



WELCOME TO SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The following packet contains a summary of benefits for eligible employees of SFUSD. Employees and their eligible dependents may enroll in the plans outlined within this packet. If you need further assistance, please e-mail your benefits analyst below:

- Last names beginning with A – G: Jeremy Balli at BalliJ@sfusd.edu
- Last names beginning with H – R: Dona Baybin at BaybinD@sfusd.edu
- Last names beginning with S – Z: Cherise Grigsby at GrigsbyC@sfusd.edu

Union Information:

United Educators of San Francisco (UESF) www.uesf.org
 2310 Mason Street
 San Francisco, CA. 94133
 (415) 956-8373

HEALTH BENEFITS (AT A GLANCE)

Your health insurance plan is administered by **Health Services System of the City and County of San Francisco** located at:

1145 Market Street, 3Rd Floor (between 7th and 8th streets, near Civic Center)
 San Francisco, CA. 94103
 (415) 554-1750
www.myhss.org

MEDICAL HEALTH PLANS	<p>HMO (Health Maintenance Organization)</p> <ul style="list-style-type: none"> ▪ Kaiser Permanente ▪ Blue Shield <p>PPO (Preferred Provider Organization)</p> <ul style="list-style-type: none"> ▪ City Health Plan (United Healthcare Choice Plus) <p>See SFUSD 2017 HEALTH BENEFITS GUIDE for deductible amounts, premium rates and coverage details.</p>
EMPLOYEE ELIGIBILITY	<ul style="list-style-type: none"> ▪ All permanent, probationary or provisional personnel working at least four (4) hours per day or fifteen (15) hours with restrictions. ▪ All active permanent employees whose normal work week is at least twenty (20) hours.
ELIGIBLE DEPENDENTS	<p>The following are eligible for Medical, Vision and Dental benefits:</p> <ul style="list-style-type: none"> ▪ Legal Spouse or Registered Domestic Partner (proof of legal marriage or domestic partnership is required). ▪ Natural Children, Stepchildren and Adopted Children (from birth to 26 years of age). ▪ Legal Guardianships and Court-Ordered Children. ▪ Adult Disabled Children (must meet HSS criteria).
EFFECTIVE DATES (OF COVERAGE)	Coverage begins on the first day of the pay period following your hire date.

VISION AND DENTAL BENEFITS (AT A GLANCE)

<p align="center">VISION CARE</p>	<p>Provided by Vision Service Plan (VSP) – Northern California network of providers (800) 877-7195 www.vsp.com</p> <p>See SFUSD 2017 HEALTH BENEFITS GUIDE for a detailed list of coverage and limitations.</p> <p>NOTE: If you do not enroll in an available medical plan, you will not be eligible for vision plan coverage.</p>
<p align="center">DENTAL PLAN</p>	<p>Provided by Delta Dental Premier Plan of California PO Box 7736 San Francisco, CA. 94120 (415) 972-8300 or (888) 335-8227 Delta Dental Insurance</p> <p>Coverage begins on the first of the month following your initial hire date.</p> <p>Benefits:</p> <ul style="list-style-type: none"> ▪ Employees can enroll or make changes anytime. ▪ There is no monthly premium deduction. ▪ Basic Benefits are covered at 70% the first year, 80% the second, 90% the third and 100% in the fourth year, provided employee and each covered dependent uses the benefit at least once each year and with no break in coverage. ▪ Maximum benefit payable in a calendar year is \$1,500.00 ▪ Orthodontic (Braces) - 50% up to a lifetime maximum of \$750.00 <p>Group Number: 652-0012</p> <p>NOTE: Use your name, SSN, and Group # for services. Delta Dental does not issue ID cards but you can print one out online. Licensed Delta Dental providers can be located at the delta dental website: www.deltadentalins.com.</p>
<p align="center">OPEN ENROLLMENT</p>	<p>Open Enrollment is a period of time during which employees can enroll in benefits (Medical/Vision and Flexible Spending Accounts), make plan changes or terminate coverage without need of a qualifying event. The annual Open Enrollment period takes place in the fall and any changes will become effective on January 1st of the following year.</p> <p>NOTE: Employees are notified of the Open Enrollment period via mail and the WAD (Weekly Administrative Directive) found in SFUSD’s Employee Intranet.</p>

SICK LEAVE, FLOATING HOLIDAYS AND VACATION

SICK LEAVE WITH PAY

Sick leave is a paid absence from duty and may be used when you are unable to work for the following reasons:

- Illness or injury not job-incurred
- For Medical/Dental appointments.
- Quarantine declared by the Department of Public Health.
- Death of an immediate family member
- Pregnancy or convalescence period following childbirth.

ACCRUING SICK LEAVE

Sick leave is accrued upon appointment and awarded each pay period at the current rate of .05 hours for every hour worked per pay period. Example:

Hours Worked	Sick Hrs Accrued
40 hours	2 hours

Note: Unused sick leave may be accumulated from year-to-year until you reach the maximum accumulation of 130 working days.

FLOATING HOLIDAYS

- 4 floating holidays per fiscal year.
- Use or lose! Must be used within the current fiscal year (July 1st – June 30th).
- Available to use upon 6 months of continuous service.

VACATION

Vacation is accrued and awarded each pay period in accordance with the following table:

Year Round Employees		
Years of Service	Award	Maximum Accumulation
1-5	.0385 hours for every hour worked	320 hrs (40 days)
5-15	.0577 hours for every hour worked	360 hrs (45 days)
15 and over	.0770 hours for every hour worked	400 hrs (50 days)

School Term Employees		
Years of Service	Award	Maximum Accumulation
1-5	.0485 hours for every hour worked	320 hrs (40 days)
5-15	.0728 hours for every hour worked	360 hrs (45 days)
15 and over	.0970 hours for every hour worked	400 hrs (50 days)

SOCIAL SECURITY / MEDICARE / STATE DISABILITY

CONTRIBUTION

Social Security:

- Employee contribution: 6.2% of gross salary.
- Employer contribution: 6.2% of gross salary.
- Maximum amount is subject to change annually.

Medicare:

- Mandatory contribution for all employees hired after April 1, 1986
- Employee contribution: 1.45% of gross salary.
- Employer contribution: 1.45% of gross salary.

State Disability:

- Mandatory contribution (rate is subject to change annually).

TAX SHELTERED ANNUITIES (VOLUNTARY)

**403(B) PLAN & 457
SAVINGS PLAN**

- Administered by **Tax Deferred Services:** (800) 542-5829.
- California public school employees can use the <http://www.403bcompare.com> website to view the list of approved vendors, available plans, investment options, performance information and associated fees.
- Please refer to appropriate IRS regulations regarding 403(b)/457 plan pre-tax contributions.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is administered by the **Symetra Life Insurance Company** and is provided at no cost to the employee. The program offers the following services:

- Mental Health and Counseling Services
- Financial and Legal advice on Parenting/family issues
- Alcohol and Drug dependency counseling
- Child and Elder care referrals
- Living with chronic conditions counseling
- Workplace conflicts counseling

All active staff are eligible as of their date of hire.

Talk with a specialist at (888) 327-9573 or visit www.guidanceresources.com

First-time users: click on “I am a first-time user” and provide your organization web ID: SYMETRA. You can then create a user name and password for future log-ins.

SUPPLEMENTAL ACCIDENTAL, LIFE INSURANCE, SHORT-TERM DISABILITY & PRE-PAID LEGAL

Please contact the insurance companies directly for supplemental plan premiums and coverage options. The plan vendors are listed below:

▪ **American Family Life Assurance Company (AFLAC)**

Rick Young (District Sales Coordinator)

Phone: (858) 204-2612 Fax: (510) 764-9854 Email: R4_young@us.aflac.com

Customer Service: (800) 992-3522 Website: <http://www.aflacatwork.com>

Note: For online enrollment, sign-in to AFLAC. Your username is your full SSN and your Password is the last four digits of your SSN + the last two digits of birth year (e.g., Last 4 digits of SSN: 6930, DOB: 01/01/1970 = Password: 693070).

▪ **Colonial Life and Accident Insurance Company**

Phone: (510) 220-8031 Fax: (415) 899-8032

Customer Service: (800) 325-4368 Website: <http://www.coloniallife.com>

▪ **Washington National Insurance Company**

Leonard E. McKines II (District Manager)

Phone: (510) 778-3521

E-Mail: len.mckines@pmagent.net

• **Legal Shield**

Linda Masoli (District's sales coordinator)

Business: (650) 755-3331

E-mail: masoli@legalshieldassociate.com

Website: <http://www.masoli.net>

EMPLOYMENT VERIFICATION (FOR CREDIT LOANS, MORTGAGE, APARTMENT LEASE, ETC.)

For Verification of employment (salary and employment hire dates) please visit www.uconfirm.com

If additional employment verification information is needed, please contact:

SFUSD Human Resources Dept.

555 Franklin Street, 2nd Floor

San Francisco, CA 94102

(415) 241-6101

FLEXIBLE SPENDING ACCOUNT (MEDICAL, DEPENDENT CARE AND COMMUTER TRANSIT)

Wage Works

1100 Park Place, 4th Floor
San Mateo, CA. 94403
(877) 924-3967
www.wageworks.com

WHAT IS A FLEXIBLE SPENDING ACCOUNT? (FSA)

A **Healthcare FSA** is a pre-tax benefit account used to pay for eligible medical, dental and vision care expenses that aren't covered by your insurance plan.

A **Dependent Care FSA** is a pre-tax benefit account used to pay for dependent care services such as elder daycare, preschool, summer day camp, before or after school programs for children up to age 13.

To enroll, complete the Wage Works Salary Redirection Agreement form and submit it to your HR Benefits Analyst.

WHAT ARE COMMUTER PARKING, TRANSIT AND VANPOOL ACCOUNTS?

Wage Works offers three Commuter Benefit Accounts.

All are great ways to put extra money in your pocket each month and make your commute more convenient and affordable.

- A Commuter Parking Account is a pre-tax benefit account used to pay for parking as part of your daily commute to work.
- A Commuter Transit Account is a pre-tax benefit account used to pay for public transit—including train, subway, bus, and ferry—as part of your daily commute to and from work and can include your eligible dependents.
- A Commuter Vanpool Account is a pre-tax benefit account used to pay for vanpools as part of your daily commute to work.

Enrolling in the Commuter Benefits Program is quick and easy. Just visit www.wageworks.com and choose the “Log in/Register” option located at the top-right corner of your browser.

AUTO/TRAVEL/RIDESHARE DISCOUNTS

<p align="center">AAA @ WORK</p>	<p>AAA@Work provides employees with a year-long AAA Classic membership with special discount pricing. AAA Classic Membership includes:</p> <p>Visit www.aaa.com/atwork and enter promo code: AAASFUSD to obtain special pricing (\$17 enrollment fee waived and \$6 off annual subscription price).</p> <p>For additional questions, please contact the below AAA reps:</p> <ul style="list-style-type: none"> ▪ Erick Vargas: (415) 553-7214 ▪ Ingrid Lozada: (415) 553-7205 ▪ Leon Castillo: (415) 553-7218 ▪ Richard Mikles: (415) 553-7201
<p align="center">BAY AREA BIKE SHARE</p>	<p>The Bay Area Bike Share is the region’s bike sharing system with 700 bikes and 70 stations across the region, with locations in San Francisco, Redwood City, Mountain View, Palo Alto, and San Jose.</p> <ul style="list-style-type: none"> ▪ District Employee sign-up rate is \$75 (Regular price: \$88) ▪ Register online at: https://www.bayareabikeshare.com/signup/sfcourt (be sure to register using your @sfusd.edu e-mail address. ▪ When asked, use password: RideSF2015
<p align="center">CITY CAR SHARE/CARMA</p>	<p>City CarShare is a service that allows a community to share vehicles rather than each household owning it’s own car. Your membership comes with 24/7 remote access to a diverse and fuel-efficient fleet of vehicles.</p> <ul style="list-style-type: none"> ▪ District Employees get \$30 in free driving credits ▪ Register online at: https://citycarshare.org ▪ When prompted, use promo code: LOCAL30
<p align="center">ZIPCAR</p>	<p>Zipcar is a car sharing service that allows car rentals by the hour or day with gas and insurance included in the rental cost.</p> <ul style="list-style-type: none"> ▪ District employees receive 50% off the membership fee, waived application fee and 10%-25% off of rental rates from Mon – Fri. ▪ Register online at: www.zipcar.com/sfusd
<p align="center">SCOOT</p>	<p>Scoots are shared electric, smartphone activated motor-scooters you can ride in the city.</p> <ul style="list-style-type: none"> ▪ Bay Area residents receive free sign-up with \$2 off first 10 rides. ▪ Register online at: www.scootnetworks.com ▪ Use promo code: SFUSD16

CREDIT UNION

SFUSD employees may apply for accounts with the following Credit Unions:

- **San Francisco Federal Credit Union**
770 Golden Gate Ave
San Francisco, CA. 94102
(415) 775-5377

- **San Francisco Bay Area Educators Credit Union**
258 B Laguna Honda Blvd.
San Francisco, CA. 94116
(415) 664-4313

- **Provident Central Credit Union**
303 Twin Dolphin Dr.
San Mateo, CA. 94065
(650) 508-0300

NOTE: You must first contact the agency to set-up the account. Then send a completed **Payroll Deduction Authorization Form** to:

SFUSD Payroll Operations Department
135 Van Ness Ave
San Francisco, CA. 94102
(415) 241-6114