

**Saddleback Valley**  
Unified School District



***“ABOUT YOUR DISTRICT”***

*A Handbook for*

***THE MANAGEMENT TEAM***

*August 2018*

***SADDLEBACK VALLEY UNIFIED  
SCHOOL DISTRICT***

As a member of the SVUSD Management Team, you play an important role in the continuing success of our schools in meeting the high levels for student achievement expected by our parents and the community we serve. The challenge is great, but with the knowledge and talents that each of you contribute, we will be successful.

*“About Your District”* will provide you with information about your school district and your salary and benefits as a member of the Saddleback Valley Management Team. We hope you will find this information useful.

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# ABOUT YOUR DISTRICT

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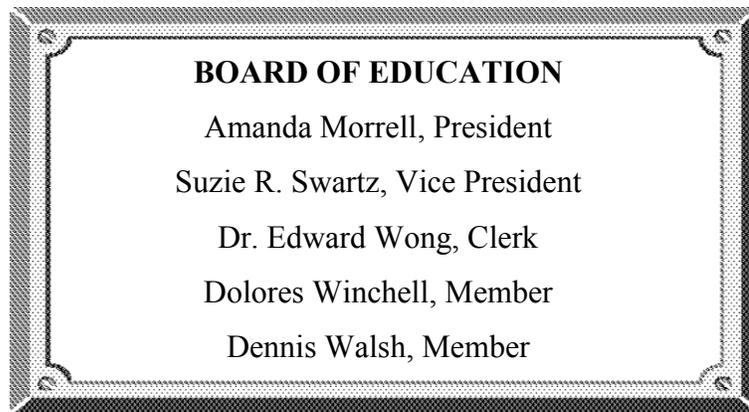
## **DISTRICT PROFILE**

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The Saddleback Valley Unified School District was formed July 1, 1973, as a result of the unification of the schools previously a part of the Trabuco Elementary School District, the San Joaquin Elementary School District, and the Tustin Union High School District. The District encompasses an area of over 95 square miles and serves approximately 28,664 students from the communities of Foothill Ranch, Laguna Hills, Lake Forest, Mission Viejo, Portola Hills, Robinson Ranch, Trabuco Canyon, portions of Dove Canyon, and Rancho Santa Margarita.

There are twenty-three elementary schools, four intermediate schools, four comprehensive high schools, a continuation high school, an independent study school, a special education school and one early childhood center. The Board of Education, which is the governing body of the District, consists of five individuals elected to four-year terms.

### **CURRENT BOARD MEMBERS ARE:**



The public is encouraged to attend the meetings of the Board held in the District Office, 25631 Peter A. Hartman Way, Mission Viejo, at 6:30 p.m. Meeting dates are usually the second and possibly the fourth Thursday of each month and are announced on a monthly basis.

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## **SADDLEBACK VALLEY MANAGEMENT TEAM ASSOCIATION (SVMTA)**

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As a Certificated or Classified Administrator, Supervisory, Special Services, Recreation, Technical, or Confidential employee, you are eligible to be a member of SVMTA. While SVMTA is a professional association, it is not a collective bargaining unit. The President and Executive Board of SVMTA meet on a monthly basis during the school year, or as needed, and consult with the District on a variety of topics, including salaries and benefits. As a professional association, SVMTA sponsors the Community Recognition Dinner and hosts the Management Team Breakfast Meetings, as well as, a variety of social events throughout the year. The annual voluntary dues for membership is \$110.00 and may be made through automatic payroll deduction (tenths). Enrollment forms are available at [www.svusd.org](http://www.svusd.org); Departments; Human Resources; New Hire Forms; Administrator/Management New Hire Forms; SVMTA Membership Form.

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## PROFESSIONAL RESPONSIBILITIES

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### SVUSD MISSION STATEMENT



Focuses on intentional lesson design, engaging strategies, and developing innovative practices that create successful students.

### SVUSD PROFESSIONAL STANDARDS AND EXPECTATIONS

The Governing Board expects its employees to maintain the highest code of ethics and encourages employees to refer to such codes as may be published by professional education associations to which they may belong. Any employee's code of ethics should respect the policies and regulations of the District, and state and national laws, and should enhance the image of the District and the goals of the educational program (Board Policy 2400).

Members of the SVUSD Management Team are expected to promote a positive professional image by action, communication, and appearance and to maintain confidentiality in all professional relationships.

### POSITIVE WORK ENVIRONMENT

All members of the SVUSD Management Team have a responsibility of maintaining an educational and work environment free of sexual harassment and discrimination. This responsibility includes adhering to the District's sexual harassment policy by not engaging in any inappropriate conduct, as well as discussing the District's policy with students and/or employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. Any form of discrimination based on actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex or sexual orientation is prohibited. Any knowledge of unlawful harassment or discrimination shall be reported immediately to the Assistant Superintendent, Human Resources, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691, (949) 580-3217. Complaint procedures for matters of harassment or discrimination are available in Human Resources.

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# SALARY

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## STARTING SALARY

When you begin as a new employee of the District or are promoted within the District, you are placed on the appropriate salary schedule applicable to your position. When placing you on a step, you are typically placed on the step commensurate with your current salary plus 5%, or within the constraints of the salary schedule.

### Certificated SVMTA Employees

As a new SVMTA Certificated employee, your starting salary will be at one of the five steps of the Administrative Salary Schedule based on your experience and background. On July 1 of each year, provided you have worked at least 75% of the school year, you will be placed on the next step of the salary schedule until you reach the top step. After 15 years of experience in education, based on verified and acceptable previous experience, you will receive a longevity bonus of 9% of your salary. Administrators having an earned doctorate from an accredited institution shall receive a doctoral stipend.

### Classified SVMTA Employees

As a new SVMTA Classified employee, your starting salary will be at one of the five steps of the Classified Administrative and Supervisory Salary Schedule; the Classified Special Services, Technical and Confidential Salary Schedule; or Community Services and Child Care Services Salary Schedule, based on your experience and background.

All SVMTA Classified employees remain at their starting salary for one year, until the completion of their probationary period. On your "Anniversary Date," the date which indicates the completion of the one-year probationary period, you will be placed on the next step of the salary schedule. Every year on your Anniversary Date, your salary will increase to the next step, until you reach the fifth step. After 15 years of experience in education, based on verified previous experience, you will receive a longevity bonus of 9% of your salary. Longevity pay for Confidential and Technical employees shall consist of either an additional 9% of base salary after completing 15 years of experience in education or \$43.22\*/month beginning with the 8th year of service in the District, whichever is greater. The \$43.22\*/month plan will cap after the 24th year of service. Confidential employees may also earn professional growth units, at \$12.07\*/month per unit to a maximum of 75 units. Administrators, Supervisors, and Technical, Special Services, and Community Service employees having an earned doctorate from an accredited institution shall receive a doctoral stipend.

\* Per 2017-2018 Salary Schedule

## PAY DAY

Certificated employees are paid on the last working day of each month, except for December, in which pay day is the first SVUSD business day in January. Classified employees are paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Classified employees may make arrangements to be paid once a month by contacting the Payroll Department.

**Direct Deposit:** SVUSD is no longer printing pay stubs. In lieu of receiving a paper pay stub, you must enroll in the Orange County Department of Education's Employee Information System (EIS). This is a secure website that can be accessed through SVUSD's SaddlePort or go directly on-line to the EIS website at <https://eis.ocde.us>. Login instructions are available in SaddlePort/Employee Information tab or you can visit the Payroll Department web page at [www.svusd.k12.ca.us](http://www.svusd.k12.ca.us).

**Non-direct Deposit Pay Checks:** Employees who do not have direct deposit will have their pay check mailed directly to their home address. Paychecks will normally be placed in the U.S. mail one day before pay day EXCEPT for pay days that fall on Monday. If payday is on Monday, paychecks will be placed in the U.S. Mail Monday morning.

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# HUMAN RESOURCES

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## PROBATIONARY PERIOD

### Certificated SVMTA Employees

Certificated SVMTA employees serve a probationary period of two consecutive school years. You are “permanent” on the first day of your third year.

### Classified SVMTA Employees

For the first year of a new job or a new job classification, you are considered a probationary employee. Your probationary period gives the District an opportunity to examine your work performance under actual work conditions. During this probationary period, you will be evaluated twice, after four months of employment and again after ten months of employment. At the conclusion of your probationary period you will become a permanent employee. Employees who do not successfully complete probation will be released during probation.

## PERFORMANCE APPRAISAL

### Certificated SVMTA Employees

Certificated Administrators will be evaluated once every other year, no later than June 30. The exception is new principals, who are evaluated the first and second years before beginning the alternate year cycle. Certificated SVMTA employees who partially meet or do not meet District standards on any criteria will be evaluated annually. The evaluation process is monitored by Human Resources, with the individual supervisor responsible for completing the evaluation itself.

### Classified SVMTA Employees

Classified Administrators, Supervisory, Special Services, Classified Community Services and Child Care Management, Technical and Confidential employees will be evaluated every other year, no later than June 1. Classified SVMTA employees who partially meet or do not meet District standards on any criteria will be evaluated annually. The evaluation process is monitored by Human Resources, with the individual supervisor responsible for completing the evaluation itself.

## JOB CLASSIFICATION/POSITION DESCRIPTION

All employees are assigned to a position within a particular job classification. Your job description states the general duties, responsibilities and tasks you will be expected to perform, the qualifications you are required to have, and the salary range of your position on the appropriate salary schedule. A listing of job titles and range is included in Appendix A of this document.

## **DISCIPLINE**

### Certificated SVMTA Employees

The Education Code provides that Certificated Administrators serve at the pleasure of the Governing Board. For this reason, you may be released from your administrative position and reassigned to another position or a teaching position for the following school year provided you have received written notice on or before March 15. Releasing you from your administrative position, however, does not terminate your employment, unless you are a probationary employee and the governing board releases you from employment in accordance with the Education Code. If you are a permanent employee and a decision is made to terminate your employment, the District will provide you with final written notice of this decision in accordance with the Education Code. The notice will state that you will be dismissed within 30 days unless you demand a hearing. The notice will also contain the charges against you and the provisions of Education Code Sections 44932-44947.

### Classified SVMTA Employees

Permanent employees may be subject to disciplinary action only for “cause.” Probationary classified employees may be released at any time during the probationary period, without cause. The Education Code defines “cause” as those grounds for discipline, or offenses, which are specified in the law or the written rules of a public school employer. The District has adopted rules and procedures for disciplinary action. These procedures require that you be given a written notice of the specific charges against you, a statement of your right to a hearing on the charges and the time within which the hearing may be requested (not less than five days after you have been served the notice). No disciplinary action may be taken against you if the “cause” arose prior to your becoming a permanent employee or if the “cause” arose more than two years earlier than the incident in question.

## **PERSONNEL FILE**

The Personnel File is the file supervised and maintained in Human Resources containing all of your employment information, including performance evaluations, salary adjustments, changes in assignments and locations, letters of commendation or reprimand, etc. You may review the contents of your personnel file (excluding pre-employment data such as interview rating forms, etc.) at any time, by requesting a digital copy from your Human Resources Technician.

## **EMPLOYMENT VERIFICATION**

From time to time you may wish to have your employment verified. Human Resources will do so, but only with your written permission authorizing us to release information regarding your employment. If you are applying for a loan, please advise your creditor that we cannot verify employment over the telephone. You will need to sign a release before they mail or fax the verification request to Human Resources.

## LEAVES

Leave	Description	Days*
<b>SICK LEAVE</b>	Sick leave is granted at the rate of one day for each month worked, and prorated for partial months. Your annual sick leave is credited to you at the beginning of each fiscal year on July 1. As a new employee, you have been credited sick leave based on the amount of time remaining in the fiscal year. There is no limit to the amount of sick leave you can accumulate. A doctor's note is required for long-term absences of more than ten days and a doctor's release must be provided to return to work following any long term illness or surgery.	<b>12</b>
<b>VACATION</b>	Classified SVMTA employees earn 22 days of vacation each year (based on a 12-month work year). The annual vacation entitlement is credited to you at the beginning of each fiscal year on July 1. You will need to submit a work year calendar to your supervisor on July 1 of each year noting each day of vacation you are requesting. Your vacation schedule is coordinated by you and your supervisor. All employees are expected to use their entire vacation entitlement each year to avoid accumulating large balances of unused days of vacation. If you are not able to take all of your vacation, and with approval of your supervisor, the days not taken may be carried over to the next fiscal year to a maximum of 27 days. You must have written permission from your supervisor to carry-over unused vacation time into the next fiscal year. When terminating employment with the District, classified management employees with six months employment are eligible for payoff of earned and unused vacation.	<b>22</b>
<b>NON-DUTY DAYS</b>	Certificated SVMTA employees are asked to submit a work year calendar to Human Resources on July 1 of each year noting each non-duty day that is planned for the following school year. Non-duty days are not the same as vacation days and may not be carried over (unless pre-approved by your supervisor) or paid off at termination. The non-duty schedule you request is coordinated by you and your supervisor.	<b>N/A</b>
<b>BEREAVEMENT LEAVE</b>	Bereavement leave may be granted for three days per year when there is a death in the immediate family, or five days if the family member is a spouse or domestic partner, child, child of domestic partner, or out-of-state travel is required, or travel in excess of three hundred miles each way is required. An additional two days may be authorized by the Superintendent for unusual circumstances. This leave is not deducted from sick leave.	<b>3 to 5</b>
<b>FAMILY ILLNESS LEAVE</b>	Family illness leave with pay may be granted for a maximum of two days per year. Such leave is authorized in case of a serious or critical illness or injury to a member of your immediate family (spouse or domestic partner; mother, mother-in-law, father, father-in-law, sister, brother, grandmother, grandfather, former guardian, grandchild, son, son-in-law, daughter, daughter-in-law, of employee or spouse or domestic partner; stepmother, stepfather, stepchild or step-grandchild; any relation of employee or spouse or domestic partner living in immediate household of employee; or person who has served for an extended period of time in the capacity of the parent but not designated as a legal guardian). This leave is not deducted from sick leave.	<b>2</b>
<b>CARE FOR ILL FAMILY MEMBER</b>	During each school year, you may use up to 30 days of your accumulated sick leave to care for an ill child, parent, or spouse or domestic partner. "Child" means a biological, foster or adopted child, a stepchild, a domestic partner's child, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent or a legal guardian. This leave shall not accrue from year to year and is in addition to the family illness leave. A written request and doctor's note from the ill family member indicating the need for care is required prior to being approved for the leave.	<b>30</b>

\* Annual number of days, based on a 12-month work year.

NOTE: "Domestic Partnership" means both persons have filed a Declaration of Domestic Partnership with the Secretary of the State of California pursuant to Section 298 of the Family Code and for whom that partnership is still valid.

Leave	Description	Days*
<b>PERSONAL NECESSITY LEAVE</b>	During any school year, any accumulated days of leave of absence for illness or injury may be used in cases of personal necessity. Personal necessity is defined as events which require the personal attention of the employee, are involuntary as to the specified time, and/or are wholly unforeseeable so that planning to handle the matter outside of your regular work schedule is not possible. Whenever possible, you should seek approval in advance of your supervisor for personal necessity leave. If advance notice of the necessity for this leave is not possible, then you will need to notify Human Resources of your absence as soon as possible upon your return to work. This leave is deducted from sick leave.	N/A
<b>PERSONAL LEAVE</b>	During each school year, you may use three days of sick leave benefits for personal leave. Personal leave may not be taken during the first or last five days of your work year, or the first or last five days of the school year. You will need to submit a written request for personal leave to your supervisor who will send it to Human Resources for the approval of the Superintendent.	3
<b>JURY DUTY OR SUBPOENA LEAVE</b>	If you are called upon to serve jury duty, or subpoenaed to appear as a witness (not as a litigant), you will be given a leave, as needed, at no loss in pay. You must provide a copy of your notice of jury duty or subpoena to Human Resources. You will also need to give the Payroll Department a reimbursement in the amount of the check from the court, except the mileage portion. Management employees who work 10-11 months are expected to seek a postponement of jury service to a non-duty period of time.	N/A
<b>MATERNITY/ PATERNITY LEAVE</b>	The District will provide a leave of absence to the mother for pregnancy, miscarriage, childbirth and recovery. The length of leave of absence (up to four months), including the date on which the leave commences and the date you will resume duties, is determined by your physician. If your doctor medically disables you, then you can use sick leave and differential pay benefits. You will need to notify Human Resources after your physician confirms your pregnancy. Two days of leave with pay is also granted to a mother/father immediately before, during or after the birth of the child. These two days of maternity/paternity leave are not deducted from sick leave.	2
<b>BABY BONDING LEAVE</b>	After release by your physician from Maternity Leave or exhausting Paternity Leave or Adoption, you are eligible for up to 12 weeks paid from sick leave, then differential. This leave is to be taken within the first 12 months of birth or adoption. Classified Management may utilize vacation before differential rate.	12 wks
<b>ADOPTION LEAVE</b>	If you adopt a child, you are entitled to up to four days leave with pay to meet the requirements of the adoption agency. This leave is not deducted from sick leave.	4
<b>DIFFERENTIAL PAY</b>	If you are a <u>Classified</u> SVMTA employee who has exhausted all accrued sick leave and vacation due to an extended illness, you will receive differential pay equal to 50% of your current salary for a maximum of 100 days in a fiscal year. If you are a <u>Certificated</u> SVMTA employee, you will receive differential sick leave pay equal to the difference between your per diem salary and the long-term teacher substitute rate of pay for a maximum of 100 days. (Impacts STRS/PERS service credit.) A doctor's note must be provided covering the entire period of absence to receive differential pay.	100
<b>DONATED SICK LEAVE</b>	If you are a permanent employee suffering from a catastrophic illness or injury and you have exhausted all sick leave and other paid time off, you may request donations of sick leave up to 60 days in a fiscal year. A catastrophic illness or injury is one that incapacitates an employee for an extended period of time and creates a financial hardship for the employee because all sick leave, including differential sick leave, has been used. Requests for donations of sick leave are made to Human Resources for distribution to all employees. There is no limitation on the number of days that you may donate, but the donation must be made in eight-hour amounts, and you may not let your sick leave balance fall below 22 days.	60
<b>WORKERS' COMPENSATION LEAVE</b>	If injured on the job, you may be entitled to Workers' Compensation leave up to 60 days per injury. If injured you will need to report the injury or illness to your immediate supervisor for instructions. If absence exceeds 60 days, you may use other benefits to which you are entitled (i.e., sick leave, differential, etc.). An additional 30 days are entitled if injured in an unprovoked assault while serving in an assignment and which results in criminal charges being filed against the attacker. If you wish to be treated by your personal physician, you must have a Pre-Designation of Physician on file, in writing, prior to the injury.	60
<b>UNPAID LEAVE</b>	Unpaid leave of absence is not normally granted to SVMTA employees.	N/A

\* Annual number of days, based on a 12-month work year.

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## RETIREMENT BENEFITS

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### STATE TEACHERS' RETIREMENT SYSTEM

As a contracted certificated employee on a full-time basis (or more than 50% of the time), you qualify for membership into the California State Teachers' Retirement System's (CalSTRS) Defined Benefit Account on your first day of employment or the first day of the pay period following employment on a full-time bases (more than 50% of the time). As a CalSTRS member, you will contribute 10.205% of your salary for 2% at 60 members or 10.205% for 2% at 62 members. Effective 7/1/18, 8% for 2% @ 60 and 9% for 2% at 62 of all creditable extra duty assignments and summer school pay will be reported to the CalSTRS Defined Benefit Supplemental plan. Your contributions are withheld by payroll deduction and are deposited into your account. These contributions are tax deferred for income tax purposes. To learn more about your retirement benefits, please contact CalSTRS Public Service at (800) 225-5453 or visit their website at [www.calstrs.com](http://www.calstrs.com).

If you have been contracted to work less than 50% of the time, and you are not a current member of the CalSTRS, you may elect to become a CalSTRS member. Please contact the Human Resources Department for the appropriate form.

### PUBLIC EMPLOYEES' RETIREMENT SYSTEM

As a full-time classified employee or a classified employee working more than 20 hours per week, you qualify for membership into the California Public Employees' Retirement System (CalPERS) on your first day of employment. If you are an hourly-classified employee working less than 20 hours per week, you will qualify for membership into CalPERS by working 125 days or 1,000 hours in a fiscal year. As a CalPERS Classic member, you will contribute approximately 7% of your salary, while PEPRAs members contribute 7% (eff. 7/1/18), excluding overtime pay, to CalPERS. Your contributions are withheld by payroll deduction and deposited into your account. These contributions are tax deferred for income tax purposes. To learn more about your retirement benefits, please contact CalPERS at (888) 225-7377 or visit their website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

### JOIN CALSTRS? JOIN CALPERS?

If you are currently a member of the State Teachers' Retirement System, you will have a choice to remain in CalSTRS or to enroll in CalPERS if you accept a Classified Management position. You will need to complete an election form electing membership in CalPERS or electing to continue your membership in CalSTRS. This form will be provided by Human Resources when you return your pre-employment papers.

## **CalSTRS/CalPERS RETIREMENT FUNDS UPON SEPARATION and BEFORE RETIREMENT**

If you resign from the District prior to retirement (provided you have been a member of CalSTRS or CalPERS for at least five years), you may elect to leave your contributions in the system until you reach retirement age. However, there will not be any further service credit unless you return to CalSTRS or CalPERS covered employment. If you plan to work in another public agency, you may be able to transfer your service credit. If you elect to withdraw your contribution, the Internal Revenue Service will tax you on funds withdrawn before retirement as well as apply a substantial penalty for early withdrawal from the retirement system. Also, if you withdraw the funds prior to retirement, you will receive only the funds you have contributed and interest, not the funds deposited by the District.

To keep up to date on the above retirement plans, please take a moment and review detailed information on their websites.

CalSTRS: [www.calstrs.com](http://www.calstrs.com)  
CalPERS: [www.calpers.ca.gov](http://www.calpers.ca.gov)

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## HEALTH AND RELATED BENEFITS

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### LIFE INSURANCE

You are covered by Voya Life Insurance, which is term insurance, (the benefit payout is dependent on the employee's age at time of death), dependent life insurance of \$2,000 for each dependent over the age six months to 25 years, and \$200 for each dependent under six months of age. The Voya policy also includes Accidental Death and Dismemberment insurance. For a full schedule of life insurance benefits, please see the Benefits Website.

### HEALTH BENEFITS

The Districts offers medical, dental, vision and behavioral health services for eligible employees and their eligible dependent(s)/domestic partner. If you are employed on the first day of the month, your benefits will begin on the first day of work. If you are employed after the first day of the month, your benefits will begin on the first day of the following month.

If you elect the PPO medical plan, you and your covered dependent(s)/domestic partner may select Blue Shield PPO physicians and hospitals of choice. You will be required to pay a calendar year deductible and copayments in addition to a portion of the premium through payroll deductions as follows:

Employee	\$100/mo.*
Employee + 1	\$225/mo.*
Employee + 2 or more	\$335/mo.*

\*Effective January 1, 2017, the PPO premium listed above will be increased by the difference between the composite rate of the HMO and the composite rate of the PPO. This additional premium will be calculated in the Fall and will be shared during our annual Open Enrollment.

If you select the HMO or Trio HMO medical plan, you and your covered dependent(s)/domestic partner will elect a Primary Care Physician from the Blue Shield HMO Directory to coordinate your medical needs. Services are offered with no calendar deductible. You will be required to pay minimal copayments in addition to a portion of the premium through payroll deductions as follows:

Employee	\$50/mo.
Employee + 1	\$75/mo.
Employee + 2 or more	\$100/mo.

The plan design of the HMO and Trio HMO are identical. The Trio HMO includes a specific subset of the medical groups available under the HMO. For 2018, Trio HMO enrollees are eligible for a Blue Shield Health Reimbursement Account (HRA). The HRA funds can be used to pay eligible medical, dental, and vision expenses, similar to a FSA.

It is the policy of the District to deduct payroll contributions for medical insurance benefits on a pre-tax basis unless otherwise indicated on your Payroll Deduction Form.

A comparison of PPO, HMO, and Trio HMO plan benefits is included in Appendix B of this document. More information is located on the Benefits' webpage or you may contact the Benefits Department at (949) 580-3424.

## **HEALTH CLAIMS**

If the doctor's office asks you to file a direct claim for a doctor's visit, you should complete the Blue Shield Subscriber's Statement of Claim and include the doctor's receipt with the procedure number and diagnosis. Mail it directly to Blue Shield, using the address on the form. It takes approximately three weeks for payment. You may obtain this form on the Benefits Department's website.

## **BEHAVIORAL HEALTH BENEFITS**

Optum Behavioral Health, Inc. covers you for mental health, chemical dependency care, and Employee Assistance Program (EAP) services. The Plan will pay a greater portion of your covered behavioral health expenses if you access treatment services through the Company's behavioral health care providers and receive approval from a Mental Health Nurse Case Manager prior to your admission to any behavioral health treatment facility or program.

## **DENTAL BENEFITS**

You may elect the District paid Delta Dental Plan. Generally, Delta Dental's payment to participating dentists is considered payment-in-full for covered benefits up to \$1,500 per calendar year after satisfying your deductible. There is an annual deductible of \$50 per family member up to a maximum of \$150. The District will waive the annual deductible for any employee and family member who utilizes a Delta PPO provider.

## **VISION CARE BENEFITS**

You may elect the District paid Vision Service Plan (VSP) coverage. There is a \$25 exam/materials copay. An additional benefit for contact lenses is available for an additional \$50 copay. To access services, simply make an appointment with a VSP provider, who will complete the necessary forms. A vision care benefit summary describing the vision care benefits and some tips to follow in obtaining vision care treatments is available on the Benefits Department's website.

## **SECTION 125 FLEXIBLE SPENDING ACCOUNTS**

Flexible Spending Accounts (FSA) allow you to save money in taxes and minimize your out-of-pocket medical, dental, vision and dependent care expenses by paying for these expenses with "pre-tax" dollars. The Internal Revenue Service allows you to set aside a portion of your income, before taxes are calculated, in accounts designated for health expenses not covered by your health insurance and for dependent care expenses. Your taxable gross income is reduced by

the amount of these deductions, which lowers the amount of income tax you pay and increases your spendable income. Open enrollment meetings are held in November and meeting notifications will be sent to your site. If you are interested in participating in the District's Section 125 Plan, please plan to attend an open enrollment meeting (TBA) for further information or you may visit the Benefits Department's website during open enrollment. Please note that you must re-sign up for the medical and dependent care flexible spending accounts each year.

**TB CLINICS**

The District will provide you notice when your TB certification is due to expire. As a convenience, the District also provides clinics approximately three times a year to administer TB tests to employees free of charge.

**TAX SHELTERED ANNUITY/DEFERRED COMENSATION PLAN (DCP)**

Members of SVMTA may participate in a tax sheltered annuity program or a deferred compensation plan. These programs are administered by the District's third party administrator, SchoolsFirst Federal Credit Union. For information, please call (800) 462-8328. Deductions for these plans are processed through the Payroll Department.

**HEALTH BENEFITS UPON RETIREMENT**

Continuation of Coverage Upon Retirement

If you have been employed for a period of not less than five years and have attained the age of 55 and you have not yet attained the age of 65, upon the commencement of your retirement through CalSTRS or CalPERS you, your spouse or domestic partner and eligible dependents are eligible to receive all medical, dental, vision care and mental health services provided by the District until you reach age 65. As a CalSTRS or CalPERS retiree ("retiree"), you will receive the same benefits that would be provided if you were a regular employee. Retirees shall make the same contributions for medical coverage required of existing employees. These benefits shall be secondary to any benefits for which the retiree or dependents is eligible under Medicare or Medi-Cal.

Classified management employees who elect retirement through CalSTRS or CalPERS at age 50 may continue with group medical, dental, vision care and life insurance coverage provided by the District in accordance with the options provided in the schedule below:

<u>Years of Service</u>	<u>Years of Continued Coverage*</u>
10	8
15	15

\*The District will pay for the number of years indicated or to age 65, whichever occurs first.

In the event the retiree withdraws from CalSTRS or CalPERS retirement and re-enters public school employment, the entitlement to District health benefits will terminate.

In the event the retiree dies, the health benefits (medical, dental, vision and mental health services) will be continued for the retiree's surviving spouse or domestic partner provided the spouse or domestic partner has attained the age of 55 and has not attained the age of 65, and he/she is currently enrolled in the District's health benefits program. Benefits will be continued for the retiree's dependent child provided there is an eligible surviving spouse or domestic partner, and the child has not attained the age of 26 and has been enrolled in the District's health benefits program. If there is no surviving spouse or domestic partner, the coverage for the dependent will be terminated.

In the event the retiree attains the age of 65, the health benefits may be continued for the retiree's spouse or domestic partner provided he/she has attained the age of 55 and has not attained the age of 65 and he/she is currently enrolled in the District's health benefits program. Application for enrollment is required. In the event the retiree is 55 to 65 and the retiree's spouse or domestic partner is over 65 and he/she is currently enrolled in the District's health benefits program, health benefits will be continued for both the retiree and the retiree's spouse or domestic partner until the retiree reaches the age of 65; however, if Medicare eligible, Medicare becomes primary for the spouse.

Note: Failure to enroll in Medicare during the Medicare enrollment eligibility period will result in permanent premium penalties.

Initial Enrollment: 3 months prior to and 3 months after the month you reach age 65.

Covered Spouse, 65 or older: within 7 months from the active employee's retirement date

#### All Retirees After Age 65

After the retiree and his/her spouse or domestic partner are no longer eligible for benefits under the District's retiree health benefits program, he/she may elect to continue the District's health benefits under COBRA at his/her own expense. These benefits shall be secondary to any benefits for which the retiree or dependents is eligible under Medicare or Medi-Cal.

#### All Retirees After Age 65

As of January, 2017, the District began offering a health plan for retirees and their spouse or domestic partner who are age 65 or older. The plan, which is a Medicare Supplement, includes coverage for medical, prescription, hearing, vision, chiropractic, and acupuncture services. In order to be eligible for this plan, the retiree and their spouse or domestic partner must be coming directly from one of our group plans AND must meet ALL of the following criteria:

- Age 65 or older
- Enrolled in Medicare Part A and B
- Currently enrolled in the District's:
  - Retiree group health plan OR
  - COBRA plan OR
  - Active employee group health plan and retiring after January 1, 2017

This plan is 100% retiree paid. Dependent children coverage is not available under this plan as this is strictly a Medicare Supplement plan. For additional information, please see the Benefits website or contact the Benefits Department at 949-580-3424.

#### Certificated Retirees Only

After the retiree and his/her spouse or domestic partner are no longer eligible for benefits under COBRA, he/she may elect to continue the medical and/or dental benefits by paying the premium rates under the District's AB528 Alternative Benefits Program. Upon the death of the employee, the spouse or domestic partner will no longer be eligible for this program. The premium will be 1.4 times the cost of the benefits for current employees if the benefits are secondary to Medicare or Medi-Cal and 3 times the cost if the benefits are primary.

#### Health Benefits Upon Separation When Not Eligible for Retiree Benefits

If you resign from the District but do not retire through CalSTRS or CalPERS, or you retire through CalSTRS or CalPERS but do not meet the eligibility requirements to extend your health benefits into retirement, you will be mailed information related to your right to purchase medical, mental health, dental and vision care insurance through COBRA. Under COBRA, you may continue to receive the District's health benefits for up to 18 months at your own expense. Eligible dependents losing coverage due to the following events may elect to continue coverage for 36 months following the month in which the event occurs: the death of an eligible employee, divorce or legal separation from an eligible employee, over-age dependent child, or the qualification for Medicare benefits by an eligible employee.

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## **OTHER USEFUL INFORMATION**

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### **ADULT EDUCATION OPPORTUNITIES**

The District's Adult Education Department offers a variety of classes covering subjects such as First Aid, CPR, Heartsaver, foreign languages, business, computers, and food service preparation and management. Some of these classes may apply towards professional growth for eligible SVMTA classified employees. For information on current opportunities, if you do not receive their mailer at home, please call the Adult Education office at (949) 837-8830 or pick up a brochure at the District Office reception desk or the Adult Education office at 25598 Peter A. Hartman Way (across the street from the District Office).

### **COMMUNITY SERVICES DEPARTMENT**

The District's Community Services Department offers a variety of programs to the Saddleback Valley community. These include sports programs, youth & adult social programs, and the Kids Factory drop-in recreation program for the cities of Mission Viejo and Lake Forest. A quarterly brochure is available with program and registration information. Online registration can be completed through our website at [www.svUSD.k12.ca.us/](http://www.svUSD.k12.ca.us/) and click on community services box at top of web page. Walk-in registration is available at the Community Services Department at 25631 Peter A. Hartman Way, Mission Viejo, CA 92691. Community Services can be reached at (949) 768-0981 EXT 1.

### **CHILD CARE SERVICES DEPARTMENT**

For the past 30 years, the SVUSD Department of Child Care Services has been pleased to serve the families of Saddleback Valley and the surrounding communities with quality programs. Before and after school child care is offered at all elementary schools as well as preschool programs and full day seasonal camps for various ages, toddlers to teens. Programs and registration information is available through the quarterly catalog mailed to each home and on the SVUSD website under Child Care Services or through our website at [www.saddlebackchildcare.org](http://www.saddlebackchildcare.org). Staff is happy to assist on the phone or in person, (949) 768-0981, EXT 2, SVUSD Department of Child Care Services, 24150 Lindley Street, Mission Viejo, CA 92691.

<u>RANGE</u> <u>JOB TITLE</u>	<u>PLACEMENT</u>	<u>RANGE</u> <u>JOB TITLE</u>	<u>PLACEMENT</u>
<b><i>Certificated Administrative</i></b>		<b><i>Classified Supervisory</i></b>	
Activity Director	11	Construction Supervisor	48
Adult Education Dean	17	Custodial Supervisor	48
Alternative School Principal	22	Document Center Supervisor	48
Assistant Superintendent	28	Field Supervisor, Maintenance & Operations	55
Assistant to the Superintendent	24	Food Service Supervisor	48
Deputy Superintendent	n/a	Grounds/Custodial Supervisor	48
Director I	18	Grounds/Operations Supervisor	48
Director II	23	Maintenance Supervisor	48
Director III	27	Purchasing Supervisor	46
Director, Personnel Services	25	Software Developer Supervisor	60
District Coordinator – 10 Months	4	Warehouse Supervisor	47
District Coordinator – 11 Months	9	<b><i>Classified Special Services</i></b>	
District Coordinator – 12 Months	16	Autism Specialist	53
District Health Services Specialist	5	Business Relations Specialist	59
District Supervisor I	2	Community/Business Communications Specialist	63
District Supervisor II	17	Family Specialist (CA Deaf-Blind Services)	37
Elementary Assistant Principal	7	Grant-Funded Site Coordinator	34
Elementary Principal I	13	Occupational Therapist	52
Elementary Principal II	20	Public Access Coordinator	52
High School Assistant Principal	17	School Readiness Specialist I	56
High School Principal I	21	School Readiness Specialist II	60
High School Principal II	26	Special Ed Instructional Support Specialist	34
Intermediate Principal	19	Technology Specialist I	61
Intermediate School Assistant Principal	10	<b><i>Classified Technical</i></b>	
Principal/Psychologist (TMR)	15	Accountant	46
Program Specialist I	3	Benefits Technician	44
Program Specialist II	8	Budget Analyst	52
Program Specialist III	14	Budget Technician	46
Small School Principal	6	Budget Technician, SELPA	38
Special Ed Site Specialist	12	Construction Manager	55
Superintendent	29	Energy Manager	55
Virtual School Academy Principal	19	Facilities Planner	46
<b><i>Classified Administrative</i></b>		Financial Analyst	46
Accounting Manager	56	Maintenance & Operations Planning Technician	44
Assistant Superintendent	73	Program Budget Technician	46
Budget Administrator	70	Project Manager	44
Budget Manager	56	Special Projects Technician	39
Chief of Facilities, Construction & Maintenance	71	Technician, Facilities Maintenance	44
Chief Technology Officer	71	<b><i>Classified Confidential</i></b>	
Child Care Division Manager	60	Administrative Assistant, Personnel	42
Coordinator, Accounting Services	66	Administrative Secretary (Asst. Superintendent)	42
Coordinator, Budget	66	Executive Assistant, Superintendent's Office	48
Coordinator, Educational Technology	66	Executive Secretary, Superintendent's Office	44
Coordinator, Facilities Planning and Construction	65	Personnel Analyst	42
Coordinator, Health Services	65	Secretary, Confidential, Human Resources	38
Coordinator, Special Education	65	Secretary, Confidential, Superintendent's Office	38
Coordinator, Special Projects	65	<b><i>Classified Community Services</i></b>	
Director, Business Services	70	Community Services Coordinator	44
Director, Facilities/Planning	70	Community Services Program Assistant	35
Director, Fiscal Services	70	Community Services Site Coordinator	32
Director, Food Services	70	Community Services Specialist I	24
Director, Maint, Ops, Construction	70	Community Services Specialist II	32
Director, Recreation & Community Services	70	Community Services Supervisor	52
Informational Services System Manager	61	Program Coordinator	39
Maintenance and Operations Manager	64	<b><i>Classified Child Care Services</i></b>	
Manager, Maint, Ops Construction	60	Child Care Assistant Site Coordinator	24
Payroll Manager	56	Child Care Coordinator	44
Purchasing Manager	57	Child Care Program Specialist	23
Recreation Division Manager	60	Child Care Site Coordinator	34
		Child Care Supervisor	52
		Preschool Program Specialist	23
		Preschool Site Coordinator	32

NOTE: Several Job titles are not utilized.

## Medical Plans

NEW

Plan Features	Blue Shield TRIO ACO HMO Plan	Blue Shield Access+ HMO Plan
	In-Network Only	In-Network Only
<b>Health Benefits</b>		
Lifetime Maximum Benefits	Unlimited	Unlimited
<b>Blue Shield Annual HRA Contribution – Individual / 2-Party / Family</b>	<b>\$200/\$400/\$600</b>	n/a
Annual Deductible – Individual / Family	None	None
Coinsurance (Plan Pays)	100%	100%
Medical Out-of-Pocket Maximum – Individual / Family	\$1,000 / \$2,000	\$1,000 / \$2,000
Office Visit Copay – Primary Care Physician – Specialist Office Visit – Teladoc Consultation	\$5 copay \$5 copay (\$30 Access+) \$5 copay per consult	\$5 copay \$5 copay (\$30 Access+) \$5 copay per consult
Preventive Care	100%	100%
Hospitalization – Inpatient – Outpatient	100% 100%	100% 100%
Lab and X-Ray	100%	100%
Urgent Care	\$5 copay	\$5 copay
Emergency Services	\$50 copay (waived if admitted)	\$50 copay (waived if admitted)
Chiropractic	\$10 copay Max 30 visits/year	\$10 copay Max 30 visits/year
<b>Pharmacy Benefits</b>		
Pharmacy Out-of-Pocket Maximum	n/a	n/a
Retail Pharmacy (30-Day Supply) – Contraceptive Drugs & Devices – Generic – Brand – Non-Formulary	\$0 copay \$5 copay \$10 copay n/a	\$0 copay \$5 copay \$10 copay n/a
Mail Order (90-Day Supply) – Contraceptive Drugs & Devices – Generic – Brand – Non-Formulary	\$0 copay \$10 copay \$20 copay n/a	\$0 copay \$10 copay \$20 copay n/a
<b>Mental Health/Substance Abuse Benefits<sup>3</sup></b>		
Outpatient Office Visits	\$5 copay (40% out-of-network)	\$5 copay (40% out-of-network)
Outpatient Other/intensive	100% (40% out-of-network)	100% (40% out-of-network)
Inpatient / Alternate Care Levels	100% (40% out-of-network)	100% (40% out-of-network)

<sup>3</sup> All Mental Health and Substance Abuse benefits are provided through Optum; to receive the highest coverage, use Optum network providers.

# Medical Plans

Plan Features	Blue Shield of California PPO Plan	
	Network <sup>1</sup>	Non-Network <sup>2</sup>
<b>Health Benefits</b>	Unlimited	
Lifetime Maximum Benefits	Unlimited	
<b>Blue Shield Annual HRA Contribution – Individual / 2-Party / Family</b>	n/a	n/a
Annual Deductible – Individual / Family	\$200 / \$600	\$500 / \$1,500
Coinsurance (Plan Pays)	90% after deductible	60% after deductible
Medical Out-of-Pocket Maximum – Individual / Family	\$1,000 / \$3,000	\$5,000 / \$15,000
Office Visit Copay – Primary Care Physician – Specialist Office Visit – Teladoc Consultation	\$20 copay \$20 copay \$5 copay per consult	40% 40% not covered
Preventive Care	100%	40%
Hospitalization – Inpatient – Outpatient	10% 10%	40% 40%
Lab and X-Ray	10%	40%
Urgent Care	\$20 copay	40%
Emergency Services	10%	
Chiropractic	\$20 copay	40%
	Max 30 visits/year	
<b>Pharmacy Benefits</b>		
Pharmacy Out-of-Pocket Maximum	\$750 Individual/\$2,250 Family	
Retail Pharmacy (30-Day Supply) – Contraceptive Drugs & Devices – Generic – Brand – Non-Formulary	\$0 copay \$10 copay \$20 copay \$50 copay	Retail tier copay applies 25% after \$10 copay 25% after \$20 copay 25% after \$50 copay
Mail Order (90-Day Supply) – Contraceptive Drugs & Devices – Generic – Brand – Non-Formulary	\$0 copay \$20 copay \$40 copay \$100 copay	Not covered Not covered Not covered Not covered
<b>Mental Health/Substance Abuse Benefits<sup>3</sup></b>		
Outpatient Office Visits	\$20 copay	40%
Outpatient Other/intensive	100%	40%
Inpatient / Alternate Care Levels	100%	40%

<sup>1</sup> Payable at the negotiated fee rate and subject to deductible.

<sup>2</sup> Payable at Usual, Customary and Reasonable (UCR) rates and subject to deductible.

<sup>3</sup> All Mental Health and Substance Abuse benefits are provided through Optum; to receive the highest coverage, use Optum network providers.