

# The Resource

A monthly publication of the  
Human Resources Department  
Northside Independent School District, San Antonio TX 78238



## Annual Enrollment is open!

It is time for all Northside employees to enroll for health, supplemental insurance, and Cafeteria Plan benefits. Annual Enrollment is open and will continue through midnight, Oct. 24.

To enroll, each employee will need to log onto the enrollment web site at [www.enrollment.com](http://www.enrollment.com). Instructions for logging on to the web site are included in the Annual Enrollment package provided to you at your workplace. All employees need to participate in the Annual Enrollment for the plan year which begins Jan. 1, 2009.

Individuals who do not participate in the Annual Enrollment will be enrolled in the CoverageFirst 1500 plan, employee-only coverage, and will not be enrolled in any portion of the cafeteria plan.

Enrollment Fairs will be conducted to offer information about the various insurance plans and provide enrollment assistance. Employees may also receive a free flu shot at these fairs.

Enrollment Fairs		
Date	Location	Time
Oct. 6	Child Nutrition Warehouse & Maintenance Break Room	8 a.m. to Noon
Oct. 7	John Jay HS	2 to 6 p.m.
Oct. 8	Clark HS	2 to 6 p.m.
Oct. 9	Taft HS	2 to 6 p.m.
Oct. 13	Stevenson MS	2 to 6 p.m.
Oct. 14	Holmes HS	2 to 6 p.m.
Oct. 15	Hobby MS	2 to 6 p.m.
Oct. 16	NLC	9 a.m. to 4 p.m.
Oct. 20	Luna MS	2 to 6 p.m.
Oct. 21	Jordan MS	2 to 6 p.m.
Oct. 22	O'Connor HS	2 to 6 p.m.
Oct. 23	Rudder MS	2 to 6 p.m.
Oct. 24	NAC	9 a.m. to 7 p.m. (Enrollments only)*

\*Insurance company representatives and flu shots will NOT be available at this event.

## Moving on up at Northside ISD

Last month, we provided information about the opportunities that await auxiliary employees who have completed their high school or GED requirements.

This month we want to share additional information about jobs with greater responsibilities and increased pay.

In addition to completing your high school education, you should conduct an inventory of your work performance and behaviors. Ask yourself questions like: Do I work independently but always keep my boss updated and informed on what I am doing? Do I take the initiative to start work without direction? Am I sincerely interested in meeting the goals

of the department and District? Am I always willing to take on additional projects? Do I have a positive attitude when I am completing my job duties?

If you have these work traits and behaviors then you should consider reviewing the list of job vacancies available on the Northside Human Resources [job posting web site](#). The job posting site provides job opportunities in administrative,

teaching, professional, auxiliary, and classified positions.

You should take advantage of these opportunities by applying for jobs in which you are interested and qualified. Remember that the job listing changes almost daily.



## Employees must choose a network of health care providers

During Annual Enrollment you will need to choose between the Humana Preferred Network (HPN) and the Humana Choice Care Network (CHC), unless you select the Health Maintenance Organization (HMO) plan. The networks are composed of doctors, hospitals, urgent care facilities, and other medical service providers.

The HPN is a smaller group of providers than the CHC. The providers in the HPN are selected for this group based on their efficiency in providing effective medical care and service. The CHC provides access to more providers. Participants choosing the CHC must "buy up" to this network.

Learn which doctors are in which networks by visiting [www.humana.com](http://www.humana.com). Detailed instructions for using the web site for this purpose are located on page 26 of the Humana 2009 Plan Year Guide, recently distributed to each employee with their Annual Enrollment package.

If you need guidance in how to choose a physician, you may want to visit the Health and Human Services' web site at [www.ahrq.gov/consumer/qnt/qntdr.htm](http://www.ahrq.gov/consumer/qnt/qntdr.htm).

## Blogging for Benefits

Need more information about your benefits or have a question about the Annual Enrollment process? One of the avenues for information is the Benefit's blog at <http://blogspot.nisd.net/benefits/>. From this site you can find additional resource materials, ask questions of the Benefits staff, or just leave a comment that might assist others. Check it out!

# SAFETY 1<sup>st</sup>

## Leapin' lanyards! Be careful out there

Many employees wear lanyards around their neck to carry keys and/or badges. Most standard lanyards slip over the head, making it convenient to wear. However, the Risk Management office has seen reports of lanyard-related injuries to the neck.

Caution should be exercised in wearing a lanyard in a situation where it is likely to be grabbed (maybe by a student?) and when using machinery. Please consider wearing a breakaway lanyard that provides the convenience without the risk of injury. The Internet lists thousands of sites that sell them.

## That bracelet is electrifying!

Have you ever thought you might be injured because you were wearing a bracelet? At least five of your co-workers have reported injuries related to wearing a dangling bracelet. When they placed their hand on an electrical plug to remove it from the wall socket, the bracelet touched the prongs causing a surge of electricity to go through their body.



Fortunately these injuries were not serious. Please be careful when unplugging electrical cords or it can be a shocking experience.

*The Resource is electronically published nine times a year by the Northside ISD Human Resources and Communications departments to help keep employees informed.*

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## You have a right to remain uninformed...

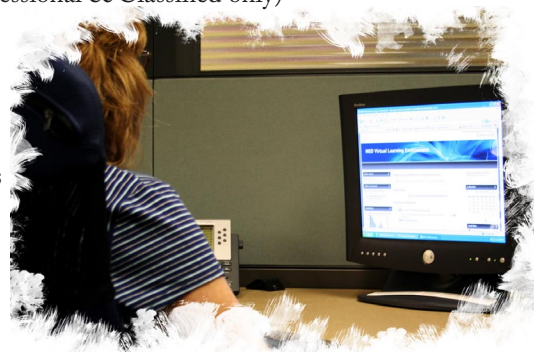
But you have an obligation to complete the NISD employee online requirements!

NISD Employees who are continuing with the District for the 2008-2009 school year must complete **three** online courses at the beginning of the school year, and no later than Oct. 31:

- Employee Handbook Acknowledgement (Professional & Classified only)
- 403(b) Retirement Plan Awareness
- Sexual Harassment Training

NISD employees who are new to the District in 2008-2009 must complete **four** online courses at the beginning of the school year, or within 30 days of employment if they are hired during the school year. They must complete the same three listed above, PLUS the *Acceptable Use Policy Training*.

The link to all training is on the *NISD Intranet site*.



## Beware of flip flops

Our shoes do not have safety labels on them, but perhaps they should. Slips, trips, and falls remain the leading cause of injuries in the workplace, second only to automobile accidents, in causing personal injury. And it is our choice in footwear that is the culprit in many of these injuries.



Flip-flops, clogs, mules, and other shoes that do not enclose the entire foot frequently contribute to slip and fall injuries. When *you choose your shoes to use* at work, choose with safety in mind. And please – no flip-flops or slip-slops on the job!



## Forum Dates Reminder

**Instructional Assistants (General)**

Oct. 8, 2 to 3:30 p.m.

Northside Activity Center

**Instructional Assistants (Special Education)**

Oct. 16, 2 to 3:30 p.m.

Northside Activity Center

**Clerical/Secretarial Staff**

Nov. 5, 2 to 3:30 p.m.

Northside Activity Center

## Keep up the good (safe) work

We don't have a scientific explanation for it. We would like to take credit for it. Maybe our safety initiatives are paying big dividends (Something needs to pay big dividends these days!)

Regardless of the reasons, we are pleased to report an overall DECREASE in the number of injury claims filed by NISD employees between school years 2006-07 and 2007-08. The claims are down 8 percent, in spite of an increase of nearly 600 new employees. (See other safety related articles in this and other issues of *The Resource*.)



Meet Northside ISD's BEHRT (pronounced "Bert")! The BEHRT project is working towards successfully implementing a new Human Resources and Business Financial system that will replace our current Region 20 system.

BEHRT will have a great impact on District operations by integrating all financial and human resource services into a single system to enhance overall performance and productivity for District departments and campuses. For example, employees will be able to see their paychecks online and purchase orders will be submitted electronically.

To keep up to date and learn more about the status of BEHRT, visit *BEHRT* on the Intranet.

These are exciting times as BEHRT will reshape and transform the way Northside does business, serve its workforce and community, and create a system that the District can build on for years to come. Stay tuned.....