



The BENEFITS of Employment



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.

ESD 112 participates in  E-Verify

THE BENEFITS OF EMPLOYMENT

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Welcome!



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. In addition to our standard

package of benefits – retirement, medical, dental, and vision insurance at affordable premiums – we also offer a discount on child care at our 30 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 booklet, 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 "Jim G. Merlino". The signature is written in a cursive style.

Tim Merlino, Superintendent

Our Mission & Goals

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.



THE ESD 112 BOARD OF DIRECTORS

Standing: Marilyn Koeninger, Darlene Stickel,
Patricia Kellogg, Ann Campbell

Seated: Rainer Houser, Steve Wrightson, Dick Graham

Health Benefits

HEALTH INSURANCE

Educational Service District 112 contributes toward health benefits costs for eligible employees. Health benefits are available to employees regularly scheduled to work at least half-time (20 hours per week).

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.



A comprehensive, flexible benefit package.

SECTION 125 PLANS

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.

HEALTH REIMBURSEMENT ACCOUNT

ESD 112 has adopted a Health Reimbursement Account (HRA) to reduce the impact of ever-increasing medical insurance premiums. The HRA program allows the ESD to purchase high deductible plans at a much lower cost.

The ESD 112 HRA reimburses employees for deductible-eligible medical expenses between the employee's \$750 annual deductible and the maximum deductible of the plan selected by the employee.

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

Retirement Benefits

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, 2017, the employee contribution for SERS (school employees) is 7.27% and the contribution for TRS (teachers) is 7.06%.

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 will be provided to you upon hire. You may also access their website at www.drs.wa.gov.

TAX SHELTERED ANNUITY PLANS

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.

VOLUNTARY EMPLOYEE BENEFITS ASSOCIATION (VEBA)

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.



Paid Time Off



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 or personal leave. 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.

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.

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.

Career Growth & Training

TUITION REIMBURSEMENT

ESD 112 provides tuition reimbursement to regularly employed non-certificated employees working .50 FTE or above. Tuition reimbursement is limited to \$400 each fiscal year for eligible employees, dependent on available funding. Courses must be job related or applicable toward a declared major in an undergraduate degree program.

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

Videoconferencing 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 half-day event, hosted quarterly, welcomes new staff and introduces them to the ESD and its diverse programs. Attendees receive information on the ESD structure and policies, safety training, and ESD benefits.

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.

Creating opportunities for growth, contribution and advancement.

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 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.

SUPPORT STAFF JOB-ALIKE WORKGROUP

Several times a year, Administrative Assistants, Secretaries and Office Assistants from across the ESD come together to pool resources and talents to encourage problem solving, streamline processes, and improve communication to support inter-agency collaboration, individual growth and unity.

SUPPORT STAFF JOB-ALIKE WORKGROUP

ESD support staff problem solve and share ideas at a small group discussion during the February 2017 workgroup session.



Discounts & More

CHILD CARE DISCOUNT

A 25% discount up to a maximum of \$415 per month is available to you at ESD 112 child care centers.

DISCOUNTS ON COMPUTER PURCHASES

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

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.

CREDIT UNION MEMBERSHIP

Membership is offered to you through Inspirus Credit Union and iQ Credit Union.



LOAN FORGIVENESS

ESD 112 employees may be eligible for student loan forgiveness, including PLUS loan forgiveness. A representative from the Horace Mann Educators Corporation will work with you to determine and track your eligibility. The ESD Human Resources department can help you schedule a meeting.

FOODÉ CAFÉ

Foodé Café is located in our Conference & Institute Center lobby and provides catering services, coffee drinks, pastries, sandwiches, soups, salads, and snack items.

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.

Recognition



YEARS OF SERVICE RECOGNITION

Awards are presented annually at our End of School Year Celebration to employees with five, ten, fifteen, twenty, twenty-five, and thirty years of service.

SPIRIT OF ESD AWARD

This annual award is given to groups or individuals for their “Can Do” attitude in exemplifying the Mission of ESD 112. 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.

KUDOS

Employees can recognize each other each month for exceptional teamwork with a KUDOS postcard and treat sponsored by ESD Connects (page 14).

YEARS OF SERVICE RECOGNITION

Two employees receive their 25 year apples at the End of the School Year Celebration in 2016.

Resources

ESD CONNECTS

ESD Connects is comprised of a team of employees from each of the ESD 112 departments that represent non-management employees in an advisory capacity. ESD Connects enhances agency communication, plans and promotes relevant activities and events, and provides a voice for staff members to share questions and concerns.

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.



ESDISCOVER

ESDiscover, ESD 112's intranet site, provides employees access to documents, forms, procedures, travel guidelines, school district calendars, news, links to helpful websites, and much more!

GOESD

A website devoted to ESD 112 news, info, and fun staff stuff. Stay connected and up-to-date with upcoming events, coworker spotlights, a staff bulletin board, educational resources and more.

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. Employees can also participate in monthly webinars offered on a wide variety of topics, such as financial planning and coping with change.

Fun Events



END OF THE SCHOOL YEAR CELEBRATION

This annual event is held in June to commemorate a successful school year. The event includes a welcome from our Superintendent, lunch, employee recognition, and fun activities.

FLAG DAY CELEBRATION

Staff and guests are invited to gather around the flag pole to honor our nation's flag.

HOLIDAY PARTY

Each December, employees and their families are invited to the annual ESD 112 Holiday Party. The event is hosted by ESD Connects and includes a variety of kid-friendly activities, a potluck, and photos with Santa.

END OF THE SCHOOL YEAR CELEBRATION

Superintendent Tim Merlino and Board Member Rainer Houser compete in a hula/ping pong challenge at the 2016 celebration.

HOOTENANNY

Each October, ESD Connects hosts a potluck luncheon, complete with a fun costume contest. In the afternoon, we invite the children and grandchildren of our staff to come "Trick or Treat" at the ESD!

STUDENT ART SHOW

ESD 112 is honored to host the annual Regional High School Art Show. Students from high schools across Southwest Washington submit entries and are recognized at an annual artist's reception. Top entries are sent to Olympia for the State competition in the spring. Employees vote to select a piece to be permanently displayed at ESD 112.





CHALK THE WALKS

Positive messages chalked by staff at the Chalk the Walks event in August 2016.



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twitter.com/takerootinedu

<https://www.linkedin.com/company/educational-service-district-112>

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