

# *Frequently Asked Questions*

## **Employment Information**

### **What will happen to my ACA hours?**

There are a few possible scenarios:

- If you have been employed with the District for 8 continuous years or longer, and you are not rehired prior to June 30, 2009, you will receive compensation for your hours in alignment with the Support Staff Meet & Confer guidelines. (page 9)
- If you have not been employed with the District for at least 8 continuous years or longer, and you are reemployed by the District at any time during the 09/10 school year, your ACA hours will be reinstated to you upon your reemployment.
- If you are not eligible for payout of your unused ACA hours (per Support Staff Meet & Confer guidelines and you are not rehired in the 09/10 school year, your unused hours will revert back to the District.

### **If I am rehired, will I maintain my District seniority?**

If you complete the 08/09 school year, working through your last contracted day and you are rehired into a “contracted” position for the 09/10 school year do not miss any contracted work days in your new position, you will retain your current District hire date and level of seniority. If you are not reemployed by the start of work calendar in your new position, you will receive a new hire date.

### **Do I have to apply for a job for the 09/10 school year?**

Yes, in order to be considered for any posted, open positions, you will need to activate your candidacy by logging on to Winocular and complete the current KSD abbreviated application. You can find the application at <https://winocular.kyrene.org/winocular/apply/>

If you have not applied previously through Winocular, you will need to follow the steps for a new user. If you have previously applied in Winocular, you will need to follow the steps for a current registered user.

### **Why should I complete the Instructional Assistant questionnaire that I received?**

The District would like to assist you in obtaining another position within the District. Human Resource Services will be compiling the information that we receive from the questionnaires and we will provide them directly to District Hiring Administrators. Although we can not guarantee that you will be reemployed, this tool will assist Hiring Administrators in their search.

### **Who can I contact if I have any additional questions related to employment?**

Your Regional Employment Specialists are:

Jena Brandon – District Office, Altadena, and Akimel A-al regions (480) 783-4171

Jolene Perez – Centennial and Pueblo regions, (480) 783-4016

Tracy Preslaski – KMS and Aprende regions, (480) 783-4014

## **Benefits Information**

### **Can I continue my health insurance once my contract is non-renewed?**

Yes. If you had elected a medical, dental or vision plan this current school year, you will be given the option to elect COBRA coverage to continue your plans for up to 18 months.

### **When does my active employee insurance end?**

If you work through the end of your regular contract and have paid all of the applicable plan premiums, then your current insurance benefits will end June 30<sup>th</sup>, 2008.

### **When will I receive the COBRA election form?**

You will receive the COBRA election form by the end of June from our COBRA administrator. If you are planning to elect COBRA for coverage to begin July 1<sup>st</sup>, you may wish to send in the election form and your first month payment as soon as possible after receiving it. The COBRA carrier cannot reinstate your coverage with the insurance providers until they receive your payment. Once they have received your election form and the payment and it is within their timeframes for electing coverage, your coverage will be reinstated July 1<sup>st</sup>, under the COBRA plan.

### **What is the COBRA coverage?**

The COBRA coverage is the same medical, dental or vision plan you had when you left employment with Kyrene. The term COBRA refers to the extension time period, since you will no longer be an active employee.

### **Should I participate in open enrollment this spring?**

Yes. All employees who are currently active at the time of open enrollment should participate in the open enrollment process to set up benefit plans in the event you are employed with Kyrene at the beginning of contract for the 2009/2010 school year. If you do not have a contract to begin work for 2009/2010, you will be offered COBRA based on the plans you have in place this year and any plans you elected during open enrollment.

### **What happens with my benefits if I am hired for a new position with Kyrene for next school year?**

If you obtain a position with the District and you start that position on its' first scheduled contract date (1 week prior to students arriving) in most cases, then your benefits will be reinstated to the plans that you elected for 2009/2010 during the spring open enrollment. If you are hired after the start of contract, then you would be given a new hire date, the benefits 30 day waiting period would apply, and you would elect benefits as a new hire for that position.

### **How many hours will I need to work for benefits in 2009/2010?**

If the Governing Board approves the recommendation, hours for benefits eligibility will be changed to 30 hours per week beginning July 1, 2009. Employees that are hired after July 1, 2009 into new positions will not be eligible for health insurance benefits if they work less than 30 hours per week. However, under a non-renewal situation such as this, if you are hired into a position that is under 30 hours per week prior to the start of the regular contract for the position for 2009/2010 then you may be eligible to be in a grandfather group for benefits as has also been proposed to the Board. Please contact the benefits department if you have been hired for a new position, so that we can review your dates of employment and number of contracted hours so that we can determine when / if you will be benefits eligible in your new position.

**Who can I contact if I have any additional Kyrene benefits related questions?**

Diane Waller – Benefits Technician, (480) 783-4105

Yvonne Long – Benefits Specialist, (480) 783-4010

Deb Spurgin – Benefits Supervisor, (480) 783-4017

**What happens to my Arizona State Retirement System (ASRS) pension?**

Please contact ASRS directly for information on your retirement account by calling (602) 240-2000 or you may also find information on their website at [www.asrs.az.gov](http://www.asrs.az.gov) .

**What about unemployment insurance?**

Depending on your unique situation, you may be eligible for unemployment. Eligibility for this federal program is not determined by Kyrene. For all unemployment questions view the Arizona Department of Economic Security website at <https://egov.azdes.gov/cmsinternet/default.aspx>