



# ***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

Brenda Kardatzke – Invaluable – 5991

Mary Sprietzer – Exec. Direct for HR– 5897

Steve Zant – HR Generalist – 5909

# 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
  - 70/90 plans with deductible
  - No referrals
  - Prescription drug coverage included - \$75 deductible/person
- HMO/Managed Care
  - Co-pay
  - Lower cost
  - Prescription drug coverage included - \$50 deductible/person
- Opt Out with Proof of Insurance

# Benefits – Group Insurance

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

- Dental Insurance (Delta)
  - \$125 annual Deductible
  - Schedule of benefits
  - Can elect no coverage without affecting your medical coverage
  - <http://soi.deltadentalil.com/>
  
- Vision Insurance (EyeMed)
  - Part of your medical coverage
  - Annual eye exam
  - Contacts or lenses/frames once every 24 months
  - [www.eyemed.com](http://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 Nilles in the Business within 10 calendar days (from start date) to sign up for coverage.
- Default into Quality Care Health Plan (QCHP)

# Benefits - Life Insurance

- Minnesota Life
- 1X Annual salary at no cost to employee
- Opportunity to purchase up to an additional 8X's 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](http://www.surs.org)



# Benefits - Availability

- Deferred Compensation Plan (457 and 403(b))
  - Payroll deductions on a pre-tax basis
  - Standard maximum of \$17,000 for 2013 (\$22,500 for individuals over 50 years of age)
  - [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
  - [www.MagellanHealth.com](http://www.MagellanHealth.com)

# Benefits - Flexible Spending Accounts (FSA)

## Lower Taxable Income

- Pre Tax Payroll Deduction
- Medical Care Assistance Plan(Up to \$2,500)
  - Fringe Benefits Management Company ([www.fbmc-benefits.com](http://www.fbmc-benefits.com))
  - Election amount available day one
- Dependant Care Assistance Plan (Up to \$5,000)
  - Fringe Benefits Management Company ([www.fbmc-benefits.com](http://www.fbmc-benefits.com))
  - Money is available as you fund the account
- Commuter Savings Program
  - WageWorks ([www.wageworks.com](http://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

# Services and items that *can* be paid for with funds from the Healthcare Reimbursement Account

Acupuncture  
Alcoholism/drug addiction treatment  
Artificial limbs  
Artificial teeth  
Birth control pills  
Braille books/magazines  
Childbirth classes  
Chiropractors  
Christian science practitioners  
Co-insurance amounts  
Contact lenses/lens solution  
Contraceptives  
Crutches  
Deductibles  
Dental treatment  
Ear plugs (prescribed)  
Eye exams/eyeglasses  
Fertility treatments  
Fitness classes (prescribed)  
Fluoridation treatments  
Fluoridation device  
Guide dog (for the impaired)  
Hearing aid/batteries  
Hospital services  
Laboratory fees  
Lasik Surgery  
Learning disability

Medical monitoring devices  
Medical records charges  
Medical services  
Prescriptions  
Norplant insertion/removal  
Operations/surgery  
Optometrist  
Orthodontia  
Osteopath  
Patterning exercises  
Physical exams (non-employment)  
Pre-existing conditions  
Private hospital room  
Psychiatric care  
Psychoanalysis  
Psychologist fees  
Physical therapy  
Sales tax (on eligible expenses)  
Smoking Cessation (prescribed)  
Speech training  
Sterilization  
Transplants  
Vaccines  
Weight loss programs (prescribed)  
Wheelchair  
X-ray fees

# 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)



# Illinois Abused and Neglected Child Reporting

- All staff are required, by law, to report suspicion of “neglect” or “abuse” (see act for specific definitions)
- Any school personnel having reasonable cause that a child is abused or neglected must immediately file a report with Department of Children and Family Services (DCFS).
- Immediately notify - Director of Student Life or School Counselor
- DCFS Hotline.
  - 1-800-25A-BUSE (1-800-252-2873)



# Ethics Orientation

- Approximately 10 minutes
- Read
- Sign and return last page

# 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



*Questions?*