



# The Benefits of Employment!



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*This benefit summary is intended for overview purposes only. Benefits are subject to change. In the event of a conflict between statements in this brochure and ESD Policy and Administrative Regulations or State/Federal law, the conflict will be resolved by giving precedence in the following order: (a) Federal and State statutes and regulations (b) ESD Policy and Administrative Regulations; (c) Benefits Brochure.*



# Welcome to the ESD Team!



*A message from the Superintendent...*

At ESD 112, we value the many contributions our staff makes to the agency, the schools, and the communities we serve. Every service we offer fills a unique need in the community, a school, or an individual child's life. This means that teamwork, collaboration, customer service, and community support are an integral part of our mission. It also means that by joining the ESD team, you become a crucial player in the community.

Our employees are our greatest asset, and thus we strive to maintain a work environment conducive to their needs and desires. To that end, our benefits are designed to meet the individual needs of our employees and their families. This comprehensive, flexible benefit package focuses on you and your family's health and welfare, and your work/life balance.

We provide a professional yet family-friendly work environment. Get involved by joining our Employee Representative Council or participating on one of our many event committees. In addition to our standard package of benefits – retirement, medical, dental, and vision insurance at affordable premiums – we also offer a 25% discount on child care at our 26 centers, tuition reimbursement, credit union membership, an employee assistance program, and much more!

We are proud of the benefits we offer. As you read through this brochure, we believe you will understand our strong commitment to providing a work environment that values our employees and creates opportunities for growth, contribution, and reward.

Sincerely,

A handwritten signature in black ink that reads "Twyla G. Barnes". The signature is written in a cursive, flowing style.

Twyla G. Barnes, Ed.D.  
Superintendent

# ESD 112 Mission and Goals



*The ESD 112 Board of Directors*

Standing: Darlene Stickel, Ken Botero, Patricia Kellogg, Dick Graham  
Seated: Marilyn Koenninger, Steve Wrightson, Ann Campbell

## MISSION

Educational Service District 112 equalizes educational opportunities for learning communities through innovative partnerships, responsive leadership, and exceptional programs.

## GOALS

We will...

- Support all learners in demonstrating high levels of performance and civic engagement.
- Anticipate and respond to changing needs through collaboration and strategic alliances.
- Utilize research and data to create, strengthen, sustain, and deliver quality programs and services.
- Engage the ESD, schools, and community through effective communication.
- Provide a work environment that values employees and creates opportunities for growth, contribution, and reward.
- Maintain fiscal integrity and manage resources to ensure our viability and capacity to serve.

# Your Well-Being



*A comprehensive, flexible benefit package...*

## HEALTH BENEFITS

Educational Service District 112 contributes toward health benefits costs for eligible employees. Employees who are at least a .750 FTE are considered to be full-time for health benefits purposes. Employees who are .375 to .750 FTE are eligible for a prorated share of the ESD contribution. Employees who are less than a .375 FTE are not eligible for health benefits.

Our benefit package includes a choice of medical plans, a dental plan, vision coverage, and employer paid term life insurance (\$25,000 policy), accidental death & dismemberment (AD&D) insurance, and long term disability coverage.

In addition, you may participate in other voluntary benefit plans on a self-pay basis. These include:

**Long Term Care Protection –**  
Helps pay for the long term care services you may need as the result of a chronic disease, serious accident, sudden illness, or cognitive impairment.

**Short Term Disability Insurance –**  
Provides an income for the early part of a disability. Designed to pay benefits to you during the specific

elimination/waiting period of the ESD 112 sponsored long term disability plan.

**Cancer Care Insurance –**  
Includes benefits for screening and follow-up screenings, treatment and procedures, facilities and equipment, care and consultation, transportation and lodging, and additional benefits.

Health benefit coverage is also available for dependents. In your employment packet you will receive a personalized premium chart which details your actual payroll deduction depending on your medical plan choice.

ESD 112 also offers two types of Section 125 Plans. The Section 125 Flexible Benefit Program allows you to direct a part of your pay, on a pre-tax basis, into a special account that can be used to reimburse yourself for dependent day care expenses and/or unreimbursed medical expenses.

The Section 125 Flexible Pay Plan for Medical Premiums allows ESD 112 to deduct your monthly premiums from your paycheck on a pre-tax basis.

## **WHEN BENEFITS BEGIN**

If you begin work by the 15th of the month, your health benefit coverage will begin the first day of the next month. If you begin work after the 15th of the month, coverage will begin the first day of the second month following the month you started.

Example:

- Start date is June 1 through June 15 – coverage effective July 1
- Start date is June 16 through June 30 – coverage effective August 1

## **EMPLOYEE ASSISTANCE PROGRAM**

ESD 112 provides a free referral service for confidential professional assistance to you and your immediate family members who are experiencing personal challenges.

# Your Future



*"The future is not something we enter. The future is something we create." Leonard I. Sweet*

## RETIREMENT

If you are employed in an eligible position you will participate in the Washington State Retirement System. Individuals hired after July 1, 2007, have a choice to participate in Plan 2 or Plan 3.

**PLAN 2** is a defined benefit plan. Your future benefits are funded by you and the ESD. Employees in this plan are required to contribute a percentage of earnable compensation. This percentage is set by the Pension Funding Council, and is subject to change as necessary. Effective September 1, 2011, the employee contribution for SERS (school employees) is 4.08% and the contribution for TRS (teachers) is 4.68%.

**PLAN 3** has a dual benefit structure. Member contributions finance a defined contribution component, and employer contributions finance a defined benefit contribution.

The member financed, defined contribution component provides an investment program you may access after you separate from covered employment. The amount of retirement income generated by the defined contribution component depends on how much you contribute and the performance of your investments. You must choose how much you contribute, where your contributions

are invested, and how and when you take payment. Your contribution will vary depending on the rate option you choose.

Detailed information from the Washington State Department of Retirement and ICMA Retirement Corporation (ICMA-RC) will be provided to you upon hire. You may also access their website at [www.drs.wa.gov](http://www.drs.wa.gov).

## TAX SHELTERED ANNUITIES/TAX DEFERRED COMPENSATION

You may participate in one of our tax sheltered annuity plans. Also available is the Washington State Deferred Compensation Program (DCP) - [www.drs.wa.gov/dcp](http://www.drs.wa.gov/dcp).

## VEBA – VOLUNTARY EMPLOYEE BENEFITS ASSOCIATION

VEBA is a tax-free medical expense account funded by a 25% sick leave cash-out at retirement. It can be used by the retiree and eligible dependents to pay medical expenses after retirement.

# Your Time Off



*Rest, relax, reflect, rejuvenate...*

## **SICK LEAVE**

Full-time employees receive 12 days of sick leave for illness or injury during each fiscal year (prorated for part-time employees). Sick leave may be used to care for a dependent family member, spouse, registered domestic partner, parent, parent-in-law, or grandparent as designated by Board Policy. Employees may use two days of sick leave per fiscal year for emergencies. As an attendance incentive, ESD 112 provides an annual sick leave buy-out for employees who have accrued sick leave hours in excess of 480.

If you are entering into employment with ESD 112 directly from another Washington school district, educational service district, or OSPI, you may be able to transfer your sick leave balance from that former employer to ESD 112.

## **VACATION**

Most classified employees with an FTE of .500 or higher are eligible to earn vacation leave based on the number of hours and months worked. Depending on your position you will earn 12 or 15 days per year for your first five years of employment. Vacation accrual increases after five years of service, and continues to increase to a maximum of 25 days.

## **HOLIDAYS**

ESD 112 recognizes 12 holidays during the fiscal year. Eligible classified employees are paid for the holiday if it falls on a regularly scheduled work day.

## **BEREAVEMENT LEAVE**

You may be granted up to three days bereavement leave for the loss of an immediate family member as designated by Board Policy.

## **LEAVE SHARING**

Eligible employees may, with administrative approval, donate vacation or sick leave to another ESD 112 employee who is suffering from a life threatening illness or injury.

# Balancing Work and Life



*Promoting healthy lifestyles...  
creating a quality work environment.*

## **CREDIT UNION MEMBERSHIP**

Membership is offered to you through the School Employees Credit Union of Washington and iQ Credit Union.

iQ Credit Union School Employee Benefits include:

- \$0 Down Home Loan – Available to any school employee who is a first-time home buyer.
- Pre-Approved Auto Loans

## **PAYROLL DIRECT DEPOSIT**

ESD 112 utilizes a “direct deposit” method of paying employees. Monthly pay can be direct deposited to almost any bank or credit union in Washington and Oregon. Employees are able to print paystubs out of our Employee Access system.

## **EDUCATION DISCOUNTS ON COMPUTER PURCHASES**

Employee educational discounts are available for home computer purchases through Dell or Apple.

## **SEATED MASSAGE**

For a minimal fee, in-house seated massages are available by appointment on each pay day.

## **CELL PHONE DISCOUNT**

Through AT&T, you may receive 15% off the monthly access fee when signing up for services.

## **CHILD CARE DISCOUNT**

A 25% discount is available to you at Southwest Washington Child Care Consortium (SWCCC) Centers.

## **EMPLOYEE LUNCH ROOM AND OUTDOOR PATIO**

Enjoy your lunch or visit with other staff members in our spacious employee lunch room. Refrigerators and microwaves are available for your use. Or on a sunny day, relax on our outdoor patio.

## **COMMIT TO FIT**

Commit to Fit is our employee healthy lifestyle program. We offer a number of activities and resources to support staff in making healthy life choices.

- **Fitness Center** – For an \$8 monthly fee, you may access a small full-service fitness center that includes cardio and weight equipment and shower facilities.

- **Health Screenings** – Several times during the year we offer free blood pressure checks and other health assessments including glucose screening and hearing checks.
- **Classes and Seminars** – Lunch and evening classes and seminars including exercise classes, health education seminars, and cooking classes are offered throughout the year.

### **DRAGONFLY CAFÉ**

Dragonfly Café is located in our Conference & Institute Center lobby and serves coffee drinks, bagels, muffins, soups, salads, and other lunch items.

### **FINANCIAL WORKSHOPS**

In-house workshops are provided throughout the year addressing various topics pertaining to financial planning. These workshops are held during the lunch hour or after work.

# Career Growth & Employee Recognition



*Creating opportunities for growth,  
contribution, and recognition.*

## **TUITION REIMBURSEMENT**

ESD 112 provides tuition reimbursement for classified employees up to \$200 every six months. Classes must be job related or applicable toward a declared major in an undergraduate degree program in a job related field.

## **ESD 112 COURSE OFFERINGS**

Professional and personal development opportunities for teachers, paraprofessionals, administrators, parents, and the community are available through ESD 112. Classes are offered on-site, online, and through videoconferencing. Training opportunities can also be customized for your school, district or group needs. Most classes can be taken for clock hours and/or credit.

## **K-20 VIDEOCONFERENCING**

K-20 interactive videoconference network technology is available at ESD 112 to assist in communication and learning. Participating sites enjoy two-way communication of video, audio, and data.

## **NEW EMPLOYEE ORIENTATION**

This all-day event is presented quarterly to welcome new staff and introduce them to the ESD and its diverse programs. Attendees receive state-mandated trainings on bloodborne pathogens, child abuse reporting, safety, and sexual harassment.

## **PARAEDUCATOR TRAINING**

Paraeducators have access to customized online training in many special education areas including autism, IEPs, and behavior management. Training is also available for paraeducators in reading, writing and math, and on Washington State Paraeducator Competencies. ETS test preparation books are also available for check-out.

## **CERTIFICATION (TEACHER, ESA, AND ADMINISTRATOR)**

An in-house certification specialist serves as a liaison to the Office of the Superintendent of Public Instruction (OSPI) to assist in the evaluation and processing of certification applications and dissemination of pertinent information to prospective applicants.

## **CLOCK HOUR TRANSCRIPT SYSTEM**

ESD 112 maintains a clock hour transcript system to aid in tracking courses taken for Washington State clock hours. Transcripts are provided to ESD 112 employees (at no cost) on October 1 of each year to assist in salary placement of certificated staff members. Transcripts may also be requested at any time.

## **YEARS OF SERVICE RECOGNITION**

Awards are presented annually at our All Staff Day event to employees with five, ten, fifteen, twenty, twenty-five, and thirty years of service.

## **SPIRIT OF ESD AWARD**

This award is given to groups or individuals for their "Can Do" attitude in exemplifying the Mission of ESD 112. Awards are given twice a year. Employees are nominated by fellow staff members.

## **ESD 112 BOARD OF DIRECTORS RECOGNITION**

Employees are recognized by the ESD 112 Board of Directors and presented Certificates of Appreciation at monthly board meetings for exemplary work and service.

# How We Have Fun



*Events that bring a smile to your face!*

## **ALL STAFF DAY**

This annual event is held in August to “kick-off” the new school year. The event includes a welcome from our superintendent, guest speakers, team building activities, and employee recognition.

## **FIELD STAFF DAYS**

These annual events are held in September to recognize and connect with our employees that work in the school districts we serve. The program includes a message from our superintendent, team building activities, and employee recognition.

## **“STAFF STUFF”**

Our bi-monthly newsletter features articles about ESD 112 staff and items of interest around the agency. It is distributed electronically at the end of the month.

## **ANNUAL HOLIDAY PARTY**

In December, you and your family are invited to the annual ESD 112 Holiday Party. The event is hosted by a different department each year. Past activities include a chili cook-off, cookie decorating, story telling, an art fair, and a collection of scarves and mittens for families in need.

## **FLAG DAY CELEBRATION**

ESD 112 staff and guests are invited to gather around the flag pole to honor our nation’s flag.

## **ESD 112 GOLF TOURNAMENT**

This bi-annual event is held at a local golf course. Employees who participate take a half-day vacation. You need not be an experienced golfer! Prizes are awarded and the group often enjoys a social outing after the event.

## **STUDENT ART SHOW**

ESD 112 is honored to host the annual Regional High School Art Show. The show provides an opportunity to recognize students in grades 9-12 for their outstanding artistic abilities. Students from high schools across Southwest Washington submit entries and are recognized at an annual artist’s reception. Top entries are sent to Olympia to participate in the State competition in the spring. An employee committee also selects a piece of the students’ artwork to be permanently displayed at ESD 112.

## **ESD 112 AND COMMUNITY INVOLVEMENT**

The Employee Representative Council (ERC) is a team of employees that represent non-management employees in an advisory capacity to enhance agency wide communication and workplace safety. The ERC serves as a bridge between employees and Cabinet, participates/assists in agency events when appropriate and requested, and hears employee concerns; directing them to the appropriate resource for resolution.

Through our ERC many local and outside agencies benefit from the generous hearts of our employees. Giving opportunities have included collecting shoes for an orphanage in Mexico, donating food and supplies to the local humane society, and collecting educational toys for one of our child care centers.

Blood drives are organized quarterly, and each year during the holidays local families in need benefit from food and gift donations.

**“We Give, They Receive”** - Started in 2009, this annual ESD 112 employee giving program allows employees to directly support designated ESD 112 and Children Northwest non-profit programs and/or the United Way. Donations are tax-deductible and can be made via payroll deduction or personal check.