Katy ISD Professional's Induction...Be the Legacy

2019-2020

Presented by the Departments of: Human Resources, Professional Learning, Technology, and Risk Management
Getting Started

• Restrooms/Vending Machines
• Review of Handouts/Where to find Information
• Please ask Questions!
AGENDA

• Human Resources
• Payroll
• Health Services
• Professional Learning
• Technology Q & A

-- Break --

• Risk Management/Employee Insurance
2019-2020 District Calendar

New Teacher In-Service: July 31-Aug 2, 2019
Teaching Contracts begin August 6, 2019
Basic Hours of Operation

• Teacher/Employee:
  – High School  7:05 a.m. – 3:05 p.m.
  – Junior High   8:10 a.m. – 4:10 p.m.
  – Elementary  7:55 a.m. - 3:55 p.m.  **OR**  
    7:35 a.m. – 3:35 p.m.

The campus administrator may schedule mandatory events or meetings beyond these hours.
Contract Types

- **PROBATIONARY CONTRACTS:**
  - All Chapter 21 employees new to a district for at least one year
  - Up to four years, but typically three years
  - If new teacher was on contract with a public school for five of the last eight years, then only one year on probationary contract

- **TERM CONTRACTS:**
  - Experienced employees

- **DUAL CONTRACTS**
  - Both teaching and coaching duties
  - Both probationary and term
Stipends

- Paid for duties above and beyond the roles and responsibilities of the position for which an employee is hired
- No set schedule outside of standard 187-day teacher calendar
- Affords employees flexibility for days & hours worked
- Not guaranteed from year to year
Service Records

• It is **your** responsibility to contact your previous districts to either send KISD your service record, or for you to send them a form to have filled out for your experience. HR will not contact you for your Service Records.

• Link to Katy ISD Service Record webpage: [http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx](http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx)

• HR Contact for Service Records: Terri Domagas
  – [terriadomagas@katyisd.org](mailto:terriadomagas@katyisd.org)
  – 281-396-2262
Service Records

For Texas Public School District experience, please contact your former district's Human Resources Department to provide you with a service record.

The following forms are used for private schools, out of state, and college/university (public or private) experience. We require a separate form for each institution and a separate line for each year of employment to be completed by a school official.

- TX School District Exp (Private)
- Out-of-State School District Exp (Public-Private)
- Out of Country Experience
- College/University Experience

For experience outside the school system for the positions listed below, please use appropriate form. A verification letter on institution/company letterhead must accompany each form.

- Food Service Supervisor / Coordinator
- Licensed Specialist in School Psychology
- Mechanic / HVAC Tech. / Plumber / Electrician
- Nurse
- OT / PT / Audiologist
- Police
- Speech Language Pathologist
- Teacher (Non-Core Academic CTE)
- Technology

http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx
# Service Records

[Image of the Service Records form]

## form fields:
- **Last Name**
- **First Name**
- **Middle Initial**
- **TEA ID Number**
- **Signature of Teacher**

## Table:

<table>
<thead>
<tr>
<th>1</th>
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<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Year</strong></td>
<td><strong>State Or Country</strong></td>
<td><strong>County Or Equivalent</strong></td>
<td><strong>School District Or Institution (Indicate public or private)</strong></td>
<td><strong>Position Held</strong></td>
<td><strong>Years of Emp.</strong></td>
<td><strong>% of Day Emp.</strong></td>
<td><strong>No. Days Emp.</strong></td>
<td><strong>Dates of Service From</strong></td>
<td><strong>To</strong></td>
</tr>
<tr>
<td><strong>Indicate if a full semester, if less than 90 days</strong></td>
<td><strong>State Sick Leave Program</strong></td>
<td><strong>State Personal Leave Program</strong></td>
<td><strong>Authorized Signature, Title, &amp; Organization Official Stamp</strong></td>
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</table>

[Link to the form online](http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx)
Transcripts

• For professional hires, official transcripts from ALL schools attended are required.

• Transcripts may be mailed to Human Resources to the attention of Alice Smith (Elementary) or Candy Willis (Secondary/Departments).

• Transcripts may also be sent electronically from the college/university via email directly to Alice Smith or Candy Willis.
ACP Teachers

• Katy ISD does not assist with fee payments through payroll deduction.

• Make sure the campus assigns a campus mentor. Make necessary arrangements with your program to pay fee to your mentor teacher.

• Finish intern requirements within one contract year.

• Have all tests taken by March 1, 2020.
Professional Performance Appraisals

• Contacts:
  – Your immediate administrator/supervisor
  – Your HR Coordinator

• Every employee receives at least one annual evaluation that is filed in Eduphoria
  – T-PESS for Principals
  – T-TESS for teachers
  – Alternate Appraisal Instrument for some other positions
• Take time and read it
• All employees electronically sign for receipt
• Available online through Eduphoria as part of the District Mandatory Trainings
KA+Y EMPLOYEE HANDBOOK

- Standards of Conduct & Ethics
- Responsible Use Policy
- Use of Social Networking/Digital Tools
- Conflict of Interest/Outside Employment
EDUCATORS IN KATY ISD...

Relationship Builders
- Compassionate
- Nurturing
- Empathetic
- Encouraging
- Relatable
- Motivating

Lead Learners
- Forward Thinkers
- Facilitators
- Innovative
- Reflective
- Knowledgeable
- Passionate
- Have High Expectations
- Risk Takers
- Role Model
- Utilize Best Practices

Communicators
- Active Listeners
- Responsive
- Purposeful
- Inspiring
- Engaging

Collaborators
- Cooperative
- Adaptable
- Dedicated
- Problem Solvers
- Appreciative of Diverse Input
FACT Clearinghouse Background Checks

• Katy ISD receives continuous criminal information notifications (i.e.: arrests, etc.) for all Katy ISD employees from the FACT Clearinghouse.

• An employee must notify his or her principal, immediate supervisor, or the Human Resources Department within three calendar days (not exclusive to contract days/work days) of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any criminal charge.

  (The FACT Clearinghouse notifies Katy ISD about arrests that occur both in the state of Texas and nationwide.)

• HR Contact:
  – Brandy Richard (281) 396-2258
Absences

• **State Personal Leave (5)**
  – Portable to other Texas school districts
  – Restricted use (see employee handbook)

• **Local Sick Leave (5)**
  – Used for employee or immediate family illness, death in the family or family emergency
  – Must present a doctor’s release after five consecutive days of absences

• **Both**
  – Accumulate from year to year
  – Although employees receive yearly allotment up front, the days have not yet been earned
Automated Absence/Substitute System

- Accessible 24 hours a day
- www.aesoponline.com
- 1-800-942-3767
- HR Contact:
  - The Sub Office 281-396-6125
Using Frontline Web Navigator

Login: Katy ISD computer login and password

Voice Recording: Call and record your name and position.

Creating an Absence: You may report in advance. Personal Illness and Family Illness do not need prior approval. Personal Business, Staff Development and School Business all need prior administrative approval.
Absence Balance

- Listed on paycheck
- 2-week delay
- Do not rely on the balance indicated on your check
Substitutes

• Can work full day or half day (a.m./p.m.)
  – High School half days:
    – 7:05 - 11:05 and 11:05 - 3:05
  – Junior High half days:
    – 8:10 - 12:10 and 12:10 - 4:10
  – Elementary half days:
      7:35 – 11:35 and 11:35 – 3:35

• Can be prearranged

• Make sure you contact the substitute first to check availability and notify your campus substitute administrator of the arrangement
Employee Leave of Absence

You are responsible for notifying your campus AND contacting an Employee Leave Specialist in HR to procure the required paperwork.

Employee Leave Specialists:

Gloria Cerda
Lorraine Ponce
Ruth Sanchez-Gaud
Types of Employee Leave

- Medical Leave
- Military Leave
- Worker’s Compensation Leave
- Assault Leave
- Temporary Disability Leave – Neutral Absence Policy

*Maximum amount of disability leave = 180 days (disability leave is for the employee only, not immediate family members)
Employee Medical Leave

• An employee who is absent for more than five (5) consecutive days for personal illness or immediate family illness may be eligible for either Katy ISD Leave (up to 6 weeks) or Family Medical Leave (up to 12 weeks).

• You are responsible for contacting your campus AND Gloria Cerda/Eva Villalobos in HR to procure your paperwork.

• If you are planning to have surgery or you are pregnant, you must give your employer at least 30 days advance notice.

• If you learn of your need for leave less than 30 days in advance, you must give your employer notice as soon as possible (either the day you learn of the need for a leave of absence or the next work day).

• This PROTECTS your JOB!
Katy ISD Sick Leave Bank

Katy ISD provides additional sick days to members of the Sick Leave Bank in the event of an extended absence for a major physical disability due to unexpected catastrophic illness or injury, experienced by the member of the Sick Leave Bank or his/her immediate family.

*Process is 100% anonymous*

*Process allows for an employee to receive a maximum of 30 days per event for up to 2 events in a year for a full-time employee; and 15 days per event for up to 2 events per year for a part-time employee*

To participate you:
• Must be a benefit eligible employee
• Donate one day of accrued leave to participate through ESS for semi-monthly employees,
  or submit paper application form for bi-weekly employees during enrollment period
• After first year of donating, your enrollment will be automatic unless HR is notified in writing to cancel membership
ERO
Employee Relations Office within Human Resources
“Service, Support, Solutions”

Services
• Mediation
• Communication Assistance
• Trainings
• Employment Coaching

Legal
• EEOC
• Grievances
• Investigations
• Policy/Regulations (HR)

Leaves
• FML
• Accommodations
• Return to Work Requests
• Other Leaves ...
Employee Assistance Program (EAP)
1-877-694-9281

• Counseling Resources

• Resources
  – Absences, Aggression and Violence, Alcohol and Drug Abuse, Workplace Traumatic Events, Change and Transition

• Work Life Services
  – Referrals for Child Care, Adult Care, Academic Services

• Legal and Financial Guidance
  – Divorce, Domestic Violence, Estate Planning, Mortgage Issues
Teacher Retirement System (TRS)

- **Contact:**
  - TRS 1-800-223-8778

- All public school employees in Texas are **required** to contribute

- Required member contribution is **7.7%** of salary

- **Defined Benefit Plan**
  - Retirees are paid for life, even if the total amount exceeds original amount paid into the system
403(b) & 457 Retirement Savings

- Details offered in Mandatory Trainings

- To enroll:
  - [www.katyisd.org](http://www.katyisd.org) – Employment - Voluntary Retirement Plans 403(b) and 457

- Both plans:
  - Are voluntary
  - Are available to all District employees
  - Have year-round open enrollment
  - Are funded by payroll deduction
Payroll Dates

- First Check: August 31, 2019
- Final Check: August 15, 2020
- Pay dates: 15th and last day of each month
- 24 pay periods per year
Direct Deposit

• All new hires are required to have direct deposit
• PDF version of paystub is delivered via email
• All advices also found on Employee Self Service (ESS)
• Password to open advice is last four digits of your Social Security number
Salary Notification Letters

- Delivered in September
- Verify degree & years of service
Employee Self Service
Employee Self Service

Welcome to Employee Self Service

Announcements
Welcome to Employee Self Service.

Personal information
DOE, JANIE E
5804 BUCKINGHAM COURT
KATY, TX 77494
Phone
HOME PHONE: 281-237-6574
Email
Email: JanieEDoe@KATY1SD.ORG

Time off
Available time
<table>
<thead>
<tr>
<th></th>
<th>Available</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>8.00</td>
</tr>
<tr>
<td>PERS</td>
<td>3.00</td>
<td>8.00</td>
</tr>
<tr>
<td>VACATION</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>VAC CF</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Requested  | Taken
---         | ---

Home
Employee Self Service
Expense Reports
Pay/Tax Information
Personal Information
Time Off
# Salary Notification

<table>
<thead>
<tr>
<th>Date</th>
<th>5/23/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>DOE, JANIE E.</td>
</tr>
<tr>
<td>Address</td>
<td>5804 BUCKINGHAM COURT KATY, TX 77494</td>
</tr>
<tr>
<td>Telephone</td>
<td>281-237-6574</td>
</tr>
</tbody>
</table>

**MUNIS NUMBER**

9536

**LOCATION**

KATY HIGH SCHOOL

**POSITION**

CAMPUS QUEEN

**HIGHEST DEGREE**

BACHELORS

**PAY GRADE**

T09

**STEP**

00

**FULL YEAR START DATE**

07/01/2012

**FULL YEAR END DATE**

06/28/2013

**YOUR DAY $/YR (current job)**

238.00

**CURRENT YEAR BASE PAY**

67,544.48

**CURRENT YEAR TOTAL PAY**

67,544.48

---

**PLEASE CLICK THE VERIFY BUTTON AT THE BOTTOM OF THIS NOTIFICATION**

(this will allow us to continue delivery of your salary notifications through ESS in subsequent school years). Your total salary, under the current compensation plan approved by the Board of Trustees, is shown above.

**PLEASE NOTE THAT IF YOU STARTED YOUR CURRENT ASSIGNMENT AT ANY POINT OTHER THAN THE BEGINNING OF THE NORMAL WORK CALENDAR, THE SALARY REFLECTED ON YOUR NOTIFICATION WILL BE PRORATED ACCORDINGLY.**

Due to programming limitations, you will not see any salary that you may have earned in a previous assignment for the current school year. You may compute your full annual salary for next year by multiplying the full number of days to be worked by your daily rate (to get your daily rate divide the “CURRENT YEAR TOTAL PAY” shown on this notice by the “DAYS PER YEAR” shown on this notice). Your notification for the subsequent school year should reflect the full annual figures, provided nothing changes in the interim. Salary tables and general compensation information may be found by visiting the district website. Specific inquiries or concerns may be directed, in writing, to Katy ISD-Human Resources, Attn: Compensation, 6301 South Stadium Lane, PO Box 159, Katy TX 77492. This document is for reference purposes only.
ESS – Employee Self Service

Twenty-four hour access to your personal Human Resources and Payroll information

Select the Employee Self Service tile through MyKaty to log on

Or you can do it from any computer with internet access by visiting https://mss.katyisd.org/MSS/
Employee Self Service

- Edit address, telephone, and emergency information
- Update and change W-4 information
- Payroll check simulator provides ability to see changes to W4 (Withholding) and other deductions on take-home pay
- View historic information of pay advices and W-2’s
- Keep track of your leave balances
- View Certifications
- View salary notification letters
- Enter, edit, and view the status of expense reimbursement claims
  - Instructions can be found on MyKaty
RISK MANAGEMENT

281-396-2212
Lance Nauman
Director of Risk Management
Employees with the job classifications listed below may receive the Hepatitis B vaccine at no cost:

- All campus nurses
- All athletic trainers, junior high coaches & high school wrestling coaches
- Life skills teachers
- ECAP, YCAP, JCAP, HCAP & ASIP teachers
- Campus security guards and PASS teachers
- PPCD teachers
- Plumbers
- Katy ISD police
Hepatitis B Vaccine Eligibility
Process to Follow

• Fill out the appropriate paperwork found on the New Hire Web Site

• If you decline or have previously received the vaccine, return the paperwork to Risk Management

• If you accept to receive the vaccine, make two copies of the form, taking one to Excel Urgent Care and sending one to Risk Management

Hepatitis B vaccine is a series of three injections and it is important to receive all three injections.
Katy ISD Police Department Dispatch
9-1-1         (281)-237-4000
Staff Safety Responsibilities
Safety Drills & Training

eduphoria!
Professional Learning

Karen Lewis, Coordinator
Dr. Nicole Zwahr, Coordinator
Katy ISD is committed to ongoing professional learning that supports staff members in acquiring and maintaining skills necessary to support the teaching and learning process.

What training is available?

What training is required?

How do I sign up for training?
What training is available?

- Summer Professional Learning
- T-TESS Training
- New Teacher Onboarding Week
Summer PL Spotlight

Content Summits:
- Mathify
- Math Institute
- Discovering Reading and Writing Workshop
- Secondary Science Summit
- Literacy City
- Elementary iCamp
- Secondary iCamp
- Dyslexia Basics
- Special Education Toolkit
- GT Certification Training

Workshops
- Project CRISS
- TExES Prep for ESL Certification
- Learner 360

Register in Eduphoria!

#katylearns
For more information, visit

- New Teacher Training Page on HR Website
- Summer PL Home Page (QR Code in brochure)
- Eduphoria Workshop

For questions, contact

- Instructional Coaches
- Campus Secretary
- Professional Learning

Register in Eduphoria Workshop!
T-TESS Teacher Orientation

- T-TESS Teacher Orientation is REQUIRED for all teachers
- New Hires will select one of the following Summer T-TESS Trainings

<table>
<thead>
<tr>
<th>June</th>
<th>July</th>
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</thead>
<tbody>
<tr>
<td>Thursday, June 6</td>
<td>Tuesday, July 9</td>
</tr>
<tr>
<td>Tuesday, June 11</td>
<td>Thursday, July 11</td>
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<tr>
<td>Thursday, June 13</td>
<td>Wednesday, July 17</td>
</tr>
<tr>
<td>Tuesday, June 25</td>
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</tbody>
</table>

Teachers who completed T-TESS Orientation in a previous district must send T-TESS Certificates to Dr. Nicole Zwahr in Professional Learning.
## New Teacher Academy and Orientation at a Glance

<table>
<thead>
<tr>
<th>Required/Recommended</th>
<th>Session</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended (New to profession)</td>
<td><strong>First Year Teacher Academy</strong></td>
<td>Monday, July 29 – Tuesday, July 30 8:00-4:00</td>
<td>ESC (Education Service Center)</td>
</tr>
<tr>
<td>Recommended (New to Katy)</td>
<td><strong>New Teacher Technology Academy</strong></td>
<td>Wednesday, July 31 8:00-4:00</td>
<td>Morton Ranch High School</td>
</tr>
<tr>
<td>Required (New to Katy)</td>
<td><strong>New to District Orientation</strong></td>
<td>Thursday, August 1 8:00-4:00</td>
<td>See Website</td>
</tr>
<tr>
<td>Required (New to Katy)</td>
<td><strong>New to District Campus Orientation</strong></td>
<td>Friday, August 2 8:00-4:00</td>
<td>Assigned Campus</td>
</tr>
</tbody>
</table>
Tips for Successful Professional Learning

1. Dress for learning (business casual)
2. Arrive early to park and find your room
3. Register in Eduphoria Workshop
How can I find and sign up for training?

- Workshop: Professional development course registration and portfolio.
Select an icon to view professional development opportunities.

View Courses By Date & Time:
- Up and Coming Courses: List of all courses scheduled in the future.
- Evening and Weekend Courses: List of upcoming courses offered in the evening and weekends.
- View Courses by Month: Navigate courses by month.

View Courses By Category:
- School Courses: View courses for my schools
- eCourses: View self-paced eCourses
- College Credit Forms and Information
- District Training Days
- Bilingual/ESOL/LOTE
- Conferences
- Fine Arts
- Guidance and Counseling

Courses:
- 2018 Summer PD Training Sessions: June 5, 2017 thru August 2, 2018
- ADMINISTRATORS/Principals & APs
- Athletics
- Compliance & District Mandatory Training
- Emergency Management
- General
Location, Date, and Time

Dates/Time: February 27, 2018 at 4:30 PM to February 27, 2018 at 5:30 PM
Location: MRJH (Morton Ranch Junior High)
Permanent Eduphoria Accounts

- Once you have a Katy ISD login (today!) you can begin using your permanent account
- Use a district computer for your first login
- Credits will be transferred this fall
Transferring CPE Hours from Previous District

1. Contact Previous District for a .wxe file from Eduphoria.
2. Send the .wxe file and request for transfer of hours to Candace Jorgensen. ECJorgensen@KATYISD.ORG
3. Your hours will appear in My Portfolio once your profile is ready.

Transfer process only applies if Eduphoria was used in previous district.
Welcome to 2019 Summer Professional Learning

Katy ISD provides extensive professional development opportunities each summer. All summer courses are available in Eduphoria Workshop. Additionally, staff members may use the interactive calendars provided below to find and select professional development.

New hires are encouraged to attend summer professional development. Guest access to Eduphoria Workshop is available to new hires who have not yet received a Katy ISD login.

Summer Calendars

- Elementary
- Secondary

Professional Development Brochures and Websites
The following links provide more information on specific professional learning opportunities. Check it out!

All Levels:

- Gifted and Talented Core Training
- Inclusion Toolkit
- Learner 360
New Hire Highlights - Elementary

**Recommendations for Teachers New to Katy ISD**
Teachers new to Katy ISD are welcome and encouraged to attend summer professional development. Teachers may choose from available sessions based on needs and instructional assignment. However, the following training opportunities are especially encouraged for new hires.

<table>
<thead>
<tr>
<th>General</th>
<th>Project CRISS</th>
<th>July 8-9</th>
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<tbody>
<tr>
<td></td>
<td><strong>Discovering Reading and Writing Workshop K-5</strong></td>
<td>June 18-20 OR <strong>Nuts and Bolts of Reading and Writing Workshop K-5</strong> July 24 and 25</td>
</tr>
<tr>
<td></td>
<td><strong>Phonics K-2: Learn What You Need to Know So You and Your Kids Soar!</strong></td>
<td>June 11, 12 or 13 July 23, 24 or 25</td>
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<td></td>
<td><strong>Primary Guided Reading K-2</strong></td>
<td>June 11-13</td>
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<td></td>
<td><strong>Handwriting Without Tears K-3</strong></td>
<td>June 25 or July 23</td>
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<td><strong>New ELA TEKS K-5</strong></td>
<td>July 16, 17, or 18</td>
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<td></td>
<td><strong>Word Study 3-5</strong></td>
<td>June 26 or 27 July 24-25</td>
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</tbody>
</table>
Teacher Center

• Hours: Monday-Friday 8:00am-10:00pm
• Teacher Center: All KISD staff and PTAs/PTOs have free access to the following:
  • 225+ Die Cuts (complete list is posted on Digital Storefront)
  • GBC Binding Machines
  • Laminating - Nominal charge
  • Duplicating - Regular paper costs apply unless supplied by user
  • District computer to print and submit Print Orders
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Lewis</td>
<td>Coordinator</td>
<td>281.396.2453</td>
</tr>
<tr>
<td>Dr. Nicole Zwahr</td>
<td>Coordinator</td>
<td>281.396.2117</td>
</tr>
<tr>
<td>Candace Jorgensen</td>
<td>Eduphoria Secretary</td>
<td>281.396-2310 (main)</td>
</tr>
</tbody>
</table>
Wrap-Up

What is Eduphoria Workshop, and how can you gain access?

When is your first required training?

What happens during New Teacher Onboarding Week?
Technology

Questions and Answers
BREAK TIME!

The Benefits/Insurance presentation will begin shortly.
2019 Benefits Information
Agenda

• Enrollment – when, how, what, where

• Benefits – what are your choices (hint – there’s more to it than just medical insurance!)

• Q & A
When . . .

. . . are my benefits effective?

First of the month after you start working, or become TRS eligible

When . . .

. . . can I enroll in my benefits?

Late August for August new hires

How . . .

. . . will I know when to enroll?

You will receive an e-mail to your Katy ISD e-mail account.
What . . .

. . . is the deadline to enroll in benefits?

31 days from your eligibility date. For example – 10/1 for most summer hires. **REMEMBER** – the date you enroll does **NOT** change the effective date of your benefits.

What . . .

. . . happens if I don’t enroll in benefits before the deadline?

You will have only the District provided Basic Life and AD&D coverage and the Employee Assistance Plan.
Do I . . .

. . . have to do anything if I don’t want the District benefits?

Yes – complete the enrollment process so that we know you didn’t just forget! Also – need to name a beneficiary for the district-funded life insurance.

Consider all your options before saying ‘No Thank You’!

Can I . . .

. . . make changes to my benefits during the year?

Generally – no! Unless you have a life event: get married, have a baby, spouse changes jobs, etc. Notify Benefits Outlook within 31 days of the event.
Is there . . .

. . . an annual enrollment period?

YES!! You will enroll in your benefits EVERY FALL! Even this year.

And . . .

...benefits **DO NOT ROLL OVER** from year to year. If you do nothing (i.e. not enroll) you will get nothing (except the District-funded Basic Life Insurance and the EAP).
What plans can I choose?

✓ Medical plan – 4 plan options
✓ Dental – 2 plan options
✓ Vision
✓ Flexible Spending Accounts – 2 plans
✓ Life Insurance – for yourself, your spouse, your children
✓ Disability
✓ Legal Plan
✓ Identity Theft Protection
A quick look at what health care really costs.

Katy ISD paid out these averages in 2018:

Medical & pharmacy claims approximately $134,430 PER DAY, 365 days a year

The District contributes $385.00/month per covered employee.
Find the plan that works best for you.

You have several choices. Compare and save.
Medical plan options

Consumer Basic
- Lower premiums
- Higher deductibles + coinsurance

Consumer Plus
- Higher premiums
- Lower deductibles + coinsurance
Limited network highlights

• Choose any primary care physician in the Aetna network.

• You’re “limited” to Memorial Hermann hospitals and facilities for inpatient or outpatient hospital care.

• You must choose from specialists in 12 certain designated categories, plus oncologists and hematologists who have admitting privileges and can arrange for hospital procedures at a Memorial Hermann hospital.

• Outside of these designated specialties, you’re free to choose any physician in the Aetna network.
Choice network highlights

- Choose any primary care physician in the Aetna network.
- Choose from two tiers of hospitals and specialists in 12 designated categories.
- Tier I hospitals and specialists cost you less because they’re designated as the most efficient providers based on quality of service and cost of care.
- You choose between Tier I and Tier II when you receive care, not when you enroll.
- Outside of these designated specialties, you’re free to choose any physician in the Aetna network.
Choice network hospitals by tier levels

**Tier I hospitals** - $
- Memorial Hermann
- CHI St. Luke’s Health
- St. Joseph’s
- Texas Children’s

**Tier II hospitals** - $$
- Methodist
- MD Anderson
• All medical plans include pharmacy coverage through Express Scripts.
• Generics for high blood pressure, high cholesterol, asthma and diabetes are free.
• You can order home delivery online, by phone, using mail-order forms or through the free Express Scripts mobile app.
• You can pick up 90-day maintenance at places like Costco, HEB, Kroger, Randalls, Brookshire Brothers, and Walmart, or have them delivered to your home.
• The plan does not cover prescriptions filled at non-participating pharmacies.
RediMD provides medical care online via webcam, smart phone, or by telephone.

Available for Katy ISD medical plan participants only.
Diabetes Management, Simplified

A simple, advanced blood glucose meter, and all the supplies you need, 100% paid for by your employer.
Coverage is provided by UHC.

A primary care dentist coordinates your care within the network only.

Covers most preventive care, such as routine checkups and cleanings.

Generally, there are no deductibles, you simply pay the set copays when you receive covered services.

Coverage is provided through MetLife.

This plan allows you to visit any dentist you choose, but you save by using in-network dentists.

Covers most preventive care, such as routine checkups and cleanings.

You pay a deductible for basic, major and orthodontic care. After you meet your deductible, you pay a percentage of covered expenses and MetLife pays the rest.

Maximum coverage is $1,000/patient per year.
Vision

Coverage for eye care, frames and contact lenses

• Both in- and out-of-network care through Davis Vision

• One eye exam and one pair of corrective lenses (glasses or contacts) per calendar year

• The plan covers in-network services and a large selection of frames and contacts at no charge within the standard selection.
Flexible Spending Accounts

**Health care flexible spending account**

Use tax-free money to pay for eligible expenses you can plan in advance.

- Doctor visits
- Prescriptions
- X-rays and other tests
- Vision care, including glasses and contacts
- Dental care and more

**Warning:** Use it or lose it. Your FSA account doesn’t roll over. You have to enroll each calendar year.

**Dependent day care flexible spending account**

Kids are expensive. This let’s you use tax-free money to pay for day care expenses that you know you’re going to have to pay anyway.

**This account cannot be used for dependent medical expenses.**
Life and Accidental Death and Dismemberment (AD&D) – at no charge to you

$20,000 life + $20,000 AD&D for most employees

Life insurance pays your beneficiary if you die while covered.

AD&D pays you or your beneficiary if you have a covered loss as a result of an accident.
**Supplemental life and AD&D**
You can purchase additional life insurance in increments of $10,000 up to $300,000. As a new employee, you may elect up to $200,000 without any medical questions.

**Spouse life**
You can purchase insurance for $10,000, $20,000 or $35,000. Your spouse is covered up to age 65. Your combined basic and supplemental coverage must be greater than or equal to two times the spousal benefit.

**Child life**
You can purchase insurance for $5,000 or $10,000. You can cover your child to age 26.
Is your spouse also a Katy ISD employee?

• This is a life event; If spouse is covering you currently, can make changes within 31 days.
• No dual coverage – don’t cover each other
• Medical, dental, vision – select coverage for yourself and, for children, decide who will cover.
• Life Insurance
  • Neither enroll in Spouse coverage
  • Only one parent elect Child coverage
Pays a benefit of 66.67% of your annual salary if your doctor says you can’t work due to an injury, illness or pregnancy. You can choose a waiting period of 14 or 90 days.

<table>
<thead>
<tr>
<th>Waiting Period</th>
<th>Benefit Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-day waiting period</td>
<td>1.26% of salary</td>
</tr>
<tr>
<td>90-day waiting period</td>
<td>.60% of salary</td>
</tr>
</tbody>
</table>
Personal legal plan
Consultations and help with attorney fees

- Deeds, leases, affidavits
- Wills and powers of attorney
- Legal name change
- Uncontested divorce
- Traffic defense
- Consumer disputes and more
Identity Theft Protection

Comprehensive identity theft and credit monitoring service through iLOCK360

- Daily monitoring of Experian Credit Bureau
- Full-Service Identity Restoration & Lost Wallet Protection
- $1M Identity theft insurance policy with $0 deductible, for expenses associated with your identity theft recovery
Now you’re ready to enroll.

Online enrollment, made easy.

Here’s how you get there:

1. Go to katybenefits.org and click the QUICK LINKS button in the top right-hand corner.

2. Click ENROLL IN BENEFITS and follow the prompts. If asked to log in, use your Katy ISD login and password.

3. Look for the personalized confirmation statement you receive by mail and report any changes or corrections to Benefits Outlook.

4. Check the numbers and verify that your deductions are correct on your pay stub.
If you need help enrolling, call a Benefits Outlook specialist at 866-222-KISD(5473).

English- and Spanish-speaking representatives are available weekdays (except holidays) 7 am - 7 pm, and Saturdays 7 am to 4 pm CST.
katybenefits.org

866-222-KISD(5473)

7 am - 7 pm
Weekdays
7 am - 4 pm Saturdays
(except holidays)
Questions?