



403(B) AND 457 BENEFITS

USD 261 offers a 403(b) Account Plan. As an eligible employee, you have the ability to participate in this plan by making voluntary salary reduction contributions on a pre-tax or Roth post-tax basis. 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. This document provides an overview and outlines general provisions of the 403(b) Plan.

If you wish to begin participating in the plan, please meet with an Approved Provider to complete a Salary Reduction Agreement as instructed. This form is used to both begin participation in the plan and to 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:

1. Select "Employee" from the left menu
2. Select your state from the drop down menu
3. Select your employer from the second drop down menu
4. 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 Business Office.

BOARD APPROVED PARTICIPATING 403(B) INVESTMENT PROVIDERS:

American Fidelity Assurance	Brighthouse Life Insurance Co.	Reliastar/ING
Ameriprise Financial Services	Great American Insurance Group*	Security Benefit*
Aspire Financial Services	Horace Mann Life Insurance*	Waddell & Reed, Inc.
AXA Equitable Life Insurance*	Metropolitan Life Insurance	

** Roth post-tax contributions available when using investment provider*

BOARD APPROVED PARTICIPATING 457 PLAN PROVIDERS:

Retirement Plan Advisors
Security Benefit



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WELLNESS BENEFIT

Haysville USD 261 will contribute \$100 per fiscal year toward a health facility membership. Employees can join Clearwater Wellness Center, Derby Recreation Center, Genesis, Haysville Activity Center, Planet Fitness 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

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 Certified Employees: Sick Leave Bank Members who did not collect any days from the Sick Leave Bank during the 2019-2020 school year will automatically become members of the 2020—2021 Sick Leave Bank without the donation of a day to the bank.

Returning Admin/Classified Employees: All administrative and classified employees must donate one (1) annual leave day to become a member of the 2020-2021 Sick Leave Bank. Please make sure you review and enroll accordingly with your online enrollment through ThebenefitsHUB.

Sick Leave Bank Members who have received one or more days from the 2019—2020 Sick Leave Bank must donate one day to the 2020—2021 Sick Leave Bank to continue their membership.

Employees who are not members of the 2019—2020 Sick Leave Bank must donate a day to become members of the 2020—2021 Sick Leave Bank. Please make sure you review and enroll accordingly with your online enrollment through ThebenefitsHUB.

MANDATORY DIRECT DEPOSIT

Direct Deposit is mandatory. Please notify the Payroll Office if you close or change your bank account to avoid a delay in receiving your pay.



EMPLOYEE ASSISTANCE PROGRAM

There are times in life when you might need a little help coping or figuring out what to do. Take advantage of the Employee Assistance Program (EAP) which includes WorkLife Services and is available to you and your family in connection with your group insurance from The Standard. It's confidential—information will be released only with your permission or as required by law.

CONNECTION TO RESOURCES, SUPPORT AND GUIDANCE

You, your dependents (including children to age 26) and all household members can contact master's degreed clinicians 24/7 by phone, online, live chat, email and text. There's even a mobile EAP app. Receive referrals to support groups, a network counselor, community resources or your health plan. If necessary, you'll be connected to emergency services.

Your program includes up to three face-to-face assessment and counseling sessions per issue. EAP services can help with:



Depression, grief, loss and emotional well-being



Stress or anxiety with work or family



Family, marital and other relationship issues



Financial and legal concerns



Life improvement and goal-setting



Identity theft and fraud resolution



Addictions such as alcohol and drug abuse



Online will preparation

WORKLIFE SERVICES

WorkLife Services are included with the Employee Assistance Program. Get help with referrals for important needs like education, adoption, travel, daily living and care for your pet, child, or elderly loved one.

ONLINE RESOURCES

Visit workhealthlife.com/Standard3 to explore a wealth of information online including videos, guides, articles, webinars, resources, self-assessments and calculators.

