

The Resource

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

Does your larger paycheck require a new W-4 form?

The slightly larger paychecks you're receiving may have a down side. The Making Work Pay Credit, a provision of the American Recovery and Reinvestment Act of 2009, reduced the amount of withholding taxes withheld from your paycheck as of March 2009. In addition to increasing take home pay, some employees may be subject to a larger tax bill at year end. You are advised to evaluate your current withholding tax to determine if you should submit a revised Form W-4 to ensure enough tax is withheld.



Don't let the door slam on your way out!

Many of you will soon be cleaning out classrooms and work areas in a mad dash for the exit doors to summer vacation. The tasks will involve removing items from high shelves and walls, and packing lots of boxes. We want to remind everyone to please be careful:

- When lifting boxes bend from your knees not your waist.
- Do not stand on rolling chairs or tables. If you cannot find a ladder and must use a chair to reach items, please ask someone to "spot you," use the buddy system.
- When packing items in boxes, use a sensible size box and avoid overloading as this may cause the box to be too heavy or too bulky.
- Be sure to maintain file cabinet integrity; i.e., unload from top drawer down to prevent the cabinet from tipping forward.

Help each other prevent injuries so that you will enjoy your much-deserved summer break.



The days of doctor house calls are back

WhiteGlove House Call Health is a new service offered through Humana to provide routine medical care by a licensed medical practitioner, doctor, or nurse practitioner at your home or workplace.

The service is available in the Dallas, Austin, and San Antonio areas from 8 a.m. to 8 p.m. seven days a week. The cost of the service for employees on traditional PPO plans is either the in-network specialist co-pay or \$35. HDHP fees are different. The fee includes generic medications that can be dispensed during visit, and/or a prescription that may be delivered to you after the visit.

The practitioner will arrive at your home or work within two hours of your call and supply a wellness kit consisting of over-the-counter medications, comfort foods, and beverages.

Humana members are eligible for a Gold Humana Membership, which requires no annual fee. Fees for service must be made by credit or debit card. WhiteGlove does not serve children under the age of 2.

All employee members of a Humana health plan are encouraged to register with WhiteGlove on their web site at www.housecallhealth.com.



More injuries but same costs

NISD's self-insured workers' compensation program has experienced an 8 percent increase in the number of reported on-the-job injuries from school year 2007-08 to 2008-09. However, despite the increase in frequency, the severity, as measured by cost of claims, yields virtually the same payout as school year 2007-08. So, the frequency is up but the severity is flat. We see this glass as half-full.

Watch for *The Resource* special edition!

The Benefits and Risk Management Office will again publish another special edition of *The Resource* this summer. Introduced last year, this special edition of the Human Resources Department's newsletter will be mailed to homes and will provide information about insurance plans being offered for the 2010 plan year, which begins Jan. 1, 2010. To receive your copy, please make sure your correct home mailing address is on file. Your address can be updated by using the *Employee Self Serve* site. We hope everyone will review the information and begin to ask questions, consider their alternatives, and become involved consumers when making insurance selections during the Annual Enrollment period in October 2009.



Make the summer work for you

Teachers and educators can take advantage of the summer hiatus to add additional areas of certification to their professional portfolio. It's easy!

Simply take and pass the test(s) for additional certification by signing up at the Texas Educator Certification web site (<http://www.texas.ets.org/>). BUT REMEMBER, after you have passed the test, the certification is not automatically added to your SBEC list of certificates. You must follow these procedures to add a new area to your certificate:

1. Go to the SBEC web site www.sbec.state.tx.us
2. Log onto the "SBEC Online for Educators" at the top of the page.
 - a. If you have already registered, log in with your user name and password.
 - b. If not, create a new user ID.
3. On the left side of the page click on "Applications."
4. Then click on "Additional Certification by Examination."
5. Follow the directions and have your credit card available.

The fee for your new certificate is \$77. Any questions about the online application or use of the online system should be directed to the SBEC at (888) 863-5880.

TEACHER Reminders:

- Last day to transfer is June 22
- Last day to resign is July 10
- Remember to [click here](#) if you are interested in serving as a cooperating teacher next year.

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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Stepping up for cash

Northside employees continue to earn HealthCash at various San Antonio businesses when they record their exercise and walking activities through the Virgin HealthMiles program. Additionally, some folks are winning additional cash and prizes through Virgin HealthMiles, Spectrum Fitness Center, and Humana sponsored challenges. The Step Fest challenge was held Feb. 16 to March 18. The Grand prize winner of the Challenge was Linda Bock from Lackland City ES. Linda won \$1,000 with more than 930,000 steps during the challenge. Other NISD winners who won \$100 HealthCash were:

- Margaret Christilles – Human Resources
- Debra Connor – Rhodes ES
- Shiloh Dean – Nichols ES
- Martina Finney – Northwest Crossing ES
- Diana Garza – Curriculum & Instruction
- Dorothy Hallmark – Glenn ES
- Adrian Velasquez – Jay HS

In addition, Sharon Molleda of Mary Hull ES (pictured) was the winner of the Spurs Challenge and won tickets to a recent Spurs basketball game. Contestants received one chance at a drawing for tickets for each 7,000 steps they recorded from March 9 – 18. Northside employees generated more than 14,500 entries with more than 102 million steps taken.



HR Hound: The Year in Review

It's been a great year sharing my expertise with you on a diversity of employment issues. I thought we'd close the year with a review of what we've covered this year, in case you need to return to our archived editions of *The Resource*.

- **Discretionary Leave (November)**
Only five discretionary days may be taken in a year; no more than three can be taken consecutively without approval. Exceptions to leave rules must be approved in writing in advance.
- **Overtime Pay (December)**
Only "non-exempt" employees are eligible for overtime. Any hours worked beyond 40 in a work week must be compensated at the rate of time and a half; comp time is the preferred method of payment.
- **Employee Contracts/Calendars (January)**
Only teachers, librarians, counselors, campus administrators, and some other professionals have contracts governing their employment. All other employees have a calendar that they follow, but they work as "at-will" employees, without a written contract.
- **Employee Grievances (February)**
Employees are encouraged to always seek resolution of problems and conflicts at the lowest possible administrative level – with their supervisor. If satisfaction can not be reached, the District has an orderly procedure for redress of employee complaints called the Grievance Process. It can be found in all employee handbooks.
- **Evaluations (March)**
Every District employee must be evaluated at least once a year. Teachers follow the rules established by the State under PDAS; other employees are evaluated using instruments developed specifically for their job classification. All evaluations are accessible from the [Human Resources Intranet](#) web site.
- **Transfers (April)**
Teachers wanting to transfer may participate in a job fair conducted annually. Other employees who seek a transfer must follow the regular procedures for applying for posted positions. Displaced classified employees may request [placement assistance](#) if eligible.

Until next year, have a great summer – you've earned it!