




NEW TEACHER ORIENTATION

Southeastern California Conference

<http://secchr.adventistfaith.org>



Human Resources

(951) 509-2352

- Gina Heslep, HR Director
- Ruth Zalsman, Benefits Specialist
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Medical, Mental Health Plans and Chiropractic Care

- Adventist Risk Management/Aetna Signature
 - *Chiropractic Care – no PPO panel*
- Kaiser (*physicians are employees of Kaiser*)
 - *Chiropractic Care – providers within American Speciality Network. There is a link on HR website.*

Health Maintenance Organization

- Health services are accessed through the PCP chosen from the HMO directory
- For each office visit you only pay your co-payment

What is a PCP?

- Primary Care Physician
 - Family/General Practitioner (all ages)
 - Internists (adults only)
 - Pediatricians (children < 18 yrs)
- PCP Role is to manage your entire health care
 - Primary caregiver
 - Health care advisor & consultant
 - Coordinator of specialty care
 - Patient advocate

Employee Contribution--monthly

- Adventist Risk Management (7/1/2015)
 - Employee \$75
 - Employee + 1 \$150
 - Employee + 2+ \$225
- Kaiser (7/1/2015)
 - Employee \$30
 - Employee + 1 \$60
 - Employee + 2+ \$90

Dental Coverage

- Delta Dental PPO
 - Delta Dental PPO
 - Delta Dental Premier
 - Out-of-Network
- www.deltadentalins.com

Vision Coverage

- HCAP (Health Care Assistance Plan)
- Self-Administered
- Carve-Outs
 - Orthotics, fertility treatment, etc

Schedule of Benefits

- Adventist Risk Management PPO
 - Medical plan, mental health and chiropractic benefits
- Kaiser HMO
 - Medical plan, mental health and chiropractic benefits
- Delta Dental PPO
 - Dental plan
- HCAP (self-funded)
 - Vision benefit and “Carve-Outs”

Who's Benefit Eligible

- Spouse
- Children
 - They are born to you, legally adopted, a stepchild, legal guardian
 - Over-age children
 - Medical Coverage for children to age less than 26 years.
 - Chiropractic, Dental and Vision coverage **for dependent children to less than 24 years.**

Healthcare Monthly Benefits 2015

	Adventist Risk Mgmt	HCAP	Delta Dental	Total
Employee Only	615.41	42.25	60.03	717.69
Employee + 1	1,346.02	85.39	106.12	1,537.53
Employee + 2+	1,936.25	119.80	166.81	2,222.86

	Kaiser	HCAP	Delta Dental	Total
Employee Only	403.05	42.25	60.03	505.33
Employee + 1	922.98	85.39	106.12	1,114.49
Employee + 2+	1,293.76	119.80	166.81	1,580.37

Spouse Eligibility Earnings less than:

- Zone 1—Barstow, Blythe, Needles, Victorville...
 - \$33,543.26/year or \$2,795.27/month
- Zone 2—Banning, Beaumont, Colton, Fontana...
 - \$36,210.72/year or \$3,017.56/month
- Zone 3—Calimesa, Chino, Corona, Riverside, LL...
 - \$39,311.63/year or \$3,275.97/month
- Zone 4—Calexico, Desert Hot Springs, Imperial...
 - \$39,278.29/year or \$3,273.19/month
- Zone 5,6,7—San Diego and Orange County
 - \$44,779.92/year or \$3,731.66/month

Spouse Ineligible Buy-up

- ARM, Delta Dental and HCAP
 - Spouse \$819.84/month
 - Spouse + Child(ren) \$1,505.17/month
- Kaiser, Delta Dental and HCAP
 - Spouse \$609.16/month
 - Spouse + Child(ren) \$1,075.04/month

Enrollment Changes

- Change in eligibility or family status must be reported within 30 days; these are qualifying events
- Plan change, must be done at Open Enrollment
 - Open Enrollment is the month of December

Coverage Ends

- Termination of Employment
- Cease full-time status
- Retirement
- At time of separation/divorce
- Coverage may be extended for a two month period, provided you apply in writing
 - Medical/Mental Health fully covered
 - HCAP is only for Emergency Treatment, non-elective

Important Phone Numbers

- HCAP (951) 509-2352
- ARM/Healthscope (888) 276-4732
- Kaiser (800) 464-4000
- Delta Dental (800) 765-6003

Opting Out of Coverage

- Opt Out of ARM/Kaiser, Delta Dental and HCAP
- Submit proof of other coverage to be eligible for Opt Out
- \$150 a month benefit for Opt Out

Long Term Disability (LTD)

Base Plan Employer Funded

- Provides income replacement in case of disability; and financial assistance in case of spouse catastrophic disability
- No enrollment necessary
- Benefit Amount: 66.67% of basic monthly earnings
- Benefits Begin: After 90 days of disability
- Benefit Duration: To age 65
- As a religious entity we do not participate in state disability program

Basic Group Life - Full time Employees

Base Plan Employer Funded

- No enrollment necessary, but you need to fill out a beneficiary designation form
- Covers all active full-time employees, spouses and dependents

– Employee	\$100,000
– Spouse	\$ 50,000
– Children	\$ 10,000
– Stillborn	\$ 750

Supplemental Life Insurance

Voluntary—Supplemental to Basic Coverage

- Paid for by employee with payroll deduction
- Meant to help an employee care for his/her family if there is a tragedy
- Today, the insurance industry is highly regulated, and term insurance is widely recognized as a practical and economic financial tool to care for your family's future
- Available to all active employees working 20 or more hours per week
- Guaranteed issue of 3X salary within 30 days of hire

Why Consider Supplemental?

- Because the \$100,000 provided by SECC is meant to help, but probably will not care for your family's needs, in the event of a tragedy.
- Because employee remuneration and benefits cease upon death. These lost benefits include medical coverage and tuition assistance.
- Your family will still need to pay the mortgage and other debts as well as care for daily living.

Accidental Death & Dismemberment (AD&D) Voluntary

- This is a low cost insurance to supplement Life Insurance should you or your loved ones die or be dismembered in an accident.
- Please remember that it is low cost because it only pays in the event of an accident! Regular Supplemental Life Insurance should be the main coverage since it pays irregardless of how death occurs.
- Available to all active employees working 20 or more hours per week.

Supplemental Insurances

- Voluntary supplemental insurance for:
 - Personal Catastrophic Coverage
 - Personal Hospital Intensive Care
 - Personal Short-Term Disability
 - Medical Flexible Spending Account
 - Dependent Care Flexible Spending Account
- Payroll deduction, pre-tax or after tax

American Family Life Assurance (AFLAC) (1 of 2)

- Salary Redirection Agreement
 - Pre-tax total premiums for certain insurance coverage(s)
 - Contribution to Flexible Spending Accounts (FSA)
 - Medical \$2,500/yr maximum
 - Dependent Care \$2,500/dependent and/or \$5,000 maximum

American Family Life Assurance (AFLAC) (2 of 2)

Group rate plans available are: call Tom Chastang (951) 265-2359

- Accident Plan
- Cancer Plan
- Intensive Care Plan
- Short-term Disability Plan
- Specified Health Plan
- Or you can go to www.aflac.com/seccemp you will need your Employee ID for enrollment (the Employee ID is on your paystub).

Flexible Spending Account

- Section 125 benefits:
 - Medical Spending Account maximum \$2,500/yr
 - Dependent Care Spending Account maximum is \$5,000/yr
- This can be a very nice benefit, especially for those who expect high medical expenses or who have childcare expenses.
- You must spend all the money set aside, or it reverts to your employer—per IRS rules.

LegalShield

- An HMO type legal service
 - Preventative legal services
 - Motor vehicle legal services
 - Trial defense services
 - IRS audit legal services
 - Other legal services, 25% discount
- Payroll deducted premium after-tax
- For web enrollment, contact us so we can email you the link with password

FMLA

- Benefit eligible employees, who have been employed for at least 12 months and have worked 1,250 hours in the past 12 months at SECC, are eligible for up to 12 weeks of unpaid Family Care and Medical Leave.
- FMLA policy in Green Book, pg 17

Wellness Promotion Program

- **Fitness for Life**
- Employee and Spouse
- **Get Fit –Get Rewarded**
- Aerobic Mile Chart
- Rewards

HR website: <http://secchr.adventistfaith.org>

The screenshot shows a web browser displaying the Human Resources page for the Southeastern California Conference of Seventh-day Adventists. The page features a navigation menu with 'Administrative', 'Ministries', and 'Services' options. The main content area is titled 'Human Resources' and includes a 'Welcome to Human Resources' section. A sidebar on the left lists various HR topics such as 'Department Home', 'About Us', 'Employee Benefits', 'Fitness for Life', 'Safety Resources', 'Forms', 'Aflac', 'Holidays', 'Job Openings', and 'Recruitment'. The page also provides contact information for the HR department, including office and fax numbers. The footer contains a navigation menu and a copyright notice for the Seventh-day Adventist Church.

Administrative Ministries Services

SOUTHEASTERN CALIFORNIA
CONFERENCE OF SEVENTH-DAY ADVENTISTS

Visitors Members Employees

Human Resources

- Department Home
- About Us
- Employee Benefits
- Fitness for Life
- Safety Resources
- Forms
- Aflac
- Holidays
- Job Openings
- Recruitment

Welcome to Human Resources

The Southeastern California Conference Human Resources website is up and ready for use. Please take some time and navigate around. Each section is intended to bring you, the Southeastern California Conference employee, a greater understanding of things such as your benefits, available insurances, the employment process, and to provide you with easy access to the common forms used throughout the department.

We hope that you find this website useful. This is just another way the Human Resources department is striving to serve you better. Please feel free to contact us with any suggestions you may have or things you would like to see us add to the website.

Office: 951.589.2362 Fax: 951.589.2395

HOME | CALENDAR | DIRECTIONS | FIND A CHURCH | CONTACT US

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Retirement

- ▶ Empower
- ▶ Website for the Adventist Retirement Plan website
- ▶ <https://www.gwrs.com/login.do>

Social Security

- ▶ Employer pays portion of social security and Medicare tax
- ▶ Eligible for disability benefits
- ▶ Survivor benefits
 - Spouse
 - Children under 18
- ▶ Retirement benefits
 - Social Security benefits
 - Medicare, basic health insurance

Worker's Compensation

- ▶ **All conference employees are covered by worker's compensation for work related injuries or illnesses**
- ▶ Must be reported immediately to the supervisor
- ▶ **Employee to completed claim form (DWC)**
- ▶ Employee may be kept on employment status for up to 6 months, as per Leave Policy schedule
- ▶ Contact Macy Grayson at 951.509.2352