

### Benefits at a Glance

Every effort has been made to ensure the accuracy of this document. The following information is to help you understand and use these state-offered benefits. Windham School District specific information can be found on our website, [www.wsdtx.org](http://www.wsdtx.org). More detailed information regarding insurance benefits can be found on the ERS website, [www.ers.state.tx.us](http://www.ers.state.tx.us). If you have questions or need additional information you may email, [Personnel@wsdtx.org](mailto:Personnel@wsdtx.org).

BENEFIT	WHO IS ELIGIBLE TO RECEIVE	WHAT YOU RECEIVE	WHO PAYS
<b>Holidays</b>	All Windham Employees	Holidays are authorized and designated each year by the official school calendar	Windham School District
<b>Sick Leave</b> (7.11-0) (7.48)	All Windham employees	Full-time employees may earn up to seven days WSD Local Sick Leave to be used for personal illness, illness in family, family emergency, or death in family (September 1 – August 31)	Windham School District
<b>Personal Leave</b> (7.11-0)	All Windham employees	Full-time employees may earn up to five days of State Personal Leave to be used at the employee's discretion with prior approval of the supervisor. (September 1 – August 31)	Windham School District
<b>Sick Leave Pool</b> (7.48) (7.49)	All eligible Windham employees if the employee or a family member suffers a catastrophic illness/ injury that forces the exhaustion of all paid leave.	May be granted paid leave for a maximum of 20 workdays. Withdrawal based on months of service and prior contribution to the Sick Leave Pool in the current fiscal year.	Windham employees. The sick leave hours are voluntarily donated to the pool by Windham employees
<b>Bereavement Leave</b> (7.53)	All Windham Employees.	3-5 days depending on the physical location of the funeral. Days identified for such use require approval from the Superintendent.	Windham School District
<b>Military Leave</b> (7.54)	Windham employees who are members of State Military or Reserve Components.	Up to fifteen work days, full-time employees per federal fiscal year when called to active duty or training.	Windham School District
<b>Jury Duty</b> (7.53)	All Windham employees.	Leave with pay during the hours of jury service.	Windham School District
<b>Workers' Compensation</b> (7.24-5)	All Windham employees	Employees sustaining a work-related injury or illness may be eligible for medical and income benefits.	Windham School District
<b>Direct Deposit</b>	All Windham employees	Direct Deposit of monthly salaries to employee's designated financial institution.	Windham School District
<b>Employee Assistance Program</b>	All Windham employees	Information and referral to confidential professional counseling for a variety of personal problems, financial or legal problems.	Windham/Group Insurance/Employee
<b>Texas Legal Protection Plan (TLPP)</b>	All Windham employees.	The TLPP is a Group Legal Benefit. Participation is voluntary and makes legal services more affordable. <a href="http://www.tlpp.org">www.tlpp.org</a>	Employees pay through bank draft directly to the TLPP.
<b>Flexible Benefits</b>	All Windham employees.	TexFlex provides options to pay eligible expenses, dependent care and unreimbursable health care costs, with salary dollars untaxed by FICA or federal withholding.	The employee elects amounts of salary redirection for reimbursement accounts up to specified maximums.
<b>Health Insurance</b>	New Hires and rehires will have a health coverage waiting period if there is no continuous Texas Employees Group Benefits Program (GBP) or state coverage. Health coverage will begin the first day of the month after the 60 <sup>th</sup> day of employment. Health coverage includes comprehensive health and prescription drug benefits.	HealthSelect of Texas administered by United HealthCare is available to all state employees.  HMO's are not available statewide and rates vary.  Employees enroll based on the county where they live or work.	<b>Full-time employees:</b> The state pays 100% total cost of health insurance, and pays 50% health coverage costs for eligible dependents.  <b>Part-time employees:</b> The state pays 50% of health coverage costs and 25% for eligible dependents.

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<b>Life Insurance</b>	All Windham employees when enrolled in health coverage.	Employees selecting a health insurance plan receive a basic term life insurance of \$5,000 with \$5,000 of AD&D coverage.	Windham School District
<b>Dental Insurance</b>	All Windham employees, if enrolled, may also enroll their eligible dependents.	<u>DeltaCare USA DHMO.:</u> Provides specific discounted treatment fees through contracted dentists. <u>State of Texas Dental Choice Plan (Delta Dental PPO):</u> Allows a choice of dentist with preventive and major services; deductibles and co-payments apply.	Employee pays premiums based on option selected.
<b>Texas Employees Group Benefits Program (GBP)</b>	New hires and rehires who have not continued coverage through COBRA will have a sixty-day waiting period before they are eligible to select health insurance coverage from Blue Cross/Blue Shield or a Health Maintenance Organization (HMO)	<u>Full-time employees:</u> The state pays 100% total cost of health insurance, and pays 50% health coverage costs for eligible dependents.  <u>Part-time employees:</u> The state pays 50% of health coverage costs and 25% for eligible dependents.	The State pays: 100% for full-time employees and 50% for eligible dependents  50% for part-time employees and 25% fir eligible dependents
<b>Optional Coverage Available</b>	All Windham employees are eligible to enroll in optional coverage and enroll their eligible dependents.	Employees may purchase additional Optional Term Life, Accidental Death and Dismemberment, Long and Short Term Disability. May purchase Dependent Term Life Insurance for their eligible dependents.	Employees pay for any additional coverage selected.
<b>Premium Conversion</b>	Windham employees with insurance premiums other than dependent life, short-term and long-term disability	Employees are automatically enrolled in premium conversion, which allows the deduction of eligible insurance premiums from gross pay prior to federal withholding taxes.	
<b>Additional Benefits Offered</b>	All Windham Employees	Unit meal privileges; Unit Commissary privileges; Laundry and Barber services available.	Employees who choose to participate in the unit commissary and/or laundry and barber services will have payroll deductions for the applicable amount