

Human Resources

Bulletin

September 2018

Anne Arundel County Public Schools | Division of Human Resources

Welcome Back!

Benefits Deduction Frequency

Benefits deduction frequency is aligned with the employee's number of pays:

1. All employees paid over 12 months have benefits deductions from all 26 pays (including, for example, 10-month employees paid over the summer).
2. All employees paid over 10 months have benefits deductions from 22 pays. The first benefits deduction date for the 2018–2019 school year is September 12, 2018, and the last deduction date will be July 3, 2019.

Benefits deductions include the following:

- Healthcare
- Union dues
- Supplemental retirement 403(b)/457(b)
- Credit union
- Flexible spending account(s)
- Long-term care (*deducted over 26 pays only – 22 pay employees are direct billed*)
- Savings account
- Supplemental life insurance
- Other voluntary deductions

Exception: Retirement deductions continue at the same frequency of 20 or 26 deductions per the Maryland State Retirement Agency. The first deduction date for employees with 20 pay deductions will be September 26, 2018.



First pay for 10-month employees

The first pay for the 2018–2019 school year for all 10-month employees is September 12, 2018.

- **Open Enrollment for Employees –**
October 29–November 13, 2018
- **Fall Retirement Seminar**
(for employees retiring in 3–5 years)
October 20, 2018 @ Annapolis High School
- **Retirement Workshops –**
(for employees retiring this year – see page 3)



Look for further information about these upcoming events

School Year 2018-19

Employee Self-Service

Employee Self-Service (ESS) is available for employees to view your paystub, pay details, deductions, leave, benefits, dependents, and other personal information.

You can also update your address and contact information for ConnectED calls, provide HR with your emergency contact, and change your direct deposit information.

To access the ESS system, go to <https://ess.aacps.org> and enter your network user name (in lower case letters) and password. You **must** logout of the ESS system when you are done. You should keep your password secure and not share it with anyone. Employees can access ESS User Guides, a Quick Reference Guide, Frequently Asked Questions, and other resources at the HR Intranet page on the new Employee Self Service button on the **Intranet > Human Resources**.

Information on ESS is secure and the data is encrypted. Regardless of how you access it, our server controls the security of the data. If you have trouble accessing the ESS system, or need your network login and password, contact the Help Desk at 410-222-5135 or Help-Desk@aacps.org. If you have a question about the information displayed in ESS, contact HR at 410-222-5061.

Review Paychecks!

Please review your paycheck carefully, including tax filing status (i.e., married/single, state of residence, number of exemptions), leave balance data, and voluntary deductions. Ensure that you have been credited with the correct number of sick and personal business hours. If you believe your tax, pay, or leave balance is incorrect, please contact the timekeeper at your work location. If you believe your voluntary deductions are incorrect, call HR/Benefits at 410-222-5221.

Open Enrollment for 2019 Benefits

October 29–November 13, 2018

Open Enrollment will occur online where you can:

- waive current coverage
- change your medical, dental, or vision benefit elections, or update or change dependent coverage.
- enroll in a 2019 Flexible Spending Account (**MUST BE RE-ELECTED EVERY YEAR**).
- complete spousal/surcharge certificate (**MUST BE SUBMITTED EACH YEAR, IF ELIGIBLE, TO RECEIVE EXEMPTION**).

Adding any dependent during Open Enrollment will require proof of relationship to the employee before approval (send to HR/Benefits). While enrolling online, you can upload your documentation to your personal File Cabinet.

Most Open Enrollment materials will be on the AACPS website. You will receive an Open Enrollment Guide in October with more information.

OPEN ENROLLMENT 2019

(More details will be contained in the October Open Enrollment Guide)

Spouse Surcharge

Employees must go online during Open Enrollment every year to complete a spouse coverage certification. Employees covering a spouse in the BlueChoice HMO or BlueChoice Triple Option medical plan will have a surcharge added to their biweekly premium according to the chart below:

UNIT	26 PAY	22 PAY
I, II, V, VI	\$27.69	\$32.73
III, IV	\$23.08	\$27.27

Failure to complete the spouse coverage certification will result in a surcharge being automatically deducted in addition to the medical premium, regardless if a certification was submitted for 2018.

You may qualify for an exception if:

- Spouse is unemployed, or
- Spouse is an AACPS employee or retiree, or
- Spouse is not offered coverage by their employer, or
- Spouse is self-employed as a sole proprietor, or
- Spouse is enrolled in the PPN plan.

Completion of the certification is how we are informed of your eligibility for an exception. Certifications submitted late will not result in refund of any surcharge deducted prior to receipt.

Eligibility for Healthcare

Employees must work a certain minimum number of hours or FTE (full-time equivalent) in order to be eligible for healthcare:

UNIT	MINIMUM REQUIRED
I	0.5 FTE
II	0.5 FTE
III	4 hours/day (i.e. 20 hours/week)
IV	15 hours/week
V	0.5 FTE
VI	0.5 FTE

Employees with a hire date of November 30, 2017, or before, are grandfathered and eligible for healthcare, with premiums determined by the current tier structure:

TIER	FTE
1	0.75 – 1.0
2	0.46 - 0.749
3	0.1 - 0.459

Beneficiary Information

Group Term Life Insurance and Maryland State Retirement

All permanent employees are provided with Group Term Life Insurance through Cigna Life Insurance at no cost, and should have completed and signed a "Self-Administered Beneficiary Designation Form" in their benefits file maintained in Human Resources. If you are not sure if you completed this form, or wish to update it, complete a new form at any time and send it to Human Resources/Benefits. This form is available on the AACPS website (www.aacps.org > Staff > Forms > Cigna-Beneficiary Designation Form).

If you wish to also update your Maryland State Retirement beneficiaries, call the Human Resources Retirement Office at 410-222-5224, or go to www.aacps.org > Staff > Forms > State Retirement Agency of Maryland Designation of Beneficiary Form, which must be accurately completed, notarized, and returned directly to the MSRA. You should take similar actions with any Supplemental Retirement Plan vendors if you have an account.

Any time you have a lifestyle change, you should consider updating your beneficiaries accordingly.

Supplemental Retirement Plans –

National Save for Retirement Week is October 21–27, 2018.

In addition to your health and wellness benefits, AACPS offers employees a Supplemental Retirement Plan (SRP) which provides 403(b) and 457(b) savings options. This program allows you to save for retirement on a tax-deferred basis.

AACPS' program includes three investment providers: Lincoln, VALIC, and Voya. There is more information about planning for retirement, evaluating the investment providers, and how to contact an investment provider representative on the internet and Intranet at **Human Resources > Benefits > Supplemental Retirement**.

Enrollment in, or a change to a deferral in an SRP is made on-line, through Retirement Manager. The system guides you through the enrollment process. Access this site on the internet and Intranet at **Human Resources > Benefits > Supplemental Retirement Plans** or go directly to www.myretirementmanager.com. It is recommended you consult with our investment providers to establish your account and investments. You may contact HR/Benefits at 410-222-5221/5206 for further information.

Retirement Contributions and Eligibility

The Maryland State Retirement Agency (MSRA) pension program requires a 7% employee contribution. The first retirement deduction for 12-month employees of the Teachers' Pension System and 10-month employees will be September 26, 2018.

Employees hired on or after July 1, 2011, are enrolled in the Employees' and Teachers' Reformed Contributory Pension Benefit, a new tier of the pension system. Key pension differences are as follows:

	Alternate	Reformed
	Enrolled before July 1, 2011	Enrolled on or after July 1, 2011
Fully Vested	5 years of service	10 years of service
Early Retirement	Age 55 w/15 years of service	Age 60 w/15 years of service
Full Retirement	Age 62 w/5 years Age 63 w/4 years Age 64 w/3 years Age 65 or older w/2 years Any age w/30 years	Age 65 w/10 years OR age and service equals 90

Retirement Workshops

For those planning to retire on or before February 1, 2019, look for the flyer on Retirement Information and Forms Workshops, beginning September 12! This information is also online.

How can you get a better idea of how much you will receive when you retire?

Each fall, if you were active on the payroll on June 30, you will receive a statement of your individual retirement benefits from the MSRA that highlights everything you need to know about your account. This is called a "Personal Statement of Benefits". Contact the MSRA at 1-800-492-5909 if you do not receive one or if you have questions about the statement.

Once you become eligible for retirement it is a good idea to make an annual request for an estimate of your retirement benefit. This is a more detailed estimate than you receive each fall. Receiving the estimate does not require you to retire.

If you plan to retire within 12 months you should submit a request for an estimate well in advance of your anticipated retirement date. If you anticipate retiring during or at the end of this school year, you should submit your request for an estimate now, and no later than February 2019 for those planning a July 1 retirement.

The retirement estimate provides personalized payment estimates considering your age, including monthly survivor benefit payment option amounts. You will need the estimate to make your decision about which payment option you want to receive from the state retirement agency.

The form to submit is MSRA Form 9—Application for Service Retirement Estimate and it can be found on the MSRA website, www.sra.state.md.us. From there, look for the section for **Members** and select **Print or Order Forms**. Then, select **Printable Forms**. On the next page, find the section **Application for Service Retirement Estimate** and select **form 9**. Instructions are provided and the form can be faxed or mailed to the Agency.

Remember: don't put off submitting your request as it takes approximately 6–8 weeks to receive the estimate and will take longer in the spring.

Application for Salary Increase

Unit I Employee

In accordance with the negotiated agreement with TAAAC, educators who have completed certification, coursework, or a degree that qualifies him/her for a salary increase may request it using the applicable form found on the **Intranet > Forms > Human Resources > Certification > Forms and Information > Salary Increase/Certificate Change**

Unit IV Employee

In accordance with Article 15.5 of the negotiated agreement with SAAAAC, Unit IV employees may be eligible for a salary increase after completion of 30 college credits.

See the request form on the **Intranet > Forms > Human Resources > Compensation > Application for Salary Increase Unit IV**.

All Unit IV employees who earn an additional 30 hours of college credit after July 1, 2013, for a total of 60 hours, will receive one step or 2.5% increase if they are at the maximum step on the salary schedule.

Educator Tenure

For certificated/licensed employees who began employment with AACPS on or after July 1, 2010, tenure is established when an educator completes three consecutive years of successful experience, has been issued a regular contract and a professional certificate, and is reemployed for a fourth year.

If after achieving tenure, an educator fails to maintain his or her professional certificate, tenure is automatically lost. The individual no longer holds a professional certificate or a Regular Contract, and his or her employment may be terminated. If AACPS elects to retain the educator, then the educator will be issued a one-year Provisional Contract and must begin earning tenure all over again. Once professional certification is reinstated and a Regular Contract is issued, then satisfactory experience on the Provisional Contract(s) may be applied toward the three years of satisfactory experience required to be granted tenure.

If an educator resigns his or her position and returns at a later date, the educator returns to a non-tenured status.

Attention all certificate holders with the endorsement of Guidance Counselor or School Counselor

To maintain Maryland professional certification, all certificate holders with the endorsement of Guidance Counselor or School Counselor are required to comply with 'Lauryn's Law'. Lauryn's Law requires specialized training in intervention or referral in response to students showing indicators of mental illness and behavioral distress, and the identification of professional resources and best practices

for distributing resources to parents or guardians to help students in crisis.

Please contact the Student Services Office for information about regulation and training opportunities.

Grades PreK–8 Shirley Jackson-Avery, 410-222-3267
sjackson-avery@aacps.org

Grades 9–12 Susan Love, 410-222-5282, slove@aacps.org

Certification Q&As:

When does this requirement become effective?

All certificate holders with the endorsements of Guidance Counselor or School Counselor will eventually fall under the regulation. The first group are those with certificates issued or renewed on or after January 1, 2017.

My current guidance certificate was issued prior to January 1, 2017. Am I required to comply with Lauryn's Law now in order to renew my current certificate?

No. You will fall under the regulation with the first renewal cycle after January 1, 2017.

I hold a Standard Professional Certificate in guidance.

I only need 3 years of satisfactory experience to qualify for the Advanced Professional Certificate (APC). When I finish my third year, do I need to comply with Lauryn's Law to move to the APC?

If your SPC was issued prior to 1/1/2017, you do not need the Lauryn's Law credit to move to the APC. If your SPC was issued on 1/1/2017 or thereafter, then you do need the Lauryn's Law credit to move to the APC.

I am designated a senior teacher under the Senior Teacher Exemption. Do I need to comply with Lauryn's Law to renew my APC under the Senior Teacher Exemption?

Yes. You must complete a Lauryn's Law credit even if you plan to renew your APC under the Senior Teacher Exemption. The regulation governing Lauryn's Law is not covered by the Senior Exemption.

My certificate includes School Counselor but I do not work as a school guidance counselor. Am I required to comply with Lauryn's Law?

If you wish to maintain your School Counselor endorsement, then you must comply with Lauryn's Law. If you do not, you will lose the endorsement.

Once I complete the training will I be covered for life?

No. To maintain the endorsement you will need to comply with Lauryn's Law each renewal cycle.

CERTIFICATION

Certificate Renewal Timeline

REMINDER: Maryland teaching certificates are issued effective January 1 or July 1 and expire on December 31 or June 30 of the year shown on the certificate. All AACPS educators holding Maryland Professional Educator Certificates MUST complete all renewal credit requirements and submit all required documentation to the Human Resources Certification Office **no later than the date of the expiration of their certificate**. There are no exceptions or extensions. Failure to comply with certificate renewal requirements may result in the issuance of a Conditional Certificate, loss of tenure, a financial penalty, and loss of the Regular Contract, or possible termination of employment as a contracted teacher with AACPS. Send materials to the HR Certification Office. A completed Professional Development Plan (PDP) is required for every renewal. The PDP is available on the Intranet: **Human Resources > Certification > Forms & Information**. It is always recommended to follow up via email to ensure the materials were received on time.

Current certificates can be accessed at any time on the MSDE website. Directions on how to do so are located at **www.aacps.org > Staff > Forms > MD Teaching Certification > Directions for Accessing your Maryland Certificate**

Have you taken a Praxis test lately?

Important Reminder to Certificated Staff: AACPS does not automatically receive test scores from ETS or MSDE. Tests are periodically discontinued and replaced with new tests. Always submit a copy of your qualifying test results to the attention of your AACPS Certification Specialist. Failure to provide your score report to the Certification Specialist on a timely basis may result in disqualification of your test score. Send the score report as an attachment to an email (preferred) or via fax to 443-458-0141 and include a note referencing your certification. ***It is strongly recommended that you follow up with your certification specialist to make sure your score was received.***

Current Praxis test requirements can be found at **www.mdcert.org**; click "Basic Skills" or "Praxis II" under *Testing Information*.

Employees with **last names**—

A–K contact Joyce Matney at 410-224-6268 (jmatney@aacps.org);

L–Z contact Nicki Carpenter at 410-222-5079 (ncarpenter@aacps.org).

New Hire Paperwork

(All Employees including Temps/Subs)

All required documents for new hires must be submitted to HR within 30 days of the first day of work. Transcripts and verifications of previous employment have a direct impact on your salary. If you have questions about your new employee file, or wish to submit official paperwork, please contact the following technician based on your last name:

A-C Lesley Bright, 410-224-6240, labright@aacps.org
H-L.....Ki'Sha Jones, 410-222-6242, kdjones1@aacps.org
D-G.....Amanda Stelmaszczyk, 410-224-6215
astelmaszczyk@aacps.org
M-RJane Mendez, 410-266-3658, jmendez@aacps.org
S-Z....Angie Robertson, 410-224-6211, a Robertson1@aacps.org

Substitute Office

The SmartFind Express system's (Substitute and Employee Management System—SEMS) URL and phone number:

<https://aacps.eschoolsolutions.com>
410-846-0399

If you have any issues accessing the URL stated above, please call the Help Desk at 410-222-5135.

To access SEMS, current Teachers, School Counselors, Speech Language Pathologists/ Occupational Therapists/Physical Therapists and Teacher Assistants will need:

Access ID — Employee ID • PIN — PIN from SEMS



Name & Address Changes

Be sure to take a moment to verify your name and address as they appear on the September 12, 2018, pay stub on ESS.

- for **address and phone changes** make the changes directly on ESS or send the Address/ Phone Number Change Form to HR/Benefits
- for **name changes**, send Legal Name Change Packet to Employee Records File Room, Human Resources
(*also include required documentation*)

The above forms are available at: [> Staff > Forms](http://www.aacps.org), and on the Intranet.

Note: AACPS is required to comply with reporting requirements of the Social Security Administration (SSA). Information on file with AACPS regarding name, address, date of birth, and gender must agree with your record at SSA.

Tuition Reimbursement

Before you sign up for your course, visit the tuition reimbursement page of the website at [> Staff > Tuition Reimbursement](http://www.aacps.org).

All reimbursement documentation must be received by Human Resources no later than the close of business on September 17, 2018, to receive reimbursement on October 10, 2018. All requests must be submitted as a complete packet which includes the request form; the original official transcript; and the account summary for the course (check the website for more specific instructions). Incomplete paperwork will not be accepted.

For questions, please contact Laurie Hanley at lhanley@aacps.org or 410-222-5078 or Jeanne Hofferberth at jhofferberth@aacps.org or 410-222-5077.

Dependent Documentation

New employees—remember that dependent documentation (such as copy of your child's birth certificate, or your marriage certificate and one secondary document supporting the marriage) is required within 31 days of your date of hire to cover your dependents on AACPS benefits. Documents can be uploaded into our "file cabinet" in the employee benefits portal (Benelogic), or sent to HR/Benefits (via basketmail or fax to 443-458-0669).

Eligible dependents can also be added during Open Enrollment each year (for January 1 of the following year) or within 31 days of a lifestyle change (e.g., marriage, birth, divorce). Appropriate documentation is always required to add a dependent.

Lifestyle Change Forms

When completing a lifestyle change form, please be sure to indicate what plans the dependent(s) is being added to by checking the appropriate boxes for each plan type (medical, dental, vision). If no boxes are checked the dependent will be added to the plans in which the employee is currently enrolled.

Note: In the case of divorce, the Benefits Office must be notified immediately as a divorced spouse is not eligible to be covered by AACPS benefits. Documentation of the divorce should be submitted to the Benefits Office immediately upon receipt.

Flexible Spending Accounts

Often, your healthcare flexible spending account claims are for co-pays recognized by our administrator, Discovery Benefits. However, this is not always the case. Remember to respond to requests for amounts not properly substantiated. Unsubstantiated expenses can become included in your W-2 as taxable income and your debit card could be suspended.

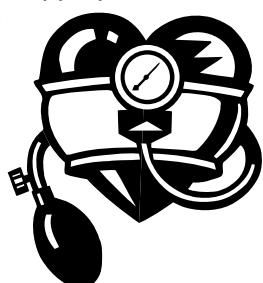
Sick Leave/Return to Work Procedures

According to Board Policy and the Negotiated Agreements, "any sick leave **in excess of three consecutive days** shall be attested to by a physician." Medical certification will provide pertinent information regarding the seriousness of the illness as well as its duration to help administration plan for short-term vs. long-term coverage. The medical certification must be made available as soon as possible to determine whether the leave usage should be authorized or denied. For this reason, the physician's statement should **not** be held by the employee until the time of return. The medical certification must relate only to the serious health condition for which the current need for leave exists. It should identify the healthcare provider and type of medical practice (including pertinent specialization, if any), the approximate date the serious health condition commenced, and its probable duration. This note must be faxed directly to the Office of Integrated Disability and Leave Management (IDLM's) secure, confidential fax at 443-458-0140.

When employees have been absent from their workplace due to their own personal illness for a period of two weeks **or** if they are returning to work with restrictions/limitations, they are **required** to present a medical release from their treating practitioner/provider **prior** to their intended date of return. **This form must be submitted to IDLM at 443-458-0140 prior to the employee reporting for duty at their work location. If such certification is not received and approved by Human Resources, they may not return to work.**

Important: assistive devices such as orthopedic boots, casts, crutches, canes, walkers, wheelchairs, etc. are limitations and should be reported to IDLM immediately at 410-222-5090.

The Division of Human Resources will review all employees' medical releases to return to work along with any specific, medically necessary accommodations/limitations associated with their return. On occasion, additional information may be requested from the treating practitioner. The purpose of such a review is to ensure that the employee is able to perform the essential functions of their position and to determine whether their return would present a risk to the health, safety, and welfare of themselves, co-workers, or students. Employees' return to work may be delayed until appropriate medical certification is provided regarding their fitness for duty. Principals/Supervisors will be notified by Human Resources when an employee is cleared to return to work. No employee should be permitted to return to work until that communication has been received.

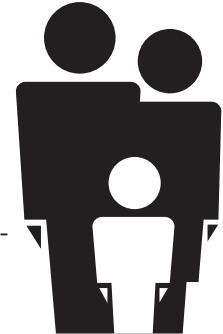


The Family and Medical Leave Act:

Basic Leave Entitlement

The Family and Medical Leave Act (FMLA) provides **eligible** employees up to 12 work weeks of unpaid, job-protected leave per year. It also requires that group health benefits be maintained during the leave. FMLA may be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care.
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- for a serious health condition that prohibits the employee from performing their job.



If an employee takes leave identified as FMLA which has not been approved by IDLM, it will default to lost time. Contact IDLM at 410-222-5090 or go to www.aacps.org/leave for more information and forms.

Military Family Leave Entitlements

- for any qualifying exigencies arising from the fact that the spouse, son or daughter, or parent of the employee is on active duty or has been called to active duty in the armed forces in support of a contingency operation (12 weeks).
- to care for a covered service member (26 weeks).

Employee Guide

The United States Department of Labor developed an Employee Guide to the FMLA which is a short booklet written in plain language designed to answer common FMLA questions and clarify who can take FMLA leave and what protections the FMLA provides.

You may access this booklet at www.aacps.org/leave.

Reasonable Accommodations

Any employee who needs a reasonable accommodation for a disability should contact Asha Smith, EEO Compliance Specialist, at 410-222-5286, or the Office of Integrated Disability and Leave Management at 410-222-5090, for more information. Employees who are able to access the internet can find Reasonable Accommodation forms at www.aacps.org/leave. Instructions for submission are printed on the forms.

Discrimination & Harassment

All complaints of discrimination or harassment on the basis of an employee's protected status (race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, genetic information, and/or disability) should be directed to Asha Smith, EEO Compliance Specialist, at 410-222-5286.



What Every Employee Must Know

The Employee Handbook and the brochure entitled "What Every Employee Must Know" are online and can be accessed at

www.aacps.org > Staff > For All Employees. The brochure outlines the complete list of charges, arrests, or convictions that **must be reported by any employee, regardless of status, within 24 hours** in accordance with the Self-Reporting Charge/Arrest/Conviction Administrative Regulation (GANN-RA) available at www.aacps.org > Board > Policies and Regulations > Section G > GANN-RA.

Staff can call within 24 hours of a charge, arrest, or conviction to 410-222-5286 (day) or 410-222-5998 (after hours) or email: employeeselfreporting@aacps.org.

All staff must acquaint themselves with Policies and Regulations associated with their position and job requirements. In particular, employees should familiarize themselves with the following Board Policies and Regulations.

More detailed information can be obtained by viewing these policies and regulations online at: www.aacps.org > Board > Policies and Regulations.

TOPIC	POLICY	REGULATION
Reporting Child Abuse/Neglect	JEF	JEF-RA
Employee Complaints and Grievances	GAHH	GAHH-RA
Dating Between Employees and Students	GBV	GBV-RA
Non-Discrimination and Anti-Harassment – Personnel	GAGG	GAGG-RA
Self-Reporting Charge/Arrest/Conviction	GANN	GANN-RA
Drug- Alcohol-, and Tobacco-Free Work Environments	GAC	GAC-RA
Technology Use and Security	DI	DI-RA
Employee Use of Social Media	GAOO	GAOO-RA
Vendor Relations	DEC	DEC-RA

The Employee Discount Program

The Employee Discount Program connects AACPS employees with special discounts and offers from local businesses.

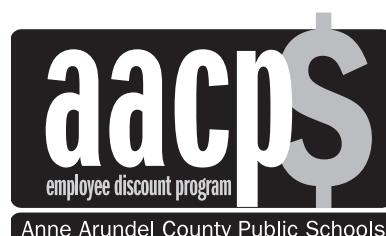
Available to all AACPS employees, these discounts are usually greater than those offered to the general public. The Employee Discount Program includes partnerships with a wide range of services including retail, finance, fitness, travel, technology, and more.

For information about this program, check out our new AACPS Employee Discount website at: www.aacps.org >

Staff > Employee Discount Program. This site will be updated regularly as new opportunities become available. If you have any questions regarding a specific discount or offer, contact the vendor directly.

All AACPS employees are encouraged to access the Employee Discount Program. However, AACPS assumes no responsibility

for any arrangements, contracts, purchases, or disputes between individual employees and the discount vendor. The program does not negotiate, guarantee, or endorse discount vendors or prices. All arrangements are strictly between the employees, as a consumer, and the vendor. AACPS employees are encouraged to research and compare prices and services before making a purchase, signing a contract, or making arrangements with any business.



Anne Arundel County Public Schools

Online Job Descriptions

All active job descriptions are available online in the Job Description Library (JDL). The JDL is located on the Intranet: **Human Resources > Employee Resources > Job Descriptions.**

The JDL is designed to:

- Allow employees to search and view active job descriptions online.
- Allow managers to search, view, edit, and submit changes for existing job descriptions.
- Allow managers to create new job descriptions.
- Allow HR to track and store historical job descriptions.

The JDL contains the following Help Documents:

- Job Aids (How-To Guides: view, edit, create, or reclassification)
- Job Description Templates (blank, teacher, assistants, specialist, manager)
- Job Level Guidelines (administrative, paraprofessional, professional, management)



ERO is now MyAACPS-PD

All professional development provided in AACPS will continue to be aligned with system priorities and indicated in course descriptions on MyAACPS-PD, formerly known as ERO.

MyAACPS-PD may still be accessed through the Professional Growth and Development homepage or through the Intranet under Professional Growth and Development (PGD).

Annual Leave — Use Or Lose

All employees with annual leave are responsible to use and manage leave balances for the 2018–2019 school year, in accordance with the applicable negotiated agreement or terms of employment.

The deadline for using or losing annual leave is August 31, for all employees. Those employees in danger of losing annual leave because of the restriction on carry-over should make every effort to use their leave before August 31 each year.

The following is a list of carry-over amounts allowed for 12-month employees:

Leave Limits Per Fiscal Year for 12-Month Employees

Unit I	39 days
Unit II	50 days
Unit III	Number of days earned/year plus 12 days
Unit IV	<i>1–4 years with AACPS – 36 days 5–13 years with AACPS – 42 days 14+ years with AACPS – 50 days</i>
Unit V	50 days
Unit VI	50 days

Remember to check your leave balances and usage in the Employee Self-Service System.

Employee Assistance Program (EAP)

Remember to take advantage of your free, confidential Employee Assistance Program through **BHS**. They can help you and your household members with short-term counseling for personal or work-related issues. The EAP also provides support for financial and legal concerns and assistance finding child care or elder care. Video counseling is also available.

Call 800-327-2251 any time. Look for the "Wellness Exchange" Newsletter in your email inbox once a month, courtesy of BHS. Access the EAP portal on the **Intranet > Benefits > Employee Assistance Program > MyBHS portal** (user name aacps).

Check out the HR Biweekly News, updated every payday, at www.aacps.org/hrnews

Discounted Exercise Classes Through Anne Arundel Medical Center (AAMC)

AAMC, a wellness partner with AACPS, is extending a very special offer to our staff to participate in any of their 20+ fitness classes per week, hosted conveniently on the AAMC campus. As a key component to their employee wellness program called Energize, they offer a wide variety of classes from Total Body Fitness to Yoga to Zumba and the ever popular Barre, so there is truly something for everyone. These classes are specifically designed to support all fitness levels from beginner to advanced, leveraging the area's top instructors.

Our employees are extended the same deeply discounted rates that the AAMC employees enjoy.



Additionally, the plans are designed for ultimate flexibility to focus on you and your fitness goals:

EZ Pass \$44/month, no sign up fee, no long term contract—go to any class any time, no limit

10-Class card \$80 for use with any 10 classes, valid for up to 1 year from the date of purchase

Drop-in \$10 per class

To view the current class schedule, class locations and register online, visit www.AAMCevents.org and click on "Improve Your Health" then click on "Improve Your Body." Classes are held Monday through Saturday. AACPS employees plus one family member and retirees are eligible for the discounts. Acceptable forms of payment are check, credit card and debit card. Free parking provided.

Check out the Health and Wellness site at www.aacps.org/wellness for the Wellness Theme of the Month and related articles, informative links, fitness center discounts, Anne Arundel Medical Center's wellness programs, and Baltimore Washington Medical Center's programs offered free or at minimal cost.

WELLNESS AND DISEASE MANAGEMENT COACHING — WHEN YOU GET THE CALL, TAKE THE CALL!

Did you know CareFirst offers one-on-one coaching and support programs? You may receive a call from a nurse, health coach, or pharmacy technician explaining one of our programs and inviting you to participate. These confidential programs offer help when you are:

- Faced with an unexpected medical emergency
- Seeking mental or behavioral health support
- Managing a chronic condition, like diabetes
- Taking a number of prescription medications
- Looking for help with a health goal such as losing weight

Take advantage of this personal support. Take the call! The call may come from one of CareFirst's trusted partners: Healthways (800-783-4582) or HealthFitness (866-454-5375).

Health coaching is voluntary, and you can opt out at any time. As protection of your privacy is critical, during every call, you will be asked to verify your first name, last name, full mailing address and date of birth. Your personal information is kept strictly confidential.

Visit carefirst.com/takethecall to learn more about these programs, or contact member services at the phone number on the back of your ID card. Eligible members can self-enroll in the Disease Management program by calling 800-783-4582.



**Anne Arundel County Public Schools
Division of Human Resources**
George Arlotto, Ed.D., *Superintendent of Schools*

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