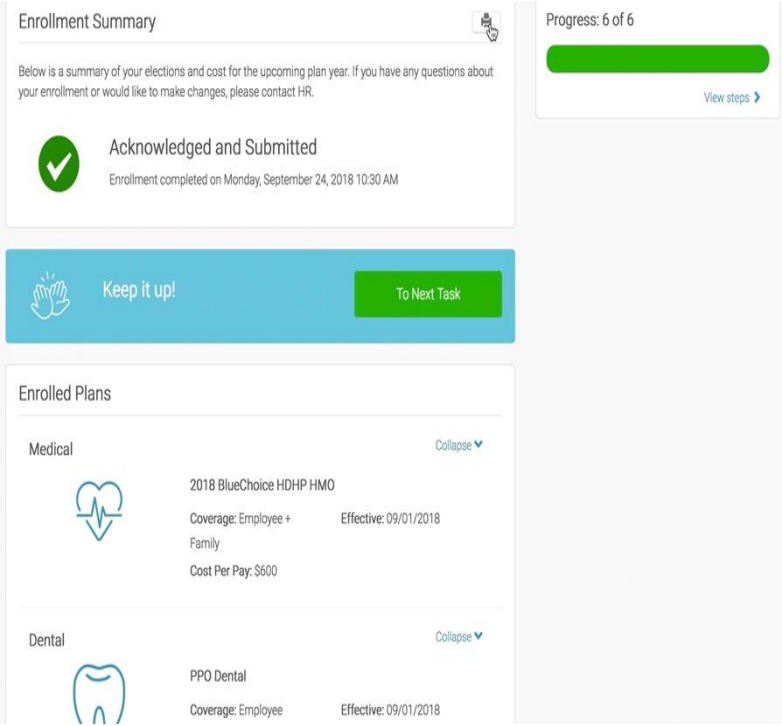

You can print your enrollment summary or log in anytime to review your benefit elections.

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CONGRATULATIONS

Your enrollment has been completed!

Employee Navigator Key Takeaways

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Some Friendly Reminders

- Watch your AAPS email from hr_benefits@aaps.k12.mi.us for special enrollment information.
- There are Informational Sections Only

  Some sections of the benefits elections share informational pieces which require an action. You must select save and continue.
- **Enrollment is not automatic, you must review all benefit selections (including employer-funded) and make a selection; waiving is a selection.**
- Remember to check the "Save and Continue" boxes

Making Changes To Your Insurance

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ANNUAL OPEN ENROLLMENT:

- Held in November each year
- changes going into effect January 1

OR

SPECIAL ENROLLMENT:

- Qualifying Life Events are the **only time outside open enrollment** that changes can be made to benefit selections
  - Examples of qualify life events include:
  - Birth / Adoption / Legal Guardianship
  - Marriage / Divorce
  - Loss of other coverage
  - Gain of other coverage

Note: changes due to life events **MUST BE MADE WITHIN 30 DAYS OF THE EVENT** per our insurance companies' policies.

Questions & Feedback

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SCAN ME