



Dalton Public Schools

New Employee Orientation

2024-2025

Welcome to Dalton Public Schools!

Meet Your Human Resources Staff:

Mendy Woods

Chief of Human Resources

Emma Ruiz

Benefits Specialist

Bianca Maldonado

HR Coordinator

Liz Morales

HR Assistant

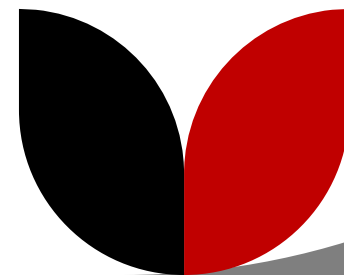
Human Resources: (706) 876-4070



TalentEd Checklist

Please complete all tasks in TalentEd as soon as possible.

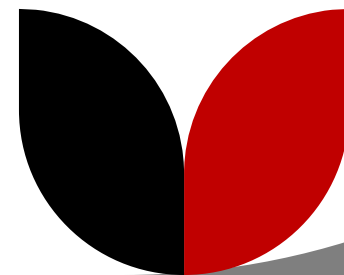
If you have questions about any of the required forms or documents,
please see any member of HR today.



Background Check & Badges

If you have not already completed your background check or taken a badge picture, please make an appointment with Liz Morales before you leave today.

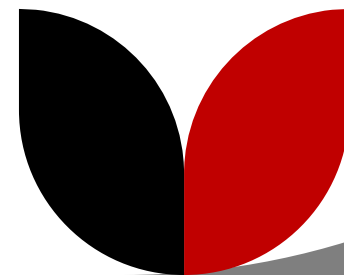
Note: Pin number is the last 4 digits of your social



Frontline Education

The district uses Frontline Education (formerly AESOP) for substitute assignments and absence management.

All teachers will receive a Frontline account with access to post approved absences. A welcome letter with login information will be distributed via interoffice mail in August.

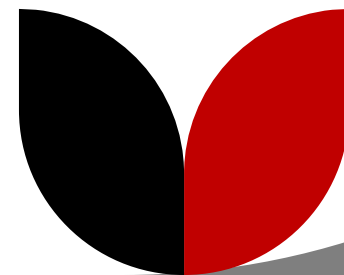


Experience Verification

If you have previous teaching experience, you must complete an experience verification form for each of your previous school districts.

These forms are critical for accurate salary placement and should be submitted to Bianca Maldonado as soon as possible.

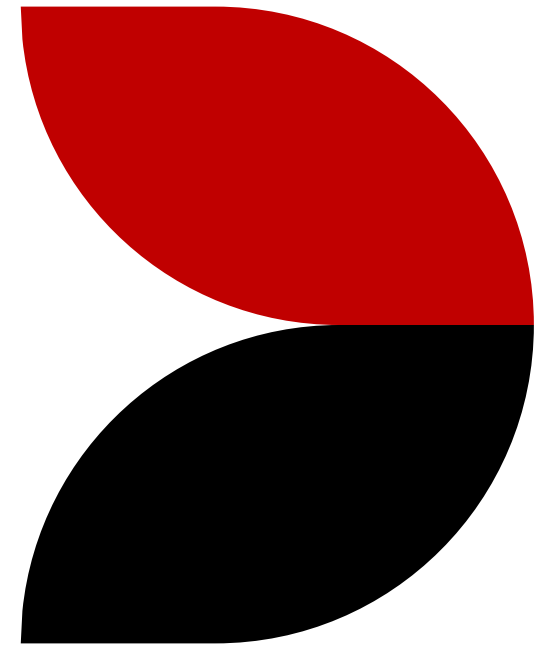
If you need additional forms, please contact Bianca Maldonado.



Leaves and Usage



Dalton Public Schools



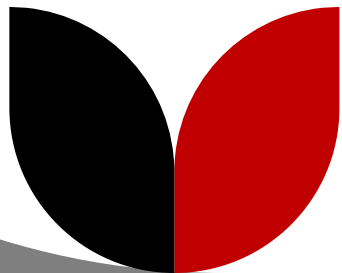
Types of Leave

Sick leave

- Employees earn 1.25 days per month.
- Most school-based employees earn 12.5 days per year.
- Employees working 12 months earn 15 days per year.

Personal leave

- Up to three days from sick leave (not additional days)
- Does not carry-over year-to-year



Leave Accrual and Use

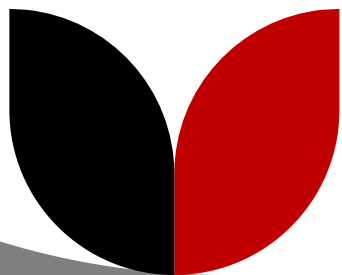
- There is no limit to accrued sick leave days for TRS retirement purposes.
- Employees coming from another Georgia district carry a maximum of 45 sick days.
- Upon separation of employment, DPS does not pay out for unused sick days.

Professional leave

- Prior approval required
- This leave is used only when the activity is directly related to the school or District's professional learning goals.

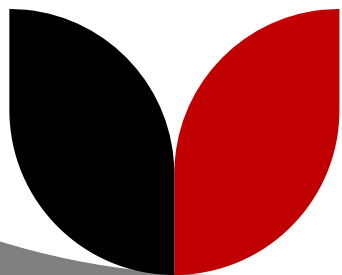
Work-related leave

- Prior approval required
- This leave is for duties and responsibilities related to one's job, but not related to PLUs.



FMLA – Family Medical Leave Act

- Available to employees who have been employed with DPS 12 months or more and have worked a minimum of 1,250 Hours.
- Family Medical Leave is unpaid time. Sick leave can be applied in some situations.
- For the purpose of childbirth, adoption, or foster care placement; care of an employee's family member (child, spouse or parent), personal disability or illness, or qualifying military orders
- Leave is extended to 26 weeks for the care of a service member wounded in the line of duty during active service



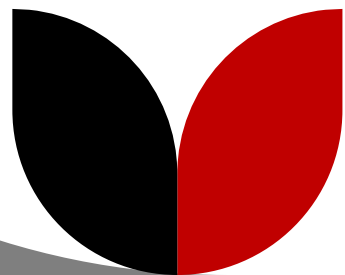
FMLA – Family Medical Leave Act

Guidelines

- FMLA is approved by individual application by individual case
- If you will be absent for a qualifying medical reason for 5 days or more, please contact Emma Ruiz for guidance regarding FMLA

Call HR!

- Do not rely on another employee to adequately explain the use or impact of FMLA



Georgia Paid Parental Leave

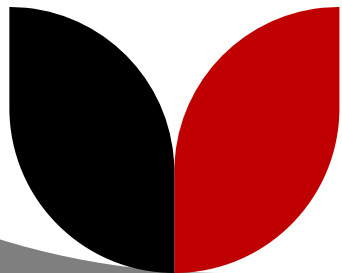
Effective July 1, 2024, eligible employees can take up to 240 hours of paid parental leave within a year of the birth of their child or within a year after adoption or taking in a minor through foster care.

Overview

- Up to 240 hours in a rolling 12-month period, regardless of the number of qualifying life events that occur during the period.
- Not charged against accrued leave and runs concurrently with any leave provided under federal law, such as FMLA.

Eligibility

- Full-time salaried employees of the district must have six continuous months of employment.
- Hourly employees of the district must have worked 700 hours in the six months immediately preceding the first requested paid parental leave date.



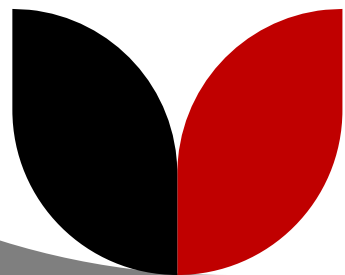
Qualifying Events

- Birth of employee's child
- Placement of a minor child for adoption or foster care

Workers' Compensation Guidelines

Dalton Public Schools' employees are provided the guidelines to qualify for care under the system's workers' compensation benefit.

- Adherence to the guidelines is strictly enforced
- Pay particular attention to the reporting of an initial injury and the approved posted panel of physicians to receive care.

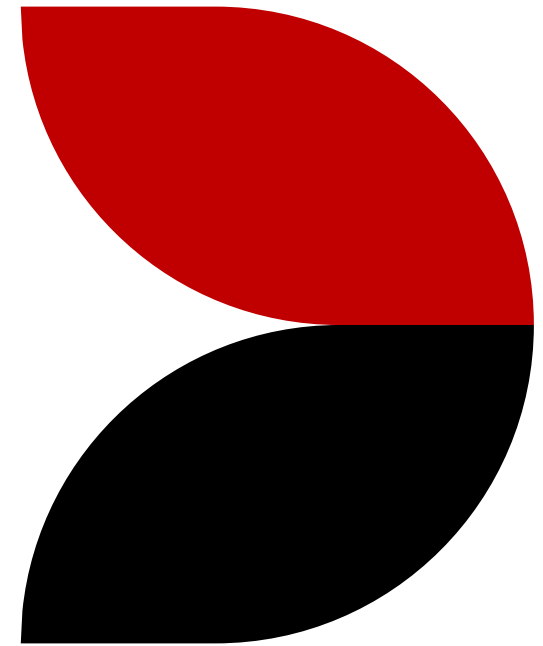


State Health Benefit Plan (SHBP)



SHBP

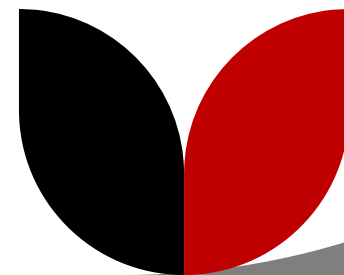
State Health Benefit Plan



Health Insurance Enrollment

Should you elect medical coverage:

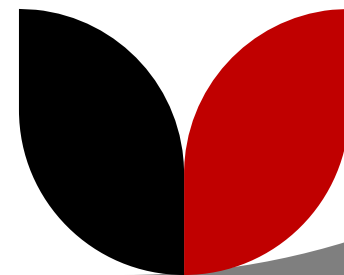
- Benefits BEGIN on the first day of the month following 30 days of employment.
 - You will be able to enroll on the day following your official start date.
- First deduction will occur the month prior to eligibility.
- Open Enrollment is in October each year. To make new elections or discontinue coverage for calendar year 2025 – employees MUST complete the online open enrollment process.



Health Insurance for Transfers

If you are coming to DPS from another GA district or state agency and are already enrolled in SHBP coverage, your health insurance will transfer.

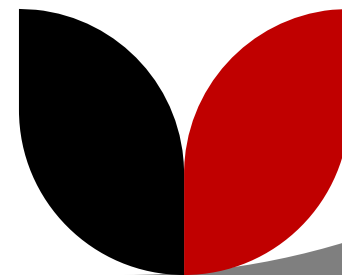
- Please confirm with Emma your last date of deduction for health insurance coverage at your previous district.
- State health insurance is the only insurance that transfers between Georgia districts and agencies (**voluntary benefits do not**).



Surcharge and Supporting Documentation

- If you or any of your covered dependents use tobacco products, an \$80 monthly surcharge will be added to your premium
- Supporting documentation for any dependents must be submitted to SHBP
 - Marriage license for spouse
 - Birth certificates for children

Note: Supporting documents must be submitted to SHBP via ADP (online through the portal or with the form provided).



SHBP Plan Options

Anthem[®]

[anthem.com/SHBP](https://www.anthem.com/SHBP)

HRA

- Gold, Silver, and Bronze
- No Copays

HMO

- Lower deductible
- Copays
- In-Network coverage **only**

 **UnitedHealthcare**

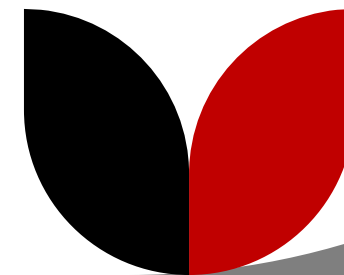
[welcometouhc.com/shbp](https://www.welcometouhc.com/shbp)

High Deductible Health Plan (HDHP)

- Lowest premiums
- Highest deductible and out-of-pocket expense

HMO

- Lower deductible
- Copays
- In-Network coverage **only**



Anthem HRA – Things to Know

- HRA Gold, Silver and Bronze options
- No copays, varying deductibles and coinsurance
- Most services are subject to the deductible, and after you meet your in-network deductible, you pay coinsurance
- Certain drug costs are waived if you actively participate in one of the Disease Management Programs for the treatment of diabetes, asthma, ALS, cystic fibrosis, Parkinson's Disease, or coronary artery disease
- Health Reimbursement Account (HRA)
 - First dollar coverage built into the plan
 - Offsets deductible and pharmacy costs
- Unused HRA balances carry forward each plan year

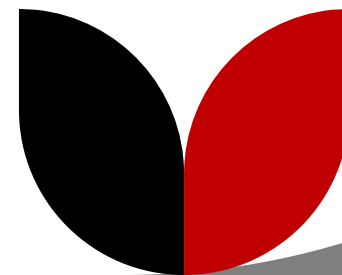


HMO Plans – Things to Know

- Includes Copays for some services
 - Pay less at time of service; know what you owe in advance for some services
 - Physician Office Visits, Urgent Care, and Rx
 - Copays accumulate towards the out-of-pocket maximum
- Many services are subject to a deductible and coinsurance
- In-Network coverage only
- No cost pharmacy benefit if you participate in Disease Management

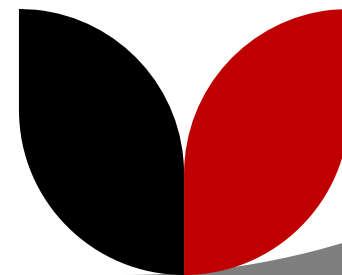
Anthem[®]

 **UnitedHealthcare**



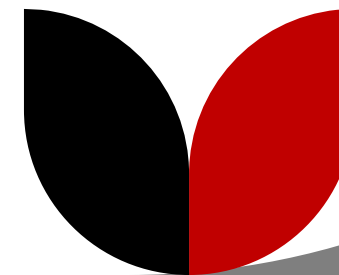
UHC HDHP Plans – Things to Know

- In and out-of-network coverage
- All services including pharmacy expenses are subject to deductible
- Once you meet your deductible, you pay coinsurance until you meet the out-of-pocket maximum, including medical and pharmacy expenses
- Lowest premiums; Highest out-of-pocket cost for medical services
- Pay less through your paycheck; pay more at the time of service
- Health Savings Account (HSA) option



SHBP Pharmacy Benefits

Pharmacy Tier	Anthem Gold, Silver, & Bronze HRA Plans	Anthem & UHC HMO Plans
Tier 1	15 % (\$20 Min/\$50 Max)	\$20 copay
Tier 2	25 % (\$50 Min/\$80 Max)	\$50 copay
Tier 3	25 % (\$80 Min/\$125 Max)	\$90 copay

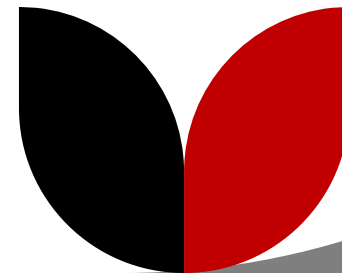


Telemedicine Benefit

- 24/7 access to physicians through your smartphone, tablet, or computer with a webcam by visiting <https://livehealthonline.com/> (Anthem) or <https://member.uhc.com> (UHC)
- See and talk to a participating doctor while at home, work or on the go

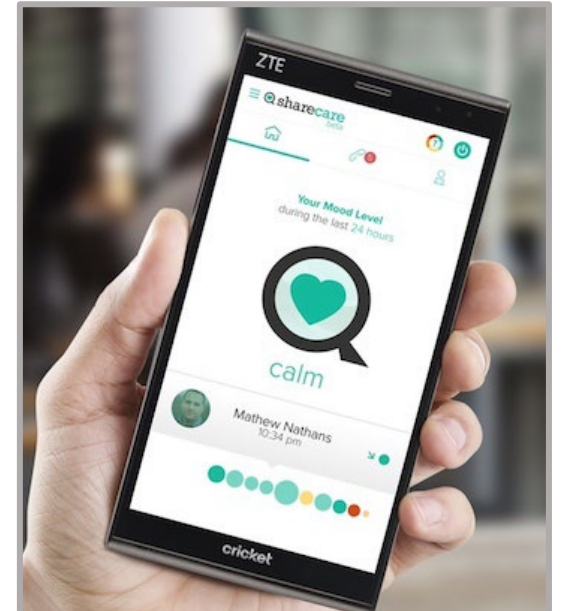


- In-network coverage only
- Copay for HMO
- Coinsurance for HRA
- Deductible for HDHP

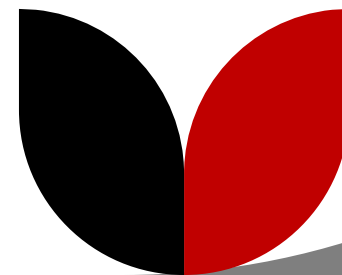


SHBP Wellness Program

- Included with all plan options
- Support and tools to help improve your health
- Access to well-being coaches
- Personalized health recommendations
- Well-being incentive points
- Webinars, challenges, and health library
- www.bewellshbp.com



 sharecare



SHBP Wellness Program

All SHBP Options Offer Incentive Points for Employees and Spouses

Step 1: Well-Being Assessment

- Confidential health questionnaire
- Earn 120 Points for you and spouse

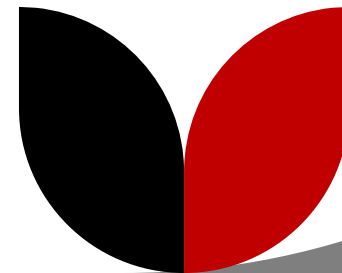
Step 2: Biometric Screening to assess your health

- Earn 120 Points for you and spouse

Step 3: Take action with coaching or Online Pathway

- Earn up to 240 points for you and spouse
 - Phone Coaching: Earn 60 points for one call each month up to 4 times / year
 - Online Pathway: Earn 120 points for up to 2 times, for a maximum of 240 points per year.

Employees and spouses may complete tasks between effective date and December 2, 2024



What's the Best Plan for You?

Review physician networks and use the online SHBP enrollment comparison tool before making your health plan decision

www.anthem.com/shbp

www.welcometouhc.com/shbp

SHBP Comparison Tools

Health Coverage



Make your health benefit coverage election by clicking the radio button for the desired Plan Option and Tier. Your current election is highlighted in green. If you select coverage other than You Only, then you must specify the dependents you want to cover in the Your Dependents section below

[READ MORE](#) ↓

Covered Individuals

7 Plans Available

[Help me choose](#) [Compare plans](#)

Need help choosing the best plan?

Choosing the right medical plan can be difficult. In just a few steps PlanFit can help you find a plan that best fits your needs.

Are you ready to get started?

No thanks

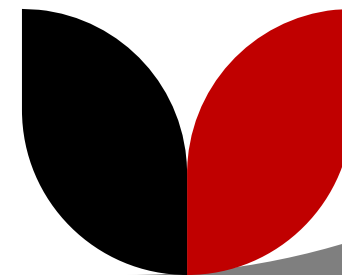
Yes, help me choose

PeachCare for Kids

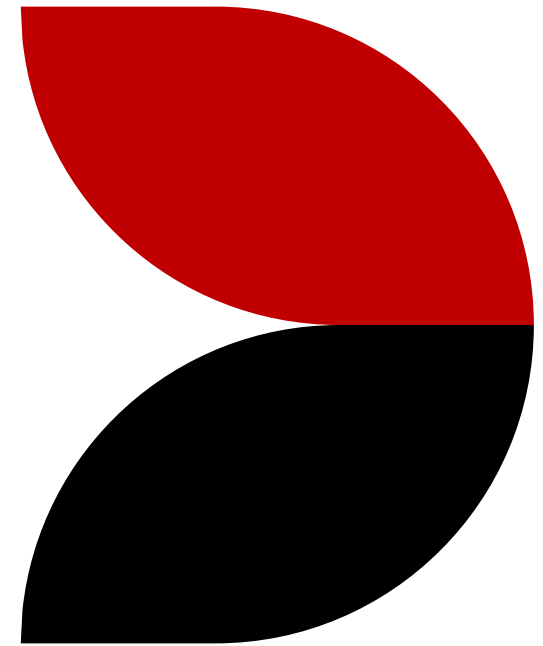
- Your children may be eligible for PeachCare
- Low cost health insurance
- Access www.peachcare.org
 - Eligibility information
 - Benefits and cost information



The screenshot shows the website for PeachCare for Kids. At the top is the Georgia Department of Community Health logo and name. A search bar is on the right. Below is a navigation menu with options: About Us, Divisions & Offices, Programs, Providers, Publications, Budget & Performance, and Meetings & Notices. The "Programs" section is expanded, showing a list of options: Medicaid, State Health Benefit Plan (SHBP), PeachCare for Kids (selected), Applications, Eligibility Criteria, Program Benefits and Cost, Payment Information, and Frequently Asked Questions. The main content area features the PeachCare for Kids logo and the Georgia Gateway logo. Below the logos is a paragraph of text: "PeachCare for Kids® is a comprehensive health care program for uninsured children living in Georgia. The health benefits include primary, preventive, specialist, dental care and vision care. PeachCare for Kids also covers hospitalization, emergency room services, prescription medications and mental health care. Each child in the program has a Georgia Families Care Management Organization (CMO) who is responsible for coordinating the child's care."

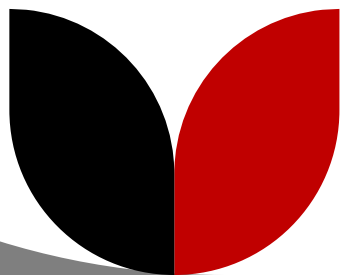


Voluntary Benefits (Non-Medical)



Voluntary Benefit Plans

- Voluntary benefits are administered through our voluntary benefit program provider, Totem Solutions (known as the Benefits Service Center)
- Available coverages:
 - Dental
 - Vision
 - Flexible Spending Accounts (FSA): Healthcare and Dependent Care
 - Short and Long Term Disability
 - Life Insurance
 - Critical Illness

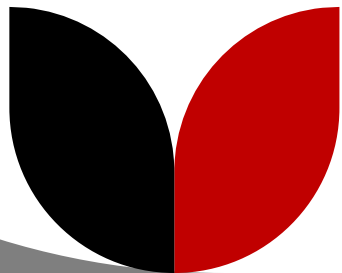


To elect coverage, you must call the Benefits Service Center or enroll online within 31 days of hire.

Benefit Changes

- Any time you experience a life change (qualifying event) that impacts your benefit elections, please contact HR.
- Life change examples:
 - Birth or adoption of a child
 - Marriage/divorce
 - Gain or loss of other coverage for you or dependents

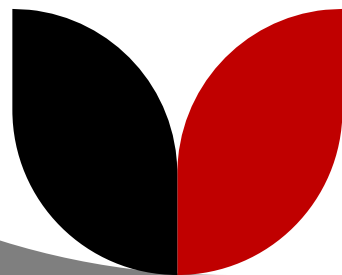
Important: Changes must be made within 31 days of the event



Dental Plan Coverage

BENEFIT HIGHLIGHTS		
Type of Service	Limited Plan In-Network	Standard Plan In-Network
Preventive - Cleanings, exams, x-rays, & more	100%, after a \$5 office copay	100%, after a \$5 office copay
Basic Services – Includes Endodontics, Periodontics	80%	80%
Major Services –Bridges, crowns, dentures	Not Covered	50%
Orthodontia (children and adults)	Not Covered	50%

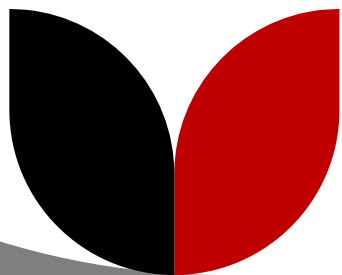
PLAN DEDUCTIBLE & MAXIMUMS		
	Limited Plan (In-network)	Standard Plan (In-network)
Deductible	Individual: \$50	Individual: \$50
Annual Maximum	\$750 per person	\$1,000 per person
Ortho Maximum	Not Covered	\$1,000 per person



Vision Plan Coverage

In-Network Benefit Summary	
Eye Exam - Standard	\$10 copay
Frame Allowance	\$130
Lenses	Covered after \$25 copay
Contact Lenses	\$130 allowance, then balance

Benefit Frequencies	
Exam	Once every 12 months
Frames	Once every 12 months
Lenses	Once every 24 months



Flexible Spending Accounts (FSA)

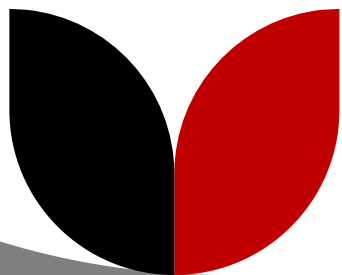
The IRS requires all funds be used in the plan year they are elected, or they are forfeit. Estimate carefully when enrolling.

HEALTHCARE FSA

- Maximum election: \$3,200
- Eligible for reimbursement: medical, dental, vision, and pharmacy out-of-pocket expenses
- Expenses for you and your dependents – regardless of participation in SHBP / other benefits
- Entire annual contribution is available at time of claim

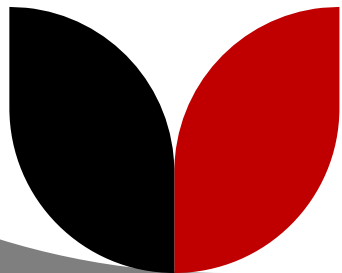
DEPENDENT CARE FSA

- Maximum election: \$5,000
- Eligible day care, after-school care, day camps, nanny care for children, and certain adult care expenses



Optional Life Insurance

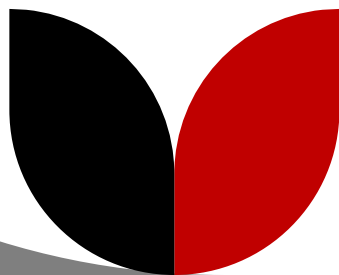
- New employees are eligible for up to \$150,000 of life insurance coverage or 5X your salary – whichever is less. There is no requirement to complete the Evidence of Insurability (EOI) as a new hire. Guarantee issue amounts are available for spouse and child coverage as well.
- Employees may elect to wait until a later open enrollment date but will then be required to complete an EOI.



Short and Long Term Disability

Income replacement
when you are injured or
ill.

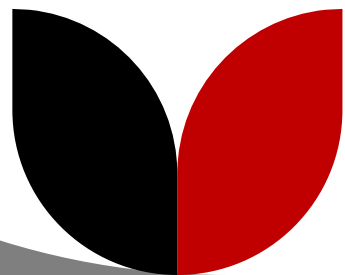
	Short Term Disability	Long Term Disability
Benefits Begin	15th day after accident or sickness begins	91st day after accident or sickness begins
Maximum Benefit Period	90 days	To age 65 or Normal Retirement Age
Benefit Amount	Weekly benefit amount up to 60% of earnings (in \$100 increments)	Monthly benefit amount up to 60% of earnings (in \$100 increments)
Maximum Benefit	\$1,250 per week (in \$100 increments)	\$5,000 per month (in \$100 increments)
Minimum Benefit	\$25 per week	\$100 per month



Critical Illness

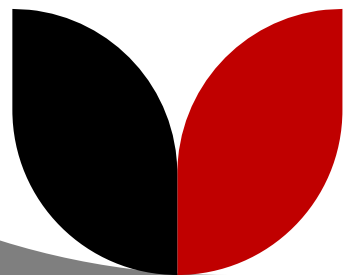
- Lump sum benefit for diagnosis of covered illnesses
- Employees may elect up to the maximum amount of coverage for yourself, your spouse, and your child(ren) **with no health questions**
- Employee coverage must be elected in order to cover spouses or children

COVERAGE OPTIONS	
Employee	From \$5,000 to \$25,000
Spouse (to age 70)	Up to 100% of employee amount to a max of \$12,500
Children (to age 26)	25% of employee coverage for all children (automatically with employee enrollment)

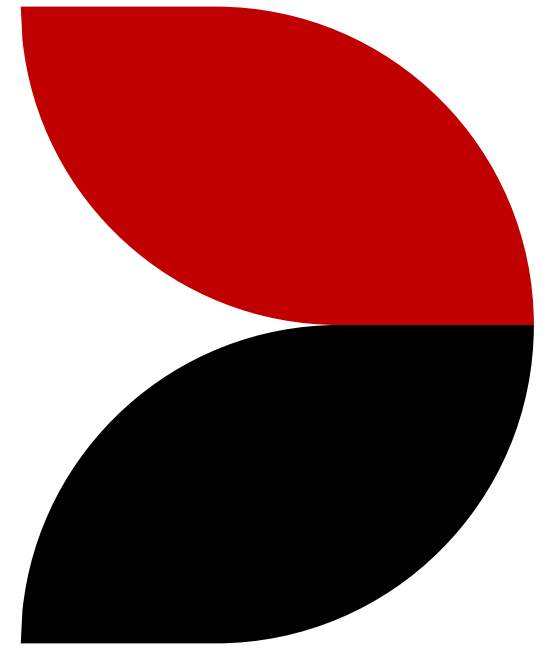


Employee Assistance Program

- Dalton Public Schools offers EAP and SAP services through Hamilton EAP. There is no employee cost for this benefit.
- Details are located in the Voluntary Benefits New Hire Guide on page 30.



How to Enroll



Ready to Enroll: Medical Plan

- Enrollment instructions in Decision Guide
- Print your Confirmation Statement for your records
- New dependent documentation is required
- Registration code is SHBP-GA
- You will be able to enroll on the day following your official start date.

Online:

Employees may enroll in by visiting
www.myshbpga.adp.com.

Telephonic support is also available by phone at **800-610-1863**.

If you have questions or need assistance with your Health enrolment, call Emma Ruiz, HR Benefits Specialist.

STEP
1

Ready to Enroll: Voluntary Benefits

Online Enrollment

- Visit www.daltonpublicschoolsbenefits.com, then click “Enroll Now!”
- Click on “Click Here to Begin” then “Get Started Now”. You will be prompted to enter your e-mail address, last four digits of your SSN, and date of birth. You will then be able to create a password.
- Sign in. Click “Begin Enrollment” to get started.

Telephonic Support Available

- Call the Benefits Service Center at **866-481-4920**
- The Benefits Service Center is available during the year for benefits questions
- Monday – Thursday 8am to 6pm and Friday from 8am to 5pm

**Enroll in your voluntary benefits within 31 days of hire,
or your voluntary benefits will be waived.**

**STEP
2**

Benefit Premiums

- Medical, dental, vision, and FSA premiums are payroll deducted on a pre-tax basis.
- Life, disability, and critical illness benefits are deducted on a post-tax basis.
- Equal payroll deductions will be taken monthly from each paycheck.

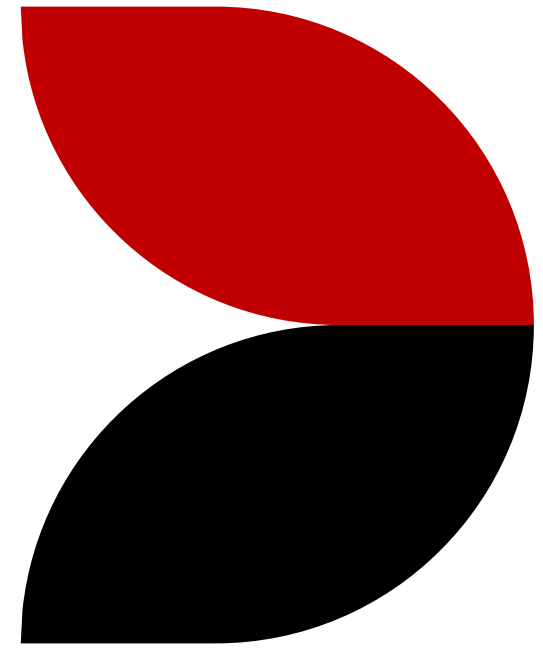


Confirmation Statements

- Your Confirmation Statement for voluntary benefits will not include medical coverage
- You will receive a separate medical Confirmation Statement from State Health if you complete a health plan election
- Retain both Confirmation Statements for your records

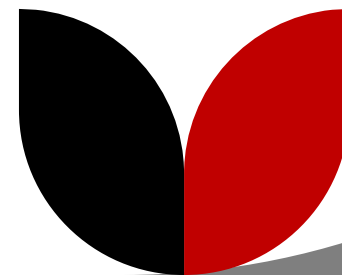


Retirement



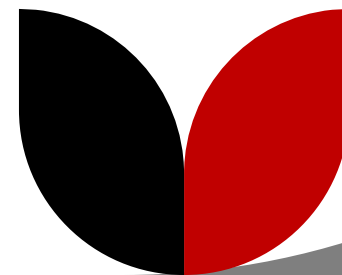
Retirement System Enrollment

- Enrollment in a state retirement system is automatic upon employment
- Eligibility is determined by your employment classification
- Teachers Retirement System (TRS)
 - Certified, administrative, school nutrition program managers, and clerical positions
 - NOTE: TRS will enroll you automatically and contact you directly for your beneficiaries
 - 6% of each paycheck goes into your retirement account, and you are vested in the system after 10 years of employment in a TRS-covered position
 - For more information and to create an account, visit www.trsga.com.
- Public Schools Employee Retirement System (PSERS)
 - Maintenance, custodial, and school nutrition employees
 - NOTE: PSERS will enroll you automatically
 - For more information and to create an account, visit www.ers.ga.gov.

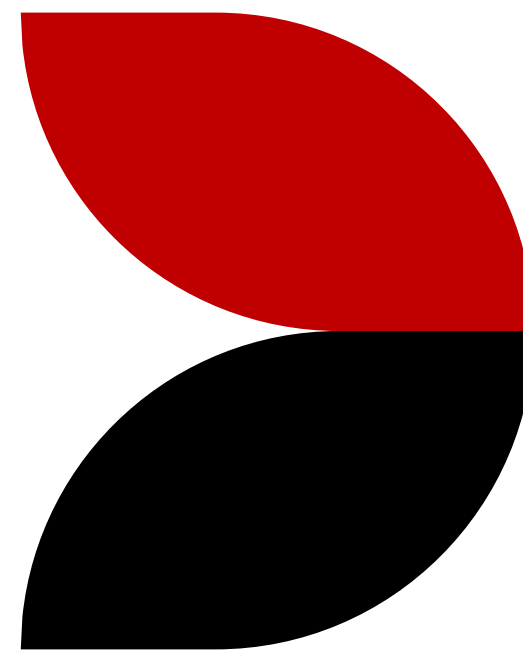


Supplemental Retirement

- 403(b) and 457
 - Similar to a 401(k) plan in private industry
 - Pre-tax benefit at employee's option
 - You may rollover funds from other plans into a 403(b)
 - Corebridge Financial is the only approved vendor
- Corebridge Financial Thrift Account [M&O, SNP Employees Only]
 - After 6 months of employment the district contributes 1 percent of gross salary per month and will match up to 3 percent based on employee contribution
 - Must sign-up with Corebridge Financial for payroll deduction to get match

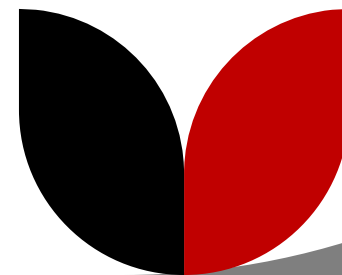


Induction Week



New Hire Induction

- Monday, July 22 – ALL NEW HIRES
 - 8:30 AM – 4:30 PM
 - Hammond Creek Middle School (330 Pleasant Grove Drive NE, Dalton, GA 30721)
- Tuesday, July 23 – Thursday, July 25 – **CERTIFIED STAFF ONLY**
 - Tuesday – Teaching and Learning (PK Teachers at Roan Roundhouse)
 - Wednesday – Elementary with Leslie Terry, Secondary at their assigned school
 - Thursday – At assigned school





Thank you!

Questions?

We're proud you will be part of
THE DALTON DIFFERENCE

