



NAME (PLEASE PRINT): _____

DATE TURNED IN: _____

RETURNING SUB PACKET 2020-2021

-PLEASE USE THIS PAGE AS A COVER PAGE, TO CONCEAL YOUR PERSONAL INFORMATION-

Welcome back! Please **COMPLETE** and **RETURN** the documents listed below to Administration.
ONCE RETURNED TO ADMIN, IT MAY TAKE UP TO 3 DAYS TO BE ACTIVATED.

___ 1) Letter of Reasonable Assurance

___ 2) Affordable Care Act Info

___ 3) TRS Guidelines

___ 4) Preferred Schools

___ 5) TBX – All subs **MUST** decline insurance, print and return the confirmation page to complete this packet!

6) Campus Contact List – **Keep for your reference**

7) Policy Reminders – **Keep for your reference**

Thank you,

Deborah Essary

Aesop Clerk

deborah_essary@misd.gs

MIDLOTHIAN ISD
LETTER OF REASONABLE ASSURANCE

Dear Substitute Teacher:

This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (ie., lack of school funding, natural disasters, court orders, public insurrections, war, etc.)

Nothing contained herein constitutes an employment contract. Your continued employment is on an at-will-basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of the district are appreciated, and we hope that you will be able to continue your association with the district.

Sincerely,



KayLynn Day
Assistant Superintendent of Human Resources
and Student Services

Please complete the following information and return the original to Deborah Essary, Midlothian ISD, 100 Walter Stephenson Rd., Midlothian, TX 76065.

Name (**Print**)

Social Security Number

Mailing Address

City, State

Zip Code

Primary phone # **[for AESOP]**

Email Address

Signature

Date

Notice to Employees: Requirements of the Affordable Care Act

As of January 1, 2014, the Affordable Care Act (ACA) requires you to have health insurance for yourself and your dependents. Some people are exempt from this requirement. To learn how to apply for an exemption see *Questions and Answers on the Individual Shared Responsibility Provision*, www.irs.gov/uac/Questions-and-Answers-on-the-Individual-Shared-Responsibility-Provision. If you do not have health insurance and you are not exempt, you may be subject to a penalty (see www.healthcare.gov/what-if-someone-doesnt-have-health-coverage-in-2014). The penalty takes effect on the first day of the 2014 plan year (September 1, 2014).

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. The TRS-ActiveCare Enrollment Guide explains who is eligible to enroll in ActiveCare. Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that will offer “one-stop shopping” to find and compare private health insurance options. Most individuals are eligible to enroll in insurance through the Marketplace. The Marketplace will begin enrollment in October 2013 for coverage beginning in January 2014. For information on the Marketplace, see www.healthcare.gov.

You may be eligible for a premium tax credit or other assistance toward insurance obtained through the Marketplace, depending on your household income. More information on the premium tax credit and other cost sharing provisions is available at www.healthcare.gov. Please note that the district will not contribute to premium costs if you enroll in insurance through the Marketplace. Also, you will lose the benefit of paying the premium with pre-tax income if you purchase insurance through the Marketplace.

Additional information. If you have questions or concerns about the health insurance offered through the district, please contact: Kara Hemmle x1023. Questions about the Marketplace and how the Affordable Care Act impacts you as an individual should be addressed to www.healthcare.gov or your personal attorney.

Print Name _____

Signature _____

Date _____

Guidelines for TRS-Active Care Health Insurance for Substitutes

Midlothian ISD provides health coverage to employees through TRS-Active Care. A district substitute is eligible to enroll in TRS-Active Care if the substitute works at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Midlothian ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. The district will not contribute toward the monthly premium. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the 15th day of the preceding month. If the 15th day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be canceled if you lose eligibility for TRS-Active Care.

You may be removed from the districts' substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- You repeatedly turn down or reject assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- You do not accept at least 4-5 assignments per month
- You do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA [if eligible]. Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____





Please check below if you'd like to add **Dieterich Middle School** to your list of preferred schools.

Yes _____

No _____

TBX - Instructions to waive insurance

Website Link: www.tbxbenselect.com

Username: Your Social Security Number [no hyphens or slashes]

Password: Last 4 numbers of your Social Security Number and the last 2 digits of your birth year.
[no hyphens or slashes]

1- This shows the log in page. All subs will have to log in initially. They will enter their full social in the top box and the PIN (second box) is the last 4 digits of their social and the last 2 digits of their birth year.

2- 40 second Open enrollment video. It explains what they will see while in the system and how they can move through the process. They do not have to watch the video, they can just click next to continue.

3,4- Personal information. They need to confirm everything is accurate. If there is any missing information, they cannot go forward without completing it. *If there are questions about why they have to complete it, let them know that Midlothian ISD has to file an ACA report with the IRS every year to document that they offered coverage to everyone and you have to be able to show each offer individually, by name. All of the information included on this page is required information for the ACA report.*

5,6,7- *The Benefit Guru should be skipped by everyone who is declining medical.* This is one of those pages that can't be turned off. The bottom left hand corner is where you click to skip the Guru.

8,9- Shows medical enrollment options. *Decline is the Red box.* Ignore the videos for the medical plans, this is another item that can't be turned off just for Subs.

10- *This is a required page from TRS.* Every employee regardless of whether they purchase insurance or waive it, is required to complete. You can't go past this page until you complete.

11. Sign and submit- this page identifies and confirms what action was taken on the medical page. Every employee, including subs, signs off electronically.

12- Confirmation statement that the employees can print for their records. ***A confirmation page must be printed and returned to Administration for proof you completed.***

13- Final page identifying that the process is complete.

If you have any problems, please call US Employee Benefits 972/772-0900 and let them know you are a sub with Midlothian ISD.

PLEASE KEEP THIS PAGE FOR YOUR USE!!



CAMPUS CONTACT LIST

*IF YOU MUST CANCEL A JOB, IT IS YOUR RESPONSIBILITY TO EMAIL THE CAMPUS SECRETARY **AND** COPY DEBORAH ESSARY ON THE EMAIL IMMEDIATELY.*

PLEASE DO NOT WAIT TO CANCEL AT THE TIME YOU SHOULD BE REPORTING TO THE CAMPUS.

ADMIN AESOP CLERK	deborah_essary@misd.gs
JENKINS DAYCARE	glenda_dooley@misd.gs
T.E. BAXTER ELEM.	sherry_pardue@misd.gs
J.R. IRVIN ELEM.	ashley_sorensen@misd.gs
LARUE MILLER ELEM.	dione_greeson@misd.gs
LONGBRANCH ELEM.	monica_almaraz@misd.gs
MT. PEAK ELEM.	brandie_best@misd.gs
J.A. VITOVSKY ELEM.	norma_zavala@misd.gs
D.W. MC CLATCHEY ELEM.	renee.eubanks@misd.gs
DIETERICH MIDDLE	emma.adair@misd.gs
FRANK SEALE MIDDLE	linda_knight@misd.gs
WALNUT GROVE MIDDLE	tina.vaughn@misd.gs
MIDLOTHIAN HIGH	amy_jordan@misd.gs
HERITAGE HIGH	erin.kruse@misd.gs

PLEASE NOTE: EACH EMAIL WILL CONTAIN ONE OR THE OTHER – AN UNDERSCORE OR A PERIOD. USE THE CORRECT ONE.

PLEASE KEEP THIS PAGE FOR YOUR USE!!



Substitute Policy Reminders

- When accepting an assignment, check the notes attached, on the far right side of the assignment box in AESOP, by clicking on. Important information can be found here.
- Note the time of the job. Promptness is expected. You are being paid for the endurance of the assignment.
- Do not park in the Library parking if you are working @ MHS.
- Follow proper dress code from the online handbook @ misd.gs
- Sign in AND sign out upon arrival/dismissal, with handwritten time in/out on sign in/out sheet.
- Silence cell phone! Do not use in classroom.
- Actively monitor children.
- Conference Periods-check in with your Aesop person on campus. You are being paid for a full/half day. You may be needed to cover an ARD mtg., assist in the library, assist counselors, file or some other job duty.
- Taking a job elsewhere, moving or whatever your situation, email deborah_essary@misd.gs, to be removed from the active sub list.
- You must work a minimum of 5 days per month. The maximum number of days you may work are 16, unless doing a long term assignment. This is set by the Affordable Care Act.
- REMEMBER TO BLOCK DAYS when you cannot work, by using the NON-WORK DAY tab in Aesop.
- Emails are preferred vs calling in. Campus staff cannot receive calls , except during business hours for cancellations or emergencies.
- Last, being a substitute is a job like any other job. Please treat it and your co-workers with respect. If you take a job, fulfill your responsibility. **Do not cancel unless absolutely necessary.**

Your time and assistance in the classroom are essential and appreciated!

Sincerely,

Deborah Essary

Aesop Clerk

deborah_essary@misd.gs