The mission of the Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.
# DISTRICT PERSONNEL
## Phone Numbers

### SUPERINTENDENT'S OFFICE
- **Dr. Matthew Hillmann, Superintendent of Schools**: 663-0629 11629
- **Anita Aase, Administrative Assistant**: 663-0629 11629

### FINANCE OFFICE
- **Valori Mertesdorf, Director of Finance**: 663-0620 11620
- **Lisa Bethke - Accounting Generalist**: 663-0626 11626
- **Jackie DuLac - Account Generalist / Special Education**: 645-3440 11440
- **Mary Czech - Accounting Specialist - Payroll**: 663-0628 11628
- **Andrea Nelson-Walker - Benefits & Payroll Specialist**: 645-3406 11406

### HUMAN RESOURCES OFFICE
- **Molly Viesselman - Director of Human Resources**: 663-0624 11624
- **Emily Grote - HR Generalist**: 663-0627 11627
- **Arleene Gallardo - HR Generalist**: 663-0608 11608
- **Andrea Nelson-Walker - Benefits & Payroll Specialist**: 645-3406 11406

### SPECIAL EDUCATION SERVICES
- **Cheryl Hall - Director of Special Education**: 645-3410 14410
- **Sara Pratt - Assistant Director of Special Education**: 645-3410 14410
- **Streiff - Administrative Support Assistant**: 645-3410 14410

### INSTRUCTIONAL SERVICES
- **Hope Langston - Director of Instructional Services**: 645-3436 14436
- **O'Meara - Administrative Support Assistant**: 663-0622 14622

### TECHNOLOGY & INFORMATION SYSTEMS
- **Kim Briske - Director of Technology**: 664-3399 11399
- **Nate Knuston - Network Manager**: 645-1260 11260
- **Matt Roy - Assistant Network Manager**: 645-1260 11260
- **Chris Neset - Student Information Specialist**: 645-3445 11445
- **Jon Moen - Technology Specialist**: 645-1260 11260
- **Michael Merry - Technology Specialist**: 645-1260 11260
- **Sandy Fjelde - Technology Specialist**: 645-1260 11260
- **Debbie O'Meara - Administrative Support Assistant**: 663-0622 14622

### CHILD NUTRITION OFFICE
- **Stephany Stromme, Director of Child Nutrition Services**: 645-3432 11432
- **Stephanie DeAdder, District Receptionist & Admin Support Assistant**: 663-0618 11618

### MAINTENANCE OFFICE
- **Jim Kulseth - Director of Buildings & Grounds**: 663-0610 11610
- **Dorothy Cohan - Administrative Support Assistant**: 663-0610 11610
NORTHFIELD PUBLIC SCHOOLS INSURANCE BENEFITS

Information included in this guide is intended to generally describe the employee benefits programs.

The provisions of the district's group insurance policies, not this guide, control the degree of coverage provided. No claim may be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

The benefits described herein are not to be taken as a contract between the employee and the school district.

Health Insurance:

The District offers two different health insurance plans through Medica. A general overview of these two health insurance plans can be found on pages 3-6 of this handbook. Under both plans you can choose any provider that you would like as long as they are participating providers with Medica.

For eligibility requirements, please refer to your employment agreement.

Dental Insurance:

The District offers one dental plan through Delta Dental of Minnesota. A general overview of the dental plan can be found on page 15 of this handbook. The District participates in Delta Dental's PPO Network as well as the Premier Network.

For eligibility requirements, please refer to your employment agreement.

Life Insurance:

The District offers group term life insurance policies through Cigna. These policies are paid by the District for all eligible employees. The District also offers each eligible employee the option to buy supplemental life insurance. The amounts of the District paid life insurance policy as well as the supplemental life insurance policy are determined by your employment agreement.

For eligibility requirements, please refer to your employment agreement.

Long-term Disability Insurance:

The District offers long-term disability insurance through Cigna. This insurance benefit is paid by the District for all eligible employees.

For eligibility requirements, please refer to your employment agreement.

Vision Coverage

The District offers vision coverage through VSP.

For eligibility requirements, please refer to your employment agreement.
Beginning on or after 1/1/2021

**MSI Medica Choice Passport ASO 1500-20% CMM**

**BENEFIT SUMMARY**

All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

<table>
<thead>
<tr>
<th>Partial listing of covered services</th>
<th>Your cost if you visit a:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network provider</td>
</tr>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>The amount paid per year before the health plan starts to pay.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td>The most you pay in a year for health care services covered by your insurance.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office visits</strong></td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Primary care</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Specialist visits</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Chiropractic care</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Convenience/Virtual care</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td></td>
<td>Chiropractic care is limited to 15 visits per member per year out-of-network.</td>
</tr>
<tr>
<td><strong>Preventive care</strong></td>
<td>No charge</td>
</tr>
<tr>
<td>- Routine Physical &amp; Eye Exams</td>
<td>No charge</td>
</tr>
<tr>
<td>- Immunizations &amp; Cancer Screenings</td>
<td>No charge</td>
</tr>
<tr>
<td>- Well Child Care</td>
<td>No charge</td>
</tr>
<tr>
<td><strong>Lab and Pathology</strong></td>
<td>20% coinsurance</td>
</tr>
<tr>
<td><strong>X-Ray and Other Imaging</strong></td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- X-rays</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- CT, MRI, PET scans</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td><strong>Prescription Drugs</strong></td>
<td>The deductible does not apply. Generic: $20 copay/prescription Mail order: $40 copay/prescription Preferred brand: $20 copay/prescription Mail order: $40 copay/prescription Non-preferred brand: $75 copay/prescription Mail order: $150 copay/prescription</td>
</tr>
<tr>
<td><strong>Specialty Prescription Drugs</strong></td>
<td>The deductible does not apply. Preferred: 20% coinsurance. No more than $300 copay/prescription. Non-Preferred: 40% coinsurance</td>
</tr>
<tr>
<td><strong>Outpatient Hospital Services</strong></td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Facility</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Physician/surgeon fees</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>- Emergency room services</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Emergency medical transportation</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Urgent care</td>
<td>20% coinsurance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inpatient Hospital Services</th>
<th>20% coinsurance</th>
<th>20% coinsurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Facility</td>
<td>20% coinsurance</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Physician</td>
<td>20% coinsurance</td>
<td>20% coinsurance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioral Health/Mental Health &amp; Substance Abuse Care</th>
<th>20% coinsurance</th>
<th>20% coinsurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Outpatient services</td>
<td>20% coinsurance</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Inpatient hospital services</td>
<td>20% coinsurance</td>
<td>20% coinsurance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maternity Benefits</th>
<th>No charge</th>
<th>20% coinsurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Prenatal care</td>
<td>No charge</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Postnatal care</td>
<td>No charge</td>
<td>20% coinsurance</td>
</tr>
<tr>
<td>- Delivery &amp; inpatient services</td>
<td>20% coinsurance</td>
<td>20% coinsurance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Durable Medical Equipment &amp; Prosthetics</th>
<th>20% coinsurance</th>
</tr>
</thead>
</table>

This health care plan is administered by Medica Self Insured (MSI). It may not cover all your health care expenses; read your Plan Document carefully to determine which expenses are covered. This is a benefit summary only and does not outline all of your benefits. If there is a discrepancy between information in this summary and your Plan Document, the Plan Document will take precedence in determining your benefits.

This is a high level summary and does not replace your Summary of Benefits and Coverage. Please contact Medica at 1-800-952-3455 to obtain further benefit information.
**MSI Medica Choice Passport ASO 2000-0% HRA**

**BENEFIT SUMMARY**

All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

<table>
<thead>
<tr>
<th>Partial listing of covered services</th>
<th>Your cost if you visit a:</th>
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<tbody>
<tr>
<td></td>
<td>In-Network provider</td>
</tr>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>$2,000 per member</td>
</tr>
<tr>
<td>The amount paid per year before the</td>
<td>$4,000 per family</td>
</tr>
<tr>
<td>health plan starts to pay.</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td>$2,000 per member</td>
</tr>
<tr>
<td>The most you pay in a year for health</td>
<td>$4,000 per family</td>
</tr>
<tr>
<td>care services covered by your insurance.</td>
<td>Pharmacy limit of $1,000 per person/</td>
</tr>
<tr>
<td></td>
<td>$2,000 per family combined in-network</td>
</tr>
<tr>
<td><strong>Office visits</strong></td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>- Primary care</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>- Specialist visits</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>- Chiropractic care</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>- Convenience/Virtual care</td>
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<tr>
<td><strong>Preventive care</strong></td>
<td>No charge</td>
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<tr>
<td>- Routine Physical &amp; Eye Exams</td>
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<tr>
<td>- Immunizations &amp; Cancer Screenings</td>
<td>No charge</td>
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<td>- Well Child Care</td>
<td>No charge</td>
</tr>
<tr>
<td><strong>Lab and Pathology</strong></td>
<td>0% coinsurance</td>
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<tr>
<td><strong>X-Ray and Other Imaging</strong></td>
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</tr>
<tr>
<td>- X-rays</td>
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</tr>
<tr>
<td>- CT, MRI, PET scans</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td><strong>Prescription Drugs</strong></td>
<td>The deductible does not apply.</td>
</tr>
<tr>
<td>Up to a 31-day supply per prescription.</td>
<td>Generic: $20 copay/prescription</td>
</tr>
<tr>
<td></td>
<td>Mail order: $40 copay/prescription</td>
</tr>
<tr>
<td></td>
<td>Preferred brand: $20 copay/prescription</td>
</tr>
<tr>
<td></td>
<td>Mail order: $40 copay/prescription</td>
</tr>
<tr>
<td></td>
<td>Non-preferred brand: $75 copay/prescription</td>
</tr>
<tr>
<td></td>
<td>Mail order: $150 copay/prescription</td>
</tr>
<tr>
<td><strong>Specialty Prescription Drugs</strong></td>
<td>The deductible does not apply.</td>
</tr>
<tr>
<td>Up to a 31-day supply per prescription received from a designated specialty pharmacy.</td>
<td>Preferred: 20% coinsurance. No more than $300 copay/prescription.</td>
</tr>
<tr>
<td></td>
<td>Non-Preferred: 40% coinsurance</td>
</tr>
<tr>
<td><strong>Outpatient Hospital Services</strong></td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>- Facility</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>- Physician/surgeon fees</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Facility</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>Outpatient services</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>Delivery &amp; inpatient services</td>
<td>No charge</td>
</tr>
<tr>
<td>Prenatal care</td>
<td>No charge</td>
</tr>
<tr>
<td>Postnatal care</td>
<td>No charge</td>
</tr>
<tr>
<td>Prenatal</td>
<td>Prenatal: 0% coinsurance</td>
</tr>
<tr>
<td>The deductible does not apply.</td>
<td>0% coinsurance</td>
</tr>
<tr>
<td>0% coinsurance</td>
<td></td>
</tr>
</tbody>
</table>

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This is a high level summary and does not replace your Summary of Benefits and Coverage. Please contact Medica at 1-800-952-3455 to obtain further benefit information.
PHARMACY SOLUTIONS

What Drugs Are Covered and How Much Will My Prescriptions Cost?

Covered drugs are shown on the Medica drug list. This list includes both brand-name and generic drugs, and is reviewed and updated regularly by a group of independent physicians and pharmacists. Your doctor can use this list to choose the medications that are right for you, while helping you get a good value.

The drug list is divided into three groups, which determine your share of the costs (generic, preferred brand and non-preferred brand). Generic drugs have the lowest copayment or coinsurance. To see your costs, log on to mymedica.com and choose the Pharmacies & Prescriptions tab, then navigate to the Price a Medication tool.

With the Price a Medication tool you can:

- See what drugs are covered
- Look up how much a drug will cost
- Check whether there's a lower-cost generic option for your drug

GO MOBILE!

You have access to a mobile app that helps you save money and manage your prescription benefits on the go. With the app you can:

- Check drug costs and learn how to save on your prescriptions
- Find a network pharmacy
- View a temporary prescription ID card
- Manage mail order prescriptions

You can download the free Express Scripts® app from the App Store or on Google Play.
### VIRTUAL CARE OPTIONS* | Convenient And Cost Effective Online Treatment

<table>
<thead>
<tr>
<th>CLINIC-BASED</th>
<th>AMWELL</th>
<th>VIRTUWELL</th>
<th>CallLink Nurse Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Many clinics offer virtual care, online care or e-visits</td>
<td>24/7 online clinic available in every state Includes coverage for medical and behavioral health care services</td>
<td>24/7 online clinic available in select states</td>
<td>Available 24/7</td>
</tr>
<tr>
<td>Prices vary</td>
<td>Medical: Each visit is $59 or less Behavioral health: Price varies by type of service</td>
<td>Medical: Each visit is $59 or less</td>
<td>FREE</td>
</tr>
<tr>
<td>Check with your clinic to see if they offer virtual care and how you can connect with your provider online</td>
<td>Mobile, web and phone visits with a board-certified doctor</td>
<td>Online visits with a certified nurse practitioner</td>
<td>Phone visits with a certified nurse practitioner</td>
</tr>
</tbody>
</table>

*Virtual care options can vary by your plan’s network. Check care options at medica.com/findadoctor.*
MY HEALTH REWARDS | Incentives for Daily Activity

Members 18 years and older can earn up to $160 in gift cards funded by Medica

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>POINTS</th>
<th>REWARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2,000</td>
<td>$10</td>
</tr>
<tr>
<td>2</td>
<td>10,000</td>
<td>$20</td>
</tr>
<tr>
<td>3</td>
<td>25,000</td>
<td>$50</td>
</tr>
<tr>
<td>4</td>
<td>40,000</td>
<td>$80</td>
</tr>
</tbody>
</table>

Questions? Contact Virgin Pulse at medica.support@virginpulse.com or (833) 450-4074. Or use the Chat button if you’re on a desktop.
FIT CHOICES℠ BY MEDICA

$20 CREDIT TOWARD MONTHLY DUES
8,000+ HEALTH CLUBS TO CHOOSE FROM

Must attend 12 times per month to receiving monthly reimbursement. Reimbursement available for up to 2 adults per household.

Find a participating health club near you and learn more about Fit Choices at medica.com/fitchoices.
HEALTHY SAVINGS | Discounts on Healthy Foods

Healthy Savings makes eating healthier easier and more affordable.

The program is easy-to-use, members simply shop, scan and save instantly!

Participating Retailers:

- Foods qualified by a third party based on nutrient density - only healthiest 1/3 qualify
- No clipping or downloading coupons needed; all promotions are automatically loaded onto barcode
- Available to members within 30 miles of participating retailer
Health assessment and symptom tracking
Receive alerts and personal coaching when you need it.

Health and wellness programs
Engage with personalized health and wellness programs to help you navigate infertility, sexual health, birth planning, preterm delivery, mental health, breastfeeding and more.

Unlimited one-on-one coaching
Message instantly with Registered Nurse health coaches to ask all your questions.

Benefits library
Learn about and access your other health care benefits from one centrally located, easy-to-find place.

Career and return-to-work programs
Find coaching and career advice for preparing for maternity leave, returning to work and being a working parent.

Getting started:
1. Download one, or all three Ovia Health apps from the App Store or Google Play: Ovia Fertility, Ovia Pregnancy or Ovia Parenting.
2. When signing up with your email, choose “I have Ovia Health as a benefit” before tapping “Sign up”.
3. Enter your state, health plan (Medica), employer name and personal details.
4. Get started!
Northfield members have lost more than 508 lbs. What do you have to lose?

Omada® is a personalized program designed to help you make gradual changes to the way you eat, move, sleep and manage stress—4 lifestyle behaviors that can have a direct impact on your weight and health.

**Eat healthier**
Learn how to enjoy every meal, no deprivation required.

**Move more**
Get motivation to start a “no pain, all gain” fitness routine.

**Sleep better**
See how being able to sleep well is like having a superpower.

**Manage stress**
Navigate tough times like a pro with strategies that truly work.

**Ready to make health a habit?**
If you or your adult family members are at risk for type 2 diabetes or heart disease, and enrolled in the Medica health plan, Northfield Public Schools will cover the entire cost of the program -- a $650 value.

Available for free to Medica health plan members. See if you qualify at:
omadahealth.com/northfieldschools

You'll get your own:
- Interactive program
- Wireless smart scale
- Weekly online lessons
- Professional health coach
- Small group of participants
Medica customer service:

- **Monday - Friday, 7 a.m. - 8 p.m. CST**
  (closed Thursdays, 8 a.m. - 9 a.m.)
- **Saturday, 9 a.m. – 3 p.m.**

**Call:**
- 952-945-8000 or 1-800-952-3455
- TTY: 711

**Email:**
- Visit medica.com/contactmedica
Northfield Public Schools
Client #050931

### Plan Benefit Highlights

<table>
<thead>
<tr>
<th>Network(s)</th>
<th>Delta Dental PPO℠</th>
<th>Delta Dental Premier®</th>
<th>Non-Participating*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calendar Year Plan Maximum</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per person</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Lifetime Ortho Maximum</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per eligible covered person</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Deductible</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per person / per family per calendar year No deductible for diagnostic and preventive services or orthodontics</td>
<td>$25/person</td>
<td>$25/person</td>
<td>$25/person</td>
</tr>
<tr>
<td></td>
<td>$75/family</td>
<td>$75/family</td>
<td>$75/family</td>
</tr>
<tr>
<td><strong>Eligible Dependents</strong></td>
<td>Spouse</td>
<td></td>
<td>Dependent children up to age 26</td>
</tr>
</tbody>
</table>

### Covered Services

#### Diagnostic & Preventive Services
- Exams
- Cleanings
- X-rays
- Fluoride treatments
- Space Maintainers
- Sealants

**Coverage:**
- Delta Dental PPO℠: 100%
- Delta Dental Premier®: 100%
- Non-Participating*: 100%

#### Basic Services
- Emergency treatment for relief of pain
- Amalgam restorations (silver fillings)
- Composite resin restorations (white fillings) on anterior (front) teeth
- Composite resin restorations (white fillings) on posterior (back) teeth
- Crowns
- Inlays

**Coverage:**
- Delta Dental PPO℠: 80%
- Delta Dental Premier®: 80%
- Non-Participating*: 80%

#### Endodontics
- Root canal therapy on permanent teeth
- Pulpotomies on primary teeth for dependent children

**Coverage:**
- Delta Dental PPO℠: 80%
- Delta Dental Premier®: 80%
- Non-Participating*: 80%

#### Periodontics
- Surgical/Nonsurgical periodontics

**Coverage:**
- Delta Dental PPO℠: 80%
- Delta Dental Premier®: 80%
- Non-Participating*: 80%

#### Oral Surgery
- Surgical/Nonsurgical extractions
- All other covered oral surgery

**Coverage:**
- Delta Dental PPO℠: 80%
- Delta Dental Premier®: 80%
- Non-Participating*: 80%

#### Major Restorative
- Onlays and crown repair

**Coverage:**
- Delta Dental PPO℠: 50%
- Delta Dental Premier®: 50%
- Non-Participating*: 50%

#### Prosthetic Repairs and Adjustments
- Denture adjustments and repairs
- Bridge repair

**Coverage:**
- Delta Dental PPO℠: 50%
- Delta Dental Premier®: 50%
- Non-Participating*: 50%

#### Prosthetics
- Dentures (full and partial)
- Bridges
- Standard Implant coverage

**Coverage:**
- Delta Dental PPO℠: 50%
- Delta Dental Premier®: 50%
- Non-Participating*: 50%

#### Orthodontics
- Treatment for the prevention/ correction of malocclusion Available for all covered members ages 8 and up

**Coverage:**
- Delta Dental PPO℠: 50%
- Delta Dental Premier®: 50%
- Non-Participating*: 50%

---

*This is a summary of benefits only and does not guarantee coverage. For a complete list of covered services and limitations/exclusions, please refer to the Dental Benefit Plan Summary.

*Dentists who have signed a participating network agreement with Delta Dental have agreed to accept the maximum allowable fee as payment in full. Non-participating dentists have not signed an agreement and are not obligated to limit the amount they charge; the member is responsible for paying any difference to the non-participating dentists.

**LATE ENTRANTS:**

***Maximum will be limited to $100 for the first twelve months of coverage.

**** Orthodontic maximum will be limited to $750 for the first twelve months of coverage.
Make the Most of Your Benefits

Thank you for choosing Delta Dental of Minnesota as your partner in oral health. Dental insurance is designed to pay a portion of the costs associated with your dental care. Having dental insurance is essential to keeping your mouth healthy by providing access to preventative care, such as cleanings and X-rays, and helps cover extensive dental procedures such as crowns and fillings.

Online Tools for Members: www.DeltaDentalMN.org

- **Save Money, Go In Network:**
  Search for a participating dentist or specialist, clinic or location. By seeking care from a Delta Dental network dentist, you will save the most money because the dentist is not allowed to bill you more than our allowable charge.

- **Dental Insurance 101:**
  Robust member tools including commonly defined insurance terms, videos and frequently asked questions.

- **Oral Health Resources:**
  Access dental and health information including a section dedicated to kids’ oral health.

- **Cost Estimator:**
  Use our cost estimator to find out what a dental procedure will cost, or you can always request a pre-treatment estimate from your dentist.

- **Prefer to Speak to Someone?**
  Call our national customer service
  Toll Free: 1-800-448-3815
  Local: 651-406-5901
  Monday-Friday: 7 a.m.-7 p.m. central

Tools Available in the Secure Member Portal

- **Coverage Summary:**
  Review your dental plan information including eligibility, waiting periods, plan maximums and frequency limitations.

- **Claims Inquiry:**
  View claim status, procedure details, dates of service and applied deductibles.
  View your explanation of benefits (EOB) online.
  Check out our new feature to opt-out of the paper delivery of your EOB.

- **Print ID Cards:**
  Print a digital or replacement ID card.

Secure Member Portal Registration

1. On DeltaDentalMN.org, go to the member page and click “Access My Secure Portal”
2. Select the Employer Plan option click “Log In Here” and follow the steps to register.
3. Remember your username and password because you will need them each time you log in.

Learn more about how your oral health connects to your overall health at:
**DeltaDentalMN.org**
Get access to the best in eye care and eyewear with NORTHFIELD ISD 659 and VSP® Vision Care.

Why enroll in VSP? As a member, you’ll receive access to care from great eye doctors, quality eyewear, and the affordability you deserve, all at the lowest out-of-pocket costs.

You’ll like what you see with VSP.

• **Value and Savings.** You’ll enjoy more value and the lowest out-of-pocket costs.

• **High Quality Vision Care.** You’ll get the best care from a VSP network doctor, including a WellVision Exam®—the most comprehensive exam designed to detect eye and health conditions.

• **Choice of Providers.** The decision is yours to make—choose a VSP network doctor, a participating retail chain, or any out-of-network provider.

• **Great Eyewear.** It’s easy to find the perfect frame at a price that fits your budget.

Using your VSP benefit is easy.

• **Create an account at vsp.com.** Once your plan is effective, review your benefit information.

• **Find an eye doctor who’s right for you.** Visit vsp.com or call 800.877.7195.

• **At your appointment, tell them you have VSP.** There’s no ID card necessary. If you’d like a card as a reference, you can print one on vsp.com.

That’s it! We’ll handle the rest—there are no claim forms to complete when you see a VSP provider.

Choice in Eyewear

From classic styles to the latest designer frames, you’ll find hundreds of options. Choose from featured frame brands like bebe®, Calvin Klein, Cole Haan, Flexon®, Lacoste, Nike, Nine West, and more.¹ Visit vsp.com to find a Premier Program location that carries these brands. Plus, save up to 40% on popular lens enhancements.² Prefer to shop online? Check out all of the brands at eyeconic.com®, VSP’s preferred online eyewear store.

Enroll in VSP today. You’ll be glad you did.

Contact us. 800.877.7195
vsp.com

Life is better in focus.™
### VSP Coverage Effective Date: 01/01/2018

#### VSP Provider Network: VSP Choice

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
<th>Copay</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Coverage with a VSP Provider</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WellVision Exam</td>
<td>• Focuses on your eyes and overall wellness</td>
<td>$10</td>
<td>Every calendar year</td>
</tr>
<tr>
<td><strong>Prescription Glasses</strong></td>
<td></td>
<td>$25</td>
<td>See frame and lenses</td>
</tr>
<tr>
<td>Frame</td>
<td>• $130 allowance for a wide selection of frames</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• $150 allowance for featured frame brands</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• 20% savings on the amount over your allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• $70 Costco® frame allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lenses</td>
<td>• Single vision, lined bifocal, and lined trifocal lenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Polycarbonate lenses for dependent children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lens Enhancements</td>
<td>• Standard progressive lenses</td>
<td>$55</td>
<td>Every calendar year</td>
</tr>
<tr>
<td></td>
<td>• Premium progressive lenses</td>
<td>$95 - $105</td>
<td></td>
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<tr>
<td></td>
<td>• Custom progressive lenses</td>
<td>$150 - $175</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Average savings of 20-25% on other lens enhancements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contacts (instead of glasses)</td>
<td>• $130 allowance for contacts; copay does not apply</td>
<td>Up to $60</td>
<td>Every calendar year</td>
</tr>
<tr>
<td></td>
<td>• Contact lens exam (fitting and evaluation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extra Savings</strong></td>
<td>Glasses and Sunglasses</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Extra $20 to spend on featured frame brands</td>
<td></td>
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<tr>
<td></td>
<td>• 20% savings on additional glasses and sunglasses, including</td>
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<tr>
<td></td>
<td>• lens enhancements, from any VSP provider within 12 months of</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• your last WellVision Exam</td>
<td></td>
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</tr>
<tr>
<td>Retinal Screening</td>
<td>• No more than a $39 copay on routine retinal screening as an</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• enhancement to a WellVision Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Vision Correction</td>
<td>• Average 15% off the regular price or 5% off the promotional</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• price; discounts only available from contracted facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Your Monthly Contribution</strong></td>
<td>$7.88 Employee only</td>
<td>$12.60 Employee + 1</td>
<td>$12.86 Employee + children</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**Your Coverage with Out-of-Network Providers**

Get the most out of your benefits and greater savings with a VSP network doctor. Your coverage with out-of-network providers will be less or you’ll receive a lower level of benefits. Visit [vsponline.org](http://vsponline.org) for plan details.

<table>
<thead>
<tr>
<th>Exam</th>
<th>up to $45</th>
<th>Lined Bifocal Lenses</th>
<th>up to $50</th>
<th>Progressive Lenses</th>
<th>up to $50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame</td>
<td>up to $70</td>
<td>Lined Trifocal Lenses</td>
<td>up to $65</td>
<td>Contacts</td>
<td>up to $105</td>
</tr>
<tr>
<td>Single Vision Lenses</td>
<td>up to $30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coverage with a participating retail chain may be different. Once your benefit is effective, visit [vsponline.org](http://vsponline.org) for details. Coverage information is subject to change. In the event of a conflict between this information and your organization’s contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.

---

Contact us. 800.877.7195 | [vsponline.org](http://vsponline.org)

1. Brands/Promotion subject to change.
2. Savings based on network doctor’s retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Available only through VSP network doctors to VSP members with applicable plan benefits. Ask your VSP network doctor for details.

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VSP, VSP Vision care for life, eyeconic.com, and WellVision Exam are registered trademarks, and “Life is better in focus.” is a trademark of Vision Service Plan. Flexon is a registered trademark of Marchon Eyewear, Inc. All other company names and brands are trademarks or registered trademarks of their respective owners.
Create an account on vsp.com.

Discover the information you need:

- Once your benefit is effective, check your coverage.
- Find a provider who’s right for you and your family.
- Exclusive Member Extras that maximize your savings.
- View your personalized Vision Savings Statement after your appointment.
- Print a member vision card if you’d like one.

Create your account on vsp.com today!
Northfield Public Schools provides eligible employees with group term Life, Accidental Death and Dismemberment insurance in the amount specified by your particular group contract or policy. Your master contract or employment policy also provides you with the opportunity to purchase supplemental term life insurance coverage, subject to a health history approval, which can be paid for through payroll deduction. The current cost for supplemental coverage is displayed on the banded premium table below.

You have 30 days from the date you first become eligible for coverage to enroll in the District paid life insurance plan with no limitations. If you wish to enroll at a later date, you will be required to provide satisfactory evidence of good health to Cigna in order to be approved for coverage. You may change your beneficiary information at any time by completing a Change Form, available from the Human Resources Office. Supplemental life insurance can be purchased at any time and is subject to health history.

This life insurance policy has an Accelerated Death Benefit, which provides for a portion of the death benefit to be paid to a terminally ill employee (defined as someone with a life expectancy of six months or less). The remaining amount of the policy would be payable to the designated beneficiary upon the employee's death.

### VOLUNTARY LIFE AND AD&D EMPLOYEE DEDUCTIONS

<table>
<thead>
<tr>
<th>Coverage Tier</th>
<th>Monthly Cost Per $25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30</td>
<td>$1.68</td>
</tr>
<tr>
<td>30 – 34</td>
<td>$1.93</td>
</tr>
<tr>
<td>35 – 39</td>
<td>$2.18</td>
</tr>
<tr>
<td>40 – 44</td>
<td>$2.43</td>
</tr>
<tr>
<td>45 – 49</td>
<td>$3.18</td>
</tr>
<tr>
<td>50 – 54</td>
<td>$5.18</td>
</tr>
<tr>
<td>55 – 59</td>
<td>$8.93</td>
</tr>
<tr>
<td>60 – 64</td>
<td>$14.18</td>
</tr>
<tr>
<td>65 – 69</td>
<td>$30.18</td>
</tr>
<tr>
<td>70 – 74</td>
<td>$51.93</td>
</tr>
<tr>
<td>75+</td>
<td>$51.93</td>
</tr>
</tbody>
</table>
LONG TERM DISABILITY BENEFITS - CIGNA

Northfield Public Schools provides eligible employees with Long Term Disability (LTD) insurance. Your employment contract or policy defines your eligibility for coverage. Benefits shall be payable after the waiting period specified in your employment contract or policy. This income protection plan will pay approximately 2/3 of an employee's salary, once the disability claim has been approved, and the waiting period satisfied. Any benefit payments shall be coordinated with other sources of income as defined in the contract. Applications for disability benefits may be obtained from the Benefits Specialist in the Human Resource Office.

LONG TERM CARE INSURANCE

Long term care insurance is offered at your own expense through Educators Financial Services. You do receive a discounted rate for buying a policy through school. There are simplified underwriting options that are available for new employees that will not be offered to continuing employees. For additional information regarding this benefit, please contact Josh Decker at (651)-292-4815 or joshd@efsadvisors.com.
SOLUTIONS FOR ALL TYPES OF PERSONAL FINANCIAL CHALLENGES

My Secure Advantage

Cigna knows that financial issues are one of the leading causes of stress in America.* That’s why we offer a full-service financial wellness program. My Secure Advantage™ can help support the financial health of your household, at no additional cost to you.

MY SECURE ADVANTAGE PROGRAM INCLUDES:

My Secure Advantage (MSA) Money Coaching

› You can take advantage of a free 30-minute consultation with a certified financial expert before you decide to participate in Money Coaching.
› Individuals and couples can work with a designated Money Coach for 30 days, paid for by Cigna.
› Your Money Coach can help you handle a wide range of financial challenge, including but not limited to: Basic money management, getting out of debt, saving for college or retirement, purchasing a home, marriage or divorce, loss of income, death in the family, and more.
› Through an easy-to-use online portal, you can communicate with your Coach, view educational webinars and access a library of financial tools, forms and tips.
› After the first 30-day coaching period, you may continue working with your Money Coach for $39.95 per month.
› Even if you don’t participate in Money Coaching you can get a 25% discount on tax planning and preparation.

Identity theft protection and will preparation services include:

› Education on how to avoid identity theft, consultation with a Fraud Resolution Specialist, and a fraud resolution kit that provides the right documents to use and steps to follow
› Online resources to create and execute state-specific wills, powers of attorney and a variety of other important legal documents
› Free 30-minute legal consultation with a licensed practicing attorney to obtain advice or review legal documents, and a 25% discount off standard fixed or hourly attorney’s fees

Call 888.724.2262, Monday - Friday from 9:00 am to 11:00 pm EST (6:00 am to 8:00 pm PST) to speak with an MSA representative.

All you’ll need to give is your name, city, state, zip code and the name of your employer or plan sponsor. You can also visit cigna.mysecureadvantage.com for more information, or to register and access online tools and educational resources and create legal documents.

Together, all the way.*

Offered by: Life Insurance Company of North America or Connecticut General Life Insurance Company.


My Secure Advantage is a trademark of CLC Incorporated (CLC). The My Secure Advantage Financial Wellness Program is independently administered by CLC. Cigna does not provide financial services and makes no representations or warranties as to the quality of the information on the CLC website or the services of CLC.

These programs are NOT insurance and do not provide reimbursement for financial losses. Presented here are only the highlights of these programs. Full terms, conditions and exclusions are contained in the applicable offering descriptions. Program availability may vary by plan type and location and is subject to change. Customers are required to pay the entire discounted charge for any discounted products or services available through these programs. Programs are provided through third party vendors who are solely responsible for their products and services. These programs are not available under policies insured by Cigna Life Insurance Company of New York.

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THE FLEXIBLE BENEFITS PLAN

The Flex Plan allows you to reclassify a portion of your paycheck into a pre-tax position. The dollars designated for these expenses will not be included in your taxable income, thereby increasing your take home pay.

The Plan requires you to estimate, in advance, the expenses you predict you will have for the year in any of the categories eligible under the plan. These expenses, which you pay yourself, are dollar amounts you can have reclassified on your paycheck as pre-tax dollars. The Plan Year runs from January 1 through December 31.

When you make an online election, the amount you have elected for the year will be divided by the number of your anticipated regular pay periods, and will be deducted pre-tax on your checks. As you incur expenses, you complete a “reimbursement request” or use your debit card provided by the company, attaching copies of receipts for these expenses and submit them to FURTHER or upload receipts to the online website. Those expenses you have incurred will then be reimbursed to you directly by check, or by direct deposit, whichever you choose. This results in your expenses being repaid to you tax-free.

The categories in which you may elect your expenses are:

**Dependent Care:** These are expenses incurred for someone who cares for your child or dependent while you are at work. The expenses for which you may be reimbursed are those which qualify as “Dependent Care Assistance” under Section 129 of the Internal Revenue Code.

**Health Flexible Spending Arrangement (FSA):** Your out-of-pocket medical and dental expenses (not reimbursed by insurance) are elected in this category. Typical expenses are deductibles and co-pays, orthodontia, vision, hearing aid costs, elective surgery, family counseling and treatment programs. A general list of eligible expenses is found on the next page. A complete listing of eligible medical expenses can be found in IRS Publication 502.

**NOTE:** If you enroll in the health and dental plans, or elect supplemental life insurance, your share of the insurance premiums are automatically put into a pre-tax position unless you sign a form to waive this benefit. Waivers are available in the Human Resources Department.

**Estimate your expenses carefully!** You will not be able to change your election during the Plan year unless you have an eligible “change in status.” If you estimate more than you actually spend in that plan year, you will lose the difference between what you have estimated and what you actually spent.

More detailed information on the Flex Plan may be obtained on the “Benefits” page of the “Human Resources Department” web site.

If you have questions regarding the Flexible Benefits Program, please call Andrea Nelson-Walker at (507) 645-3406, or FURTHER customer service at 1-800-859-2144 (toll free) or via email at customersolutions@hellosfurther.com
PAYROLL INFORMATION

Contracted Teachers

Salary checks will be distributed twice per month on or before the 15th and 30th of each month commencing each contract year in the month of September. In most instances checks will be issued on the Friday prior to those dates if they fall on a weekend. The Business Office will annually publish a list of payroll dates for the ensuing contract year.

Teachers will be paid on a 24 salary check schedule. The 24 salary check schedule will be paid in equal amounts beginning the 15th of September with the June 15th lump sum check equal to six payments.

Payment for additional work will be made as reported by principals. Pay for extracurricular activities will be made according to the statement or the assignment.

Salary Paid Employees

Salary checks will be distributed twice per month on or before the 15th and 30th of each month. Semi-monthly salary will be calculated based on dividing annual compensation by the appropriate number of pay periods for the work year for the position.

Hourly Paid Employees

Wage checks will be distributed twice per month on or before the 15th and 30th of each month. Wages paid on the 15th will be based on hours submitted through the 30th of the prior month. Wages paid on the 30th will be based on hours submitted through the 15th of the current month.

Direct Payroll Deposit

Northfield Public Schools payroll system works on a mandatory direct deposit basis. The employee is provided with a form that tells the payroll department to deposit their net pay into a checking or savings account at a bank, savings & loan, or credit union of their choice. Pay stubs may be obtained through the employee self serve system, SMARTeR, located on the Northfield Schools.org website under the staff apple area.
REPORTING WORK RELATED INJURIES

Employees who are injured on the job should **immediately, or as soon as possible**, report the injury, even if the injury is considered minor, to the supervisors as listed below.

The supervisor is responsible to collect the appropriate information from the injured employee, complete the online “Supervisor’s Report of Accident.” **Immediate reporting is vital in meeting guidelines affecting the employee’s eligibility for coverage of medical bills or lost time.** If you have any questions on this information, please call the Human Resource Office – (507) 663-0627.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Responsible to Complete Supervisor’s Report of Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Custodians</td>
<td>Head Custodian</td>
</tr>
<tr>
<td>Head Custodians</td>
<td>Director of Buildings and Grounds</td>
</tr>
<tr>
<td>Child Nutrition Staff</td>
<td>Kitchen Manager</td>
</tr>
<tr>
<td>Kitchen Managers</td>
<td>Director of Child Nutrition</td>
</tr>
<tr>
<td>Secretaries</td>
<td>Immediate Supervisor</td>
</tr>
<tr>
<td>Teachers, Ed Assistants, Other Building Staff</td>
<td>Building Principal</td>
</tr>
<tr>
<td>H.S. Coaches, Non-Teacher Activities Advisors</td>
<td>Activities Director</td>
</tr>
<tr>
<td>M.S. Coaches</td>
<td>MS Assistant Principal</td>
</tr>
<tr>
<td>Community Services Employees</td>
<td>Community Services Director</td>
</tr>
<tr>
<td>Family Ed Employees</td>
<td>Early Childhood Coordinator</td>
</tr>
<tr>
<td>Venture Employees</td>
<td>Venture Coordinator</td>
</tr>
<tr>
<td>Administrators</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>

Upon receipt of the “Supervisor’s Report of Accident”, the HR Office will complete and submit a “First Report of Injury” to our workers’ compensation insurance carrier.

**MEDICAL COSTS**

If you experience medical expenses in relation to your approved claim, inform your health care provider that workers’ compensation related bills should be submitted to:

**Risk Administration Services, Inc.**

PO Box 89310
Sioux Falls, SD 57109-9310
1-800-732-1486

Payment of work-related injury costs is made directly to your health care provider by Risk Administration Services, Inc. You must provide the HR office with a report of workability that has been completed by the attending physician.

**WAGE REPLACEMENT**

In accordance with Minnesota Workers’ Compensation Law, wage replacement benefits partially compensate employees for wages lost when an employee is unable to work due to **medical restrictions**. Payments of these benefits begin after the employee has been unable to work for more than three calendar days. If the employee has been unable to work for ten calendar days or more, benefits also will be paid for the first three days. These benefits are tax-free.

Generally, workers’ compensation will pay approximately 2/3 of your salary for lost time. This amount will be coordinated with any accumulated sick leave you may have. The amount of your salary plus the amount of your workers’ compensation lost time reimbursement shall at no time be greater than the amount of your regular salary.
RETIREMENT

PENSION PLANS

Substantially all public employees are required by state law to belong to pension plans administered by Teachers Retirement Association (TRA) or Public Employees Retirement Association (PERA), which are administered on a state-wide basis. Minnesota Statutes Chapters 353 and 354 set the rates for employer and employee contributions. Upon enrollment, TRA or PERA will contact you directly regarding your benefits under their pension plans. If you have any questions, please call the toll free numbers listed below:

Teachers Retirement Association (TRA):
for Licensed Staff 1-800-657-3669
www.minnesotatra.org

Public Employees Retirement Association (PERA):
for Non-Licensed Staff 1-800-652-9026
www.mnpera.org

403(b) TAX SHELTERED ACCOUNTS

Employees of Northfield Public Schools are eligible to participate in 403(b) Tax-Sheltered accounts as established pursuant to United States Public Law N. 98-370.

A 403(b) plan, also known as a tax-sheltered annuity plan, is a retirement plan for certain employees of public schools, employees of certain Code Section 501(c)(3) tax-exempt organizations and certain ministers. A 403(b) plan allows employees to contribute some of their salary to the plan. The employer may also contribute to the plan for employees based on individual contract language.

Application to participate, change or terminate a Tax-Sheltered account must be made on form 10-03-WT, available from the Payroll Specialist in the Finance Office. The purchase of Tax Sheltered accounts for any one employee is limited to two companies.

The amounts withheld from salary and paid for the purchase of a Tax-Sheltered account shall comply with provisions under Section 403(b) of IRS Code as amended and with Minnesota Statute. Employees are encouraged to seek professional financial advice regarding these limitations.

STATE OF MINNESOTA DEFERRED COMPENSATION PLAN

The State of Minnesota Deferred Compensation Plan is a voluntary plan that allows employees to place a portion of their earnings into a pre-tax deferred investment program. Taxes on money set aside and earnings are deferred until the time of withdrawal. This allows employees to defer present income for long-term savings to supplement retirement and other benefits. This is a tax deferred retirement program authorized under Section 457 of the IRS Code.

Please contact Mary Czech in the Northfield Public Schools Finance Office at (507) 663-0628 for further information or enrollment forms for this program.
EMPLOYEE ASSISTANCE PROGRAM

Northfield Public Schools contracts with Sand Creek for its Employee Assistance Program (EAP). This program is geared toward recognizing an employee’s problems and helping to find appropriate help. This service is confidential and is available to both employees and members of their household - at no cost to you. Here are some of the areas in which the EAP can offer assistance:

- Family Issues
- Marital Concerns
- Drug or Alcohol Abuse
- Depression/Anxiety
- Stress
- Job Worries
- Financial Problems
- Legal Issues

Call Sand Creek to set up a confidential appointment with an EAP counselor. The counselor, after assessing the problem, will help the client develop a plan of action. That plan may include recommending an appropriate resource or service provider, if special help is needed. Their phone number is: 1-888-243-5744. You can also visit their website at www.sandcreekeap.com. When registering for the confidential website you will need to enter your company code. It is Northfield.

A complete copy of Policy 426, Employee Assistance Program, is located on the Northfield Public School website: www.northfieldschools.org

STEP UP – STAFF WELLNESS COMMITTEE

Northfield Public Schools implemented the District wide staff wellness program starting with the 2007-08 school year. The Step UP Staff Wellness Committee is comprised of teachers, support staff and administrators, and works to prepare information, activities and programs for all staff.

Our mission is to promote and support healthy lifestyle choices that improve the wellness of all district employees. We will provide a variety of activities and resources, as well as a monthly newsletter, featuring various wellness topics. Activities, topics and speakers are brought to you based on areas of interest identified in a staff survey. Each building has a Step UP Wellness Committee representative that will connect with you regarding these monthly topics, resources and activities.
EMPLOYEE DRESS GUIDELINES

Key Concepts of Appropriate Workplace Dress

We all agree that Northfield Public Schools employees should project a professional image for our students, fellow staff members, parents, and community. Northfield Public Schools has established business casual dress "guidelines" that allow our employees to work comfortably in the workplace. Because not all casual clothing is suitable for the workplace, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not usually appropriate for the work environment. Clothing that reveals cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees, students, parents or community members is unacceptable.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for work are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress guide can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton, wool or synthetic material pants, jeans, and uniform pants are acceptable. Inappropriate slacks or pants include torn or ragged jeans, sweatpants, exercise pants, short shorts, and any spandex or other form-fitting pants such as people wear for biking. Exercise clothing is acceptable for staff providing physical education instruction.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Mini-skirts and spaghetti-strap dresses are inappropriate for the workplace.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, turtlenecks, and uniform shirts are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the workplace, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially inappropriate words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; torn or ragged sweatshirts and t-shirts.
Shoes and Footwear

Athletic, walking or dress shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather sandals and deck-type shoes are acceptable for work. Closed toe and closed heel shoes are required in the areas where mechanical equipment is operated.

Jewelry, Makeup, Perfume, Cologne and Tattoos

Jewelry should be in good taste, with limited visible body piercing. Remember, that some people are allergic to the chemicals in perfumes and make-up, so wear these substances with restriction. Tattoos should be minimally visible in the work place.

Hats and Head Covering

Hats are not appropriate in the workplace. Head Covers necessitated by medical or health conditions and those that are required for religious purposes or to honor cultural tradition are allowed.

Conclusion

If clothing fails to meet these standards, as determined by the employee’s supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress guideline violations continue.

JOB DESCRIPTIONS AND EMPLOYMENT AGREEMENTS

JOB DESCRIPTIONS

Job descriptions for 80 District positions are available on the District website. The job descriptions can be found at www.northfieldschools.org Go to Departments, then to Human Resources, and then choose Job Descriptions.

EMPLOYMENT AGREEMENTS

Employment agreements for all District employment groups are available on the District website. The employment agreements can be found at www.northfieldschools.org Go to Departments, then to Human Resources, and then choose Employment Agreements.

SCHOOL BOARD POLICIES

School Board policies can be found on the District website: www.northfieldschools.org Go to About the District, then to School Board, and then choose Policies.
NORTHFIELD PUBLIC SCHOOLS

STAFF/VISITOR IDENTIFICATION BADGES

The Northfield School District is committed to providing a safe and secure environment for students, staff and visitors. As part of its efforts in this regard, it is the policy of the School District to require staff, substitutes, visitors and volunteers to wear appropriate identification as described below. Please refer to Policy 903 on the District website for complete information regarding staff/visitor identification badges.

Permanent School Employees:

Photo ID’s will be provided by the School District and must be worn at all times by permanent employees of Northfield Public Schools when they are in school buildings. Should a replacement badge be needed for any reason, it should be ordered in the Human Resources Office immediately. In the interim, employees should obtain a temporary badge from the school office.

If the employee loses their ID badge, there is a $7.00 replacement fee. If the badge breaks it will be replaced at no charge when the broken badge is turned in to the Human Resources Office. Please report lost or stolen badges to the HR Department immediately! Your badge is a key to your building and needs to be deactivated as quickly as possible.

Substitute Employees:

“Substitute” badges will be issued to individuals who are subbing within the buildings of Northfield Public Schools. Such badges must be worn whenever the individual is in school buildings. Such badges will be temporary and do need to be turned in at the end of the assignment.

Visitors/Volunteers:

Visitors and volunteers to school buildings are required to register and obtain a “Visitor” or “Volunteer” badge in the main office of the school building, and to return the badge and check out at the end of the visit.

All school employees are responsible to help monitor people in the school buildings and are expected to either escort visitors who do not have badges to the office to register and get a “Visitor” or “Volunteer” badge, or to alert office personnel that they have directed a visitor or volunteer to the office.

Any suspicious persons in the building are to be reported to the office immediately.