

Workers' Compensation

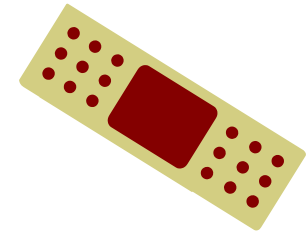
**Division of Human
Resources**

**Boulder Valley School
District**



Your Safety is Important!

- The district holds your health and safety as a top priority
- Please notify your supervisor of any of your safety concerns

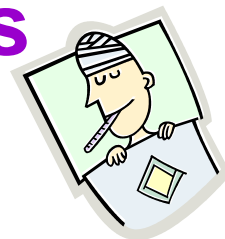


What should I do if I have a work-related injury?

- If seriously injured, call 911 or go to nearest hospital
- For non-emergency medical attention, you must see an BVSD-designated physician
- If injured, report the injury immediately to your supervisor
- Contact Human Resources ASAP
- Submit an accident report (available online through the Workers' Compensation website)
- Follow Workers' Compensation procedures (contact Karen Bright at karen.bright@bvsd.org or 720-561-5936)



BVSD Designated Medical Providers



- If the injury is not a serious emergency, make arrangements to see one of the district's designated medical providers.
- You are not authorized to see your personal physician and have Workers' Compensation pay the claim. If you have questions, you may contact Karen Bright in Human Resources at 720-561-5936.
- The Designated Provider List is available on the Workers' Compensation website



Employee Health – Small steps to better health

Division of Human Resources

Boulder Valley School District



You can find benefits information on the District's website,
<http://bvsd.org/benefits/>

Eligibility

- Minimum of 20 hours per week (or .5 FTE)
- Have an assignment for at least 90 days
- Coverage begins the 1st day of the following month

Eligible Dependents

- Spouse
- Dependent Children – up to age 26
(do not have to be enrolled in school)

Employee Benefits

Benefit Packets are available in Human Resources and online.

- Medical Insurance – Choice of two Cigna plans or Kaiser
 - Dental Insurance - Delta Dental of Colorado
 - Flexible Spending Accounts - medical and dependent care
 - Vision Plan – coverage paid by employee
 - Supplemental Life Insurance
 - **Eco Pass – \$60 per year**
 - Long-Term Disability Insurance
 - \$20,000 Life Insurance
 - Employee Assistance Program
- } automatic enrollment

100% Health and dental premiums for the employee are paid by the District. Employees are responsible for dependent premiums.



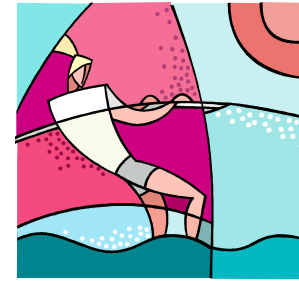
Open Enrollment

- Open enrollment for medical, vision and supplemental life is once per year during the month of April.
- Changes become effective July 1
- This is the time when employees can make any type of change to their insurance
- Changes cannot be made outside of open enrollment without a qualifying event*

*Marriage, divorce, birth, adoption, dependent ceases to be dependent, loss of job or other coverage for spouse. Change form and documentation must be submitted to HR within 30 days of the event.

Flexible Spending Accounts

- Flex plans help reduce taxable income
- BVSD offers two plans
 - Health Care – allows you to defer a portion of gross income into a tax free spending account for eligible medical, dental and vision expenses
 - Dependent Care – allows you to defer a portion of gross income into an account used to reimburse daycare expenses
- Open Enrollment is every November. The plan to starts the following January. The plan is a calendar year plan: January-December



Summer Coverage

- 10- and 11-month employees who complete their entire contract are covered through summer months
- Hourly Employees with dependent coverage or VSP coverage, who are not being paid in the summer, are enrolled in the district's prepaid summer premium program (or must submit payment to HR in order to maintain coverage through the summer).