WELCOME!

Office of Human Resources

Illinois Mathematics and Science Academy

igniting and nurturing creative, ethical scientific minds that advance the human condition
Office of Human Resources

Yellow Hallway Across from Student Life

C138 and C152A

Roger Spayer – Director of Human Resources – 5897
Steve Zant – HR Generalist – 5909
Brenda Kardatzke – Invaluable - 5991
Critical Paperwork

- I-9
- W-4
- Parking Permit
- Signed Letter of Agreement (CADRE)
- Computer Account and Network Access
- Drivers License/Auto Insurance
- Emergency Information Form
- Direct Deposit Form
- Beneficiary Designation Form
- Transcripts
- TB Test
- Health Insurance Information
Benefits – Group Insurance

Major Medical, Vision, Dental (Coverage Begins Day One)

- QCHP/Quality Care Health Plan – Cigna Health Care
  - 80/20 plan with deductible
  - No referrals
  - Prescription drug coverage included

- HMO/Managed Care
  - Co-pay
  - Lower cost
  - Prescription drug coverage included

- Opt Out with Proof of Insurance

http://www.state.il.us/cms/3_servicese_ben_choice/defaultFY07.htm
Benefits – Group Insurance

Major Medical, Vision, Dental (Coverage Begins Day One)

- Dental Insurance (CompBenefits)
  - $100 Deductible
  - Schedule of benefits
  - Can elect no coverage without affecting your medical coverage
  - www.compbenefits.com

- Vision Insurance (EyeMed)
  - Part of your medical coverage
  - Annual eye exam
  - Contacts or lenses/frames once every 24 months
  - www.eyemed.com
Benefits – Group Insurance

- Elect 1X/Year– Unless you have a qualified change of status (Marriage, birth of a child, divorce, adoption)

- Meet with Dalia Luna in the Business Office 10 days from start of contract

- Default into Quality Care Health Plan (QCHP)

- The state has negotiated secondary insurance (AFLAC) – Contact Steve Zant for more information

http://www.state.il.us/cms/3_servicese_ben_choice/defaultFY07.htm
Benefits - Life Insurance

- Minnesota Life
- 1X Annual salary at no cost to employee
- Opportunity to purchase up to 7X your annual salary
- Opportunity to purchase dependant life insurance
Benefits - Retirement

- State University Retirement System (SURS)
- New employees will receive a Planning Workbook approximately 30 days from date of hire
- Must make election within 6 months from date of hire
  - Traditional (Default)
  - Portable
  - Self Managed

- www.surs.org
Benefits - Availability

- Long Term Care Insurance (Assurance) – Request enrollment kit by contacting the Business Office

- Deferred Compensation Plan
  - Payroll deductions on a pre-tax basis
  - Standard maximum of $15,000 for 2008
  - [www.state.il.us/cms/employee/defcom](http://www.state.il.us/cms/employee/defcom)

- Tax Deferred Annuity
  - See Jan Held in Business Office

- Employee Assistance Program (Magellan Behavioral Health)
  - Confidential
  - 1-866/659-3848
Benefits - Flexible Spending Accounts (FSA)

Lower Taxable Income

- Pre Tax Payroll Deduction
- Health Care Reimbursement Account (Up to $5,000)
  - Fringe Benefits Management Company (www.fbmc-benefits.com)
  - Election amount available day one
- Dependant Care Reimbursement (Up to $5,000)
  - Fringe Benefits Management Company (www.fbmc-benefits.com)
  - Money is available as you fund the account
- Commuter Savings Program
  - WageWorks (www.wageworks.com)
  - Up to $105/month for van pool or public transportation
  - Up to $200/month for parking
  - To Enroll 1-877/924-3967
<table>
<thead>
<tr>
<th>Services and items that can be paid for with funds from the Healthcare Reimbursement Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acupuncture</td>
</tr>
<tr>
<td>Alcoholism/drug addiction treatment</td>
</tr>
<tr>
<td>Artificial limbs</td>
</tr>
<tr>
<td>Artificial teeth</td>
</tr>
<tr>
<td>Birth control pills</td>
</tr>
<tr>
<td>Braille books/magazines</td>
</tr>
<tr>
<td>Childbirth classes</td>
</tr>
<tr>
<td>Chiropractors</td>
</tr>
<tr>
<td>Christian science practitioners</td>
</tr>
<tr>
<td>Co-insurance amounts</td>
</tr>
<tr>
<td>Contact lenses/lens solution</td>
</tr>
<tr>
<td>Contraceptives</td>
</tr>
<tr>
<td>Crutches</td>
</tr>
<tr>
<td>Deductibles</td>
</tr>
<tr>
<td>Dental treatment</td>
</tr>
<tr>
<td>Ear plugs (prescribed)</td>
</tr>
<tr>
<td>Eye exams/eyeglasses</td>
</tr>
<tr>
<td>Fertility treatments</td>
</tr>
<tr>
<td>Fitness classes (prescribed)</td>
</tr>
<tr>
<td>Fluoridation treatments</td>
</tr>
<tr>
<td>Fluoridation device</td>
</tr>
<tr>
<td>Guide dog (for the impaired)</td>
</tr>
<tr>
<td>Hearing aid/batteries</td>
</tr>
<tr>
<td>Hospital services</td>
</tr>
<tr>
<td>Laboratory fees</td>
</tr>
<tr>
<td>Lasik Surgery</td>
</tr>
<tr>
<td>Learning disability</td>
</tr>
</tbody>
</table>
**Examples of eligible over-the-counter medications under the Healthcare Reimbursement Account**

<table>
<thead>
<tr>
<th>Allergy Remedies</th>
<th>Other Remedy Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antihistamines</td>
<td>Anti-diarrheals</td>
</tr>
<tr>
<td>Nasal sprays</td>
<td>Anti-fungals</td>
</tr>
<tr>
<td>Antacids</td>
<td>Antibiotics</td>
</tr>
<tr>
<td>Heartburn medicines</td>
<td>Asthma medications</td>
</tr>
<tr>
<td>Cold Remedies</td>
<td>Bandages, gauze pads, rubbing alcohol, liquid adhesives</td>
</tr>
<tr>
<td>Cough drops</td>
<td>Carpenter tunnel wrist supports</td>
</tr>
<tr>
<td>Decongestants</td>
<td>Cold/hot packs for injuries</td>
</tr>
<tr>
<td>Nasal strips</td>
<td>Corn/callus removers</td>
</tr>
<tr>
<td>Nasal sprays</td>
<td>Eye products (reading glasses, contact lens cleaning solutions)</td>
</tr>
<tr>
<td>Sinus medications</td>
<td>First aid kits</td>
</tr>
<tr>
<td>Throat lozenges</td>
<td>Hemorrhoid treatments</td>
</tr>
<tr>
<td></td>
<td>Laxatives</td>
</tr>
<tr>
<td>Pain Remedies</td>
<td>Motion sickness treatments</td>
</tr>
<tr>
<td>Bug bite medication</td>
<td>Nicotine gum or patches for smoking cessation purposes</td>
</tr>
<tr>
<td>Fever reducers</td>
<td>Thermometers</td>
</tr>
<tr>
<td>First aid creams (diaper, fever blister, poison ivy)</td>
<td>Wart removers</td>
</tr>
<tr>
<td>Ointments or creams for sunburn</td>
<td></td>
</tr>
<tr>
<td>Topical creams</td>
<td></td>
</tr>
</tbody>
</table>
Benefits – Sick and Personal Days

- Sick Days (12/10 Days Per Year)
  - Accumulate Up to 180 days which can be used for 1 year of service credit
  - Who do I contact if I am sick?
    - Contact your department’s Administrative Assistant/Secretary
    - Complete Absence Form located outside HR Office

- Personal Days (2 Days Per Year)
  - Days DO NOT carry over as personal days
  - Unused days roll over into sick leave
  - Complete Absence Form located outside HR Office
Paychecks

- Paid on 15th and Last Day of Month
- Direct Deposit – 1 to 2 Pay Periods
- Pick Up in Business Office without direct deposit (ID and Signature)
- First Paycheck
Ethics Orientation

- Approximately 10 minutes
- Read
- Sign
- Keep 8 pages
- Sign and return page 9
Sexual Harassment Training

- Required to take within 30 days of hire date
- Training available at the following URL: http://training.newmedialearning.com/psh/ilmathandscience/index.htm
- Training takes approximately 90 minutes
- Print Certificate of Completion and return to HR Office
Background Check

All employees are required to have an FBI finger print based background check within the first 10 working days of employment.

Refer to attached paperwork for driving directions to the Kane County Regional Office of Education (KCROE) and procedure/requirements.

Upon completion of form, please bring to HR Office for verification and signature approval. KCROE will not perform background check without HR approval.

Return pink copy to HR Office upon returning from KCROE.