



WELCOME!

Office of Human Resources

Illinois Mathematics and Science Academy

igniting and nurturing creative, ethical scientific minds
that advance the human condition

Office of Human Resources

Yellow Hallway Across from Student Life

C138 and C152A

Roger Spayer– Director of Human Resources – 5897

Steve Zant – HR Generalist – 5909

Brenda Kardatzke – Invaluable - 5991

Critical Paperwork

- ✓ I-9
- ✓ W-4
- ✓ Parking Permit
- ✓ Signed Letter of Agreement (CADRE)
- ✓ Computer Account and Network Access
- ✓ Drivers License/Auto Insurance
- ✓ Emergency Information Form
- ✓ Direct Deposit Form
- ✓ Beneficiary Designation Form
- ✓ Transcripts
- ✓ TB Test
- ✓ Health Insurance Information

Benefits – Group Insurance

Major Medical, Vision, Dental (Coverage Begins Day One)

- QCHP/Quality Care Health Plan – Cigna Health Care
 - 80/20 plan with deductible
 - No referrals
 - Prescription drug coverage included
- HMO/Managed Care
 - Co-pay
 - Lower cost
 - Prescription drug coverage included
- Opt Out with Proof of Insurance

http://www.state.il.us/cms/3_servicese_ben_choice/defaultFY07.htm

Benefits – Group Insurance

Major Medical, Vision, Dental (Coverage Begins Day One)

- Dental Insurance (CompBenefits)
 - \$100 Deductible
 - Schedule of benefits
 - Can elect no coverage without affecting your medical coverage
 - www.compbenefits.com
- Vision Insurance (EyeMed)
 - Part of your medical coverage
 - Annual eye exam
 - Contacts or lenses/frames once every 24 months
 - www.eyemed.com

Benefits – Group Insurance

- Elect 1X/Year– Unless you have a qualified change of status (Marriage, birth of a child, divorce, adoption)
- Meet with Dalia Luna in the Business Office 10 days from start of contract
- Default into Quality Care Health Plan (QCHP)
- The state has negotiated secondary insurance (AFLAC) – Contact Steve Zant for more information

http://www.state.il.us/cms/3_servicese_ben_choice/defaultFY07.htm

Benefits - Life Insurance

- Minnesota Life
- 1X Annual salary at no cost to employee
- Opportunity to purchase up to 7X your annual salary
- Opportunity to purchase dependant life insurance

Benefits - Retirement

- State University Retirement System (SURS)
- New employees will receive a Planning Workbook approximately 30 days from date of hire
- Must make election within 6 months from date of hire
 - Traditional (Default)
 - Portable
 - Self Managed
- www.surs.org

Benefits - Availability

- Long Term Care Insurance (Assurance) – Request enrollment kit by contacting the Business Office
- Deferred Compensation Plan
 - Payroll deductions on a pre-tax basis
 - Standard maximum of \$15,000 for 2008
 - www.state.il.us/cms/employee/defcom
- Tax Deferred Annuity
 - See Jan Held in Business Office
- Employee Assistance Program (Magellan Behavioral Health)
 - Confidential
 - 1-866/659-3848
 - www.MagellanHealth.com

Benefits - Flexible Spending Accounts (FSA)

Lower Taxable Income

- Pre Tax Payroll Deduction
- Health Care Reimbursement Account (Up to \$5,000)
 - Fringe Benefits Management Company (www.fbmc-benefits.com)
 - Election amount available day one
- Dependant Care Reimbursement (Up to \$5,000)
 - Fringe Benefits Management Company (www.fbmc-benefits.com)
 - Money is available as you fund the account
- Commuter Savings Program
 - WageWorks (www.wageworks.com)
 - Up to \$105/month for van pool or public transportation
 - Up to \$200/month for parking
 - To Enroll 1-877/924-3967

Services and items that *can* be paid for with funds from the Healthcare Reimbursement Account

Acupuncture
Alcoholism/drug addiction treatment
Artificial limbs
Artificial teeth
Birth control pills
Braille books/magazines
Childbirth classes
Chiropractors
Christian science practitioners
Co-insurance amounts
Contact lenses/lens solution
Contraceptives
Crutches
Deductibles
Dental treatment
Ear plugs (prescribed)
Eye exams/eyeglasses
Fertility treatments
Fitness classes (prescribed)
Fluoridation treatments
Fluoridation device
Guide dog (for the impaired)
Hearing aid/batteries
Hospital services
Laboratory fees
Lasik Surgery
Learning disability

Medical monitoring devices
Medical records charges
Medical services
Prescriptions
Norplant insertion/removal
Operations/surgery
Optometrist
Orthodontia
Osteopath
Over-the-counter medicine
Patterning exercises
Physical exams (non-employment)
Pre-existing conditions
Private hospital room
Psychiatric care
Psychoanalysis
Psychologist fees
Physical therapy
Sales tax (on eligible expenses)
Smoking Cessation (prescribed)
Speech training
Sterilization
Transplants
Vaccines
Weight loss programs (prescribed)
Wheelchair
X-ray fees

Examples of eligible over-the-counter medications under the Healthcare Reimbursement Account

Allergy Remedies

Antihistamines
Nasal sprays

Antacids

Heartburn medicines

Cold Remedies

Cough drops
Decongestants
Nasal strips
Nasal sprays
Sinus medications
Throat lozenges

Pain Remedies

Bug bite medication
Fever reducers
First aid creams (diaper, fever blister, poison ivy)
Menstrual cycle products for pain relief
Products for muscle or joint pain
Ointments or creams for sunburn
Topical creams

Other Remedy Items

Anti-diarrheals
Anti-fungals
Antibiotics
Asthma medications
Bandages, gauze pads, rubbing alcohol, liquid adhesives
Carpel tunnel wrist supports
Cold/hot packs for injuries
Corn/callus removers
Eye products (reading glasses, contact lens cleaning solutions)
First aid kits
Hemorrhoid treatments
Laxatives
Motion sickness treatments
Nicotine gum or patches for smoking cessation purposes
Thermometers
Wart removers

Benefits – Sick and Personal Days

- Sick Days (12/10 Days Per Year)
 - Accumulate Up to 180 days which can be used for 1 year of service credit
 - Who do I contact if I am sick?
 - Contact your department's Administrative Assistant/Secretary
 - Complete Absence Form located outside HR Office
- Personal Days (2 Days Per Year)
 - Days DO NOT carry over as personal days
 - Unused days roll over into sick leave
 - Complete Absence Form located outside HR Office

Paychecks

- Paid on 15th and Last Day of Month
- Direct Deposit – 1 to 2 Pay Periods
- Pick Up in Business Office without direct deposit (ID and Signature)
- First Paycheck

Ethics Orientation

- Approximately 10 minutes
- Read
- Sign
- Keep 8 pages
- Sign and return page 9

Sexual Harassment Training

- Required to take within 30 days of hire date
- Training available at the following URL:
<http://training.newmedialearning.com/psh/ilmathandscience/index.htm>
- Training takes approximately 90 minutes
- Print Certificate of Completion and return to HR Office

Background Check

- All employees are required to have an FBI finger print based background check within the first 10 working days of employment
- Refer to attached paperwork for driving directions to the Kane County Regional Office of Education (KCROE) and procedure/requirements
- Upon completion of form, please bring to HR Office for verification and signature approval. KCROE will not perform background check without HR approval.
- Return pink copy to HR Office upon returning from KCROE

The background is a dark blue gradient with a 3D grid of small, rounded cubes. The cubes are arranged in a perspective view, receding into the distance. The word "Questions?" is centered in the middle of the image.

Questions?