



## PeopleSoft Has Arrived! *Adapting to Change Requires Patience*

Insurance & Benefits implemented PeopleSoft in early July. PeopleSoft is an integrated business system with clear long-term benefits. In the short run, however, the transition has required hard work and much patience. The most immediate impact PeopleSoft has had on employees is the new paystub format, which provides not only more information, but displays it in a different format.

The majority of the calls and emails we have received from employees regarding PeopleSoft involve questions and comments about the benefit information on their paystubs. Below is a list of the four paystub sections that contain benefit information and an explanation of the benefit fields in each section.

### **Hours and Earnings**

The benefit-related field in the Hours and Earnings section is "Board Paid Flex \$". This is the amount the Board contributes to each employee (eligible for benefits) to be used for the purchase of medical, dental, vision and/or cancer insurance (core health benefits). Board Paid Flex \$ are added into your total gross earnings, but are not subject to Federal Withholding Tax.

Under the old Legacy system, employees did not see this Board contribution for benefits because it was applied directly toward their health insurance, which was displayed net of the contribution. Now you see the full (true) cost of medical insurance and the amount of the Board contribution (Flex \$) that can be applied toward the premium.

### **Before-Tax Deductions**

The Before-Tax Deductions section of your paycheck lists the core health benefits (medical, dental, vision, and cancer insurance) you purchase with pre-tax dollars. Your Flex \$ are applied toward the cost of these benefits first and the remaining cost is deducted from your regular pay.

### **After-Tax Deductions**

The After-Tax Deductions section of

your paycheck lists the payroll deduction amounts for the after-tax benefits you purchase (life and disability insurance) as well as non-benefit deductions like union dues and credit union deductions.

### **Employer Paid Benefits and Imputed Income**

The Employer Paid Benefits and Imputed Income section of your paycheck lists District-paid life insurance, imputed income, and FRS contributions. Imputed income is the amount the IRS deems an employee has "saved" by purchasing life insurance at a group rate as compared to a standard rate table.

### **Board Paid Flex\$**

The most common questions we receive involve "Board Paid Flex \$". To help you better understand Board Paid Flex \$, the following analogy may help. Think of "Board Paid Flex \$" as a \$265.50 per pay "gift card" that you can apply toward the purchase of medical, dental, vision and/or cancer insurance (core health benefits). On your paystub, you will see the \$265.50 Flex \$ (gift card) amount in the Hours and Earnings section. You will also see the gross (full) cost of the medical, dental, vision and cancer insurance (core health benefits) that you purchase. The PeopleSoft system will apply your \$265.50 Flex \$ gift card amount toward your core health benefits purchase and only the difference will be deducted from your pay. (Total cost of medical, dental, vision, and/or cancer premiums minus \$265.50 Flex \$ equals the amount deducted from your regular pay.)

### **What's Coming Next?**

In the coming months, we hope to make Employee Self Service available so you can view your benefits on line and make "paperless" changes to your benefits during the next Open Enrollment. Insurance & Benefits will make every effort to help you make the transition as smoothly as possible by providing assistance via email notifications, our website, and the Benefit Revue.



## **BACK TO SCHOOL 2009 ISSUE**

### **In This Issue**

#### **Page 1:**

PeopleSoft Has Arrived!

#### **Page 2:**

BCBS Annual Verification of Dependent Eligibility

Florida Senate Bill 1122

Sick Leave Bank Open Enrollment

#### **Page 3:**

2009-10 Benefit Contact List

#### **Page 4:**

Benefit Directory

School District Provides Liability Insurance for All Employees



## Sick Leave Bank Open Enrollment

The 2009 Sick Leave Bank Enrollment Period runs from August 15 through September 30. All full-time regular employees who work 20 or more hours per week are eligible to participate provided all three of the following requirements are met:

- Continuous employment for at least one (1) year;
- Accrual of six (6) sick leave days by September 1, 2009; and
- Donation of a (7th) seventh, or subsequent, sick leave day by October 15, 2009.

The Sick Leave Bank, which provides a pool of sick leave time from which members may draw additional days after their own personal sick leave has been exhausted, may only be used by members for personal illness or disability, and not for the illness, disability, or death of another person. In the event a participating employee suffers a catastrophic illness that causes the employee to be absent from work for an extended period of time, he/she may receive paid leave through the Sick Leave Bank. Please refer to SPALC Articles 9.04 - 9.049 or TALC Articles 11.04 - 11.048 for the full details of your specific Sick Leave Bank.

Enrollment forms are available from your work site secretary.

**Completed Enrollment Forms must be returned *no later than* **September 30, 2009** to:**

Personnel Services  
Attn: Linda Benzing

## BCBS Annual Verification of Dependent Child(ren) Eligibility

In mid September, Blue Cross Blue Shield (BCBS) will begin sending letters via US Mail to School District members who have dependent children who currently exceed the age of 19 or who will turn age 19 by the end of this calendar year. If you cover a dependent child in this category, you will receive one of these important letters from BCBS.

It is essential for you to complete all questions on the form and return it to BCBS by November 1, 2009. If you do not respond, your child(ren's) BCBS coverage will be terminated on December 31, 2009, and no claims will be paid for medical services received after December 31, 2009.

Please make sure that you answer all questions, sign and date the "VERIFICATION OF ELIGIBILITY FOR CERTAIN DEPENDENT CHILDREN" form

and return it to BCBS in the pre-paid, self addressed envelope, keeping a copy for your records.

It is important to note that the letter you receive from BCBS will be the only official notification that you will receive. Your timely response to this questionnaire is critical to ensure that coverage for

your eligible dependent child(ren) remains in force.

The requirements for a dependent child(ren) to be eligible after the age of 19 are:

- 1). dependent upon you for financial support and living in your household;  
OR
- 2). dependent upon you for financial support and a full-time or part-time student.

If your child(ren) no longer meet the BCBS eligibility requirements,

contact Insurance and Benefits Management at 337-8321 to complete the appropriate School District paperwork to change the premium deductions that are currently being taken from your paycheck (if applicable). You must complete these forms in addition to the BCBS

VERIFICATION OF ELIGIBILITY FOR CERTAIN DEPENDENT CHILDREN form to remove your child(ren) from your medical plan.

If you have any questions about the form or need assistance completing it, please contact Debbie Strong at 239-335-1403.



## Florida Senate Bill 1122

### *Medical Insurers Are Required to Pay Providers Directly*

Florida Senate Bill 1122 was enacted into law July 1, 2009. The Bill requires medical insurers, including Blue Cross Blue Shield (BCBS), to send payment for covered services directly to a non-network provider when the member has assigned payment to that provider. Assignment of benefits occurs when an insured patient authorizes payment from an insurer to be made directly to a non-network doctor/facility for medical care. This is a change from BCBS's former practice of sending all claim payments for non-network services directly to members and not to the non-par providers.

Claim payment to non-network providers is not automatic, however. If you receive care from a doctor or facility not in the BCBS network, you will have to assign your BCBS claim payment to that non-par provider.

If the non-par provider is willing to accept payment directly from BCBS, you will be asked to complete an Assignment of Benefits form in the provider's office. It will not matter whether your claim is submitted by paper or electronically. Most claims are submitted electronically and the provider will indicate to BCBS that they have your signature on file for assignment of benefits.

# 2009-10 Benefit Contact List

## On-site Benefit Assistance

Benefit Contacts are the wonderful folks who assist employees at their location by answering routine benefit questions, distributing and collecting benefit information, and helping with special projects like Open Enrollment. Please check the list below to find the Benefit Contact at your school or department.

SCHOOL	NAME	PHONE #	FAX #	SCHOOL	NAME	PHONE #	FAX #
ALC Central/Academy High	Mariann Tyrell	334-3416	332-7772	Island Coast High	Barbara Wilkinson	458-0362	772-8405
ALC West	TBA	574-1678	574-4751	James Stephens International Academy	Mary Liptak	334-8411	334-8262
Allen Park Elementary	Cathy Lux	936-1459	936-3470	J. Colin English Elementary	Pauline Rodgers	995-2258	995-5681
Allen Park Elementary/WC Only	Michelle Lane	936-1459	936-3470	LAMP	Marguerite Brick	332-2526	332-5028
Alva Elementary	Sharon Garcia	728-2494	728-3259	Lehigh Acres Middle	Pat Brown	369-6108	369-8808
Alva Middle	Gloria Weathers	728-2525	728-2835	Lehigh Elementary	Mickey Gleason	369-2477	369-4506
Bayshore Elementary	Donna Fischer	543-3663	543-4040	Lehigh Senior High	Sheila Stancel	693-5353	693-5863
Bayshore Elementary/WC Only	Karen Johnson	543-3663	543-4040	Lexington Middle	Denise Sherry	454-6130	489-3419
Bonita Springs Elementary	Sally Clark	992-0801	992-9118	Littleton Academy	Barbara Filipowicz	995-3800	995-6551
Bonita Springs Middle	Liz Gonzalez	992-4422	992-9157	Manatee Elementary	Missy Lippincott	694-2097	694-4282
Buckingham Exceptional	Linda L. Smith	693-1233	693-1690	Mariner High	Helyn Ferlazzo	772-3324	772-4880
Caloosa Elementary	Mary Simmons	574-3113	574-1449	Mariner Middle	Donna Nesser	772-1848	242-1256
Caloosa Middle	Fran Agrusti	574-3232	574-2660	Mirror Lakes Elementary	Sandy Mercurio	369-2200	369-0542
Cape Coral High	Nancy DeVane	574-6766	574-7799	North Fort Myers Academy	Cheryl Tango	997-2131	997-6762
Cape Elementary	Shirley Lison	542-3551	542-3264	North Fort Myers High	Darlene Blalock	995-2117	995-1243
Challenger Middle	Diane Heyer	242-4341	242-7217	Oak Hammock Middle	Leticia Montalvo	693-0469	694-4089
Colonial Elementary	Janet Powers	939-2242	939-5143	Orange River Elementary	Gay Wilkinson	694-1258	694-8680
Cypress Lake High	Janet Clover	481-2233	481-9838	Orangewood Elementary	Shelley Carmichael	936-2950	936-2134
Cypress Lake Middle	Donna Walsh	481-1533	481-3121	Patriot Elementary	Marilyn Hoiles	242-1023	242-1238
Diplomat Elementary	Linda Galter	458-0033	458-1697	Paul Laurence Dunbar Middle	Linda Sinclair	334-1357	334-7633
Diplomat Middle	Melissa Gadaleta	574-5257	574-4008	Pelican Elementary	Cindy Mimms	549-4966	549-4973
Dunbar Community	Betty Walker	334-2941	334-3519	Pine Island Elementary	Alice Burner	283-0505	283-1748
Dunbar High	Ann-Marie Tutay	461-5322	461-5110	Pinewoods Elementary	Debbie Evans	947-7500	947-0834
East Lee County High	Mira Sanchez	369-2932	369-3213	Ray V. Pottorf Elementary	Joanne Combs	274-3932	275-3381
Edgewood Academy	Judy Hardwick	334-6205	334-6776	Rayma C. Page Elementary	Deanna Whittamore	432-2737	432-2749
Edison Park Elementary	Barb Gill	334-6232	332-3474	River Hall Elementary	Barbara Amburgey	693-0349	693-5307
Estero High	Anita Smith	947-9400	947-5017	Riverdale High	Karen Hall	694-4141	694-3527
Fort Myers Beach Elementary	Renee Mulloy	463-6356	463-3592	Royal Palm Exceptional	June Sibert	337-3511	337-3694
Fort Myers High	Nancy Nieves	334-2167	334-3095	San Carlos Elementary	Ana Ayala-Cavazos	267-7177	267-0057
Fort Myers Middle	Lisa Betz	936-1759	936-4350	Skyline Elementary	Denise Williams	772-3223	772-8934
Franklin Park Magnet	Natalie Tittiger	332-1969	337-1127	South Fort Myers High	Sandy Naylor	561-0060	561-3612
Gateway Elementary	Sherry Luckey	768-3737	768-2967	Spring Creek Elementary	Beverly King	947-0001	947-4690
Gulf Elementary & Primary	Karen McFee	549-2726	549-2117	Sunshine Elementary	Patty Skerczak	369-5836	369-1455
Gulf Middle	Carey Itzen	549-0606	549-2806	Tanglewood/Riverside	Lillian Garris	936-0891	939-0411
G. Weaver Hipps	Earthine Caldwell	368-7042	369-0469	The Sanibel School	Maureen McMenemy	472-1617	472-6544
Hancock Creek Elementary	Amy Howard	995-3600	995-7674	Three Oaks Elementary	Sharon Metzger	267-8020	267-9559
Harns Marsh Elementary	Maria Osorio	690-1249	694-1325	Three Oaks Middle	Carol Mount	267-5757	267-4007
Hector A. Cafferata Jr. Elem.	Shannon Snook	458-7391	458-0749	Tice Elementary	Rita Chambers	694-1257	694-8745
Heights Elementary	Carol Mincheff	481-1761	481-3154	Trafalgar Elementary	Marie Anderson	283-3043	282-5595
High Tech Central	Peggy McGee	334-4544	334-8433	Trafalgar Middle	Julie Boyden	283-2001	283-5620
High Tech North	Susan Hutchins	574-4440	458-3721	Treeline Elementary	Maria Siracusa	768-5208	768-5415
Ida S. Baker High	Karen Heinkel	458-6690	458-6691	Tropic Isles Elementary	Nancy Sadler	995-4704	997-2422
				Varsity Lakes Middle	Sulyn Smallwood	694-3464	694-7093
				Veterans Park K-8	Misty Lebo	303-3003	303-3075
				Villas Elementary	Linda Hunt	936-3776	936-6884

DEPARTMENT	NAME	PHONE #	FAX #
Adult Education & Foundation	Maria Durrance	335-1555	334-4568
Business & Industry Services	Joanne Longabardi	939-6324	335-1569
Curriculum/Staff Development/Media Services/ Environmental Education	Sherry Pearsall	337-8385	337-8136
District Intervention Programs - ESOL - Title I - Title I Migrant	Carmen Corbett	337-8311	337-3342
Early Intervention	Edda Rodriguez	332-2512	332-0231
Exceptional Student Education	Helmi Gilman	337-8104	337-8653
Food Service/District Warehouse Operations /Snack Bar	Linda Rost	461-8459	337-8670
Health Services	Cindy Sumal	337-8245	335-1452
Information Technology Support	Vanessa Lavender	337-8551	337-8651
Juvenile Justice Education Centers: - Juvenile Detention Center - Lee County Jail - Price Halfway House - Vincent Smith Center	Norma Conrod	335-1470	335-1471

DEPARTMENT	NAME	PHONE #	FAX #
Printing Services	Karen Johnson	337-8532	337-8564
Psychological Services	Mary Reider	337-8186	337-8653
School Choice			
- Cape Coral Office	Debbie Green	461-8404	458-0546
- Fort Myers Office	Ann Johnson	335-1474	334-8379
- Lehigh Acres Office	Sharen Bierley	337-8350	303-2589
School Support	Jennifer Prentice Debbie Palmer	479-4204 479-4262	479-4266 332-5502
Student Services	Debi Bailey	337-8181	335-1452
Student Welfare & Attendance	Clare Gelhaus	337-8261	335-1452
Technical & Career Education	Judy Paras	939-6302	332-1939
Trade Extension	Nancy Pickles	334-3897	334-8794
Transportation Administration	Denise George	479-5671	415-1287
Transportation Central/South	Laura Spiro	344-2519	466-2780
Transportation East (Leonard Compound)	Karen Ragsdale	303-5900	303-0162
Transportation West & East (Buckingham)	Sue Coffey	242-6908	772-7108
All Other LCPEC Personnel	Debbie Durieux	337-8317	335-1506

# Benefit Directory

## **Cancer Insurance:**

*Hartford Life/AIG*  
1-800-880-2776

## **Dental Insurance:**

*Delta Dental DPO*  
1-888-858-5252  
*DeltaCare DHMO*  
1-800-422-4234

## **Disability Insurance:**

*UNUM*  
General Information  
1-800-633-7479  
Claims (local) 337-8155

## **Employee Assistance Program:**

*EAP Consultants*  
(local) 433-1211

## **Flex Spending Accounts:**

*Cornerstone*  
(local) 337-8318  
(fax) 337-8666

## **Medical Insurance:**

*Blue Cross Blue Shield*  
(claim information and  
new ID cards)  
1-800-945-3676  
*On-site CSR (Insurance &  
Benefits Management)*  
(local) 335-1403

## **Insurance & Benefits Management:**

*General Information*  
(local) 337-8321

## **Life Insurance:**

*Minnesota Life*  
(local) 335-1402

## **Mail-Order Prescription Drugs:**

*PrimeMail Pharmacy*  
Customer Service  
1-888-849-7865, TTY 711

## **Vision Insurance:**

*Avesis Vision Plan*  
(local) 332-1417

## **Workers' Comp. (Johns Eastern):**

1-800-749-3044

## School District Provides Liability Insurance for All Employees

The School District understands that lawsuits are an unwelcome part of any profession, including public education. Because of this, the District purchases liability insurance for itself and all its employees to provide protection from legal disputes arising from both educational and other activities.

The District purchases the following three (3) different types of liability insurance:

- Auto liability insurance
- General liability insurance
- Errors & Omissions/Employment liability insurance

Each type of insurance provides protection for different types of losses.

### **Auto Liability Insurance**

Auto liability insurance provides liability coverage for District vehicles and employees' vehicles when they are used in the course and scope of employment. If you were driving your vehicle on District business and you were involved in an accident, the District's auto liability insurance would provide legal defense and cover you for any tort claims made against you by someone to whom you caused injury. It would cover things like medical expenses and vehicle repairs for the person you injured if you were at fault.

Auto liability insurance does not cover injuries to either you or your vehicle. Any injuries you sustain in the course and scope of your employment would be covered under workers' compensation. Damage to your vehicle would be covered by your own automobile collision insurance. The mileage allowance you receive when using your own vehicle for District business is meant to cover your automobile expenses, including insurance. SPALC bargaining unit members are entitled to a \$250 reimbursement toward out-of-pocket collision deductible expenses for accidents in which the other party is at fault (a citation must be issued).

### **General Liability Insurance**

General liability insurance provides coverage for you if someone sues you for tort damages you caused as a result of an action, or omission of an action, in the scope of your employment. If you were supervising

a group of children on a field trip and one of the children had an accident, you would be covered by the District's general liability insurance if the child's parents brought suit against you for failure to provide adequate supervision. The general liability policy would cover legal defense as well as damages should the courts find you or the District negligent.

### **Errors & Omissions/Employment Liability Insurance**

Errors & omissions insurance covers the District and its employees for professional, educational, and employment types of actions or omissions of actions. If a parent filed suit against the District for failure to provide an appropriate education or to implement an Individual Education Plan (IEP), this type of legal action would be covered by errors & omissions insurance.

### **Protections Provided by Florida Statute**

Florida Statute 768.28 (9)(a) states: "No officer, employee, or agent of the state or of any of its subdivisions shall be held personally liable in tort or named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of her or his employment or function, unless such officer, employee, or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property."

What this means in layman's terms is you, as an employee, cannot be sued for an act (or failure to act) you committed in the course and scope of your employment, unless the act (or failure to act) was done with malicious intent and with willful disregard for human safety because those types of willful and wonton actions would be outside the course and scope of your employment.

