Mobile County Public School System - Full Time Employee

Human Resources Process	Description
Employee Self Service (ESS) (Mandatory)	ESS is the only means to view your Check Stub, but it also has many other advantages: • You can print copies of your Check Stubs and Earnings Summary(W2) • You can request changes to your Direct Deposit • You can request changes to tax exemptions • You can update personal demographics When requesting a NAME change, a social security card reflecting your new name must be provided to Human Resources. Go to ess.mcpss.com to register for the ESS system. Follow the prompts to complete the registration. ESS is compatible with all web browsers and is accessible on cell phones, tablets as well as computers.
Frontline Absence Management	Frontline Absence Management is used to report an absence. The service is available 24 hours a day, 7 days a week and can accessed via internet and phone. Go to http://www.aesoponline.com or call toll free at 1-800-942-3767 to enter absences using your personal ID Number and PIN Number.
KRONOS	Kronos is an online timecard that updates when employee finger scans in at a terminal. It is recommended that you check your timecard weekly to ensure it is correct. Frontline/KRONOS local contacts: 221-4580
MCPSS Employee Orientation	Visit www.mcpss.com Click **Our System** Click **Human Resources** Under **Employees,** Click **Employee Orientation** View each video and review/complete the documents discussed therein
Electronic HR Documents	HR Documents are required as a part of your full-time electronic file. All HR Documents must be completed in a timely manner, no later than the official start date of hire. Once your HR documents are submitted, they are reviewed and can possibly be returned to your pending HR Docs list if they are incomplete or completed incorrectly. You will receive an email from Search Soft informing you of the returned pending item. You will need to log back into your internal/transfer application to correct the form and resubmit the electronic document.
Unpaid Time	Unpaid days taken each month could affect your time towards retirement and your employer contributions for insurance coverage. You should be in "pay status" at least one-half of the working days of that month in order to receive benefits.

Human Resources Process	Description
Sick Leave Bank	All employees are eligible to participate. Sick Leave Bank (SLB) was established according to Alabama Code to help employees during the financial pinch of lost work due to illness or injury. If approved, employees may borrow 15 sick leave days from the bank. Days owed shall be paid back with the next available earned sick leave day and continuing until the debt has been repaid.
Sick Leave (Balance from previous employer)	If you have been previously employed with another school district in the State of Alabama or an Alabama State Agency and have unused sick leave, that time could be transferrable to MCPSS. You should contact your previous employer to have your accumulated sick time transferred to: **MCPSS** Human Resources P.O. Box 180069 Mobile, AL 36618
Experience Credit	If you have experience as a **public** school teacher or administrator, a Mobile County Statement of Teaching Experience form must be provided by your previous employer(s). Once a properly completed form has been received in HR and approved, you will be placed on the salary step reflecting that experience. When a form has been received in HR, you will be notified by email.
Professional Development	If you have been previously employed in Alabama and have professional development credits, please contact our Staff Development Department at 221-5223 to have your STI records made available to our school system.
Email & Computer Rights	A work order has been submitted to our IT department. Once completed, IT will notify the Technology Resource Teacher assigned to your school. He/She will provide you with your temporary passwords, training and assistance with your technology needs.
Certificate Renewal	Be aware of the year your certificate expires and make sure you have met requirements for renewal prior to the expiration date of your certificate. If you have any questions regarding the renewal process, please contact the Certification Clerk in Human Resources at 221-4537.

Benefit	Description
Sick Leave	Accumulates 1 Day per month for each full month of regular employment during the year
Personal Leave	2 Days per year unless: • Starting work after December 31 - Employee entitled to 1 personal day for school year. • Starting work after March 31 - Employee entitled to 0 personal days for school year.
Other Leaves	Unpaid maternity leave, professional leave, military leave, emergency leave, family medical leave and/or legal leave may be granted to employees as circumstances merit.
Vacation Leave **For 12-month (260 Day) Employees only**	Service is defined as service with MCPSS: 5 Days per school year with 12 months of service or less; 10 Days per school year with 13-120 months of service; 15 Days per school year with 121-240 months of service; 20 Days per school year with 241 + months of service.
Life Insurance (MetLife)	$ 8,000 Free Life Insurance plan from MCPSS $ 15,000 Free Life Insurance plan from the Teacher's Retirement Systems of Alabama *(must be in pay status to be eligible)*
Retirement - The Teacher's Retirement System of Alabama (TRS) **(mandatory)**	Participation in Teacher's Retirement System (TRS) is mandatory, and the contribution rate is set by state law. Employees hired prior to January 1, 2013 and former employees hired after January 1, 2013: • Rate of 7.5% to be deducted for TRS - Tier 1 • Retirement Eligibility - 25 years of service at any age or 10 years of service at the age of 60 Employees hired on or after January 1, 2013: • Rate of 6.2% to be deducted for TRS - Tier 2 • Retirement Eligibility- 10 years of service at the age of 62 Refer to Member Handbook for details: www.rsa-al.gov ☎ 1-877-517-0020 or 334-517-7000 trsinfo@rsa-al.gov

Benefit	Description
RSA-1 (optional)	RSA-1 is a Deferred Compensation Plan (Section 457). Employees may make voluntary elective deferrals on a pre-tax basis through MCPSS payroll system. Unlike other funds, there are no administrative fees for participating **in RSA-1**. For more information visit website: https://www.rsa-al.gov/ or see MCPSS Retirement Clerk for assistance.
Credit for Military Service **(not for those receiving military retirements benefits)**	A member has one year from the date he/she enrolled in the TRS to make a lump sum payment in order to gain credit for up to four years of eligible military service. Weekend service and summer camp service with the National Guard and the Reserves are not eligible for creditable service. The cost is 4% of the average salary paid a teacher during each years of claimed service plus 8% interest compounded from the last date of service to the date of payment.
Employee Assistance Program	Confidential assistance and referral for treatment are available to employees and their family members through the Employee Relations Office.
Payroll Deductions **(Voluntary)**	• Mobile Educator's Credit Union • Tax Sheltered Annuities • Savings Bonds • Supplemental Insurance Options • Life Insurance
Contacts/Human Resources	**Main:** (251)221-4500 **Fax:** (251)221-6264 **Insurance:** (251) 221-4456 **Retirement:** (251) 221-4525 **RSA:** (877) 517-0020 **Direct Deposit:** (251) 221-4718 **ESS:** (251) 221-4568 **Frontline/Kronos:** (251) 221-4580 **I.T. Help Desk:** (251) 221-6410 **Employee Relations:** Last Names (A-L)- (251) 221-4542 Last Names (M-Z) - (251) 221-4528

Mobile County Public Schools (MCPSS) - Health Insurance

PEEHIP	Public Education Employees' Health Insurance Plan
Plans Available through PEEHIP	Blue Cross Blue Shield of Alabama Blue Cross Blue Shield Supplemental Plan (must have a primary insurance plan to be eligible for supplemental coverage) VIVA Health
Optional Coverage	Dental, Vision, Cancer and Hospital Indemnity provided by Southland Benefit Solutions.
Effective Date of Coverage	New employees have the option of coverage taking effect on their date of hire or the first day of the month following their date of hire. The new employee **enrollment period expires 30 days AFTER hire.**
Employer Contribution	This is a fringe benefit provided by the state to assist employees with the purchase of health insurance or optional plans. An active member of PEEHIP receives the Employer Contribution by being in pay status at least one-half of the working days of that month. A member earns one month of additional insurance coverage for every three months the employee is in pay status at least one-half of the working days in the month for that school year.
Hospital/Medical Premium	Individual $ 30.00 Individual plus non-spouse dependents (no spouse) $207.00 Individual plus spouse only (no other dependents) $282.00 Individual plus spouse plus other dependents $307.00
Optional Coverage Premium (Southland Benefit Solutions)	Cancer, Indemnity and Vision - Single or Family $ 38.00 Dental - Single $ 38.00 Dental - Family $ 50.00
Tobacco Usage Surcharge	Additional Premium for Tobacco users of $50.00 for both member and spouse.
Eligible Dependents	Spouse as defined by Alabama law to whom the employee is currently and legally married and dependent children up to age 26.
Required Documents for PEEHIP regarding Spousal Eligibility	Copy of marriage certificate and recent document listing the names of both member and spouse including a copy of spouse's Social Security Card. Example: Utility billing, bank or credit card statement, income tax returns, auto insurance or registration.
Required Documents for PEEHIP regarding Dependent Child Eligibility	Copy of dependent child's birth certificate and Social Security Card. Adopted children - Copy of adoption papers Step Children - Marriage certificate and copy of birth certificate listing spouse Foster/Other - Placement Authorization signed by judge or final court order with presiding judge's signature and seal.
Health Screening - Mandatory for those with BCBS Medical (Group 14000)	Employees and covered spouse that enroll with Blue Cross Blue Shield of Alabama are required to submit to a Health Screening each plan year. A $50.00 surcharge will be placed on account for employee and spouse if not completed by August 31st of each year.
Premium Assistance Program	Assistance Program provides a discount on premiums to PEEHIP members with a total combined family income of less than or equal to 300% of the Federal Poverty Level as defined by federal law.
MCPSS Insurance Department	**Jessica Garner-Smith** Phone: 251-221-4456 Email: jgarner-smith@mcpss.com

PEEHIP	Public Education Employees' Health Insurance Plan
PEEHIP Member Handbook (Visit www.rsa-al.gov/PEEHIP to learn more)	A handbook will be mailed to your residence outlining coverage, co- pays and deductibles. Your PID number (personal identification number) will also be mailed to you within the same week. Your PID number will be required when completing the online enrollment.
How to Enroll Online	Go to www.rsa-al.gov - top right click on MOS Login for Member Online Services Select **"Register Now"** as a first time user and create a user ID and Password Once logged in, click **"ENROLL or CHANGE"** PEEHIP coverage - select **"New Enrollment."** Follow the onscreen prompts to select your desired coverage options until reaching the Confirmation page confirming your enrollment request has been saved and submitted. Print the page and keep as confirmation for your records.
Premiums	**The first month's premium must be submitted directly to PEEHIP at the time of enrollment.** **Out-of-pocket premiums may be required for newly hired employees for the first 3-months of employment. It is imperative to pay close attention to your check by inspecting your deductions through ESS. You want to confirm that the deductions are coming from your paycheck prior to discontinuing out-of-pocket premium payments to remain in good standings with your insurance coverage. Once all payroll deductions are in place, subsequent premiums will be deducted from each paycheck. Payroll deductions for insurance premiums cover the upcoming month. For example, premiums deducted in August cover the month of September and premiums deducted in September cover the month of October.** **A member does not pay federal, social security, or Alabama state income taxes on health insurance premiums** **Please contact the insurance department or payroll if you are uncertain or need further clarification.**
Changes to Coverage	Changes to coverage are to be made during open enrollment which is July 1st- August 31st. Certain life events are considered a "Qualifying Event" and could be considered acceptable changes outside of open enrollment and when made within 45 days of the event. Refer to the PEEHIP Member Handbook for more information.
What if a new hire does NOT need medical coverage?	The Employer Contribution could possibly be applied to the BCBS Supplemental Plan (refer to Member Handbook for group exclusions) or the four optional coverage plans offered through Southland Benefit Solutions. This would result in no premium cost.
What happens when a new employee did not begin at the beginning of the school year?	Nine and ten month employees hired AFTER December 15th of the school year will NOT work enough months to earn an Employer Contribution. Coverage will cancel for one or two of the summer months depending on hire date. Contact MCPSS Insurance Department at 221-4456 for Employer Contribution entitlement information. An employee will be eligible to continue coverage through COBRA and PEEHIP will automatically mail out an application. Employees who elects not to continue coverage through COBRA will be treated as a NEW HIRE and have 30 days from "date of return" to enroll in desired coverage with PEEHIP.