





**OKCPS Employee Orientation** 





## Welcome to OKCPS

On behalf of everyone at Oklahoma City Public Schools, we would like to welcome you to our team. It's always a pleasure to acquire motivated and professional individuals like yourself.

We are proud to have you in our family.

In order to properly introduce you to our organization, we have provided many different slides in this presentation to help with your orientation.

Please familiarize yourself with this content and inform us if you have any questions.

# Agenda



- About OKCPS
- OKCPS Website
- Benefits
- Compensation
- Safety & Security
- Information Technology (Laptops)







# **About OKCPS**



- Our students and families represent 52 different languages;
   top two being English with 59% and Spanish with 39%.
- 12% of students have disabilities or special needs.
- OKCPS offers free breakfast and lunch for all students everyday.
- We employ just over 4,600 administrators, teacher, and support personnel.





## How about the **Student Body**?



Hispanic 56.8% actual



African American

23.2% actual



Caucasian 14.7% actual

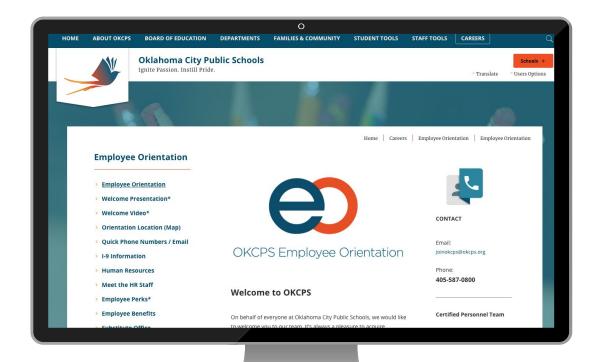


Native American 3.2% actual



## Our Website

Visit us at: <a href="https://www.okcps.org/EmployeeOrientation">www.okcps.org/EmployeeOrientation</a>







# Our Website

Visit us at: <a href="https://www.okcps.org/EmployeeOrientation">www.okcps.org/EmployeeOrientation</a>

- Welcome Presentation
- Welcome Video
- Orientation Location (Map)
- Quick Phone Numbers / Email
- I-9 Information
- Human Resources
- Meet the HR Staff
- Employee Perks
- Employee Benefits
- Substitute Office
- Work Day Calendar FY20
- Forms
- Certified Staff
- Classified/Support Staff
- Safety
- Security
- ID Badge Request Form
- Information Technology
- Sign the AUP







### **Certified CBA**

#### Collective Collective Bargaining Bargaining Agreement Agreement 2018-2019B 2018-2019 Soard of Education of Independent School Detect Number 81 of Oxonomo County Oxonomo of Independent School District Number 59 of Oklahoma County, 683ahoma American Federation of School Administrations 3309 79 AFL-C10 Okishema City APT Local 2300, of The American Federation of Trachers APL-CIB of Statema City, Okishema of Oktoborno County, Oktoborno AFSA Teachers School Administrators Shiphona City Public Subsets **Oklahoma City Public Schools**

## Classified/Support CBA

Collective Bargaining Agreement

2018-2019B

between the

Board of Education of Independent School District Number 89 of Oklahoma County, Oklahoma

and the

Oklahoma City Federation of Classified Employees AFT - Local 4574 AFL-CIO Oklahoma City, OK



Classified / Support

Oklahoma City Public Schools









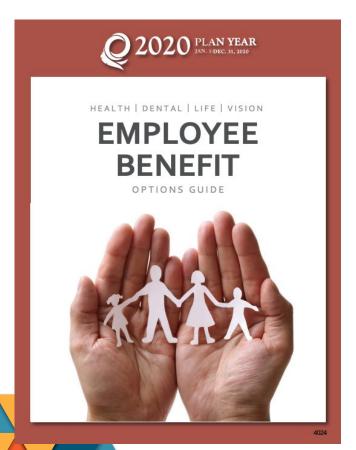
## **Benefits Overview**





- Leave
- Flexible Benefit Allowance/Cash in Lieu
- Board Paid Contribution
- Medical, Dental, Vision
- Life Insurance
- Additional Benefits
- Flexible Spending Account
- Retirement







## Benefits Guide

Provides details about medical, dental, and vision coverage.

To view the guide, go to: www.okcps.org/benefits











# Health Welfare Overview







## **Enrollment Information**

#### **Insurance Effective Date:**

- Insurance is effective the <u>first day of the month following your employment start date</u> with OKCPS unless your previous employer participated in OMES insurance. In that circumstance, your benefits will start the month you were hired at OKCPS.
- Example: If an employee starts work in August, insurance will be effective on September 1. If an employee starts work in August, but your previous employer participated in OMES insurance, your benefits will begin in August.

#### **Declining Insurance:**

- Must provide a copy of your insurance card
- Complete declination form (included in your benefits packet)







# Open Enrollment

- Open Enrollment Website: <u>www.okcps.org/BenefitsOptionPeriod</u>
- Held annually during the month of October
- Changes go into effect January 1 of the pursuing year.
- No qualifying event is necessary to make changes
- Allows employees the opportunity to:
  - Add/drop/change medical, dental, life or vision plans
  - Increase/decrease life insurance
  - Add/drop qualified dependents







# Flexible Benefit Allowance (FBA) Cash In Lieu (CIL)

# **FBA**

If you enroll in medical coverage, you will be provided \$594.90 per month to help cover the cost of medical premiums.

CIL

If you do not enroll in medical coverage, you will receive a "Cash in Lieu" of the FBA:

Certified Staff	\$ 69.72
Support Staff	\$189.60
Non Cert. Pro-Tech/Admin Staff	\$256.38
Cert./ProTech/Admin Staff	\$136.40
Principals/Asst. Principals	\$69.72







## **Board Paid Contribution**

The Board provides each full-time and part-time support and pro-tech/administrative staff a contribution amount to help cover the cost of medical premiums if the employee elects medical coverage.



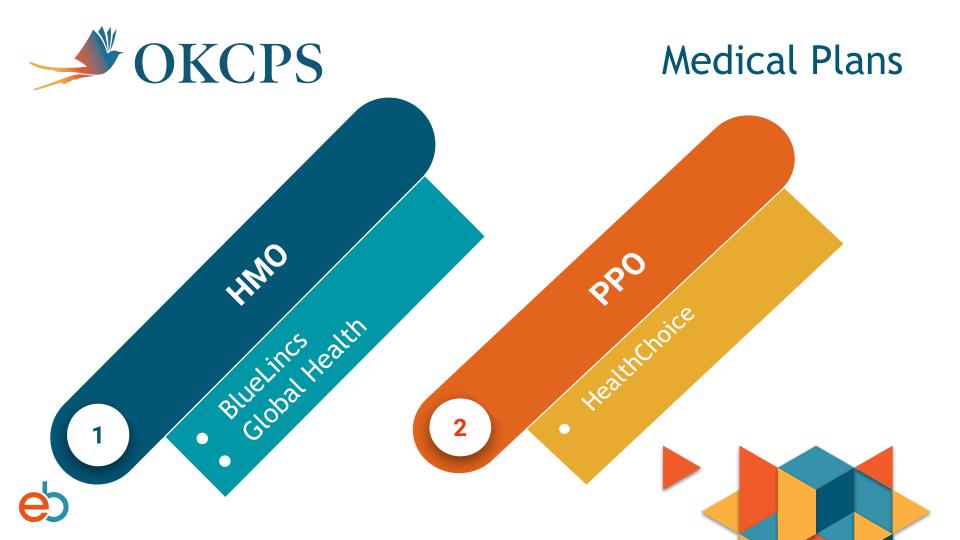
Support Staff \$123

Pro-Tech/ Admin. Staff \$155

Part-Time Staff \$61.50







# Health Maintenance Organizations (HMO)

Health care services are coordinated by your primary care physician

#### Advantages:

- No Deductible
- Less out-of-pocket costs during plan year

#### Disadvantages:

- Primary care physician must be in network
- Limitations on choice in doctors and healthcare facilities





# Preferred Provider Organizations (PPO)

Allows members to choose a doctor regardless of being in network or outside of network.

#### Advantages:

- Broad choice of doctors and health care facilties.

#### Disadvantages:

- Deductible
- Greater out-of-pocket expenses

If you enroll in
HealthChoice, you must
complete the online
tobacco-free attestation
survey by going to
www.healthchoiceok.com







## Dental Coverage

Several plans offer no annual deductible - pay a copay instead

All plans offer free preventative care (2 annual cleanings)

- Other services are shared cost:
- Basic Care: fillings, extractions, oral surgery
- Major Care: crowns, dentures, bridge
- Orthodontic Care
- Plan year maximum



## Vision Coverage

1 Annual exam per calendar year

Frames, Lenses and/or contacts

Plans offer discount on laser correction





## Flexible Spending Account (FSA)

Allows employees to deduct premiums pre-tax basis and set aside pretax funds to use toward qualified medical and daycare expenses.

#### You have 30 days from your hire date to enroll

#### Flexible Spending Account (FSA)

- Up to \$2,700 annually
- January December fiscal year
- Use or lose plan
- Funds are loaded up front

#### **Dependent Day Care**

Up to \$5,000 annually

If you desire to enroll in FSA, you as the employee will have to contact American Fidelity directly at 405-416-8810 or 1-800-933-1853





## Health Savings Account (HSA)

Allows employees to deduct premiums pre-tax basis and set aside pretax funds to use toward qualified medical expenses.

You have 30 days from your hire date to enroll

#### **Health Savings Account (HSA)**

- Up to \$3,500 annually individual contribution, \$7,000 for family
- January December fiscal year
- Unused money can be rolled over to the next year
- Funds are not loaded up front

If you desire to enroll in HSA, you as the employee will have to contact American Fidelity directly at 405-416-8810 or 1-800-933-1853



### **Additional Benefits**

If you are interested in enrolling in the following products, please contact American Fidelity at 405-416-8810 or 1-800-933-1853



Disability Income Insurance



**Cancer Insurance** 



Group Critical Illness Insurance



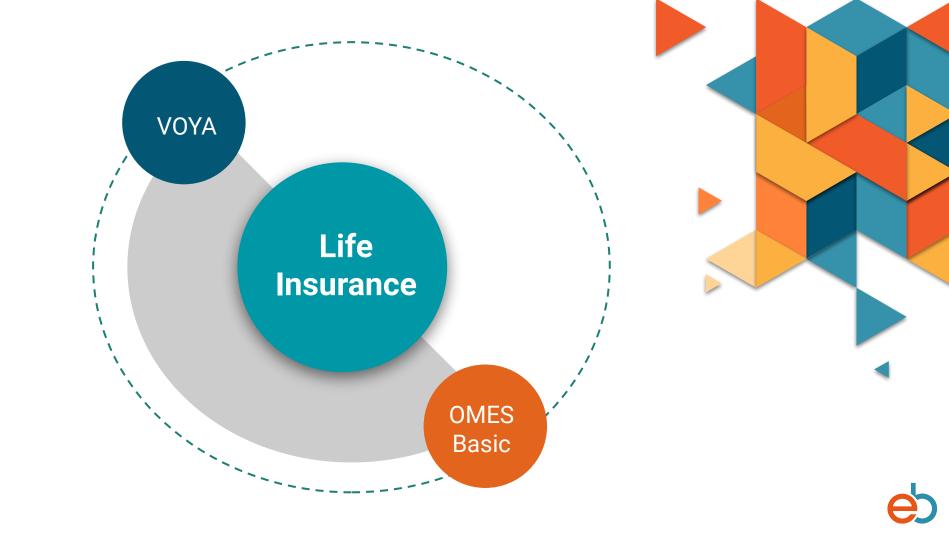
**Additional Life Insurance** 



**Accident Only Insurance** 

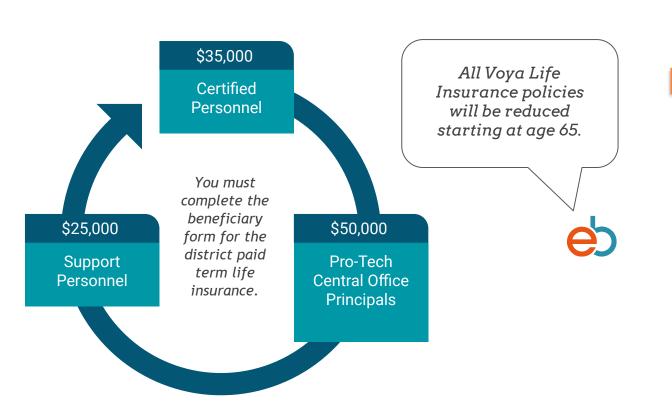






## Voya Life Insurance

District provided termed life insurance at no cost to you. You have the option to purchase additional life insurance as well.



## Voya Life Insurance



#### Life Insurance

You can purchase additional life insurance in units of \$25,000



#### **Spousal Coverage**

Up to \$100,00 but cannot exceed 50% of your supplemental coverage



#### **Child Coverage**

Up to Age 26 Up to \$10,000



Minimum purchase: \$25,000Maximum purchase: \$400,000

EOI is required when purchasing \$150,000 or more





#### OMES/Basic Life Insurance



You must complete the beneficiary form if you purchase additional life insurance through OMES/Basic.



You can purchase life insurance for yourself, spouse and children up to the age of 26.

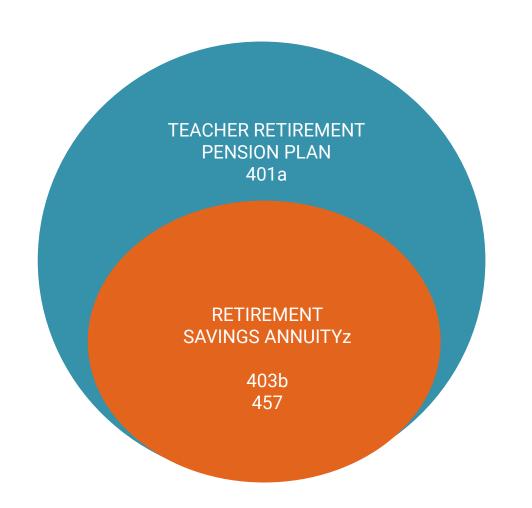
- You are allowed to purchase life insurance in units of \$20,000.
- The first \$20,000 purchase cost \$4 per month
- The second \$20,000 purchase cost \$4 per month
- Additional life insurance after the first \$40,000 is based on your age.
- Maximum amount you can purchase is \$500,000
- Purchasing two times your salary or less will not require EOI
- Spouse and children life insurance can be purchased. Three tiers are available to choose from.







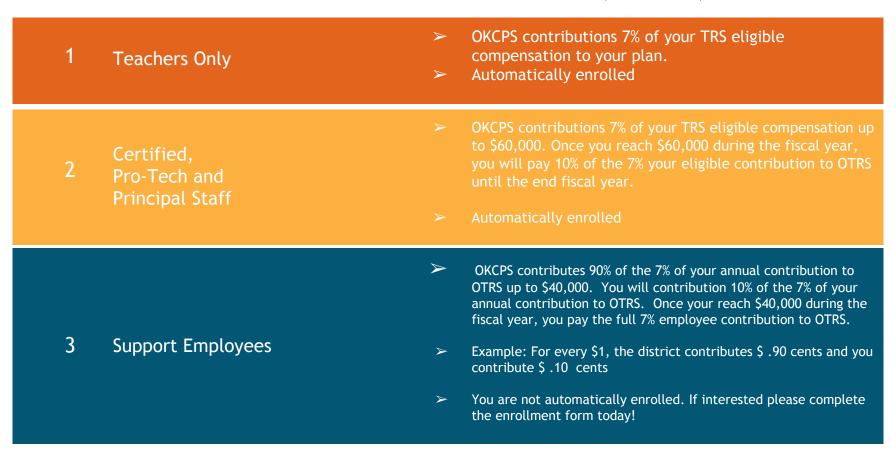








## Oklahoma Teacher Retirement (OTRS) - 401A



## Retirement Savings Annuity: 403B or 457B

Lowers taxable income

Plan for Retirement

Can Start plans at anytime

In order to start your payroll deduction, you must contact either Valic or American Fidelity and setup or transfer an account. It may be a good idea to consult with a financial advisor before selecting a vendor







#### **Deadline to Turn in Forms**

You are encouraged to turn in forms within one week from date of onboarding.

By law, you have 30 days to turn in paperwork and/or make any changes.

+ We like you more.



#### Missed Deadline

What happens if you do not turn in your forms within 30 days?

You will have to wait until open enrollment in October to enroll in benefits for the next calendar year.

You may be assessed a penalty from IRS on federal taxes.



#### Where to turn in forms



#### HR BENEFITS DEPARTMENT



SCAN AND EMAIL:	hrbenefits@okcps.org
FAX:	405-587-0148
DROP OFF:	Operations Centers, Building 3 2500 N.E. 30th, Oklahoma City





## Employee Assistance Program (EAP)



Vendor: ComPsych

#### Example of services available

Emotional support, work-life solutions, legal guidance, financial resources, identity theft services, and more.

- Available by Phone or Online
- Completely Confidential

Addition information available on the OKCPS website

Questions? Contact Director of Employee Relations, Carolyn Gray







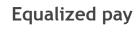
## **Compensation Topics**

#### **Collective Bargaining Agreement**

Pay schedule/step













Steps are dependent on relative Assistant Principal/Principal experience documented by OSDE

## Pay & Steps

#### **Teachers & Other Certified Staff**

- Steps are negotiated. Initial step is dependent upon experience documented by OSDE and education level
- Experience increased after validation with OSDE

#### Classified/Support (Non-certified support staff)

Initial step depends on relevant experience

#### **Professional Technical/Administrative**

- Initial pay depends on relevant experience
- Salary increases depend on funds



## Work Time





#### **Building Administrator**

- Standard work schedule
- Notify site timekeeper of absence
- Absence deducted from leave balance



#### **Teachers & Other Certified Staff**

- Standard work schedule
- Substitute requested through AESOP
- Notify site timekeeper of absence
- Absence deducted from leave balance



#### **Support Staff**

- •Time tracked via timekeeper
- •Any absence recorded and deducted from leave balance



#### **Central Office Staff**

- •Time tracked via timekeeper
- •Any absence recorded and deducted from leave balance

## **Payroll**



- Employees are paid on the 15<sup>th</sup> and last day of the month
- Pay stubs are sent via email to OKCPS.ORG email address only
- Paycheck questions email Payroll@okcps.org



## **Equalized Pay**



Gross pay is based on your annual salary (7/1-6/30) divided by 24 paychecks.

If you start after the first scheduled work day for your position gross pay will be your daily rate (annual contract amount divided by contract days) times the # of days remaining, divided by the remaining number of checks. This amount you will receive through the summer.



## **Equalized Pay**



### Example:

Contract Amount - \$40,000 l # of contract days - 181

Daily Rate - \$40,000 / 181 = \$220.994475

Remaining contract days - 156 l Remaining checks - 21

\$220.99 \* 156 = \$34475.13 remaining annual salary

\$34475.13 / 21 remaining checks = \$1641.67 per check



## Your Paycheck: Personal Information

Employee Name: Ms Jane Bond Personal ID: 00000001 T

Personal ID: 00000001 Teacher

Pay Area... SC

Filing Status: Married Exemptions: 01

Check date: 08/31/2017 T0002226800010001 Pay Period: 08/16/2017 08/31/2017

Pay Type: Regular Payroll

Cost Center: 70511000 Awesome School OKCPS



Locate personal ID # (also provided on handout you received at check-in)

Verify job title and cost center (worksite) is correct





## Your Paycheck: Earnings

Earnings: Ra Basic Pay	te Hours Current Pay 1,854.09
Total Gross	1,854.09
Statutory Deductions Withholding Tax(FED) Social Security Tax Medicare Tax Withholding Tax(OK)	Current Calendar YTD 184.48 906.84 124.78 665.97 29.18 155.75 24.00
Total Taxes	338.44
Misc.Deduction(See Right)	208.62-
Board Paid Contribution Flexible Benefits Allowa	77.50 285.52
Net Pay:	1,670.05



## Your Paycheck: Deductions



Misc. Deductions:	Current	Calendar YTD	
MetLife Value MAC	13.62-	54.48-	
HealthChoice HDHP:Pre	186.30-	745.20-	
Vision Service Plan: Pre	4.70-	18.80-	
Basic Life	2.00-	8.00-	
Supplemental Life	2.00-	8.00-	
Total Deductions	208.62-		



## Your Paycheck: Benefits Package



Employer Contribution: Group Term Life: ER Paid	Current 6.00	Calendar YTD 24.00
Group Term Life: ER Paid ER RetirementContribution	145.84	
Board Paid Contribution Flexible Benefits Allowan	77.50 285.52	310.00 1,142.08
	203.32	
Total Employer Contrib.	514.86	



## Your Paycheck: Leave Balance



Leave Data(in hours)	sick	Transfer	Personal Business	Vacation (As of 5 days before payday)
Prev. Balance: Current:	8.00 96.00	0.00	8.00 24.00	44.01

- All employees receive one day of sick leave per contract month worked
- If you worked for another district within the state, you may transfer up to 60 hours of sick leave to our district. If you still have a balance over 60 hours, you may transfer the rest to teachers' retirement
- Unused personal business and sick days from current contract year will rollover to the next contract year



# QUIZ





## Safety and Security

Certain training is required annually including:

- Safety Training
- Blood Borne Pathogens
- Hazard Communication (Chemical Safety)
- Fire Extinguishers

"Appropriate safety training shall be provided to all employees, including management, no less than quarterly. Documentation of training shall include, but not be limited to, date(s), location, course information, course provider/trainer and a list of employees in attendance.

Any additional information required by any specific standard shall also be included. Provisions must be made to arrange for make-up sessions for those employees who were not able to attend the scheduled training."

Safety training is mandated by law:

Oklahoma Department of Labor | Oklahoma Occupational Health and Safety Standards Act and Administrative Rules 40 O.S. § 401, et seq. OAC 380:40

## **OKCPS Security Department**



## (ID) Identification Badges

- Report lost or stolen IDs IMMEDIATELY
- It is mandatory that you display your ID Badge.
- New OKCPS Lanyards Coming Soon!

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors. STUDENTS TEACHER

Return inside Business as usual Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



## LOCKDOWN! Locks, lights, out of sight. STUDENTS TEACHER

Move away from sight Maintain silence Do not open the door Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance





#### **EVACUATE!** To the announced location. STUDENTS **TEACHER**

Bring your phone Leave your stuff behind Follow instructions

Lead evacuation to location Take attendance Notify if missing, extra or injured students



#### SHELTER! Hazard and safety strategy. **STUDENTS TEACHER**

Hazard

Safety Strategy

Evacuate to shelter area Tornado

Hazmat

Seal the room

Earthquake Drop, cover and hold Tsunami Get to high ground

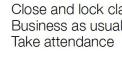
Lead safety strategy Take attendance



#### **HOLD!** In your classroom. Clear the halls. **STUDENTS TEACHER**

Remain in the classroom until the "All Clear" is announced

Close and lock classroom door Business as usual









## Risk Management

### Reporting Requirements for Employee Injury

- ALL incidents MUST be reported
- Contact Risk Management at 587-0009
- Employees must complete the Occcupational Injury or Illness Report within 24 hours of the injury.

After hours treatment must be at a facility approved by the OKCPS Risk Management Unit. If the treatment is not approved, it may be denied by the insurance company.

If your injury requires medical treatment, you will be transported by taxi which is arranged by the Risk Management Office or you may call a family member that does NOT work for OKCPS.

OKCPS is required to administer a Post Injury Drug Screen at the time of treatment.



## Risk Management

## **Employee Responsibilities**

Website Navigation >

- 1. Go to www.okcp.org
- 2. Select DEPARTMENTS> from the main channel bar at the top of the page
- 3. Select> HUMAN RESOURCES from the menu
- 4. Select> RISK MANAGEMENT from the left hand navigation bar.
- 5. View and Select> Workers' Compensation Forms
  - If You Are Injured
  - Employee Injury & Illness Form
  - Health systems: First Fill Prescription Form
  - Supervisor Investigation Of Employee Injury
  - Approved Medical Facilities
  - Transitional Duty Agreement



## QUESTIONS





#### Access to, and Signing the AUP

All new staff members must sign the AUP (Acceptable Use Policy) before they can log on to a computer.

The AUP can be found at: <a href="mailto:aup.okcps.org/aupnew">aup.okcps.org/aupnew</a> or on the OKCPS website under: Staff Tools / All Staff Tools.

You will be given your username and password at the end of this process.

You can use the AUP to replace a forgotten Password, or to change account settings.



#### **Laptop Deployment**

During the Onboarding session you will be assigned a laptop to use for job purposes.

Laptops are provided to you while you are an employee of OKCPS.

If you leave the district for any reason, the laptop should be returned to the principal at your school or your department director.

Persons not returning their laptop will be notified that they need to return the laptop, or it may be reported as <u>"stolen"</u> to the authorities.



#### Maintenance and Repair of Computers

Client Services is responsible for keeping district computers up and running. We are here year round, Monday - Friday, 7:30am until 4:30pm.

The OKCPS Information Technology Helpdesk is available at 405-587-HELP (4357). The Helpdesk hours are the same as Client Services shown above.

If you have any problems with computers, tablets, printers or the network, please call the Helpdesk. They will attempt to fix your problem while you are on the phone. If needed they will create a service request and a tech will visit you to fix the problem.

Another way to get your laptop fixed to to visit the Client Services office at the Operation Center. We have a technician on duty during office hours.



#### **Additional Information**

OKCPS currently does not backup teacher and/or staff computer data. It will be the users responsibility to backup their own data.

OKCPS is a Google for Education partner. This gives employees access to several additional tools to use for your job e.g., Google Drive, Google Classroom.

Laptops and Computers in the district installed with software to allow Client Services to remotely access and control and/or send software packages to them.

When you receive your laptop the only software installed on it is Microsoft Office. Other software is available through the Symantec Software Portal, look for an icon with this name on your desktop. Any software on the portal can be installed over the network to your device. If you need help call 587-HELP.

