

Every effort has been made to ensure the accuracy of this document. The following information is to help you understand and use these state-offered benefits. Windham School District specific information can be found on our website, www.wsdtx.org. More detailed information regarding insurance benefits can be found on the ERS website, www.ers.state.tx.us. If you have questions or need additional information you may email, Personnel@wsdtx.org.

BENEFIT	WHO IS ELIGIBLE TO RECEIVE	WHAT YOU RECEIVE	WHO PAYS
Holidays	All Windham Employees	Holidays are authorized and designated each year by the official school calendar	Windham School District
Sick Leave (7.11-0)	All Windham employees	Full-time employees may earn up to seven days WSD Local Sick Leave to be used for personal illness, illness in family, family emergency, or death in family (September 1 – August 31)	Windham School District
Personal Leave (7.11-0)	All Windham employees	Full-time employees may earn up to five days of State Personal Leave to be used at the employee's discretion with prior approval of the supervisor. (September 1 – August 31)	Windham School District
Sick Leave Pool (7.11-9)	All eligible Windham employees if the employee or a family member suffers a catastrophic illness/ injury that forces the exhaustion of all paid leave.	May be granted paid leave for a maximum of 20 workdays. Withdrawal based on months of service and prior contribution to the Sick Leave Pool in the current fiscal year.	Windham employees. The sick leave hours are voluntarily donated to the pool by Windham employees
Bereavement Leave (7.11-6)	All Windham Employees.	3-5 days depending on the physical location of the funeral. Days identified for such use require approval from the Superintendent.	Windham School District
Military Leave (7.11-4)	Windham employees who are members of State Military or Reserve Components.	Up to fifteen work days, full-time employees per federal fiscal year when called to active duty or training.	Windham School District
Jury Duty (7.11-2.2)	All Windham employees.	Leave with pay during jury service.	Windham School District
Workers' Compensation (7.24-5)	All Windham employees	Employees sustaining a work-related injury or illness may be eligible for medical and income benefits.	Windham School District

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Direct Deposit	All Windham employees	Direct Deposit of monthly salaries to employee's designated financial institution.	Windham School District
Employee Assistance Program	All Windham employees	Information and referral to confidential professional counseling for a variety of personal problems, financial or legal problems.	Windham/Group Insurance/Employee
Savings Bonds	All Windham employees	Series EE Bonds in denominations of \$100, \$200, \$500, or \$1000, and Series I Bonds in denominations of \$50, \$75, \$100 or \$200.	Employees through payroll deduction.
Texas Legal Protects	All Windham employees.	The TLPP is a Group Legal Benefit. Participation is voluntary and makes legal services more affordable.	Employees pay through bank draft directly to the TLPP.
Flexible Benefits	All Windham employees.	TexFlex provides options to pay eligible expenses, dependent care and unreimbursable health care costs, with salary dollars untaxed by FICA or federal withholding.	The employee elects amounts of salary redirection for reimbursement accounts up to specified maximums.
Long Term Care Insurance	All Windham employees, retirees, their spouses, parents, parents-in-law, grandparents, grandparents-in-law, and children age 25 or older.	A variety of services are provided for people unable to care for themselves, including nursing home care and care received at home, in a community-based setting, or adult day care.	Purchaser pays all applicable costs through bank draft or personal check. <u>Monthly Premiums:</u> Based on: daily benefit amount chosen and age at enrollment.
Dental Insurance	All Windham employees, if enrolled, may also enroll their eligible dependents.	<u>Dental HMO Aetna Dental, Inc.:</u> Provides specific discounted treatment fees through contracted dentists. <u>State of Texas Dental Choice Plan (GEHA):</u> Allows a choice of dentist with preventive and major services; deductibles and co-payments apply.	Employee pays premiums based on option selected.

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Texas Employees Group Benefits Program (GBP)	New hires and rehires who have not continued coverage through COBRA will have a ninety-day waiting period before they are eligible to select health insurance coverage from Blue Cross/Blue Shield or a Health Maintenance Organization (HMO)	<p><u>Full-time employees:</u> The state pays 100% total cost of health insurance, and pays 50% health coverage costs for eligible dependents.</p> <p><u>Part-time employees:</u> The state pays 50% of health coverage costs and 25% for eligible dependents.</p>	<p>The State pays: 100% for full-time employees and 50% for eligible dependents</p> <p>50% for part-time employees and 25% for eligible dependents</p>
Life Insurance	All Windham employees when enrolled in health coverage	Employees selecting a health insurance plan receive a basic term life insurance of \$5,000 with \$5,000 of AD&D coverage.	Windham School District
Optional Coverage Available	All Windham employees are eligible to enroll in optional coverage and enroll their eligible dependents.	Employees may purchase additional Optional Term Life, Accidental Death and Dismemberment, Long and Short Term Disability. May purchase Dependent Term Life Insurance for their eligible dependents.	Employees pay for any additional coverage selected.
State Kids Insurance Program (SKIP)	Windham employees who meet the following criteria may apply: must have children eligible for state insurance under the age of 19 residing in their home in Texas; must meet eligibility criteria according to family income and size; must not be eligible for Medicaid; and must be a U.S. citizen or legal resident.	<p>Medical coverage for employees' eligible children at lower health coverage premiums.</p> <p>Employee must re-apply each summer enrollment to avoid a break in the supplement for children's health care premiums.</p>	Employees pay premium depending on family size and income, either \$15 or \$25 per month for full-time employees.