

## 403(b) AND 457 BENEFITS

Haysville USD 261 offers a 403(b) Tax Sheltered Account Plan. As an eligible employee, you have the ability to participate in this Plan by making voluntary salary reduction contributions to the Plan. A Plan Summary Description including a list of participating investment providers and 403(b) investment products can be found by visiting [http://www.bbadmin.com/sfr\\_select\\_employer.php?id=140](http://www.bbadmin.com/sfr_select_employer.php?id=140) This document provides an overview and outlines general provisions of the 403(b) Plan.



If you wish to begin participating in the Plan, complete a Salary Reduction Agreement as instructed. This form is used to begin participation in the Plan or change your current salary reductions. Once you have accessed the website, please follow these instructions to find a list of financial representatives that can assist you:

Select "Employee" from the left menu

Select your state from the drop down menu

Select your employer from the second drop down menu

Select the "Approved Providers/Products/Reps" link

You may also view other information about the Plan including a copy of the Plan Document, forms, processing instructions and access a copy of the Employee Handbook. If you do not have internet access, Employee Handbooks are available in the Employee Benefits Office.

### Board approved Participating 403(b) Investment Providers

American Fidelity Assurance Co.

Ameriprise Financial Services

AXA Equitable Life Insurance

Horace Mann Life Ins. Co.

Life Insurance Company of the Southwest

Metropolitan Life Insurance Co.

ReliaStar/ING

Security Benefit

Waddell & Reed, Inc.

### Board approved 457 Plan participants:

FTJ Fund Choice

Retirement Plan Advisors

These benefits are not part of the Section 125 Plan. Even though they are a before tax deduction, they are subject to Social Security withholdings as well as KPERS.

## WELLNESS BENEFIT

Haysville USD 261 will continue to contribute \$100 per year toward a health facility membership. Employees can join Clearwater Wellness Center, Derby Recreation Center, Genesis, Haysville Activity Center or the YMCA. All facilities require a recent pay stub as proof of employment.

## ANNUAL LEAVE

- Twelve (12) Annual Leave days are granted to employees at the beginning of each school year. According to the Negotiated Agreement, any days taken off during the school year, whether sick or personal, will be deducted off your Annual Leave first.
- Employees shall use available leave when absent from duty. A day without pay will be taken only when all available leave has been used.
- Any remaining Annual Leave will be accumulated the following year as Sick Leave. Accumulated Sick Leave can only be used for sick leave reasons.

Please see your Negotiated Agreement or Employee Handbook for further leave information.

## SICK LEAVE BANK

Enrollment procedures for the 2015—2016 Certified, Classified and Administrative Personnel Sick Leave Bank are established through Negotiated Agreement and Board Policy.

- **New Employees:** This is your first opportunity to enroll in or decline participation in the Sick Leave Bank. Please make sure you review and enroll accordingly with your online enrollment through ThebenefitsHUB.
- **Returning Employees:**
  - Sick Leave Bank Members who did not collect any days from the Sick Leave Bank during the 2014-2015 school year will automatically become members of the 2015—2016 Sick Leave Bank without the donation of a day to the bank.
  - Sick Leave Bank Members who have received one or more days from the 2014—2015 Sick Leave Bank must donate one day to the 2015—2016 Sick Leave Bank to continue their membership. Please make sure you review and enroll accordingly with your online enrollment through ThebenefitsHUB.
  - Employees who are not members of the 2014—2015 Sick Leave Bank must donate a day to become members of the 2015—2016 Sick Leave Bank. Please make sure you review and enroll accordingly with your online enrollment through ThebenefitsHUB.

## MANDATORY DIRECT DEPOSIT

Direct Deposit is mandatory. If you do not sign up by August 14, 2015, you will be required to enroll for a Visa Payroll Card administered by Intrust Bank. Please notify the Payroll Office if you close or change your bank account to avoid a delay in receiving your pay.

# EMPLOYEE ASSISTANCE PROGRAM (EAP)

We all experience times when we need a little help managing our personal lives. The Employee Assistance Program (EAP) that The Company offers through The Standard, offers support, guidance and resources to help you and your family find the right balance between your work and home life.

## What Can the EAP do for You?

Experienced master's-degreed clinicians will confidentially consult with you over the telephone and direct you to the solutions and resources you need. You may also receive referrals to support groups, community resources, a network counselor or your health plan. These services are available for employees, their dependents, including children to age 26, and all household members.

## When is the EAP Available

Over-the-phone consultation and online access to EAP services are always available. Simply call the toll-free number or log on to **www.eapbda.com**. In emergency situations, you may call the toll-free number to speak with a master's-degreed clinician who can also connect you to emergency services.

The Employee Assistance Program also includes up to three (3) face-to-face assessment and consultative sessions per issue. A clinician will work with you to schedule appointments according to your needs.

## How much does it cost?

If you accept a referral to services that are not a part of the EAP program, you may be responsible for the costs associated with those services.

### How To Access EAP Online

1. Enter this address in your Web browser:  
[www.eapbda.com](http://www.eapbda.com)
2. Enter **standard** as the login ID (in all lowercase letters) when prompted.
3. Enter **eap4u** as the password (in all lowercase letters) when prompted.

**Note:** It is a violation of your company's contract to share this information with individuals who are not eligible for this service.

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### EAP For Policyholders of The Standard

Call this toll-free number for access  
to EAP services.

**888.293.6948**  
**TDD 800.327.1833**

Available 24 hours a day, 365 days a year.

### The EAP Services Can Help With:

- Child care and elder care
- Alcohol and drug abuse
- Life Improvement
- Difficulties in relationships
- Stress and anxiety with work or family
- Depression
- Goal-setting
- Emotional well-being
- Financial and Legal concerns
- Grief and Loss
- Identify theft and fraud resolution
- On-line will preparation