

# Warren County Educational Service Center

## Southwest Ohio Council of Governments Greater Ohio Virtual School 2018-2019

### Anthem HDHP

Yearly Deductible

- \$2000 Single
- \$4000 Employee + Children
- \$4000 Family

Employer Contribution

- \$1000 Single
- \$1500 Employee + Children
- \$2000 Family

Maximum Contribution

- \$3450 Single
- \$6900 Family

Employee Monthly Rates

- \$83.22 Single
- \$153.83 Employee + Children
- \$216.21 Family

Cash Option-Waive Health

- \$1300/yearly second pay in May

\*American Fidelity  
877-518-2337

### CVS Caremark

#### Prescription Card

- 800-202-1654

### Delta Dental

- Employer pays 100%
- To Print Card

[www.toolkitsonline.com](http://www.toolkitsonline.com)

- 800-524-0149

### Unum Life

- Employer pays 100%
- \$25,000
- Additional Available

### Retirement

STRS/State Teachers Retirement System

275 East Broad Street  
Columbus, Ohio 45215  
888-227-7877

[www.strsoh.org](http://www.strsoh.org)

Employee 14% Employer 14%

SERS/School Employees Retirement System

45 North Fourth Street  
Columbus, Ohio 45215  
800-878-5853

[www.ohsers.org](http://www.ohsers.org)

Employee 10% Employer 14%

### Vacation Days -261 day contract

- 1<sup>st</sup> year 10 days
- 11<sup>th</sup> year 15 days
- 16<sup>th</sup> year 20 days

### Personal Days

- Full Time - 3 days , Part Time - Pro-rated
- To be used for business that can only be conducted during work day
- Is not cumulative and can not be used to extend vacation or holiday days.

### Sick Days

- Full Time 1.25 days monthly(15 per year)
- Maximum 200 days

Leave Requests may be taken in ¼ day increments.

### Employee Logins

[www.warrencountyesc.com](http://www.warrencountyesc.com)

Staff→Employee Links

- *Employee Webmail*  
[User Name](#) ESC email address  
[FirstName.LastName@WarrenCountyESC.com](#)  
[Password](#) Warren1234
- *Staff Training Public School Works Select-District*
  1. Warren County ESC
  2. Southwest Ohio COG
  3. Greater Ohio Virtual School
- *Frontline (Time Sheets, Absences)*  
Substitute Caller-User Name sent via email.
- *Employee Kiosk*  
Pay slips, W2's  
[Select- District](#)
  1. Warren County ESC
  2. Southwest Ohio COG
  3. Greater Ohio Virtual School
- *Text Message Notification- Calamity Days – Login and complete.*

### Mileage/Reimbursement

- Rate – IRS .545
- Paid Monthly Staff→Employee Links
- Calculated from worksite

2018 - 2019 Payroll Schedule

<u>PAY PERIOD</u>	<u>PAYDATE</u>	<u>PAYROLL DUE</u>
08-11-18 - 08-24-18	09-10-18	08-24-18
08-25-18 - 09-10-18	09-25-18	09-10-18
09-11-17 - 09-25-18	10-10-18	09-25-18
09-26-18 - 10-10-18	10-25-18	10-10-18
10-11-18 - 10-25-18	11-09-18	10-25-18
10-26-18 - 11-09-18	11-26-18	11-09-18
11-10-18 - 11-26-18	12-10-18	11-26-18
11-27-18 - 12-10-18	12-24-18	12-10-18
12-11-18 - 12-24-18	01-10-19	12-24-18
12-25-18 - 01-10-19	01-25-19	01-10-19
01-11-19 - 01-25-19	02-11-19	01-25-19
01-26-19 - 02-11-19	02-25-19	02-11-19
02-12-19 - 02-25-19	03-11-19	02-25-19
02-26-18 - 03-11-19	03-25-19	03-11-19
03-12-19 - 03-25-19	04-10-19	03-25-19
03-26-19 - 04-10-19	04-25-19	04-10-19
04-11-19 - 04-25-19	05-10-19	04-25-19
04-26-19 - 05-10-19	05-24-19	05-10-19
05-11-19 - 05-24-19	06-10-19	05-24-19
05-25-19 - 06-10-19	06-25-19	06-10-19
06-11-19 - 06-25-19	07-10-19	06-25-19
06-26-19 - 07-10-19	07-25-19	07-10-19
07-11-19 - 07-25-19	08-09-19	07-25-19
07-26-19 - 08-09-19	08-26-19	08-09-19

**Worker's Compensation**

- Contact Immediate Supervisor
- Contact Human Resources – [Connie.Burton@WarrenCountyESC](mailto:Connie.Burton@WarrenCountyESC)
- Complete a first injury report and witness statement – [www.warrencountyesc.com](http://www.warrencountyesc.com) under employee links and public school works
- Approved locations  
Atrium Hospital – Middletown  
Bethesda Care Arrow Springs-Lebanon

**403-b, 457 Providers**

Voya Life  
800-451-4702

American Funds/Edward Jones  
800-831-8757

AXA Equitable  
513-894-9600

Oppenheimer/Pacific Life  
877-748-3789

Plan Member, ING  
800-800-1228

National Educational Services  
513-276-9355

Ohio Public Employees  
Deferred Comp Program  
877-644-6457

**FMLA, SICK LEAVE BANK**

- 1 year of employment to qualify
- Contact HR Department  
[Connie.Burton@WarrenCountyESC.com](mailto:Connie.Burton@WarrenCountyESC.com)

**Payroll Specialist-**

GOVS - [Karla.Dunlap@WarrenCountyESC.com](mailto:Karla.Dunlap@WarrenCountyESC.com)  
 WCESC – [Laura.Ford@WarrenCountyESC.com](mailto:Laura.Ford@WarrenCountyESC.com)  
 COG Full Time Employees – [Jeri.Murray@WarrenCountyESC.com](mailto:Jeri.Murray@WarrenCountyESC.com)  
 COG Substitutes – [Julie.Blackburn@WarrenCountyESC.com](mailto:Julie.Blackburn@WarrenCountyESC.com)