
SMMUSD HR NEWS

Volume 6, Issue 1

August 2009

SMMUSD Human Resources Mission Statement

Service, Care, Integrity

Our students learn best when we hire the highest quality staff and support them through personalized attention, proactive communication, and quick and accurate responses to their needs.

Staff Start Dates for 2009-2010

Welcome to all of our Santa Monica-Malibu Unified School District employees. We hope you have had a relaxing and rejuvenating summer and are ready for the challenging and exciting work ahead for the 2009-2010 school year. Below is some pertinent information regarding your start date for work:

There will **not** be a district-wide breakfast meeting to start this school year.

All **certificated staff** will report to their assigned sites on Friday, September 4, 2009, for site-based professional development.

Classified school-year employees will report to their sites on Tuesday, September 8, 2009.

Ten-month employees will report to their sites on Tuesday, September 1, 2009.

Ten-month, 10-day employees report to work on Tuesday, August 18th, 2009.

Open Enrollment: Health Benefits, Section 125 and Wellness Fair

Your Human Resources staff is working hard to be ready to support you in the upcoming school year. As always, we are striving to give you as much information as possible to help you best take care of your health and financial needs.

Santa Monica-Malibu Unified School District offers you health, dental and vision insurance options (in accordance with Article XXV of the SMMCTA Agreement and Article 17 of the SEIU Agreement). We offer tax-saving options (when you pay less in taxes, you take home more income) with regard to medical expenses, childcare expenses and retirement accounts.

We in Human Resources want every employee to make educated choices in these areas. To that end, we offer our annual Open Enrollment/Benefits Fair, where you can learn more about all these options. We hope to see you at one of the times and locations listed below:

Malibu: **Tuesday, September 22, 2009,**
2:30 PM to 5:30 PM at the Malibu
High School Old Gym.

Santa Monica: **Friday, September 25, 2009,**
2:30 PM to 5:00 PM at the District
Office.

Open Enrollment September 14 – October 9, 2009

Open Enrollment is the period each year when you can make changes to your insurance. This is the only time during the year when you can make any changes, so please be aware of the deadline of October 9th. You can get information at our two benefits fairs before submitting the paperwork to the district by the deadline of October 9th.

YOU CANNOT CHANGE YOUR INSURANCE IN THE MIDDLE OF THE YEAR, EVEN IF YOUR MEDICAL NEEDS CHANGE. YOU CAN ONLY CHANGE YOUR INSURANCE DURING OPEN ENROLLMENT. However, if you move, lose coverage from a spouse or domestic partner, retire, or if there has been a birth, death or change in marital status, you should contact Human Resources as soon as possible.

Information from HR ...

Classified Professional Growth (Pro-Gro)

If you are interested in Professional Growth, you can find information in the Human Resources Office. Forms are available online and in our office. If you want to make sure you will receive Professional Growth credit, you must submit your courses for pre-approval. Employees can call Lisa Andersen (70-220) if they have questions.

Certificated staff who need CLAD

Each teacher who has at least one English Learner in class must have a CLAD. If you are a teacher who still needs to earn your CLAD, LACOE is offering CTCL exam preparation classes for 8 Saturdays beginning on Sept. 26th. If you are interested, look for information on the LACOE website: <http://MAS.lacoe.edu>

STRS and PERS: Understanding Your Retirement

It is important that you are aware of the various options available to you regarding retirement. We encourage you to contact STRS and PERS in order to solicit information about viable options that would be beneficial to your situation. Contact information for these organizations is: STRS: www.calstrs.com PERS: www.calpers.ca.gov

The EASE Program: Assisting Employees in Need

The Los Angeles County Office of Education sponsors the EASE (Employee Assistance Service for Education) program, which many of our employees use to get through difficult times. Free to any employee in our District, you can call and get support for personal and family problems, job-related issues, stress, substance abuse, grief, or loss and traumatic incidents. Office visits are available, as are workplace and phone consultations. More information is available at www.lacoe.edu/ease, or (800) 882-1341.

National Board Certified Teachers in SMMUSD

SMMUSD is proud to have 51 teachers in the 09-10 school year who have National Board Certification. This is approximately 8% of our teaching professionals who have achieved this lofty certification! We have one of the highest ratios in the country. The district offers financial support for teachers who wish to apply for NBCT status, and there is a \$5,000 annual stipend for those who attain it. Call Susan Samarge-Powell at x70-346 if you would like more information.

Why Should I Go To The SMMUSD Benefits Fair?

Health Insurance Information:

HMO coverage provided by Kaiser and Blue Shield are fully covered by SMMUSD for you and/or your family. PPO (Preferred Provider Organization) coverage provided by Blue Cross is also available; these policies have additional costs, but provide more freedom of choice. See information on the difference between HMO and PPO's. We offer options on dental and vision insurance as well. Don't know what to do? Come to the Benefits Fair and we'll do our best to answer all of your questions.

Section 125 Plan:

The federal government allows employees to put aside money for childcare and medical expenses tax-free. It's like paying 60%-75% of the cost and getting to keep the savings. The American Fidelity Company will work with you on the details of this plan. They will be at the Fairs and each school to answer all of your questions.

Disability Insurance:

Classified employees have disability insurance, but certificated employees do not unless they purchase it. Are you prepared in case of long-term injury? In the case of a non-work-related injury, you are paid until you use all of your sick leave, then you get 100 days at reduced pay, then you are on your own. We will have providers of disability insurance on hand to answer your questions, and you can make an informed decision on whether or not to obtain or retain disability insurance.

Tax-Sheltered Annuity (TSA or 403(b)):

About half of SMMUSD employees are taking advantage of TSA or 403(b) plans and 457 plans. In the business world, they call these 401(k) accounts. Again, tax-deferred, you can save a significant amount of money each year for your retirement. Every financial magazine or advisor would encourage you to do this. You should make this decision very carefully, as it is a complicated one. Human Resources staff will answer your questions in great detail, though we cannot be a financial advisor to you. We recommend two excellent websites for research: 403bwise.com and 403bcompare.com.

Interested in Earning your Undergraduate Degree or Teaching Credential?

If you are interested in earning your Undergraduate Degree or Teaching Credential, National University will be holding an informational meeting on Weds., September 23, 2009 from 4:00 – 5:30pm at the District Office. If you'd like to attend, or would like more information about the Career Development Program, please RSVP to Susan Samarge-Powell at x70-346 or ssamarge@smmUSD.org by Fri. 9/18.

PPO or HMO: Which should you choose?

Both types of plans offer high quality medical care. The main reasons that people want to change from an HMO to a PPO is because they want more control over what services they can receive and what doctors can provide those services. The main reason people want to change from a PPO to an HMO is that people do not want to pay as much money above and beyond the cost of the policy. Our advice to you? Learn as much as you can from the literature and the web, and above all, talk to people! Almost every employee in our district participates in the health insurance program, and their experiences can help you to make a high quality decision. You do not need to feel like you are isolated in making this decision. The HR staff will be at the health fairs, and we are there to answer any and all of your questions. So read, research and talk, then make the best decision for you and/or your family's needs. Here are some advantages and disadvantages of HMOs and PPOs, which may help you:

HMO

(Health Maintenance Organization)

Advantages: Less money out of pocket (you only pay the co-pay). You pick your own primary physician within a specific network of providers. For full time employees, the cost of the premium is completely covered for individuals and families. You get high quality care at no cost other than the co-pays for care.

Disadvantages: You do not get to choose any doctor except your primary physician. That doctor must recommend you for further services and will select the specialist doctor for you.

PPO

(Preferred Provider Organization)

Advantages: You can choose from a large number of doctors, including specialists, who are in the PPO network. You can have a primary physician, but you do not need that person's permission to visit other doctors, as long as they are in the PPO network.

Disadvantages: The district will pay for single coverage of PERS Choice, and the District will contribute part of the amount for other PPO coverages (up to what it would cost for Kaiser) but you must pay the rest. The difference is taken out before taxes, so the cost is lessened. In addition to a higher monthly cost for the policy, you pay more money out of pocket. You pay a deductible (\$500 - \$1000), then 80% to 90% of the costs are covered and you pay the difference.

What happens to my Health Insurance when I Retire?

You should know that for retiring employees who have worked at least 10 years in SMMUSD and been insured during those years, SMMUSD provides your health insurance until your 65th birthday. It is only for you (single coverage), but you may purchase additional coverage for your spouse or other dependents. This is described in the SMMCTA (Article XXV) and SEIU (Article 17) Agreement. We advise you to talk with your colleagues and when you have questions, contact Cheryl Bryant, our Employee Benefits Technician at x70-277 or cbryant@smmusd.org.

Spotlight on Carlos Morales

In an effort to continue honoring SMMUSD employees who have achieved noteworthy goals, this spotlight section highlights Carlos Morales, a teacher at Edison Language Academy. Carlos began his career in SMMUSD as an Instructional Assistant at Will Rogers. He joined the Career Development Program (CDP) to gain support from colleagues who, like him, were working fulltime and going to school to earn a teaching credential. Having graduated from Cal State University, Dominguez Hills with his credential, Carlos once again found his home with SMMUSD and is now teaching 5th grade at Edison. Carlos has two pieces of advice for people who are thinking about getting their teaching credentials. First, don't be afraid to ask for help if you want something. Second, it may be a lot of work to get what you want, but in the end, it's worth it!

2010 SMMUSD HEALTH BENEFIT RATES

Plan Description	Plan Code	12 Mo Rate	COBRA rate	Tenthly Rate	District Pays	Employee Pays
PERS Care (Blue Cross PPO)						
Employee Only	2781	\$772.05	\$787.49	\$926.46	\$495.80	\$430.66
Employee + dependent	2782	\$1,544.10	\$1,574.98	\$1,852.92	\$991.61	\$861.31
Employee + 2+ dependents	2783	\$2,007.33	\$2,047.48	\$2,408.80	\$1,289.09	\$1,119.71
PERS Choice (Blue Cross PPO)						
Employee Only	2221	\$452.41	\$461.46	\$542.89	542.89	0.00
Employee + dependent	2222	\$904.82	\$922.92	\$1,085.78	\$991.61	\$94.17
Employee + 2+ dependents	2223	\$1,176.27	\$1,199.80	\$1,411.52	\$1,289.09	\$122.43
PERS Select (PPO)						
Employee Only	2321	\$422.35	\$430.80	\$506.82	\$506.82	0.00
Employee + dependent	2322	\$844.70	\$861.59	\$1,013.64	\$991.61	\$22.03
Employee + 2+ dependents	2323	\$1,098.11	\$1,120.07	\$1,317.73	\$1,289.09	\$28.64
Blue Shield (HMO)						
Employee Only	2051	\$424.69	\$433.18	\$509.63	\$509.63	0.00
Employee + dependent	2052	\$849.38	\$866.37	\$1,019.26	\$1,019.26	0.00
Employee + 2+ dependents	2053	\$1,104.19	\$1,126.27	\$1,325.03	\$1,325.03	0.00
Blue Shield Net Value (HMO)						
Employee Only	2061	\$368.06	\$375.42	\$441.67	\$441.67	0.00
Employee + dependent	2062	\$736.12	\$750.84	\$883.34	\$883.34	0.00
Employee + 2+ dependents	2063	\$956.96	\$976.10	\$1,148.35	\$1,148.35	0.00
Kaiser Permanente						
Employee Only	561	\$413.17	\$421.43	\$495.80	\$495.80	0.00
Employee + dependent	562	\$826.34	\$842.87	\$991.61	\$991.61	0.00
Employee + 2+ dependents	563	\$1,074.24	\$1,095.72	\$1,289.09	\$1,289.09	0.00
Delta Dental (DDP)						
1-Party	DDP1	\$53.22	\$54.28	\$63.86	\$63.86	0.00
2-Party	DDP2	\$105.60	\$107.71	\$126.72	\$126.72	0.00
Family	DDP3	\$135.15	\$137.85	\$162.18	\$162.18	0.00
PMI Dental						
1-Party	DDP1	\$26.56	27.09	31.87	31.87	0.00
2-Party	DDP2	\$43.96	44.84	52.75	52.75	0.00
Family	DDP3	\$64.72	66.01	77.66	77.66	0.00
*United Healthcare Vision						
1-Party	ESP1	\$7.35	7.50	8.82	8.82**	0.00
2-Party	ESP2	\$12.47	17.72	14.96	8.82**	6.14
Family	ESP3	\$18.17	18.53	21.80	8.82**	12.98
Vision Service Plan (VSP)						
1-Party	ESP1	\$13.22	13.48	15.86	15.86**	0.00
2-Party	ESP2	\$27.59	28.14	33.11	15.86**	17.25
Family	ESP3	\$39.64	40.43	47.57	15.86**	31.71

*Reflects 2009 Rates

**Single coverage for SEIU Classified Members only. Benefits not covered at this time for Certificated/Management Staff.

Technology Updates for School Year 2009-2010

New E-Mail System

Our district has now upgraded to a new e-mail system: Microsoft Exchange. This is the same powerful e-mail, calendar and unified communication system used by corporations, companies and schools worldwide. It integrates smoothly with all Microsoft Products including Word, Excel, and Power Point. It is fully supported by mail client software such as Outlook and Entourage while giving you the full flexibility of using the internet based Outlook Web Access client, which is accessible from anywhere. All employees now have similar email addresses with the first initial and last name (for example tcuneo@smmusd.org for Tim Cuneo). These simplified account names will lead to a more unified single sign-on for future applications.

New Information Services Website

Visit the new Information Services Website to see the faces of your technology team and access a variety of centralized resources. Jump to technology links such as Data Director, Web Outlook and more. You can access valuable training videos, documents, and programs. The Announcement section will keep you informed on the very latest changes and updates regarding upgrades, maintenance and other changes that impact you and your site. The link is: http://www.smmusd.org/info_services/index.html.

New Pipeline to Malibu

The network connections between our Malibu School sites and our District Network have been significantly upgraded to new and faster technology. This will improve application performance when accessing centralized applications and will allow our Malibu sites to take greater advantage of the Internet upgrade that our district has been enjoying for the past year.

New Computer Vendor Intelli-Tech and HP

We have moved to a new vendor for our computing needs. HP partner Intelli-Tech is now providing us with a wide variety of PC models to suit our various requirements. We have worked with them on selecting a stable, pre-configured and high performance selection of computers that are listed in our new Information Services Website under "Product Recommendation." We will occasionally post special promotions as they become available for exceptional values on supported configurations. Contact Information Services if there is a computing need that is not currently represented in our selection.

New District-Wide Wireless Network

Full reliable wireless network availability is coming soon. All the details will be made available in the Announcements section of our Information Services Website when we have finalized this rollout.

New Help Desk Work Order System for Technical Support

Later this year we will be implementing Altiris Help Desk for Technical Support requests at all locations. You will be able to track your call ticket for status, search a knowledge base for simple solutions, and access many other features to help us work together in providing excellent support.

We are excited about all the new possibilities these technological advances provide for SMMUSD. We look forward to providing even more information on our website, and hope to meet all your Information and Technology needs for the 2009-2010 school year.

The Prevention and Reporting of Suspected Child Abuse

In June 2008 the SMMUSD Board of Education voted to revise the district's child abuse reporting policy. The new policy includes state and federal mandated reporter requirements. In addition, the revised policy requires that district employees contact both local and county reporting agencies.

Mandated reporters of child abuse, as defined in Penal Code section 11165.7 include the following: teachers, counselors, coaches, instructional aides, classified employees, administrators. Failure to report a case of known or even suspected child abuse is a misdemeanor.

SMMUSD Mandatory Reporting Process

If a child tells you he or she is being abused, or even if you only suspect abuse, it is your responsibility to report your suspicion to the police/sheriff's department and the Child Abuse Hotline. It is not your duty to investigate.

For students residing in **Santa Monica**

- call the Santa Monica Police Department (310) 458-8491
- and
- call the Los Angeles Child Abuse Hotline 1-800-540-4000

For students residing in **Malibu**

- call the Malibu Lost Hills Sheriff's Department 310-456-6652
- and
- call the Los Angeles Child Abuse Hotline 1-800-540-4000

For students residing in **Los Angeles**

- call the Los Angeles Child Abuse Hotline 1-800-540-4000

Written report may be submitted on-line at <http://dcfs.co.la>.

Or to LA Department of Children's Services

3075 Wilshire Blvd, Fifth Floor, Los Angeles, 90010

***File written report on Department of Justice Form (SS 8572) within 36 hours**

AND

If the student resides in Santa Monica

A copy of the report should be mailed to: SMPD at 1685 Main Street, Santa Monica, 90401

***A Written Report must be filed within 24 hours**

If the student resides in Malibu

A copy of the report should be mailed to: Sheriff's Department Malibu/Lost Hills Station 27050 Agoura Rd., Calabasas 91301

***A Written Report must be filed within 24 hours**

If possible have the student's name, date of birth, home address and home phone prior to making report. This information is not necessary but is helpful to the reporting agency. All reports are confidential. For your records, note the name of the official contacted.

Inform your site administrator or supervisor

If you wish to remain anonymous, please submit confidential notification form.

If you have questions or need assistance with reporting child abuse, contact your supervisor or Marolyn Freedman, in Pupil Services at x70-208.

Human Resources: Serving the Needs of All SMMUSD Employees

We in Human Resources want to let you know how we can serve your needs as an employee in SMMUSD. The purpose of the Human Resources Department is to maintain employment records, health insurance, rates of pay, longevity, TSAs and leaves of absence for all employees, certificated and classified, in the Santa Monica – Malibu Unified School District. Our goal is to serve all of your employment needs. Our staff, including our contact information, is listed below. We look forward to seeing you at the two health benefits fairs, and we look forward to serving you throughout the year.

Lisa Andersen, Senior Administrative Assistant (landersen@smmusd.org; 70-220)

Lisa is beginning her 16th year in SMMUSD. Lisa handles administrative needs for the Human Resources Department, and works closely with the Assistant Superintendent of Human Resources. She oversees administrative openings, the CBEDS process, Classified Professional Growth and makes sure all items are agendaized for the Board of Education.

Irene Behrens, Senior Office Specialist (ibehrens@smmusd.org; 70-274)

Irene is beginning her 36th year with SMMUSD. Irene is the primary contact person in the HR office. She welcomes new hires, certificated and classified, sets appointments for the office, and uses her skills and experience to provide support for almost every job in the office.

Cheryl Bryant, Employee Benefits Technician (cbrvant@smmusd.org; 70-277)

Cheryl is in her 3rd year with SMMUSD. Her job is to make sure that all insurance and benefits needs (403(b) retirement plans and 125 plans as well) of our employees are handled properly. Cheryl oversees the Health and Benefits fairs and is available to answer benefits questions throughout the year.

Marcia Hagen, Credential Analyst (mhagen@smmusd.org; 70-273)

Marcia is beginning her 16th year in SMMUSD. Marcia is in charge of credentialing needs for all certificated employees and salary placement for new certificated employees. She processes and assists all new certificated hires.

Rosemary Laird, Office Specialist, (rlaird@smmusd.org; 70-0)

Rosemary is in her 3rd year with SMMUSD, and has more contact with employees and the public than anybody! She is the district receptionist, welcoming all callers who do not know which extension to choose and greeting all visitors to the district office.

Carmen Larios, Human Resource Specialist (clarios@smmusd.org; 70-301)

Carmen is beginning her 2nd year with SMMUSD. Carmen processes all classified paperwork and makes certain that all classified employee records are up to date, including rates of pay and longevity.

Dr. Michael D. Matthews, Assistant Superintendent (mmatthews@smmusd.org; 70-220)

Mike is beginning his 16th year in SMMUSD. He oversees all Human Resources activities, as well as the Information and Student Services departments.

Beth Papp, HR Technician (bpapp@smmusd.org; 70-272)

Beth is beginning her 16th year in SMMUSD. Beth works on all substitute issues, including the SubFinder System. Beth also takes care of all employees with requests for leave, including the Family and Medical Leave Act.

Leyla Platz, Human Resource Specialist (lplatz@smmusd.org; 70-275)

Leyla is beginning her 16th year with SMMUSD. Leyla is in charge of all certificated employee records, including salary advancement, determining probationary and tenure status, and tracking all evaluation records.

Dr. Susan Samarge-Powell, Coordinator of Teacher Support (ssamarge@smmusd.org; 70-346)

Susan is beginning her 13th year in SMMUSD. Susan runs the Beginning Teacher Support and Assessment (BTSA), National Board Certification and the Career Development Programs for the district.

On a final note...Perk up your Work!

Don't forget, we have an amazing program called Great Work Perks that you can access! Great Work Perks is an organization that finds unique and premium employee discounts to local restaurants, goods and services in the Greater Los Angeles area that you cannot find elsewhere. If you don't already have a Great Work Perks card, ask your office manager to get one for you, and visit www.greatworkperks.com for more information.