



## **NEW EMPLOYEE REFERENCE GUIDE**

We welcome you to the Fairbanks North Star Borough School District and look forward to working with and supporting you during your employment.

The material in this guide provides a basic overview of information that should be helpful as you begin employment. We hope you find the guide beneficial and a continued resource. Additional information and resources can be found on the Human Resources website page at:

***[www.k12northstar.org/Human Resources](http://www.k12northstar.org/HumanResources)***

District policies and regulations can be found on the School Board website at:

***[www.k12northstar.org/Page/2662](http://www.k12northstar.org/Page/2662)***

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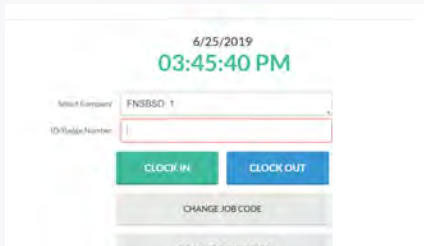


Fairbanks North Star Borough School District

# FNSBSD Login Reference

## TimeClock Plus (TCP)

**ID/Badge #:** F number (with out the f)  
**Pin:** 4-digit pin



## Canvas

**User name:** F number (with the f)  
**Password:** District password



## PowerSchool

**User name:** F number (with the f)  
**Password:** District Password



## District K-12 E-Mail

**User name:** F number (with the f)  
**Password:** District Password



## District Website

**User name:** F number (with the f)  
**Password:** District Password

## Employee Self Service (ESS)

**User name:** F number (with the f)  
**Password:** Initial login - last four of your social security number. You will then be asked to create a permanent password

## Frontline - (Aesop/EEM)

**User name:** F number (with the f)  
**Password:** District Password



## **HUMAN RESOURCES**

General Info & Scheduling for Director  
x 11394 Heather Christian

Ex. Director: Ivory McDaniel x11396

- Compliance
- Union Contracts Negotiations
- Wage & Hour

## **EMPLOYEE & LABOR RELATIONS**

General Info & Scheduling:  
x 11386 Teresa Paulsen

Dir. Labor Relations: x11393

EE Relations Specialist:  
Nicole Morotti x11395

- ADAAA
- Discipline - Employee

## **EEO - Employment & Educational Opportunity**

General Info & Scheduling:  
x 11387 Shayna Ellingrud

EEO Officer: Cari Jacobs x11466

Title IX: Allison Baldock x11379

- Non-Discrimination
- Section 504
- Discipline - Student

## **EMPLOYEE BENEFITS**

x11382 Brandi Wehner  
x11311 Robin Carlson

- Health Benefits
- Plan Enrollment
- General Inquiries
- Family Medical Leave (FMLA/AFLA)
- Fitness for Duty
- Supplemental Retirement Plans

## **RECRUITING & STAFFING**

x11380 Brandy Gloria  
x11277 Whitney Robinson

- AppliTrack (Frontline)
- Job Postings - External / Internal
- Job Descriptions
- Position Classification
- Recruitment / Job Fairs

## **GENERAL QUESTIONS**

x11326 Karen Motschenbacher

### **AESOP**

x11381

x11357 Karlene

### **File Review & Requests**

x11326 Karen

### **Fingerprinting**

x11394 Heather Christian

### **Military Access**

x11394 Heather Christian

### **SAS Contracts**

x11381

### **Student Employment**

x11357 Karlene

### **TCP – Time Clock Plus**

x11321 Payroll Dept.

### **Volunteers**

x11326 Karen

## **ESSA, EXEMPT/NonRep SUBSTITUTE & TEMPORARY**

*Hourly & Classified Staff*

x11381

x11357 Karlene Manuel

- New Hires
- Orientation
- Employee Notifications
- Employment Verification
- Employee Evaluations
- Leave of Absence requests
- Negotiated Agreement Inquiries
- Reassignment / Transfers
- Records requests
- Resignation / Retirement
- Supplemental Pay

## **EMPLOYEE TRAINING**

x11324 Kathy Port

- Administrative Secretary Training
- Canvas Catalog
- Canvas Certificates
- Mandatory Trainings (District & State)

## **FEA & FPA** *Certified Staff*

x11384 Shea Wollmann

x11383 Kelly Slechta

- New Hires
- Orientation
- Certification & Qualifications
- Employee Notifications
- Employment Verification
- Employee Evaluations
- Job Share requests
- Leave of Absence requests
- Negotiated Agreement Inquiries
- Reassignment / Transfers
- Records requests
- Resignation / Retirement
- Salary Information & Changes
- Supplemental Pay

**\*\* WHO TO CONTACT IN HUMAN RESOURCES \*\***

<b>ACCOUNTS PAYABLE</b>	<b>FEDERAL PROGRAMS</b>	<b>SPECIAL EDUCATION</b>	<b>Network and Computer Services</b>
11317 Vacant	11478 Bragonier, Carrie	11372 Axmear, Ellen	
11318 Smith, Lonnie	11488 Capelle, Laura	11437 Bailey, Stephen	11397 Help Desk*
11314 Taylor, Valinda*	11470 Clark, Helen	11426 Brenner-Gelvin, Misha	11373 Adams, John
<b>ACCOUNTING SERVICES</b>	11531 Evans, Dana	11479 Carroll, Jamie	11290 Vacant
11327 Buma, Desiree	11467 Elliott, Virva	11417 Coryell, Derek	11388 Burr, Bill
11305 Geyer, Meghan	11434 Fisher, Charleen	11445 Flint, Valerie	11267 Eskridge, Shavonne
11312 Herbert, Nicole (Nico)	11358 Fraini, Linda	11415 Haas, Coby	11306 Fernandez, Medo
11319 Meeks, Krista	11482 Gaona, Colleen	11425 Hall, Kate	11376 Fuller, William
<b>ADMINISTRATIVE SERVICES</b>	11231 Garvin, Juanita*	11473 Hannah, Joseph	11360 Hingst, Robert
11302 DeGraw, Andy	11458 Martian, Cleofe	11448 Hendrie, Christina	11369 Kougl, Pat
11301 Weaver, Sandra*	11431 McDaniels, Leona	11447 Hill, Chelcea	11287 Pringle, Cory
11303 Vacant	11439 Randall, Jennifer	11414 Juszczak, Ella	11288 Riddle, Gary
<b>AFTER SCHOOL PROGRAMS</b>	11476 Trotta, Laurie	11534 Lee, Erin	11285 Rose, Chris
11271 Hatcher, Staci*	<b>HUMAN RESOURCES</b>	11535 Manning, Terry	11234 Swanson, Paul
11251 Wild-Curry, Julie	11326 HR - Front Desk -*	11260 Maranville, Amie	<b>School Support Techs (SST)</b>
<b>ALASKA NATIVE ED</b>	11379 Baldock, Allison	11377 Moore, Ernesta	11773 Biery, Clint
11462 Evans, Yatibaey	11311 Carlson, Robin	11489 Nilson, Michele*	11776 Dustin, Becky
11468 Flynn, Marlene*	11394 Christian, Heather	11206 Sansone, Leah	11778 Furness, Zachary
<b>ART DEPARTMENT</b>	11387 Ellingrud, Shayna	11451 Shannon, Vanessa	11770 Green, Angela
328-0701 or x11555 @ Ryan Bldg.	11380 Gloria, Brandy	11487 Smith, Dena	11774 Schiff, Eric
<b>ASSISTANT SUPERINTENDENT</b>	11466 Jacoby, Cari	11444 Swanson, Lori	11772 Simon, Thomas
11411 Corbett, Lisa*	11357 Manuel, Karlene	11446 Williamson, Brenda	11775 Woloshen, Sharon
11435 LaPlaunt, Kate	11396 McDaniel, Ivory	11556	<b>Records Management</b>
11412 Meinert, Luke	11381 Morotti, Nicole	11416 VACANT	11238 Cevasco, Natalie
<b>B.E.S.T</b>	11326 Motschenbacher, Karen	<b>SOCIAL EMOTIONAL LRN &amp; PREV</b>	11258 Vacant
11452 Beam, Laurie	11386 Paulsen, Teresa- Labor Relations *	11451 Shannon, Vanessa	
		<b>STUDENT SUPPORT SERVICES</b>	<b>Student Information &amp; POWERSCHOOL</b>
11432 Brons, Nelique	11324 Port, Kathy	11272 Haddad, Mallory*	11362 Bush, Karen
11201 Davis, Melissa	11277 Robinson, Whitney	11470 Clark, Helen	11300 Heneveld, Kevin
11203 Kelly, Kristan	11383 Slechta, Kelly	<b>STUDENT RECORDS</b>	11366 Lowery, Julie
11208 Livingston, Kimberly	11393	See Information & Technology	11361 Lounsbury-Hunt, Laurel
11209 Sandland, Roslyn	11395 EE Relations	<b>SUPERINTENDENT OF SCHOOLS</b>	11218 McGovern, Miriam
11204 Sivin, Barbara	11322 Weaver, Carolyn	11401 Poland, Erin	11378 Wolfe, Alex
11216 Homeschool Lab	11382 Wehner, Brandi	11401 Gaborik, Karen	<b>Technology &amp; Information Systems</b>
<b>BOARD OF EDUCATION</b>	11384 Wollmann, Shea	<b>SWITCHBOARD AREA</b>	11212 Desrochers, Jessica*
11400 Tuttle, Sharon	<b>LIBRARY MEDIA</b>	11471 Hallway North	11385 Gentry, James
11453 Broadcast Booth Board Room	11243 Circulation Desk	11001 Hallway South	11771 Taylor, Tony
<b>CAREER TECHNICAL EDUCATION</b>	11243 Hameister, Jimmy	11000 Switchboard	11375 Veazey, Travis
11538 Luddington, Julie*	<b>NURSING SERVICES DIRECTOR</b>	<b>TEACHING AND LEARNING</b>	<b>Facilities Management Department</b>
11537 Domke, Dan	11253 Schneider, Lori	11241 Bell, Galina	Direct phone number to FMD is 452-4461
11304 Simpson, Joni	<b>PAYROLL</b>	11419 Daml, Michelle	15239 Armstrong, Michael
<b>CASHIER</b>	11320 Mack, Michelle*	11436 DeVaughn, Tara	15227 Carreon, Jahanara
11313 Zanazzo, Connie	11323 Morotti, Adam	11428 Edwards, Cathleen	15226 Gregory, Stephen
<b>COMMUNICATIONS, DEVELOPMENT, AND ENGAGEMENT</b>	11320 Walker, Melissa	11436 Foshee, Stacy	15238 Houser, Scott
	11321 vacant	11263 Hadaway, Melanie	15235 Koch, Kelly
11225 Cummings, Sheena	<b>PRINT SHOP/COPY ROOM</b>	11474 Hall, Thomas	15224 Nilson, Mark
11403 Hurbi, Rebecca	11309 Vacant	11436 Harvey, Rhonda	15223 Shipman, Mary *
11257 Larson, Britt	11339 Carlson, Brenna	11236 Laukhuf, Marie	15221 Swisher, Josh
11464 Vacant	11480 Copy/Print Shop	11421 Morgan, Jennifer	15221 (Building Rentals)
11249	<b>PURCHASING/S&amp;R</b>	11436 O'Donnell, Nicole	
11438 McCulloch, Yumi	11346 Central Stores (Paula)	11477 Reilly, Rachel	<b>Shipping &amp; Receiving 456-4114</b>
<b>COMPUTER LAB 2ND FLOOR</b>	11344 Grahek, Bart	11404 Robinson, Sarah	15263 Mail Center
11227 Front	11341 Pihlaja, Julie*	11422 Roddy, Flora*	15262 Archuleta, Leroy
<b>CUSTODIAL SERVICES</b>	11345 Proper, Emily	11241 Rush, Eric	15260 Walrath, Mike
11483 Wolf, Terry (7 am -3 pm)	<b>RESEARCH &amp; ACCOUNTABILITY</b>	11340 Sandgren, Georgia	
11481 Barnes, Cathy (3 pm-11 pm)	11364 Ott, Ellis	11333 Sexton, Mariah	<b>Nutrition Services 451-1004</b>
11481 Vacant	<b>SAFE &amp; HEALTHY STUDENTS</b>	11436 Staiger, Mackenzie	16605 Johnson, April (CK Coord)
<b>EEO/AFFIRMATIVE ACTION</b>	11272 *	11202 Sundborg, Alicia	16600 Krier, Deborah*
11466 Jacoby, Cari	11355 Vacant	11424 Unruh, Alica	16603 Bridgewater, Trevor
11387 Ellingrud, Shayna*	<b>S.M.A.R.T./DW P.A.S.S.</b>	11241 ITC V-mail	16601 Schmidt, Callie
<b>EMPLOYEE BREAK ROOM 11390</b>	11272 Haddad, Mallory	<b>TRANSPORTATION</b>	16608 Reece, Andrew (Whs Lead)
	11355	11350 Hinton, Ryan	16602 Rouse, Amy
<b>SECURITY - 8 a.m to 5 p.m. (907) 483-0241/ext. 11101</b>	11256 Kristovich, Heidi	11352 Rasmussen, Tammy	16604 Perez, Carlos
	11252 Majors, Beverly	11262 Taylor, Dewayne	
	11256 Yi, William	<b>Business Information/MUNIS</b>	<b>DW Instructional Support</b>
			<b>DW Central Support</b>
	<b>* Suggested Person to call for information</b>	11293 Dougherty, Jared	
		11219 Esmailka, Charles	rev 07_20_2020
		11354 Larrabee, Tim	
		11370 Willett, Sherman	
		11363 Nussbaumer, Allen	
		11367 Iando, Devin	

# Fairbanks North Star Borough School District

<b>ANDERSON ELEM, K-2</b>	372-2167	7:50-2:20	<b>LADD ELEM, K-8</b>	451-1700	9:00-3:30
Stacey Stansell, Principal 768 Kodiak Street, Eielson AFB 99702 FAX 372-3437	(AND)		Cori Anthony, Principal 601 F St., FAI 99701	FAX 451-9137	(LAD)
<b>ANNE WIEN ELEM, K-6</b>	451-7500	8:30-3:00	<b>MIDNIGHT SUN ELEM, K-5</b>	488-0134	9:00-3:30
Michael Angaiak, Principal 1501 Hampstead Ave., FAI 99701	FAX 451-7564	(AWE)	Joanne Vanfleteren, Principal **2301 Bradway Road - Physical	FAX 488-2045	(MSN)
<b>ARCTIC LIGHT ELEM, K-8</b>	356-2038	8:30-3:00	<b>NORDALE ELEM, K-6</b>	452-2696	8:30-3:00
Thad Keener, Principal / AP: Kelly Thrun 4167 Neely Road, Ft. WW 99703	FAX 356-2189	(ARC)	Brian Powell, Principal 397 Hamilton Ave., FAI 99701	FAX 456-5608	(NDL)
<b>BARNETTE MAGNET, K-8</b>	456-6072	8:15-2:45	<b>NORTH POLE ELEM, K-5</b>	488-2286	9:00-3:30
Jeff Lesseig, Principal 1000 Barnette St., FAI 99701	FAX 451-9602	(BNT)	Mark Winford, Principal 250 Snowman Lane, NP 99705	FAX 488-1232	(NPE)
<b>BOREAL SUN CHARTER, K-8</b>	687-0772	8:45-3:15	<b>PEARL CREEK ELEM, K-6</b>	479-4234	9:00-3:30
Elizabeth Hilker, Head Teacher 2404 S Barnette St, FAI 99701	FAX	(BSC)	Shawna Henderson, Principal 700 Auburn Drive, FAI 99709	FAX 479-4025	(PLC)
<b>CHINOOK CHARTER, K-8</b>	452-5020	8:15-2:45	<b>SALCHA ELEM, K-6</b>	488-3267	9:00-3:30
Christina Carlson, Head Teacher 3002 International St, FAI 99701	FAX 452-5048	(CHN)	Tori Brannan, Principal **8530 Richardson Hwy - Physical	FAX 488-5358	(SAL)
<b>CRAWFORD ELEM, 3-6</b>	372-3306	8:00-2:30	<b>TICASUK BROWN ELEM, K-5</b>	488-3200	9:00-3:30
Teresa Lesage, Principal 692 Raven's Way, Eielson AFB 99702	FAX 372-3199	(CRW)	Beverly Kokrine, Principal **785 Lakloey Drive - Physical	FAX 488-6208	(TIC)
<b>DISCOVERY PEAK CHARTER, K-8</b>	488-	8:30-3:00	<b>TWO RIVERS SCHOOL, K-8</b>	488-6616	9:00-3:30
Allison Bartlett, Head Teacher 3340 Badger Rd, Suite 280, NP 99705	FAX	(DPC)	Cathy Pusch, Principal **400 Two Rivers Road - Physical	FAX 488-8487	(TRV)
<b>DENALI ELEM, K-6</b>	452-2456	8:30-3:00	<b>UNIVERSITY PARK ELEM, K-6</b>	479-6963	8:45-3:15
KC Bodily, Principal 1042 Lathrop Street, FAI 99701	FAX 451-0792	(DNL)	Allyson Nicholson, Principal 554 Loftus Road, FAI 99709	FAX 479-6219	(UPK)
<b>HUNTER ELEM, K-6</b>	456-5775	8:45-3:15	<b>WATERSHED CHARTER, K-8</b>	374-9350	8:30-3:00
Jane Bedford, Principal 1630 Gillam Way, FAI 99701	FAX 452-8891	(HTR)	Jarrod Decker, Head Teacher 4975 Decathlon, FAI 99709	FAX 374-9360	(WSD)
<b>JOY ELEMENTARY, K-8</b>	456-5469	8:30-3:00	<b>WELLER ELEM, K-6</b>	457-1629	8:30-3:00
LaLaunie Whisenhant, Principal 24 Margaret St., FAI 99701	FAX 456-1477	(JOY)	Lynn Weckesser, Principal 635 Elementary Drive - Physical	FAX 457-2663	(WLR)
			<b>WOODRIVER ELEM, K-6</b>	479-4211	9:00-3:30
			Grant Guy, Principal 5000 Palo Verde Dr., FAI 99709	FAX 479-5077	(WRV)
			<b>EFFIE KOKRINE CHARTER, 7-12</b>	474-0958	9:50-3:38
			Josh Snow, Head Teacher 601 Loftus Road, FAI 99709	FAX 479-2104	(EKC)
<b>CAREER ED CTR., 11-12</b>	479-4061		<b>SON - NP ACADEMY, 7-12</b>	490-9025	
Craig Kind, Head Teacher 724 27th Ave., Suite 1, FAI 99701	FAX 479-0230	(CEC)	Diana Childs, Head Teacher 2945 Monk Ct., NP 99705	FAX 490-9021	(NPA)
<b>BEN EIELSON JR/SR, 7-12</b>	372-3110	7:45-2:15	<b>RANDY SMITH MIDDLE, 7-8</b>	458-7600	9:30-4:00
Bruce Bell, Principal AP: Dr. April Scott 675 Raven's Way, Eielson AFB 99702	FAX 372-3202	(BEH)	Dave Dershin, Principal 1401 Bainbridge, FAI 99701	FAX 458-7676	(RSM)
<b>HUTCHISON HIGH SCHOOL, 9-12</b>	479-2261	7:45-2:15	<b>RYAN MIDDLE, 7-8</b>	452-4751	9:30-4:00
Robyn Taylor, Principal AP: Beth Reagin 3750 Geist Rd, FAI 99709	FAX 479-8286	(HUT)	Heather Stewart, Principal AP: Petra Timmons 951 Airport Way, FAI 99701	FAX 451-8834	(RYN)
<b>LATHROP HIGH, 9-12</b>	456-7794	7:45-2:15	<b>TANANA MIDDLE, 7-8</b>	452-8145	9:30-4:00
Carly Sween, Principal APs: Clarice Mingo, Linda Kang, Rich Harrelson 901 Airport Way, FAI 99701	FAX 452-6735	(LTH)	Carla Marquand, Principal AP: Rachel Blackwell 600 Trainor Gate Rd., FAI 99701	FAX 456-2780	(TAN)
<b>NORTH POLE HIGH, 9-12</b>	488-3761	7:45-2:15	<b>WEST VALLEY HIGH, 9-12</b>	479-4221	7:45-2:15
Graham Storey, Principal APs: Michelle Spillane, Henry Burns 601 NPHS Blvd., NP 99705	FAX 488-1488	(NPH)	Sarah Gillam, Principal APs: Dave Foshee, Heather Johnson, Greg Gibson 3800 Geist Rd., FAI 99709	FAX 474-8901	(WVH)
<b>NORTH POLE MIDDLE, 6-8</b>	488-2271	8:00-2:30	<b>OTHER SCHOOLS:</b>		
Richard Smith, Principal AP: Holly Cervin 300 East 8th Ave., NP 99705	FAX 488-9213	(NPM)	<b>Fairbanks B.E.S.T.</b> 452-2000 Ext. 11201 <b>Golden Heart Academy (FYF)</b> 456-1536 <b>BRIDGE / HIRE / ABEL Program</b> 474-2144		

**ADMINISTRATIVE CENTER**  
520 Fifth Avenue, Fairbanks 99701  
452-2000 Fax: 451-6160  
www.k12northstar.org  
Dr. Karen Gaborik, Superintendent  
Kate LaPlaunt, Asst. Supt - Elementary  
Luke Meinert, Asst. Supt - Secondary

**FACILITIES MANAGEMENT**  
1300 Minnie St., Fairbanks 99701  
452-4461 Fax: 451-0062  
Mark Nilson, Ex. Director

**NUTRITION SERVICES**  
1305 Charles Street, Fairbanks 99701  
452-1004 Fax: 374-8721

**HIGH SCHOOL COUNSELING FAX**

BEH Fax: 372-3039  
HUT Fax: 479-2264  
LTH Fax: 456-4475  
NPH Fax: 490-2305  
WVH Fax: 479-8371

# IMPORTANT CONTACT INFORMATION

The screenshot shows the website for the Alaska Department of Health and Social Services, Office of Children's Services. The header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main title is "Alaska Department of Health and Social Services Office of Children's Services". A search bar is visible on the right. Below the title, there are navigation tabs: Home, Divisions and Agencies, Services, News, and Contact Us. A breadcrumb trail reads: Health and Social Services > Office of Children's Services > About OCS: Contact Us.

(907) 451-2650 / Fax: (907) 451-2616      751 Old Richardson Highway, Suite 300  
**Report Claims to: 1-800-353-2650**

The screenshot shows the website for the Alaska Department of Education & Early Development, specifically the Teacher Certification page. The header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main title is "Alaska Department of Education & Early Development". A search bar is visible on the right. Below the title, there are navigation tabs: HOME, PARENTS & STUDENTS, TEACHING & LEARNING, FORMS & GRANTS, FINANCE & BUSINESS, STATISTICS & REPORTS, and ABOUT EED. A breadcrumb trail reads: STATE OF ALASKA > EED > TLS > TEACHER CERTIFICATION > HOME. The main heading is "Teacher Certification". Below this, a paragraph states: "Teacher Education and Certification Office works with school districts and universities to grant educator certifications, approve teacher preparation programs, and administer teacher recognition programs. It is committed to support the State Board of Education and Early Development's strategic priority to **Ensure high-quality educators for Alaska's children.**"

(907) 465-2831 / Fax: (907) 465-2441      [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov)  
801 West 10th Street, Suite 200  
PO BOX 110500, Juneau AK 99811-0500

The screenshot shows the website for the Alaska Department of Administration, Retirement and Benefits. The header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main title is "Alaska Department of Administration Retirement and Benefits". A search bar is visible on the right. Below the title, there are navigation tabs: DRB Home, Retirement, Benefits, Employer Services, AlaskaCare, and Easy Navigation. A second row of navigation links includes: PERS Tier IV/TRS Tier III, PERS Tiers I, II, III, TRS Tiers I, II, Supplemental Annuity, Deferred Comp, and All Other Programs.

(907) 465-4460 (Juneau)      (800) 821-2251 (outside Juneau)





520 Fifth Avenue, Fairbanks, AK 99701  
 k12northstar.org

2020						
July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2020	
<b>August</b>	10, 19 Teacher Work Days 11-18 Professional Development 20 First Day for Students
<b>September</b>	7 Labor Day (holiday) 24, 25 Professional Development
<b>October</b>	16 End of 1 <sup>st</sup> Quarter (early dismissal) 29-30 Parent-Teacher Conferences
<b>November</b>	13 Professional Development 26-27 Thanksgiving (holiday)
<b>December</b>	16-18 Last 3 Days (early dismissal) 18 End of 2 <sup>nd</sup> Quarter (early dismissal) 21 Winter Break - Begin

2021	
<b>January</b>	1 Winter Break - End 4 Teacher Work Day (no school) 5 Professional Development 18 Martin Luther King Jr. (holiday)
<b>February</b>	15-16 Parent-Teacher Conferences 17 Professional Development
<b>March</b>	5 End of 3 <sup>rd</sup> Quarter (early dismissal) 8-12 Spring Break 29-31 Tentative Testing Window
<b>April</b>	1-30 Tentative Testing Window
<b>May</b>	14, 17, 18 Last 3 Days - Early Dismissal 18 Last Day for Students 19 Teacher Work Day

- School Start/End
- End of Quarter (early dismissal)
- Testing Window
- Last 3 days (early dismissal)
- Staff Training Day (early dismissal)
- Professional Development Day (no school)
- Vacation/Holiday (no school)
- Parent-Teacher Conferences (no school)
- Teacher Work Day (no school)
- Tentative Make-Up Days for Bad Weather

1<sup>st</sup> semester: 90 days  
 2<sup>nd</sup> semester: 90 days

2021						
January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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23	24	25	26	27	28	29
30	31					

May						
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23	24	25	26	27	28	29
30	31					

June						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4<sup>th</sup> Quarter: 47 days

1<sup>st</sup> Quarter: 47 days

2<sup>nd</sup> Quarter: 43 days

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT



**CERTIFIED**  
**Start and End Dates**  
**2020-2021**

<b>START DATE</b>	<b>July 20</b> <i>Monday</i>	<b>July 29</b> <i>Wednesday</i>	<b>August 10</b> <i>Monday</i>
<b>END DATE*</b>	<b>May 28</b> <i>Friday</i>	<b>May 25</b> <i>Tuesday</i>	<b>May 19</b> <i>Wednesday</i>

*First / Last day for Students*      *August 17*  
*Monday*                                      *May 18*  
*Tuesday*

<b>Certified Teaching staff</b> (184 Days)			<b>XX</b>
<b>High School Principal</b> (206 Days)	<b>XX</b>		
<b>Middle School Principal</b> (196 days)		<b>XX</b>	
<b>Elementary Principal</b> (196 days)		<b>XX</b>	
<b>Assistant Principal</b> (196 days) Elementary / Middle / High		<b>XX</b>	

Memorial Holiday = Monday, May 31

Additional days for counselors & librarians excluded from reg. calendar per Article 507 of Agreement.



## FNSBSD CLASSIFIED START AND END DATES 2020-2021 SCHOOL YEAR

### School Start and End Dates:

**August 17, 2020 - May 18, 2021**

School Positions That Start and End With Students	Start Date	End Date
ALL positions except those listed below	August 17	May 18
School Positions (includes all charter schools except those listed on pg. 2)	Start Date	End Date
Administrative Secretaries (High)	July 20	May 28
Administrative Secretaries (Middle and Elementary)	July 29	May 25
Alaska Room Cultural Resource Coordinator	August 14	May 18
ANE Tutors (High)	August 14	May 18
ANE Tutors (Middle & Elementary)	August 17	May 7
Counseling Technicians	July 20	May 28
Day Custodians (Two Rivers & Salcha)	July 29	May 25
ELL Tutors/Instructors (High)	August 13	May 19
ELL Tutors/Instructors (Middle and Elementary)	August 13	May 14
Library Assistants and Associates	August 5	May 21
Nurses, LPNs & Health Assistants	August 3	May 20
Prevention and Intervention Specialists	August 14	May 19
Program Secretary (Barnette)	July 29	May 25
School Psychologist Intern	August 10	May 19
School Safety Assistants	August 14	May 18
Secretaries (grade 6) (High, Middle, and Elementary)	July 29	May 25
Shift Custodians (10 months)	July 20	May 28
Sign Language Interpreters and American Sign Language Specialist	August 14	May 18
SPED Assistive Technology Media Technician	August 5	May 26
SPED Cross Categorical/IR/ER/SR Aides ( <u>Does not</u> include Grade 5 or Pre-K SPED Aides - these follow school term schedule)	August 14	May 18
SPED Deaf and Heard of Hearing (DHH) Program Media Technician	August 12	May 21
SPED Secretaries	August 13	May 19
Teaching Assistants (Kindergarten)*	August 14	May 18
ASP Coordinators (Grant funded schools) - AWE, DNL, HTR, JOY, LTH, NPE, TIC (coordinators at non-grant funded schools follow school term schedule)	August 11	May 7
Nutrition Services	Start Date	End Date
NS Administrative Secretary	July 21	May 21
NS Central Kitchen (CK) Coordinator & Production Crew Lead	August 10	May 18
NS CK Production Crew and Packaging Crew Members**	August 11	May 18
NS Kitchen Aides and Managers	August 13	May 18
NS Secretary	August 5	May 21
NS Warehouseperson - 10 month	July 21	May 21
NS Warehouseperson - Expeditor	August 5	May 21
Administrative Center Staff (other)	Start Date	End Date
10 month Secretaries & Program Secretaries	August 5	May 28
Cashier	August 12	June 11

\* These positions do not work (unpaid leave days) on February 15 during parent teacher conference days

\*\* These positions do not work (unpaid leave days) on October 30 and February 15 during parent teacher conference days

**Please refer to Article 11 and 12 of the ESSA Negotiated Agreement for a list of paid vacation days and holidays.**



Fairbanks North Star Borough School District

## FNSBSD CHARTER START AND END DATES 2020-2021 SCHOOL YEAR

Effie Kokrine (School term begins August 10 and ends May 18)	Start Date	End Date
Administrative Secretary***	July 27	May 19
ANE Tutor***	August 7	May 18
Counseling Technician***	July 27	May 19
Day Custodian***	August 6	May 18
Kitchen Manager***	August 6	May 18
SPED Aide/Tutor***	August 7	May 18
SPED Clerk/Secretary***	August 6	May 18
Watershed	Start Date	End Date
Administrative Secretary	August 5	May 21
Library Assistant	August 10	May 19
Teaching Assistant	August 14	May 19
SPED Aide	August 14	May 19

\*\*\*These positions do not work (unpaid leave days) during the week of September 14 through September 18

**Please refer to Article 11 and 12 of the ESSA Negotiated Agreement for a list of paid vacation days and holidays.**

Revised: 3/4/2020

# Chinook Montessori Charter School 2020/ 2021 School Year Calendar

July 2020							August 2020							September 2020							October 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
5	6	7	13	14	15	18	2	3	4	5	6	7	1	2	3	4	5	6	7	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	7	8	9	10	11	12	13	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	16	17	18	19	20	21	14	15	16	17	18	19	20	18	19	20	21	22	23	24		
26	27	28	29	30	31		23	24	25	26	27	28	21	22	23	24	25	26	27	25	26	27	28	29	30	31		
							30	31					28	29	30													
							10, 11 & 12 Professional Dev. Days 13 & 14 Teacher Work Days 17 First Day of School 21 All School Barbeque/Campout Pioneer, Apprentice & Mentor Family Meetings							1 Picture Day 7 Labor Day, No School! 8 & 9 Professional Dev. No School! 30 Make-Up Picture Day							29 & 30 Professional Dev. No School!							
November 2020							December 2020							January 2021							February 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	1	2	3	4	5	6	2	3	4	5	6	7	8	31	1	2	3	4	5	6		
8	9	10	11	12	13	14	7	8	9	10	11	12	5	6	7	8	9	10	11	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	17	18	14	15	16	17	18	19	20			
22	23	24	25	26	27	28	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
29	30						27					24	25	26	27	28	29	30	28									
							2, 3, 4, 5 & 6 Portfolio Preparation 6 End of First Trimester 62 days 11 & 12 Portfolio Presentations Early Out 25 Early Out 26 & 27 Thanksgiving Break							1 Winter Break 4 Teacher Workday, No School! 18 Martin Luther King, No School!							15 Professional Development, No School! 16, 17, 18, & 19 Portfolio Preparation 19 End of Second Trimester 61 days 24 & 25 Portfolio Presentations Early Out							
March 2021							April 2021							May 2021							June 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	7	30	31	1	2	3	4	5		
7	8	9	10	11	12	13	4	5	6	7	8	9	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
14	15	16	17	18	19	20	11	12	13	14	15	16	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
21	22	23	24	25	26	27	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30					
							2 Orientation & Visitation 8-12 Spring Break 15 Professional Dev. No School! 25 Orientation & Visitation							3-4, 5, 6 & 7 Portfolio Preparation 12 & 13 Portfolio Presentations Early Out 14 Graduation 17 Transition Day Early Out 18 Last Student Day of School and BBQ Early Out 19 Teacher Work Day 20, 21 & 24 Tentative Bad Weather Days							31							



# 2020-2021 School Year

Su Mo Tu We Th Fr Sa

**July**

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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**August**

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**September**

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**October**

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**November**

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29	30					

**December**

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27	28	29	30	31			

**August**

- 3,7 Teacher Work Days\*\*
- 4,5,6 Professional Development Days\*\*
- 10 First Day for Students

**September**

- 7 Labor Day\*\*
- 14-18 Fall Break\*\*
- 25 Professional Development Day\*\*

**October**

- 2 Howard Luke Birthday Celebration
- 16 End of Quarter 1\*
- 29,30 Portfolio Conferences\*\*

**November**

- 13 Professional Development Day\*\*
- 26,27 Thanksgiving Holiday\*\*

**December**

- 18 Early Out\*
- 16,17,18 Last Three Days of Semester\*
- 18 End of Semester 1/Quarter 2\*
- 21 Winter Break - Begin\*\*

**January**

- 1 Winter Break - End\*\*
- 4 Teacher Work Day\*\*
- 18 Martin Luther King Jr. Day\*\*

**February**

- 17 Professional Development Day\*\*
- 15,16 Portfolio Conferences\*\*

**March**

- 5 End of Quarter 3\*
- 8-12 Spring Break\*\*
- 19 Snowshoe Tea Race

**May**

- 7 Graduation
- 14,17,18 Last Three Days of Semester\*
- 18 End of School\*
- 19 Teacher Work Day\*\*

- Start/End of School
- Student/Parent/Teacher Conferences
- Professional Development Day\*\*
- Teacher Work Day\*\*
- Vacation\*\*
- Holiday\*\*
- End of Quarter\*

Su Mo Tu We Th Fr Sa

**January**

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3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

**February**

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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

**March**

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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

**April**

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25	26	27	28	29	30			

**May**

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16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

**June**

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20	21	22	23	24	25	26	
27	28	29	30				

# INCLEMENT WEATHER DECISION-MAKING

## Timeline

**4:00 am** - First Student begins to survey roads

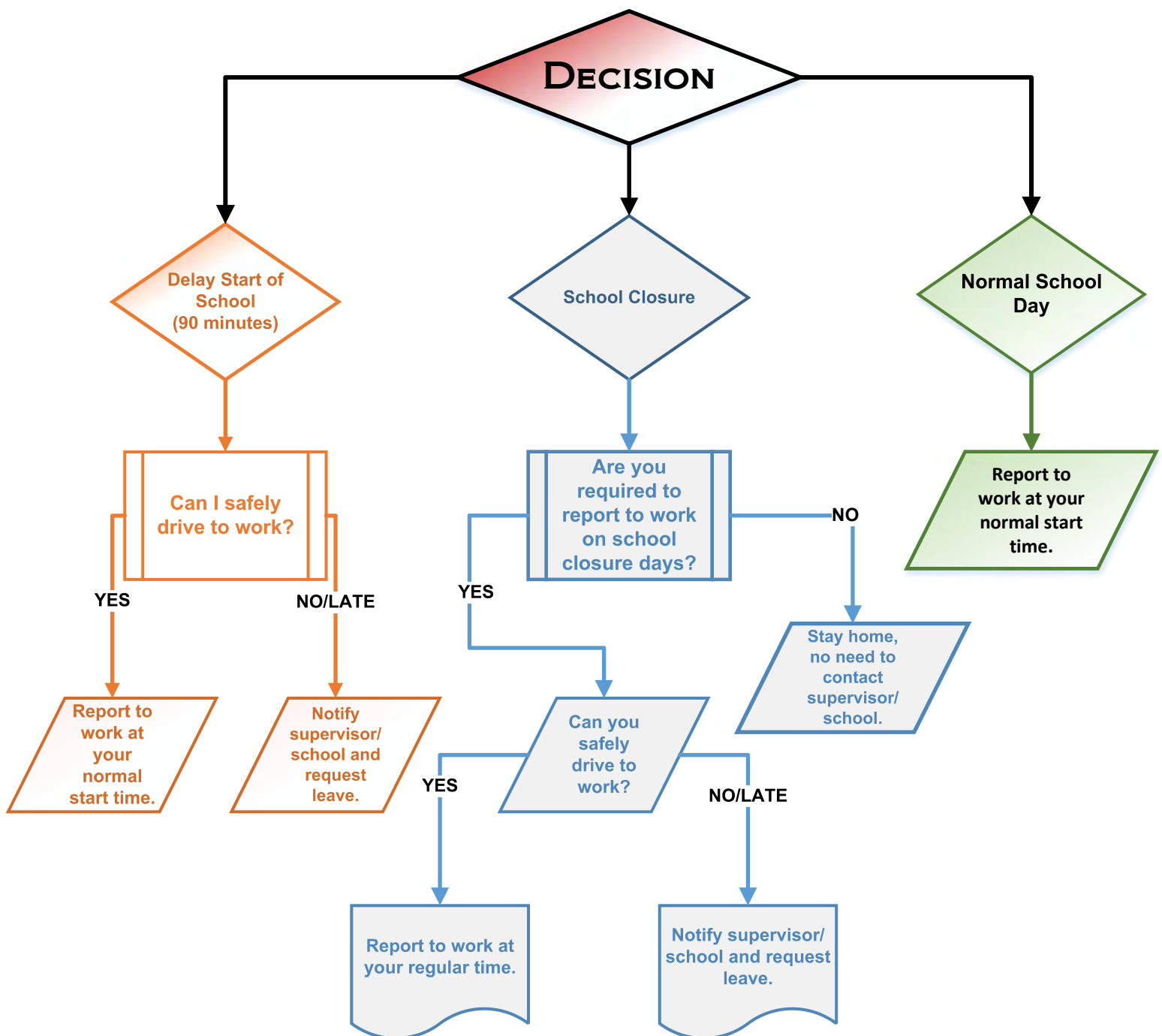
**4:00 – 5:00 am** - Transportation department consults with superintendent

**5:15 am** - Decision by Superintendent and communication begins

Communication Channels for Delay Start of School and School Closure:

- Blackboard Connect
- Facebook/Social Media
- Website
- Texts\* to staff and parents
- District App
- 452-2000 message updated
- Media
- Email

\* Verify cell number on ESS is listed as primary.





## Inclement Weather/Emergency Closure Staffing Requirements

**FEA (Teachers and other Certified Staff)** - FEA members, \*except head teachers, do not report to work on emergency closure days. The school calendar will be adjusted accordingly and may include additional days. Tentative make-up days for bad weather are designated on the school calendar. Teachers should plan summer activities after these tentative make-up days have passed to ensure their availability.

*\*Head Teachers are expected to report on emergency closure days (contract extensions will be issued as appropriate).*

**FPA (Principals)** - All FPA members, principals and assistant principals, are expected to report on emergency closure days. The FPA calendar will be adjusted accordingly. FPA members who are unable to report to work and work full days on emergency closure days will use appropriate leave for the day.

**ESSA (Classified Staff)** - ESSA employees, other than those working for the Facilities Maintenance Department (FMD) grounds crew and the \*exceptions listed below, do not report to work on emergency closure days. Employees required to report, but unable to do so or unable to work the full day, will use appropriate leave for the day.

*\*ALL Elementary, Secondary, and Charter Schools:*

- *Administrative secretary;*
- *Day custodian; and*
- *Lead custodian are required to report.*

*\*Anderson Elementary, Ben Eielson Jr./Sr. High School & Crawford Elementary:*

- *One classified employee identified at the beginning of each year;*
- *Day custodian; and*
- *Lead custodian are required to report.*

*\*FMD Grounds Crew*

Article 10.5 of the ESSA Negotiated Agreement provides paid time for two (2) emergency closure days. Should the District experience emergency closure for more than two (2) days, employees may use personal or annual leave, or take leave without pay for those additional days.

**ESSA FMD – Grounds Crew** - ESSA Ground Crews are required to report on emergency closure days. Employees unable to report will use appropriate leave for the day.

**Exempt Staff** - Exempt staff are required to work on emergency closure days. Exempt employees who are unable to report for work on emergency closure days will use appropriate leave for the day.

*All employees who are required to work should consider their safety and that of their own family first. An employee who is required to report but unable to safely drive to work should contact his or her immediate supervisor. Employees required to work are expected to work a full day. Employees required to work but unable to report, will use appropriate leave.*

*All employees on preapproved or continuing sick leave may continue to claim sick leave as appropriate.*



## Lockdown Procedures

### SECURE THE BUILDING

1. **All** outer doors locked, **lower** shades in exterior offices.
2. Staff does not exit the building.
3. Building operates as normal inside.
4. Superintendents or designee will control access to the building at the main entrance and egress at all doors, until informed that the situation is clear.

### CLEAR THE HALLS – SIT TIGHT

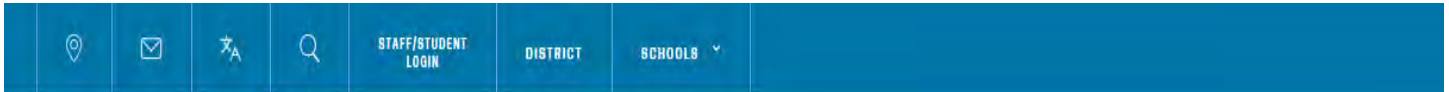
1. Staff members will **bring** personnel who are in the hallway into the suite/office and **lock** the door. All remain in the room.
2. **Cover** door window and **lower** shades.
3. Make note of everyone present in the suite/office as well as those absent.
4. Continue normal activities.
5. **Stay off** phones unless you have a medical emergency or you have specific information about intruders(s).
6. Ignore alarms.
7. Periodically check email for updates.
8. **Remain in “Clear the Halls – Sit Tight” until an announcement is made that the situation has ended.**

### LOCKDOWN

1. Staff members will **bring** personnel who are in the hallway into the suite/office and **lock** the door. All remain in the suite/office.
2. **Cover** door window and **lower** shades. **Turn off** lights.
3. Make note of everyone present in the suite/office as well as those absent.
4. Personnel will **stay of the floor** away from door(s) and windows.
5. **Remain quiet.**
6. **Stay off** phones/email unless you have a medical emergency or you have specific information about the intruder(s).
7. Ignore alarms.
8. **Remain in Lockdown until a District official or law enforcement officer enters your office/suite and advises you to “Sit Tight”.**

# MANDATORY TRAININGS

## STATE and DISTRICT



**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT**  
EXCELLENCE & EQUITY FOR ALL

Our District Families Get Involved School Board Staff 2020-21 School Start

Home > Human Resources > Human Resources > Training

### HUMAN RESOURCES

- Human Resources Homepage
- Aesop Resources
- Administrative Secretary Information
- Benefits
- Career & Job Opportunities
- COVID-19 Information
- Employee Groups
- Employment & Educational Opportunity
- HR Forms & Documents (New)
- Labor Relations
- Supervisor Information
- Title IX - Gender Equity Assessment
- Training**
  - DCHA Trainings
  - Subs & Temps Training
  - Volunteer

### ANNOUNCEMENTS

Reporting Child Abuse - The Department of Health and Social Services has created a flyer to remind school staff members of the important role they play in reporting child abuse during the COVID-19 crisis. Please take a few minutes to review the [Kids First - Reporting Child Abuse Flyer](#).

### CONTACT INFORMATION

**Kathy Port**  
Training Specialist  
(907) 452-2000 X 11324  
(907) 451-6008 [fax]  
[kathy.port@k12northstar.org](mailto:kathy.port@k12northstar.org)

### MANDATORY TRAINING INFORMATION

#### Training for School District Staff

##### Step 1 - How do I know what training I need to do?

First, go to [Employee Self Service \(ESS\)](#). You can access Employee Self Service (ESS) on the district website under the staff tab. **Remember**, the login is your F number, but the password is a unique password different from your regular district password. If you don't remember your password, you can click the "Forgot your password?" button. If you are locked out or need help with your password, you can call Kathy Port at 452-2000 ext. 11324 to get help with getting that reset.

Once you've logged on, go to the **Certifications** tab. The Certifications tab will show you all your required trainings along with the date the training expires. Look at the expired column to see which trainings you have that are either expired or are about to expire that is what you need to complete.

The list of all mandatory FNSBSD trainings are a located here:

- o [Coach Mandatory Training List](#)
- o [ESSA and Non-Represented Hourly Staff Mandatory Training List](#)
- o [FEA Mandatory Training List](#)
- o [FPA and Non-Represented Certified Mandatory Training List](#)
- o [Subs/Temps Mandatory Training List](#)

### QUICK LINKS

- o [ALICE](#)
- o [Canvas](#)
- o [Canvas Catalog](#)
- o [EED eLearning](#)
- o [ESS](#) - Employee Self Serve

Let's Talk! [Contact us](#)

Required Courses	Frequency Requirements	Required by	Notes	Who
ALICE Initial Training	Once	District	1 hour - <a href="#">Alice</a>	All Employees
Hepatitis B Vaccine	Once	Federal/OSHA		Custodians, SPED Aides, Nurses, Health Asst., HVAC, Plumbers
Overtime Comprehensive Training	Once	District	30 min - <a href="#">Canvas</a>	Hourly employees
Staff & Student Boundaries	Once	District	15 min - <a href="#">Canvas</a>	All new employees. Annual Memo from HR
Technology Security Awareness Training	Once	District	1 hour - Knowbe4	All Employees
TimeClock Plus Training – Supervisor Edition	Once	District	15 min - <a href="#">Canvas</a>	Hourly employees
Asbestos Training	Annually	Federal/OSHA	On site	FMD Staff
Fire Extinguisher - FE	Annually	Federal/OSHA	30 min - On site or <a href="#">Canvas</a>	Custodian, Nutrition Services
Precautions Against Bloodborne Pathogens - BBPA	Annually	Federal/OSHA	On site or <a href="#">Canvas</a>	All Employees
Title IX Training	Annually	Federal	TBD	All Employees
CPI Training	1-3 yrs. Depending on job class	State	Scheduled by SPED	SPED staff, Behavior Aides, Safety Asst.
CPR	2 years	District	Scheduled by Dir of Nursing Sys	Nurses, Swim Aides, Safety & Health Asst.
Food Handlers/Certified Food Protection Manager	3 / 5 years	State	Scheduled at NSC	Nutrition Services Staff
Medication Administration for Untrained Personnel	2 years	State	1 hour - EED eLearning	Designated by principal
*Child Abuse and Neglect Training - Mandated Reporter Training - AKC	4 years	State / District	1.5 hours - <a href="#">Canvas</a>	All Employees
Concussion Training - CNS	4 Years	District	1.5 hours - <a href="#">Canvas</a>	Instructional ESSA staff
Family Educational Rights and Privacy Act (FERPA)- FERP	4 years	Federal	30 min - <a href="#">Canvas</a>	All staff with student record access
*Suicide Awareness & Prevention Training - SAPT	4 years	State	1.5 hours - <a href="#">Canvas</a>	Nurses, Behavior Aides, Safety & Health Asst.

Additional trainings may be required based on your position.

**Trainings due within 45 days of hire.**

**ESSA and Hourly Non-Represented 2020-2021 Mandatory Training**

Required Courses	Frequency Requirements	Required by	Notes	Who
ALICE Initial Training	Once	District	1 hour - <a href="#">Alice</a>	All Employees
Evaluation Training	Upon hire. DW every 4 years (2023)	District	30 min - <a href="#">Canvas</a>	FEA
Hepatitis B Vaccine	Once	Federal/OSHA	Issued at HR Appointment	Speech Pathologists
Staff & Student Boundaries	Once	District	15 min - <a href="#">Canvas</a>	All Employees. Annual Memo from HR
Technology Security Awareness Training	Once	District	1 hour - Knowbe4	All Employees
Fire Extinguisher Training	Annually	Federal/OSHA	30 minutes - On site or <a href="#">Canvas</a>	CTE, Drama, and Science Teachers
Title IX Training	Annually	Federal	TBD	All Employees
Precautions Against Bloodborne Pathogens - BBPA	Annually	Federal/OSHA	15 min - On site or <a href="#">Canvas</a>	All Employees
CPI Training	Approx. 2 years	State	Scheduled by SPED	FPA
Medication Administration for Untrained Personnel	2 years	State	1 hour EED eLearning	Designated by principal
*Child Abuse and Neglect Training - Mandated Reporter Training - AKC	4 years	State	1.5 hours - <a href="#">Canvas</a>	All Employees
Concussion Training - CNS	4 Years	District	1.5 hours - <a href="#">Canvas</a>	FEA
*Domestic Violence & Dating Violence Training - DV	4 years	State	1.5 hours - <a href="#">Canvas</a>	FEA
Equity in Education Training - GR	4 years	State	1.5 hours - <a href="#">Canvas</a> Part 1 & 2 Required	FEA
Family Educational Rights and Privacy Act (FERPA)- FERP	4 years	Federal	30 min - <a href="#">Canvas</a>	FEA
*Prenatal Alcohol and Drug Related Disability Training - AKF	4 years	State	3 hours - <a href="#">Canvas</a> Part 1 & 2 Required	FEA
*Suicide Awareness & Prevention Training - SAPT	4 years	State	1.5 hours - <a href="#">Canvas</a>	FEA

\* Required for Recertification

Additional trainings may be required based on your position

Trainings due within 45 days of hire.

FEA 2020-2021 Mandatory Training

Required Courses	Frequency Requirements	Required by	Notes	Who
ALICE Initial Training	Once	District	1 hour - <a href="#">Alice</a>	All Employees
Danielson Method Framework - DMC	Once	Federal/OSHA	Teachscape	FPA, Exempt Certified who supervise teachers, Head Teachers
Evaluation Training	Upon hire. DW every 4 years (2023)	District	30 min - <a href="#">Canvas</a>	FPA, Exempt Certified who supervise teachers, Head Teachers
Overtime Comprehensive Training	Once	District	15 min - <a href="#">Canvas</a>	FPA
Staff & Student Boundaries	Once	District	15 min - <a href="#">Canvas</a>	All new employees. Annual Memo from HR
Technology Security Awareness Training	Once	District	1 hour - Knowbe4	All Employees
TimeClock Plus Training – Supervisor Edition	Once	District	15 min - <a href="#">Canvas</a>	New supervisors
Precautions Against Bloodborne Pathogens - BBPA	Annually	Federal/OSHA	On site or <a href="#">Canvas</a>	All Employees
Title IX Training	Annually	Federal	TBD	All Employees
CPI Training	Approx. 2 years	State	Scheduled by SPED	FPA
CPR	2 years	District	Scheduled by Dir of Nursing Svcs	Determined by principals
Danielson Recertification - DMCR	Every 2 years	District	Teachscape	FPA, Exempt Certified who supervise teachers, Head Teachers
Medication Administration for Untrained Personnel	2 years	State	1 hour EED eLearning	Designated by principal
*Child Abuse and Neglect Training - Mandated Reporter Training - AKC	4 years	State	1.5 hours - <a href="#">Canvas</a>	All Employees
Concussion Training - CNS	4 Years	District	1.5 hours - <a href="#">Canvas</a>	FPA
*Domestic Violence & Dating Violence Training - DV	4 years	State	1.5 hours - <a href="#">Canvas</a>	FPA
Equity in Education Training – GR	4 years	State	1.5 hours - <a href="#">Canvas</a> Part 1 & 2 Required	FPA
Family Educational Rights and Privacy Act (FERPA) - FERP	4 years	Federal	30 minutes - <a href="#">Canvas</a>	FPA
*Prenatal Alcohol and Drug Related Disability Training - AKF	4 years	State	3 hours - <a href="#">Canvas</a> Part 1 & 2 Required	FPA
*Suicide Awareness & Prevention Training - SAPT	4 years	State	1.5 hours - <a href="#">Canvas</a>	FPA

\*Required for Recertification

Additional trainings may be required based on your position.

## FPA & NON-REPRESENTED CHARTER 2020-2021 Mandatory Training

Trainings due within 45 days of hire.

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MEMORANDUM

TO: All Staff

FROM: Ivory McDaniel, Executive Director of Human Resources

DATE: July 13, 2020

SUBJECT: 2020-2021 Legal Requirements & Expectations for Student Safety

As a school district employee, you play a critical role in providing a safe place for students to learn. As such, **you are required** to review and comply with the requirements set forth in the following policies and documents that address the legal requirements and the district's expectations for **all staff** regarding interaction with students.

1. School Board Policies and Administrative Regulation<sup>1</sup>

- Policy 543
  - *Conditions of Employment - Ethical and Professional Conduct<sup>2</sup>*
- Policy 614.3
  - *Duties and Responsibilities of Teachers - Ethical and Professional Conduct \*\**
- Policy 811.2
  - *Employee and Volunteer Use of Electronic and Social Media Communications - Policy*
- Policy 1011
  - *Nondiscrimination*
- Policy 1012 \*Under Review – 2020-21 School Year\*
  - *Harassment*
- Policy 1012.1 \*Under Review – 2020-21 School Year\*
  - *Harassment - Sexual Harassment*
- Policy 1052.12
  - *Student Disciplinary Actions – Disciplinary Consequences – Simple Discipline - Corporal Punishment*
- **Policy 1065 \*Under Review 2020-21 School Year: New Legislation\*<sup>3</sup>**
  - ***Student Welfare - Reporting Child Abuse and Neglect***
- **Policy 1065.1<sup>3</sup>**
  - ***Student Welfare – Reporting Child Abuse and Neglect - Staff Reports***
- Policy 1068
  - *Student Welfare - Erin's Policy for a Child Sexual Abuse Prevention and Education Program*
- Administrative Regulation 130.2
  - *Nondiscrimination - Gender Identity*



2. Defining Staff-Student Boundaries

This document is a joint publication of the district's Employment and Educational Opportunity (EEO)/Affirmation Action Office, the Education Support Staff Association (ESSA) and the Fairbanks Education Association (FEA). **All staff** are expected to follow these guidelines for appropriate interactions with students.

3. Title IX & FERPA Flyer

This flyer sets forth the exception to FERPA when a Title IX matter is involved. In cases where there is a Title IX investigation, information that would otherwise be protected under FERPA may be shared to comply with Title IX.

4. Classroom Safety Flyer

This flyer cites provisions of the FEA Negotiated Agreement and the ESSA Negotiated Agreement with the School Board that addresses provisions for **all staff** on appropriate use of physical contact with students.

5. Professional Teaching Practices Commission Code of Ethics

This code sets forth the ethics certificated staff must follow. The ethical standards that fulfill staff's obligation to students are the standards the district expects for **all staff dealing with students**. School Board Policy 543, *Conditions of Employment - Ethical and Professional Conduct*, adopts the definition of professionalism as a standard for **all employees**.

Questions regarding your responsibilities can be directed to your building administrator, supervisor, or the Human Resources Department.

<sup>1</sup> The School Board Policies and Administrative Regulations are available on the district's website at: <http://www.boarddocs.com/ak/fbns/Board.nsf/Public>

<sup>2</sup> Policies 543 and 614.3, *Ethical and Professional Conduct*, hold **all staff** to a professional standard in their conduct toward students, parents, guardians, co-workers, and members of the public, including engagement in constructive, tactful communication. Electronic communication is held to the same professional standard of conduct as traditional face-to-face, verbal, or written communication.

<sup>3</sup> In July 2019, House Bill 49 was passed by the Alaska State Legislature and was signed into law by Governor Dunleavy. The law now requires that **ALL reports of sexual abuse** be made to **both** the Alaska Office of Children's Services (OCS) **and** the nearest law enforcement agency (A.S. 47.17.020). Previously mandatory reporters in Alaska were only required to make these reports to OCS.

# FNSBSD School Board Policies and Administrative Regulations

Title: **Policy 543: Conditions of Employment - Ethical and Professional Conduct**

Legal: [20 AAC 10.020](#);

[Appropriate Staff-Student Interaction Guidelines - Defining Staff-Student Boundaries Brochure](#)

Employees are expected to be professional\* in their attitudes and behaviors toward students, parents, co-workers, and members of the public. The Code of Ethics of the Education Profession adopted by the Professional Teaching Practices Commission (20AAC 10.020 – 20AAC 10.030) and the district's "Defining Staff-Student Boundaries" brochure provide guidance and expectations for all employees.

\*To be professional means:

1. to accept responsibility;
2. to perform one's job competently;
3. to accord just, equitable, and respectful treatment to all persons encountered in the workplace;
4. to engage in constructive, tactful communication; and
5. to practice collaborative problem-solving when appropriate.

Title: **Policy 614.3: Duties and Responsibilities of Teachers - Ethical and Professional Conduct**

Legal: [20 AAC 10.020](#);

[Appropriate Staff-Student Interaction Guidelines - Defining Staff-Student Boundaries Brochure](#)

Teachers are expected to be professional\* in their attitude, behavior, and communication with students, parents, and co-workers and are required to abide by the Code of Ethics of the Education Profession adopted by the Professional Teaching Practices Commission (20AAC 10.020.–20AAC 10.030). The district's Defining Staff-Student Boundaries brochure also provides guidance and expectations for all employees.

\*To be professional means:

1. to accept responsibility;
2. to perform one's job competently;
3. to accord just, equitable, and respectful treatment to all persons encountered in the workplace;
4. to engage in constructive, tactful communication; and
5. to practice collaborative problem-solving when appropriate.

Title: **Policy 811.2: Employee and Volunteer Use of Electronic and Social Media Communications - Policy**

Legal: [AS 14.20.095](#); [Appropriate Staff-Student Interaction Guidelines - Defining Staff-Student Boundaries Brochure](#);

[Professional Teaching Practices Commission Code of Ethics \(20 AAC 10.020 – 20AAC 10.030\)](#);

[Garcetti v. Ceballos, 547 U.S. 410 \(2006\)](#); [Pickering v. Board of Education, 391 U.S. 563 \(1968\)](#).

Cross References: [543 - Policy 543: Conditions of Employment - Ethical and Professional Conduct](#)

[800.2 - Policy 800.2: School Board Policy on Technology - Policy](#)

[802.23 - Policy 802.23: Student Use of Technology - Unsuitable Material Filters](#)

Communication is an essential element of the learning process. Using available technology can enhance communication and thereby enhance learning (cross reference School Board Policy 800.2: Technology).

All employees are held to a professional standard in their conduct toward students, parents, guardians, co-workers, and members of the public, including engagement in constructive, tactful communication.

Electronic communication is held to the same professional standard of conduct as traditional face-to-face, verbal, or written communication (cross reference School Board Policy 543: Ethical and Professional Conduct).

# FNSBSD School Board Policies and Administrative Regulations

Employees and volunteers must understand the importance of establishing and maintaining the proper boundaries in communications with students. The same standards for appropriate content apply to electronic and social media communication (see Guidelines in the Defining Staff-Student Boundaries Brochure).

The district reserves the right to monitor electronic communications conducted using district equipment, systems or networks. Employees and volunteers using electronic communication and social media should be mindful that it can be difficult to control and maintain privacy online, remembering that social media content can always become public and; even content with privacy controls may be made available to those outside preferred settings. Any content posted online may be discovered or reported to the district. For example, the district may discover information as a result of its own efforts to monitor its online reputation, as a result of an investigation or complaint, or other legitimate reason. The district will handle information received or discovered in accordance with the district's policies and procedures. Electronic and social media communication found to violate law, policy, regulations, guidelines or rules may result in corrective or disciplinary action, up to and including termination.

This policy supplements, and does not replace, other district policies. Electronic communications remains subject to all applicable district policies, including but not limited to nondiscrimination and harassment, sexual misconduct, telecommunications access, staff ethics, confidentiality, and professional and ethical conduct standards.

The superintendent shall develop an administrative regulation to implement this policy. The administrative regulation shall be reviewed periodically and revised as needed in order for it to evolve to reflect emerging social media technologies.

## Use of Social Media on Behalf of the District

The school district has a presence with online sites and social media accounts. The superintendent shall develop policies governing access to and control over official school district accounts.

A successful social media presence requires monitoring and attention. Individuals using social media to disseminate information for the district should consider whether there are adequate resources (including time) to maintain the communication, monitor and address responses and communications from others regarding the content.

Individuals using social media for the district must be transparent and make clear that any postings made as part of their job are posted for the district.

Everyone using social media for the district should be accurate, fair and courteous, use proper grammar and avoid jargon and unnecessary abbreviations or acronyms that may be unfamiliar to the intended audience, students or parents.

No one should conduct or encourage illegal activity or engage in commercial solicitation while using social media for the district.

No one should publish profane or obscene or sexually explicit language or content while using social media for the district.

No one using social media for the district should violate the legal ownership interests of any party. It is important to respect copyrights and give credit where credit is due.

No one should use social media for the district to promote, foster or perpetuate impermissible discrimination.

# FNSBSD School Board Policies and Administrative Regulations

Everyone using social media for the district must refrain from disseminating information that may tend to compromise the safety or security of students, the public or the district. Guidelines and legal limitations such as FERPA apply in social media. Confidential matters must be kept private.

It is important for everyone using social media for the district to do so in a respectful and professional manner.

Users who make an error while using social media for the district should be honest about mistakes and correct them quickly. Negative comments or developments should be handled quickly and professionally. If employees or volunteers choose to modify an earlier post, they should make clear they have done so.

The district reserves the right to restrict or remove any content provided by employees or volunteers in the course of their employment that is in violation of district policy or applicable law.

## Communication with Students

1. An employee's communication with students in the classroom or directly related to instruction is an extension of the employee's job.
2. An employee's communication with students outside of the classroom or not directly related to instruction may be restricted and require parent consent.
3. When using electronic communication and social media to communicate with students and their families, employees and volunteers are required to do so in a manner that:
  - a. is consistent with responsible and professional use;
  - b. does not interfere with efficient and effective operation of the district; and
  - c. does not compromise the safety and well-being of students.
4. An employee using social media to communicate with students must provide equitable communication by alternative methods to those students without technology.
5. Employee communication with students must comply with individual sites' terms of use and privacy policies (COPPA).
6. Employee communication with students recognizes the school district's student web protection parameters which limit student access during school hours (see School Board Policy 802.23: Unsuitable Material Filters) (CIPA).

## Private Use of Social Media

Volunteers and employees of the district have First Amendment rights to speak on matters of public concern.

Employees and volunteers engaging in social media as private citizens should not attribute their personal statements, opinions or beliefs to the district.

Employees and volunteers should not use district logos or trademarks or other intellectual property of the district when engaging in social media as private citizens.

Employees and volunteers engaged in social media as private citizens should remain aware that guidelines and limitations such as FERPA remain applicable and should not use social media to disclose confidential information regarding students.

Employees should be mindful of their ongoing ethical obligations as educators and should not post any material that constitutes harassment, hate speech or libel.

# FNSBSD School Board Policies and Administrative Regulations

Nothing in this policy restricts or modifies the right of a teacher to engage in comment and criticism outside of school hours regarding school personnel, members of the governing body of any school or school district, or any other public official or any school employee to the same extent that a private individual may exercise that right in accordance with Alaska Statute 14.20.095.

Factors the district may consider when considering violations of this policy include:

1. whether the employee or volunteer knowingly and directly initiated inappropriate communication with students;
2. whether the employee or volunteer intended or intentionally disregarded the possibility that students would see his or her inappropriate postings; and
3. whether the nature of the communication itself reflected,
  - a. inappropriate employee-student communication, such as discussion of sexually suggestive or sexually explicit topics, or
  - b. unprofessional communication that has negatively impacted the employee's or volunteer's ability to perform his or her job responsibilities effectively.

## Definitions

1. Electronic communication shall mean, but not be limited to, any communication that is sent by, delivered by, received by, or that otherwise uses:
  - a. e-mail;
  - b. instant messaging;
  - c. text message;
  - d. telephone, including cellular or mobile phone or smartphone;
  - e. social-media site;
  - f. the Internet; or
  - g. any similar technology.
2. Online conduct shall mean, a) the transmission of any electronic communication, and b) the publication of any content via social media.
3. Social media shall mean forms of electronic communication through which users create online communities to share information, personal messages, ideas, photographs, videos, and other content.

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Title:

### **Policy 1011: Nondiscrimination**

Legal: [AS 14.18.060](#); [AS 18.80.220-225](#); [AS 47.80.010](#); [Civil Rights Act of 1964, Title VI and Title VII](#); [Equal Pay Act of 1963](#); [Age Discrimination in Employment Act of 1967](#); [Education Amendments of 1972, Title IX](#); [Rehabilitation Act of 1973, Section 504 Individuals with Disabilities Education Act](#); [Age Discrimination Act of 1975](#); [Vocational Educational Act, Title II](#); [Americans with Disabilities Act, Title II, as amended by the ADAAA of 2008](#); [Genetic Information Nondiscrimination Act of 2009, Title II](#)

Cross References: [130 \\* - Policy 130: Nondiscrimination](#)  
[130 - AR 130: Nondiscrimination - Nondiscrimination and Affirmative Action](#)  
[1011 - AR 1011: Nondiscrimination and Affirmative Action](#)

The Board is committed to a policy of nondiscrimination in relation to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity, disabled veterans or other eligible veterans, or any other basis of discrimination prohibited by local, state, or federal law, except where a bona fide requirement may lawfully disqualify an individual. This policy will prevail in all matters concerning staff, students, contractors, the public, educational facilities, programs, services and activities.

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Title:

### **Policy 1012: Harassment**

Cross References: [131 - Policy 131: Harassment](#);  
[534 - Policy 534: General Personnel Policies – Harassment](#)  
[1046.7 \\* - Policy 1046.7: Student Rights and Responsibilities - Disruptive Student Behavior - Harassment](#)  
[1046.7 - AR 1046.7: Student Rights and Responsibilities - Disruptive Student Behavior - Harassment](#)

# FNSBSD School Board Policies and Administrative Regulations

It is the policy of the Fairbanks North Star Borough School District to maintain a learning and work environment that is free of harassment. The school district prohibits all forms of harassment.

Harassment includes but is not limited to any verbal, nonverbal, written, physical conduct, or electronic communication relating to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood, sexual orientation, gender identity, disabled veterans, or other eligible veterans that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's work, academic, athletic, or activity performance or creates an intimidating, hostile, or offensive work or academic environment.

Allegations of harassment should be reported immediately. Reports may be made to the building principal, a supervisor, or the director of Employment and Educational Opportunity (EEO). Allegations of harassment will be promptly, fairly, and thoroughly investigated. Violations of this policy will be subject to appropriate action, including discipline.

Retaliation against a person alleging harassment or participating in an investigation of an allegation of harassment is prohibited. The school district shall promptly, fairly, and thoroughly investigate all reported allegations of retaliation and take appropriate action.

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Title: **[Policy 1012.1: Harassment - Sexual Harassment](#)**

Legal: [Title VII of the Civil Rights Act of 1964; Title IX of the 1972 Education Amendments](#)

Cross References: [131.1 - AR 131.1: Harassment - Sexual Harassment](#)  
[535 - Policy 535: General Personnel Policies - Sexual Harassment](#)  
[1012.1 - AR 1012.1: Harassment - Sexual Harassment](#)

It is the policy of the Fairbanks North Star Borough School District to maintain a learning environment that is free from sexual harassment.

It shall be a violation of policy for any person to harass a student under school authority through conduct or communications of a sexual nature. It shall also be a violation of policy for students to harass students or other persons through conduct or communications of a sexual nature.

Any student or other person who believes he or she has been subjected to sexual harassment should report the alleged conduct immediately to the building principal, counselor, or other individual designated to receive such complaints. Allegations of sexual harassment shall be investigated promptly, fairly, and thoroughly.

Violations of this policy will be subject to appropriate action, including discipline.

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Title: **[Policy 1052.12: Student Disciplinary Actions - Disciplinary Consequences - Simple Discipline - Corporal Punishment](#)**

Legal: [4 AAC 07.900; 4 AAC 07.010\(c\)](#)

The use of corporal punishment in the Fairbanks North Star Borough School District is prohibited. (4 AAC 07.010(c)) Corporal punishment means the application of physical force to the body of a student for disciplinary purposes. It does not include the use of reasonable and necessary physical restraint of a student to protect the student or others from physical injury, to obtain possession of a weapon or other dangerous object from a student, to maintain reasonable order in the classroom, or on school grounds, or to protect property from serious damage or destruction. (4 AAC 07.900) Physical contact by authorized employees for the purpose of administering first aid or to attend to student health needs if reasonable and necessary is not within the definition of corporal punishment.

# FNSBSD School Board Policies and Administrative Regulations

Title: **Policy 1065: Student Welfare - Reporting Child Abuse and Neglect**

Legal: [AS 47.17.010; AS 47.17.020](#)

Cross References: [1065 - AR 1065: Student Welfare - Reporting Child Abuse and Neglect](#); [1065 - Appendix A - AR 1065: Student Welfare - Reporting Child Abuse and Neglect - Appendix A: Suspected Child Harm Report Form](#)

The school district protects the health and well-being of students who may be adversely affected through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment by requiring reports of suspicion of child abuse or neglect to the Office of Children Services in accordance with AS 47.17.010 and AS 47.17.020.

*In July 2019, House Bill 49 was passed by the Alaska State Legislature and was signed into law by Governor Dunleavy. The law now requires that ALL reports of sexual abuse be made to both the Alaska Office of Children's Services (OCS) and the nearest law enforcement agency (A.S. 47.17.020). Previously mandatory reporters in Alaska were only required to make these reports to OCS.*

Title: **Policy 1065.1: Student Welfare - Reporting Child Abuse and Neglect - Staff Reports**

Legal: [20 AAC 10.020\(b\)\(4\)](#)

Employees, who in the performance of their occupational duties, have reasonable cause to suspect that a student has suffered harm as a result of child abuse or neglect shall immediately report the harm to the Fairbanks' Office of Children's Services. Employees may also report suspicions of abuse or neglect that have come to their attention in their non-occupational capacity. Any doubt about reporting suspected child abuse and neglect is to be resolved in favor of protecting the student.

Teachers shall report to the Professional Teaching Practices Commission knowledge of an educator's act of physical abuse of a student or sexual conduct with a student.

*In July 2019, House Bill 49 was passed by the Alaska State Legislature and was signed into law by Governor Dunleavy. The law now requires that ALL reports of sexual abuse be made to both the Alaska Office of Children's Services (OCS) and the nearest law enforcement agency (A.S. 47.17.020). Previously mandatory reporters in Alaska were only required to make these reports to OCS.*

Title: **Policy 1068: Student Welfare - Erin's Policy for a Child Sexual Abuse Prevention and Education Program**

Cross References: [1068 - AR 1068: Student Welfare - Erin's Policy for a Child Sexual Abuse Prevention and Education Program](#)

The school district shall develop a comprehensive child sexual abuse program with the goal of informing students and staff about child sexual abuse and available resources. The program shall include, but not be limited to:

1. adopting a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault;
2. providing students with resources and referrals to handle these potentially dangerous situations;
3. providing students access to available counseling and educational support;

# FNSBSD School Board Policies and Administrative Regulations

4. providing mandatory training to all district staff to ensure they are fully informed on:
  - a. the warning signs of sexual abuse and sexual misconduct involving a child,
  - b. mandatory reporting requirements,
  - c. school district policies,
  - d. establishing and maintaining professional relationships with students,
  - e. available resources for children affected by sexual abuse or misconduct;
5. methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children; and
6. A minor student shall be excused from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the principal of a written request from the student's parent or guardian.

Title **AR 130.2: Nondiscrimination - Gender Identity**

Cross References: [130.2 \\* - Policy 130.2: Nondiscrimination - Gender Identity](#)  
[130 - AR 130: Nondiscrimination - Nondiscrimination and Affirmative Action](#)  
[131.1 - AR 131.1: Harassment - Sexual Harassment](#)

## **Purpose**

The purpose of this regulation is to advise district staff regarding issues relating to transgender and gender nonconforming students in order to create a safe learning environment for all students, and to ensure that every student has equal access to all components of the educational program.

## **Procedure**

The issues addressed in this regulation include:

1. Definition
2. Names/Pronouns
3. Dress
4. Family Acceptance
5. Access to gym class and sports
6. Locker room accessibility
7. Restroom accessibility
8. Confidentiality
9. Discrimination and/or Harassment

This regulation does not anticipate every situation that might occur. It does offer suggested approaches to specific issues when the safety of transgender and gender nonconforming students may be at risk.

1. Definitions
  - a. "Transgender Students" refers to students whose gender identity is different from their sex at birth, and whose gender expression is different from the way males or females are expected to look or behave.
  - b. "Gender Identity" refers to one's feelings, understanding, interests, and outlook about whether one is female or male, or both, or neither, regardless of one's biological sex.
  - c. "Gender Expression" refers to the way a person expresses her or his gender, through gestures, movement, dress and grooming.
  - d. "Gender Nonconforming Students" refers to students who have a gender expression that does not conform with stereotypical expectations, for example, "feminine boys," "masculine girls," and students who are androgynous.
  - e. "Sexual Orientation" refers to a student's sexual attraction to or sexual preference for a sexual relationship with others. Sexual orientation could be homosexual, heterosexual, or bisexual.



## FNSBSD School Board Policies and Administrative Regulations

- f. “Gay, Lesbian, Bisexual” are terms that refer to students with particular sexual preferences towards others of their same sex or of either sex.
2. Names/Pronouns
    - a. It is strongly suggested that teachers, including counselors, privately ask transgender or gender nonconforming students when appropriate how they want to be addressed. If a school staff member has a question pertaining to how a student wishes to be addressed it is recommended the staff member consult with the student’s counselor who can determine the student’s preference and then communicate to the staff as appropriate. In cases where a student and parents are in disagreement about the name and pronoun to be used at school, school officials should seek a resolution acceptable to the student and to the parents.
    - b. Students are to be addressed by the name and pronoun that corresponds to the gender identity that the student consistently asserts at school. A student may request to be addressed by his or her “preferred name” (and preferred pronoun) that corresponds to their gender identity without obtaining a court order or without changing their official records. This preference guide acknowledges that inadvertent slips or honest mistakes in the use of the “preferred” names or pronouns might occur, but it does not condone an intentional and persistent refusal to respect a student’s gender identity.
    - c. The district is required to maintain a permanent student record which includes the legal name of the student and the student’s sex. The district will change a student’s official records to reflect a change in legal name or gender upon receipt of documentation that such legal name or gender has been changed pursuant to a court order.
  3. Dress

The district’s dress code should be applied uniformly to all students. Transgender and/or gender nonconforming students have the right to dress in accordance with the gender identity the student consistently asserts at school recognizing the district’s dress code with its safety provisions, its prohibitions, and guidance regarding appropriate attire.
  4. Family Acceptance

Some transgender and gender nonconforming students are not open about their gender identity at home because of safety reasons. A school should focus on the student’s safety as the priority when providing or reporting information about the student to parents or guardians.
  5. Access to Physical Education and Sports

Transgender and gender nonconforming students shall have the same opportunities to participate in physical education as all other students. Participation in competitive athletic activities and contact sports are to be addressed on a case-by-case basis to ensure fairness.
  6. Locker Room Accessibility

Schools shall provide appropriate locker room facility access to nonconforming gender identity students. If there is a reason or desire for increased privacy and/or safety, the student may be provided access to a reasonable alternative locker room such as: use of a private area (i.e., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor’s office in the locker room, or a nearby health office restroom). If needed a separate changing schedule may be provided utilizing the locker room before or after the other students.
  7. Restroom Accessibility

At the discretion of the school administrator, a student may be provided access to a restroom facility that corresponds to the gender identity that the student consistently asserts at school. If the student and administrator feel that there is a reason or desire for increased privacy and/or safety, the student may be provided access to an alternative restroom such as a single stall “unisex” restroom or the health office restroom. In all instances, the school administrator makes the decisions about alternative restroom use governed by judgment concerning the safety and best interests of the student in question.

## **FNSBSD School Board Policies and Administrative Regulations**

### **8. Confidentiality**

- a. Transgender students have a right to privacy regarding their transgender status. Therefore, school personnel should not disclose a student's transgender status to others, including parents, and/or other school personnel unless there is a specific "need to know."
- b. When discussing a particular issue such as conduct, discipline, grades, attendance, or health with a transgender or gender nonconforming student, focus should be on the conduct or particular issue, and not on any assumptions regarding the student's actual or perceived gender identity.

### **9. Discrimination and/or Harassment**

Complaints alleging discrimination or harassment based on a student's actual or perceived transgender or gender nonconforming identity are to be handled in the same manner as other discrimination/harassment complaints. (See Administrative Regulation 130 for information regarding the filing of discrimination/harassment complaints.)

# Defining Staff – Student Boundaries



Staff members must understand the difference between appropriate and inappropriate interactions with students.

Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving problems and conflicts, and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and create a relationship that becomes peer-to-peer rather than adult-to-child.

Offenders may be judged by students and others to be the “best” staff members, are very popular with students and are often recognized for contributions. Staff members who have frequent one-to-one contact with students or who work in extracurricular activities can be at risk for inappropriate interactions or student allegations of inappropriate interactions. The expanding access to and use of technology as an informal and mobile communication tool may lead to inappropriate interactions.

The examples shown may help you to determine when appropriate interactions begin to cross the line to inappropriate.

Appropriate Interactions	Inappropriate Interactions
Maintain appropriate personal space	Invades personal space; physical proximity that is too close
Maintain reasonable eye contact	Maintain intense eye contact
Appropriate comments regarding academic environment and social activities	Comments that are personal or physical in nature, <i>i.e.</i> , “you have great legs,” “you should wear that sweater more often,” “what big muscles you have,” may have sexual overtones; condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones; flirting
Student aides assigned duties appropriate to the academic environment	Student aides assigned duties to meet personal needs of staff members
Student-staff communication appropriate and understood by general population	Student-staff communication has implied messages and inside understanding not commonly understood by general population; hidden communication
Conversations with students support learning and growth for student; student’s perspective is focus of conversation	Conversations with students disclose personal and confidential information so that the student becomes the confidant of the adult; staff revealing personal information that could make student uncomfortable; adult becomes focus of conversation
Appropriate use of student conferences in a manner consistent with educational purpose	Pattern of spending time alone with student in conferences or other activities beyond educational expectations
Student-staff relationship centered on academics, school events and activities	Student-staff relationship maintained outside school events, manifested by taking student(s) to lunch, gift giving, outside social activities, frequent rides home or receiving or writing personal notes
Maintain fair and equal treatment of all students with occasional exceptions	Pattern of covering for or providing excuses for particular students, writing passes repeatedly for favored students to cover tardies or absences
Leaders of extracurricular and co-curricular activities maintain clear standards around gender issues and harassment	Leaders of extracurricular and co-curricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues
A pat on the back, shoulder or arm	Shoulder massage, lingering touches, squeezes, requesting affection; hugs, kisses or invitations to “give me a hug,” “give me a kiss;” touches on private parts of bodies
Exercising good judgment on whether to touch students and/or under what circumstances; sensitive to individual preferences and cultural norms	Touching students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage
Referring serious student problems to the appropriately trained professional	Staff members acting as helpers for serious student problems in circumstances where appropriate training in effective advising or counseling is warranted
Parent approves of the interaction	Parent questions the appropriateness of the interaction
Communications via electronic technology related to instruction or school-sponsored activity and sent to or accessible to the entire class	Social networking or other electronic technology communications that reveal personal information, or are directed at individual students

# *Staying Within Appropriate Boundaries of the Staff-Student Relationship*

## ❖ HELPFUL HINTS FOR STAFF MEMBERS ❖

1. *Establish the parameters of the relationship*
2. *Reaffirm the helping nature of the relationship*
3. *Be prepared to develop a specific plan for addressing the students' needs*
4. *Involve other adults in implementing the plan*



## ❖ EFFECTIVE ADVISORS ❖

1. *Understand their own emotional needs*
  - Staff members/advisors who are in emotional need are the most vulnerable to the seductive dependency of an unprofessional relationship
2. *Understand propriety issues related to helping relationships*
  - Professional and personal boundaries become blurred when staff members/advisors take students to lunch, write and receive personal notes or make physical contact
3. *Understand the emotional and physical development of students*
  - Students who believe no one listens to them often transfer feelings of affection to the staff member/advisor

## ***Reporting Abuse***

School district personnel, administrative staff members, practitioners of healing arts, child care providers, and others are *required by law* (A.S. 47.17.020) to report suspected child abuse or neglect when they have reasonable cause to suspect it has **resulted in harm to a child**. This obligation is an individual's legal duty.

School Board Policy 1065 directs all school district personnel to strictly adhere to the state law mandating report of suspected child abuse or neglect. Any employee who suspects that a child has experienced physical or sexual abuse or physical or emotional neglect shall make a report to the Office of Children's Services. (1065.1)

**ALL reports of sexual abuse** must be made to **both** the Alaska Office of Children's Services (OCS) **and** the nearest law enforcement agency. (A.S. 47.17.020)

### **Office of Children's Services**

751 Old Richardson Highway, Ste. 300  
Fairbanks, Alaska 99701  
Telephone: (907) 451-2650  
Fax: (907) 451-2616  
Email: [hss.ocsnroutake@alaska.gov](mailto:hss.ocsnroutake@alaska.gov)

Child Abuse Hotline: 1-800-478-4444  
Email: [reportchildabuse@alaska.gov](mailto:reportchildabuse@alaska.gov)  
Fax: 907-269-3939

### **Nearest Law Enforcement Agency: [\[OCS MAP\]](#)**

Alaska State Troopers: (907) 451-5100  
Eielson Air Force Base 354 Security Force:  
(907) 377-5227  
Fairbanks Police Department: (907) 450-6500  
Fort Wainwright Directorate of Emergency Services:  
(907) 353-7535  
North Pole Police Department: (907) 488-6902

**FAIRBANKS EDUCATION ASSOCIATION**  
2118 South Cushman Street  
Fairbanks, AK 99701  
Phone: (907) 456-4435

**FAIRBANKS NORTH STAR BOROUGH  
SCHOOL DISTRICT**  
520 FIFTH AVENUE  
FAIRBANKS, AK 99701-4756  
PHONE: (907) 452-2000  
FAX: (907) 451-6160

**EDUCATION SUPPORT STAFF ASSOCIATION**  
2118 South Cushman Street  
Fairbanks, AK 99701  
Phone: (907) 456-4435

## OFFICE OF EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

### **Title IX and FERPA**

FERPA stands for the “Family Educational Rights and Privacy Act.” FERPA is a federal law that protects the privacy of student education records, such as discipline and grades. This means that a student’s education record cannot be shared with anyone without their consent, or the consent of their parent/guardian if the student is under 18 years old.

However, one law does trump FERPA – Title IX. Title IX is a federal law that prohibits discrimination on the basis of sex, which includes sexual assault and sexual harassment. In the event a student becomes a party to a Title IX case, information about that student that would otherwise be protected under FERPA *may* be shared under Title IX *to the degree required to comply with Title IX*.

This does not mean that everything about a student involved in a Title IX case is shared. It simply means that if compliance with Title IX mandates a sharing of a particular student record, the sharing of that record is *not* a violation of FERPA.

#### **Example:**

Student A sexually assaults Student B and is expelled for this behavior.

Typically, the fact that Student A is absent from school due to this behavior would not be shared with Student B as it violates FERPA. However, under Title IX, Student B has the right to an education free of sexual assault, which can only happen if they know there will be no contact between themselves and Student A.

In this circumstance, Title IX would require that Student B be alerted that Student A will not be in school for the foreseeable future. Student B would not need to specifically know that Student A was “expelled,” or what efforts, if any, Student A has made/is making to return to school. Likewise, Title IX would require that Student B be alerted if and when Student A returns to school, but not necessarily what efforts Student A engaged in to return.

#### **If you have any questions, please contact:**

Cari Jacoby, Employment & Educational Opportunity Officer

Phone: (907) 452-2000 ext. 11466.

Email: [cari.jacoby@k12northstar.org](mailto:cari.jacoby@k12northstar.org)



# CLASSROOM SAFETY FLYER

## WARNING!

**Never** touch a student during discipline! Even escorting a disruptive student by the arm to the office could be considered inappropriate contact.

FEA Article 518, **CLASSROOM SAFETY**, IV. and V., and ESSA Article 7.17, **CLASSROOM SAFETY**, d. and e., state:

IV. Teachers (d. Employees) may have physical contact with students when reasonable and necessary to maintain a safe environment, to administer first aid, and to attend to health needs. Examples of these circumstances include protecting self, protecting students from physical harm, preventing accidental injury, moving through a crowd to attend to an emergency, and providing appropriate care, or restraint, for students with special needs.

**V. Teachers (e. Employees) may not have physical contact with students in the context of disciplinary action.**

Fairbanks Education Association  
2118 South Cushman Street  
Fairbanks, AK 99701  
(907)456-4435  
[www.fairbankseducators.org](http://www.fairbankseducators.org)

Education Support Staff Association  
2118 South Cushman Street  
Fairbanks, AK 99701  
(907)456-4435  
[www.essaalaska.org](http://www.essaalaska.org)

# State of Alaska

## Code of Ethics of the Education Profession

### 20 AAC 10.020. CODE OF ETHICS AND TEACHING STANDARDS.

**(a) The following code of code of ethical standards governs an individual holding a teaching, administrative, or special services certificate issued under 4 AAC 12, an individual authorized as a student teacher under 4 AAC 30.020, and all other members of the teaching profession. A violation of this section is grounds for discipline as provided in AS 14.20.030.**

**(b) In fulfilling obligations to students, an educator:**

- (1) repealed 10/25/2000;
- (2) may not deliberately distort, suppress, or deny access to curricular materials or educational information in order to promote the personal view, interest, or goal of the educator;
- (3) shall make reasonable effort to protect students from conditions harmful to learning or to health and safety;
- (4) may not engage in
  - (A) physical abuse of a student or sexual conduct with a student and shall report to the commission knowledge of such an act by an educator; or
  - (B) sexual conduct with a former student whom the educator taught, supervised, or exercised authority over, including in coaching or other school-sponsored activity; the restrictions against sexual conduct in this subparagraph apply to an educator for one year after the student has graduated from or ceased to attend high school, and an educator shall report to the commission knowledge of such an act by an educator;
- (5) may not expose a student to unnecessary embarrassment or disparagement;
- (6) may not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, gender identification, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
- (7) may not use professional relationships with students for private advantage or gain;
- (8) shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose or is required by law;
- (9) shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

**(c) In fulfilling obligations to the public, an educator**

- (1) repealed 10/25/2000;
- (2) shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution or organization with which the educator is affiliated;
- (3) shall cooperate in the statewide student assessment system established under 4AAC 06.710-4 ACC 06.790 by
  - (A) safeguarding and maintaining the confidentiality of test materials and information; and
  - (B) adhering to all written rules, policies, procedures, and other requirements established by the department regarding the administration and operation of the statewide student assessment system as set out in 4 AAC 06.761 (test administration) and 4 AAC 06.765 (test security; consequences of breach);
- (4) repealed 10/25/2000;
- (5) may not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;
- (6) may not accept a gratuity, gift, or favor that might influence or appear to influence professional judgment, and may not offer a gratuity, gift, or favor to obtain special advantage;
- (7) may not knowingly withhold or misrepresent material information in communicating with the school board regarding a matter before the board for its decision; and
- (8) may not use or allow the use of district resources for private purposes not related to the district programs and operation.

**(d) In fulfilling obligations to the profession, an educator**

- (1) may not, on the basis of race, color, creed, sex, age, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, gender identification, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, and may not discriminate in employment practice, assignment, or personnel evaluation;
- (2) shall accord just and equitable treatment of all members of the teaching profession as set out in AS 14.20.370 in the exercise of their professional rights and responsibilities;
- (3) may not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
- (4) may not sexually harass a fellow employee;

(5) shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;

(6) shall provide, upon the request of the affected party, who must be a member of the teaching profession as set out in AS 14.20.370, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;

(7) may not deliberately misrepresent the educator's or another's professional qualifications;

(8) repealed 10/25/2000;

(9) may not falsify a document, or make a misrepresentation on a matter related to

(A) licensure;

(B) employment, including an employment application;

(C) employment evaluation;

(D) test results; or

(E) professional duties;

(10) may not intentionally make a false or malicious statement about a colleague's professional performance or conduct;

(11) may not intentionally file a false or malicious complaint with the commission;

(12) may not seek reprisal against any individual who has filed a complaint, provided testimony or given other assistance in support of a complaint filed with the commission;

(13) shall cooperate fully and honestly in investigations and hearings of the commission;

(14) repealed 10/25/2000;

(15) may not unlawfully breach a professional employment contract;

(16) shall conduct professional business through appropriate channels;

(17) may not assign tasks to unqualified personnel;

(18) may not continue in or seek professional employment while unfit due to

(A) use of drugs or alcohol that impairs the educator's competence or the safety of students or colleagues;

(B) physical or mental disability that impairs the educator's competence or the safety of students or colleagues;

(19) may not interfere with a colleague's exercise of political or citizenship rights and responsibilities.

(Eff. 1/30/75, Register 53; am 8/1/80, Register 75; am 6/16/84, Register 90; am 8/5/90, Register 115; am 7/21/91, Register 119; am 7/28/94, Register 131; am 4/8/99, Register 150; am 10/25/2000, Register 156; am 9/27/17, Register 223; **am 8/2/2018, Register 227**)

**Authority:** AS 14.20.030 AS 14.20.370 AS 14.20.450 AS 14.20.460 AS 14.20.480

**20 AAC 10.035. MORAL TURPITUDE.** For the purpose of AS 14.20.030(a)(2),

(1) "moral turpitude" means conduct that is wrong in itself even if no statute were to prohibit the conduct; and

(2) a crime involving moral turpitude includes

(A) homicide;

(B) manslaughter;

(C) assault;

(D) stalking;

(E) kidnapping;

(F) sexual assault;

(G) sexual abuse of minor;

(H) unlawful exploitation of a minor;

(I) robbery;

(J) extortion;

(K) coercion;

(L) theft;

(M) burglary;

(N) arson;

(O) criminal mischief;

(P) forgery;

(Q) criminal impersonation;

(R) bribery;

(S) perjury;

(T) unsworn falsification;

(U) interference with official proceedings;

(V) witness tampering;

(W) jury tampering;

(X) terroristic threatening;

(Y) possession or distribution of child pornography;

(Z) unlawful distribution or possession for distribution of a controlled substance;

(AA) unlawfully furnishing alcohol to a minor;



- (BB) felony possession of a controlled substance;
- (CC) unlawfully furnishing marijuana or products containing marijuana to a minor.

(Eff. 4/8/99, Register 150; am 12/25/2005, Register 176; **am 8/2/2018, Register 227**)

**Authority:** AS 14.20.030 AS 14.20.450 AS 14.20.460

**20 AAC 10.900. DEFINITIONS: In this chapter,**

- (1) "sexual conduct" includes
  - (A) explicit sexual jokes and stories;
  - (B) flirtatious or sexually related comments;
  - (C) sexual kidding or teasing;
  - (D) sexual innuendos or comments with double entendre;
  - (E) inappropriate physical touching;
  - (F) soliciting, encouraging, participating in, or initiating inappropriate written, verbal, or electronic communication of a sexual nature with a student;
  - (G) a physical or romantic relationship with a student, whether consensual or nonconsensual;
  - (H) discussion of the educator's sexual feelings or activities; and
  - (I) discussion, outside of a professional teaching or counseling context, of a student's sexual feelings or activities; and
  - (J) "sexual penetration" and "sexual contact" as those terms are defined in AS 11.81.900(j);
- (2) "physical abuse" is an action beyond reasonable discipline that results in an adverse physical effect upon a student;
- (3) "director" means the person appointed to fill the position of "executive secretary" as described in AS 14.20.470 (a)(7);
- (4) "colleague" includes
  - (A) a certificated educator;
  - (B) an individual who is employed by the school district on a permanent or temporary basis;
- (5) "educator" includes
  - (A) an individual holding a teaching, administrative, or special services certificate issued under 4 AAC 12, or a student teacher authorization issued under 4 AAC 30.020;
  - (B) an instructor in an institution of higher learning;
- (6) "student" means an individual who is
  - (A) enrolled in public or private school,
  - (B) under 18 years of age and has not yet completed grade 12; or
  - (C) enrolled in at least one course at an institution of higher learning.

(Eff. 8/5/90, Register 115; am 7/28/94, Register 131; am 4/8/99, Register 150; am 9/27/17, Register 223; **am 8/2/2018, Register 227**)

**Authority:** AS 14.20.030 AS 14.20.450 AS 14.20.460 AS 14.20.470 AS 14.20.480

**Revised August 2018**

Professional Teaching Practices Commission  
550 W. 7<sup>th</sup> Avenue, Suite 1240  
Anchorage, Alaska 99501  
Phone: 907-269-6579 Fax: 907-269-5070  
<https://education.alaska.gov/ptpc>

# EMPLOYEE BENEFITS

www.k12northstar.org

Home > Human Resources > Human Resources > Benefits

## HUMAN RESOURCES

Human Resources Homepage

Aesop Resources

Administrative Secretary Information

### Benefits

American Fidelity

Benefit Forms

Cobra

Coping with COVID

Wellness

FMLA

Health Plans

Optional Benefits

Retirement

Supplemental Insurance

## BENEFITS

The Fairbanks North Star Borough School District offers employees a comprehensive benefits package.

## BENEFITS NEWS

[2020 May Benefits Newsletter](#)

[NAVIA COVID FAQ](#) - Simple actions to take with your benefits during COVID-19.

[2020 March Benefits Bulletin](#)

MORE

<b>FMLA/AFLA</b>	<b>Health Plans</b>
<b>Retirement</b>	<b>Supplemental Insurance</b>
<b>Optional Benefits</b>	<b>Benefit Forms</b>
<b>Wellness</b>	<b>Cobra</b>

## CONTACT INFORMATION

### Benefits Questions

[benefits@k12northstar.org](mailto:benefits@k12northstar.org)

### Robin Carlson

Benefits Assistant

(907) 452-2000 x11311

(907) 451-6008 (fax)

[robin.carlson@k12northstar.org](mailto:robin.carlson@k12northstar.org)

### Brandi Wehner

Benefits Coordinator

(907) 452-2000 x11382

(907) 451-6008 (fax)

[brandi.wehner@k12northstar.org](mailto:brandi.wehner@k12northstar.org)



# Planned Surgery Program

The Fairbanks North Star Borough School District health plan expands your options with the BridgeHealth surgery program at no additional cost to you. BridgeHealth saves you money and gives you access to top-rated hospitals, surgery centers, and doctors for planned, non-emergent procedures.

	PLANS A & C	PLAN B
YOU PAY	<b>\$0</b> No deductible No coinsurance	<b>\$0</b> After you meet your deductible

## THE BEST *Care.*

We connect you with top-rated facilities and surgeons.







## EASY-TO-UNDERSTAND *Benefits.*

We've simplified surgery benefits with pre-negotiated bundled rates—one set cost for your procedure.

## A TRUSTED *Guide.*

We handle all the details from finding a top-rated provider to plan approvals and scheduling.

### MOST COMMON COVERED PROCEDURES

 <b>Bariatric</b> Gastric bypass, gastric sleeve, lap band removal	 <b>Cardiac</b> Coronary artery bypass graft, valve repair and replacement	 <b>General</b> Gall bladder removal, hernia repair	 <b>Orthopedic</b> ACL repair, hip and knee replacement, shoulder repair and replacement	 <b>Spine</b> Spinal fusion, artificial disc replacement	 <b>Women's Health</b> Hysterectomy
---	---	--	--	---	--

Emergency, vision, dental and diagnostic procedures are not available through BridgeHealth. Some pediatric surgeries are not available through BridgeHealth for children under 12. Call for a complete list of procedures.

## Considering surgery?

### CALL US TO LEARN ABOUT YOUR OPTIONS.



# EMPLOYEE BENEFITS SUMMARY

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# Overview



# Welcome to your Benefits!

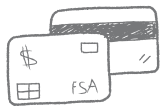


Fairbanks North Star Borough School District (FNSBSD) offers employees a comprehensive benefits package. Employees may choose to participate in the following benefit plans and programs:

## Health Benefits: Medical, Dental, Vision, and Prescription



## Flexible Spending Accounts



## Health Reimbursement Arrangement



## Health Savings Account



## Retirement Plan



## Employee Assistance Program (EAP)



## Life and Accidental Death & Dismemberment (AD&D) Insurance



The FNSBSD benefits program gives you choices about the benefits and coverage amounts that are right for you. This summary highlights some of the main features of your benefits package so that you can make informed decisions about your coverage.

**Contact Human Resources regarding any questions you may have about your benefits. We will be happy to assist you. (907) 452-2000, ext. 11382. Forms, information and documentation can be found at <http://www.k12northstar.org/benefits>.**

## Key Terms

Knowing the vocabulary and your medical care options before you need help are important steps to becoming a wise health care consumer. Common terms you may find in your health plan include:

**Deductible** – A fixed amount of money you must spend for health care before FNSBSD’s medical plan starts paying the allowable charges for care. You must meet a new deductible each year. Once you meet your deductible, you’re only responsible for paying copays and coinsurance.

**Coinsurance** – The portion of a health care provider’s fee that you must pay after you meet the deductible. You pay coinsurance plus any deductible until you meet your out-of-pocket maximum. For example, if the plan’s allowable amount for an office visit is \$100, your coinsurance payment of 20% is \$20 if you’ve met your deductible. Your health care plan pays the rest of the allowable charges.

**Out-of-pocket maximum** – The yearly out-of-pocket maximum is the most you pay toward the cost of the allowable charges for your health care.

**Copay** – FNSBSD’s health plan has a fixed amount that you will pay on some services, such as generic medications, Teladoc consultations or visits to the Coalition Health Center.

**Allowable charges** – charges for medically necessary covered services to the extent the charges are usual, customary and reasonable.

**Utilization review** – Medical review of inpatient hospitalizations and other medical procedures to determine if the services are medically necessary.

This summary provides a brief summary of benefits available for FNSBSD employees. It does not contain all of the details, rules and limitations. For additional information, refer to the summary plan descriptions and plan documents which govern these programs. In the event that the content of this brochure or any oral representation made by any person regarding the plans conflicts with or is inconsistent with the provisions of the plan documents, the provisions of the plan documents are controlling. Your enrollment in FNSBSD benefits is subject to all limitations of the plans. FNSBSD reserves the right to amend, modify, or terminate any of the plans, policies or procedures (in whole or in part) at any time without notice.

# Eligibility





# Eligibility



## To be eligible for health benefits, you must be one of the following:

- A regular employee\* regularly scheduled to work a minimum of 15 hours a week
- An eligible elected official
- An employee who was extended eligibility through a collective bargaining agreement or
- Any other employee who is regularly scheduled to work a minimum of 30 hours a week or who worked an average of 30 hours a week during the most recent lookback period. The lookback period for the FNSBSD is November through October.

\*A regular employee is one employee to fill a budgeted position.

## Your eligible dependents include:

- Your legal spouse
- Your children, including your:
  - ✓ Natural child
  - ✓ Adopted child
  - ✓ Child through legal guardianship, or
  - ✓ Stepchild.

You may be asked to provide copies of supporting documents to Human Resources in order to cover your dependents. These documents may include: a marriage certificate, birth certificate, adoption decree or court approved legal guardianship documents.

Your children may be covered until they reach age 26. This age limitation may not apply for a mentally or physically disabled dependent child if you apply to extend coverage before the dependent's 19th birthday. Please contact Human Resources for more information.

## Enrolling for Coverage

For new employees, coverage is effective the first day of the month following 30 days of employment. For employees who gain coverage through a lookback period, coverage is effective the first day of the corresponding stability period. In order to enroll in health coverage, you must complete an enrollment form and submit all requested documentation.

If you did not enroll when you were first eligible for coverage, you may enroll during an open enrollment period or if you experience a qualifying status change event.

### *Important Tax Forms*

In January, FNSBSD will send you Form 1095-C related to your health care coverage. The IRS doesn't require you to submit documentation of health coverage with your tax return; however, you must keep all forms in case you're audited.





## Changing your Elections

The benefit choices you make are effective from January 1 through December 31. You have the opportunity to change your elections each year during the open enrollment period, usually held in October or November.

You may make health care election changes during the year only if you have a qualified status change event, such as:

- Marriage
- Divorce or legal separation
- Birth or adoption of a child
- Death of a dependent
- Dependent gaining or losing other coverage
- Change in coverage under another employer plan
- Change in employment status.

In order to change your election, you must submit a new benefit enrollment / change form or make electronic elections through the **Employee Self Service (ESS) portal** and provide proof of the qualifying event to Human Resources within 30 days of the event. The election change must be consistent with the qualifying event. If you miss the 30 day window, you must wait until the next annual open enrollment period to make a change.

**Remember: You cannot make benefit changes more than 30 days after a qualified status change event has occurred.**

## Cost of Coverage

Benefits are an important part of your overall compensation, and they can be expensive. Your employer, FNSBSD, pays most of the cost. Human Resources will provide you with the current rates for each plan option.

Medical and prescription benefits may be elected separately from dental, vision and audio benefits.

You may choose to enroll yourself and/or your dependents. If you are a full-time employee, you may decline coverage if you have other health coverage. Part-time employees may decline coverage without having other health coverage. A health coverage waiver form must be submitted for all full-time employees not electing to enroll in a healthcare plan.

## When Coverage Ends

For employees:

- The last day of the month in which you are an eligible employee, in most cases.
- August 31st if you are a:
  - ✓ Terminating certified or classified school term employee who is under a continuing contract and in paid status on the last day of the school year, unless your negotiated agreement says otherwise.
  - ✓ Terminating 12-month ESSA employee who works through June 30th, unless your negotiated agreement says otherwise.

**When coverage ends for you or your dependent, you may be eligible to continue coverage under COBRA. Contact Human Resources for more information.**

# Medical Benefits



# Medical Benefits



## You have three medical plan options: Plan A, Plan B, and Plan C:

**Plan A** is the most expensive option, and offers the lowest deductible. It is only available to employees who were hired prior to January 1, 2017, with no employment break.

**Plan B** is less expensive than Plan A. It is a Qualified High Deductible Health Plan (HDHP) that qualifies for a Health Savings Account (HSA) contribution. If you elect an HSA, FNSBSD may contribute \$750 each year to the HSA on your behalf (if you are eligible). You may also contribute to your HSA. See page 21 for more information about the HSA.

**Plan C** is also a less expensive option. It is identical to Plan A, except it has a higher annual deductible. If you elect an Health Reimbursement Account (HRA), FNSBSD may contribute \$750 each year to an HRA on your behalf. See page 21 for more information about the HRA.



The medical plans are administered by Welfare & Pension Administration Services, Inc. (WPAS).

	MEDICAL PLAN A	MEDICAL PLAN B	MEDICAL PLAN C
<b>Annual Deductible</b>	\$1,000 per person \$3,000 per family	\$2,500 self-only \$5,000 family	\$3,000 per person \$6,000 per family
<b>Reimbursement Percentage</b>	Plan pays 80% of allowable charges for most services; Plan pays 60% for non-PPO facilities in Alaska and all non-PPO services outside Alaska		
<b>Medical Out-of-Pocket Limit (after deductible)</b>	\$2,000 per person \$6,000 per family	\$2,000 per person \$8,000 per family	\$2,000 per person \$4,000 per family
<b>Preventive Care</b>	Plan pays 100% of allowable charges		
<b>Preferred Provider Organization Provisions</b>	Services are reimbursed at 60% of allowable charges and the out-of-pocket limit is doubled. The reduced reimbursement rate applies to all non-PPO facilities inside and outside Alaska and to all non-PPO providers outside Alaska.		
<b>Chiropractic Services</b>	Limited to 24 visits per person per calendar year. Subject to deductible and coinsurance.		
<b>Acupuncture Services</b>	Limited to 12 visits per person per calendar year. Subject to deductible and coinsurance.		
<b>Outpatient Occupational, Speech &amp; Hearing Therapy</b>	Limited to 24 visits per person per calendar year for any combination of Occupational, Speech and/or Hearing Therapy. Subject to deductible and coinsurance.		
<b>Surgery using the Bridge Health Program</b>	100% of allowable charges, <b>not subject</b> to the deductible	100% of allowable charges, <b>subject</b> to the deductible	100% of allowable charges, <b>not subject</b> to the deductible
<b>Teladoc Consultations</b>	\$5 copay per visit, <b>not subject</b> to the deductible	Subject to deductible and coinsurance. The cost of the visit is \$40	\$5 copay per visit, <b>not subject</b> to the deductible
<b>Services at the Coalition Health Center</b>	\$10 copay per visit \$0 copay for preventive services	Not available	\$10 copay per visit \$0 copay for preventive services



## How do the Deductibles Work?

The deductible is the amount you pay for allowable charges each calendar year before the plan starts to pay benefits.

### For Plan A and Plan C:

For **Plan A**, the deductible is **\$1,000 per person**, with a maximum deductible of **\$3,000 for a family**. For **Plan C**, the deductible is **\$3,000 per person**, with a maximum of **\$6,000 per family**. Here's how the deductible works, using **Plan A** as an example:

- If only the employee is covered, the medical deductible is \$1,000 for the employee.
- If the employee and one dependent is covered (spouse or child), the maximum medical deductible applied to the family is \$2,000, which is the \$1,000 deductible applied to each person.
- If the employee and two or more dependents are covered (spouse or children), the maximum medical deductible applied to the family is \$3,000, which is no more than a \$1,000 deductible applied to each person.

Once an individual family member has \$1,000 or more in covered charges, the deductible is met for that person for the year. If one person has met the \$1,000 medical deductible, additional charges that individual incurs can never be applied against any unmet deductibles for other covered family members.

### For Plan B:

The deductible for Plan B works differently than for Plan A or Plan C. For **Plan B**, the deductible is **\$2,500 for a single employee**, and **\$5,000 for a family**. Here's how the deductible works using **Plan B**, as an example:

- If only the employee is covered, the medical deductible is \$2,500 for the employee.
- If the employee and one or more dependents are covered (spouse or children), the medical deductible applied to the family is \$5,000. No benefits will be paid until the family deductible is met. There is no individual deductible applied to each family member.



## Who are my Preferred Provider Organization (PPO) providers?

The plan contracts with the following Preferred Providers who offer discounted rates for FNSBSD and plan participants. Use PPO providers to save money for yourself and for the plan!

### Municipality of Anchorage:

**Alaska Regional Hospital and the Surgery Center of Anchorage** are the Preferred Provider (PPO) Facilities for inpatient and outpatient services obtained in the Municipality of Anchorage, Alaska.

### Matanuska-Susitna Borough:

**Mat-Su Regional Medical Center** is the Preferred Provider (PPO) Facility for services obtain the in the Matanuska-Susitna Borough, Alaska.

### Nationwide:

**Aetna** is the nationwide network of Preferred Providers (PPO), including facilities and other health providers.

#### Non-PPO penalties will apply:

- In Alaska, if you use a non-PPO facility, or
- Outside Alaska, if you use a non-PPO facility or any other non-PPO provider

#### The non-PPO penalties are:

- Services are reimbursed at 60% of the allowable charges
- The annual out-of-pocket limit is doubled

#### Non-PPO penalties are not assessed for:

- Services unavailable at a PPO facility, or
- Emergency services at a non-PPO emergency facility. Once the patient is medically stable, he/she should be moved to a PPO facility. Services obtained at a non-PPO facility after the patient is stable for transfer are subject to non-PPO penalties

### Within the Municipality of Anchorage Only

Alaska Regional Hospital and the Surgery Center of Anchorage are the only PPO Facilities for inpatient and outpatient services obtained in the Municipality of Anchorage, (other PPO facilities in Anchorage are considered non-PPO facilities, even if they are in the Aetna network). **If you use a facility other than Alaska Regional Hospital or the Surgery Center of Anchorage for inpatient or outpatient services:**

- The non-PPO penalties described above will apply.
- The allowable charges at a non-PPO facility in the Municipality of Anchorage for inpatient services will be limited to the contracted rate at Alaska Regional Hospital.
- The allowable charges for outpatient services at a non-PPO provider in the Municipality of Anchorage will be the case rate at Alaska Regional Hospital or Surgery Center of Anchorage, if any, or 50% of the billed charges if no case rate is available.

*Examples of common outpatient procedures include: outpatient surgery and procedures, ultrasound, lab and diagnostic x-ray tests, MRIs and CT scans. This section may not apply for outpatient dialysis services.*

#### Within the Municipality of Anchorage, non-PPO penalties are not assessed for:

- Services unavailable at a PPO facility, or
- Services performed in a doctor's office, with doctor's staff, and the doctor's equipment, or
- Emergency services at a non-PPO emergency facility. Once the patient is medically stable, he/she should be moved to a PPO facility. Services obtained at a non-PPO facility after the patient is stable for transfer are subject to non-PPO penalties.



## Some services must be precertified

The plan requires your health care provider to precertify the services you receive while an inpatient at a hospital or treatment facility. Your provider must contact Aetna to review the services prior to admission. In the case of an emergency admission, your health care provider should contact Aetna within 48 hours or as soon as reasonably possible. If Aetna is not contacted:

- The plan will not pay the first \$250 of allowable charges for hospital and/or inpatient surgery expenses.
- Thereafter, the hospital and/or inpatient surgery expenses will be paid at the lesser of 70% of allowable charges, or the plan's reimbursement percentage, until the maximum penalty totals \$1,000.

This penalty will not be applied to the deductible or out-of-pocket limit. This penalty is waived for maternity and newborn care for 48 hours following vaginal delivery or 96 hours following cesarean section. If the hospital stay exceeds these timeframes, Utilization Review procedures must be followed or penalties could apply.

Precertification is not required when this plan is the secondary payor.

### *Preauthorize your travel*

The plan may cover the cost of non-emergency travel if treatment is not available locally or is less expensive elsewhere. Before you travel, contact the WPAS Claims Office for more information.



# Make the most of your Medical Benefits





# Make the most of your Medical Benefits



The health plan offers a variety of programs to help you make the most of your medical benefits.

## Health Provider Audit Reward Program

Health providers sometimes make mistakes. In order to help catch those errors, please ask for an itemized bill from your provider.

- Make sure all dates of services, procedures and medications were actually received.
- Check that the charges for these services/supplies are what the health provider indicated verbally to you or on your invoice copy.

If you find an undetected error after the bill is reviewed and paid by the WPAS Claims Office, the plan will reward you with 50% of the amount paid by the WPAS Claims Office on the overcharge up to a maximum reward of \$5,000/per occurrence.

## Your Doctor is Just a Phone Call Away

Now you can visit a doctor without leaving home. Teladoc provides 24/7 access to a board certified, licensed family practice doctor or pediatrician via phone or video. Teladoc is not a substitute for a primary care doctor, but can be used to diagnose and treat acute, non-emergent medical issues that may arise such as:

- Cold and flu
- Bronchitis
- Sore throat
- UTI
- Rashes
- Fever
- Allergies
- Asthma
- Headaches
- And much more!

Teladoc doctors can also write short term prescriptions and will send the script electronically to the pharmacy of your choice. After the visit, at your request, the doctor will send electronic chart notes to your primary care doctor.

### How does Teladoc work?

Register at [www.teladoc.com](http://www.teladoc.com), have your medical ID card ready and click on Set-up Account. The program will ask you some questions, collect your payment information and you are ready to request a doctor. The average wait time for the doctor call back is 22 minutes. You can have your visit via phone, tablet or computer.

### How much does Teladoc cost?

Participants in Plan A and C pay a \$5 copay per visit, not subject to the deductible. If you're in Plan B, the visit is subject to the deductible and coinsurance, and the cost per visit is \$47.

### Learn more about Teladoc:

[Teladoc.com](http://Teladoc.com)

1-855-Teladoc (835-2362)

## Coalition Health Center (CHC) for Office Visits



If you are enrolled in Plan A or C, the Coalition Health Center (CHC) offers a wide range of services for you, your spouse, and your children aged two and older. Services include:

- Wellness and preventive care, such as physicals, lab work, women's care, immunizations, and minor care
- Chronic disease management, including medication management
- Treatment for illnesses, such as coughs, colds, sore throats, earaches, and rashes
- Treatment for injuries, such as sprains, strains, and minor lacerations
- On-site services, such as X-rays and EKGs
- Prescription dispensary; the CHC can provide some common prescription medications, for your convenience.

The CHC is located at Ridgeview Business Park, 570 Riverstone Way, Unit 1, Fairbanks, AK 99709. Call them at (907) 450-3300, or visit their website: [www.coalitionhealthcenter.com](http://www.coalitionhealthcenter.com). Hours of operation are Monday-Friday, 7:30 a.m. to 6:30 p.m., with walk-in hours for acute illness and injury between 8:30 a.m. and 4:30 p.m. Preventive care visits at the CHC are available at no cost to you, and all other visits are available for a \$10 copay.

### Only in an Emergency!

The Emergency Room (ER) is an expensive and inconvenient place to receive healthcare services. You should only use the ER for life-threatening situations or if there is risk of bodily harm if you don't receive services immediately. If you use the ER for non-emergency services during the hours of operation of the CHC, you may pay a \$500 penalty.

Consider using Teladoc, the CHC, or an urgent care clinic such as Steese Immediate Care, First Care, or US Healthworks instead.

# Make the most of your Medical Benefits



## The health plan offers a variety of programs to help you make the most of your medical benefits (continued).

### BridgeHealth for Non-Emergency Surgery



Bridge Health helps you find a cost-effective option for non-emergency surgery, if you are willing to travel outside Alaska to obtain services. Bridge Health contracts with a network of providers outside the state who offer negotiated rates on surgical services such as joint replacement or other orthopedic procedures, spinal surgery, women's health, bariatric surgery and more. Choosing where to go for surgery can make a big difference in what you pay—and the results you get.

If you are in Plan A or Plan C and receive services through the Bridge Health program, your deductible is waived and services are paid at 100% of allowable charges, including most travel costs. For participants in Plan B, the services are subject to the deductible, but are paid at 100% of allowable charges, including most travel costs.

Before you schedule your surgery, contact a Bridge Health Care Coordinator at **(855) 266-0731** or [fairbanksnorthstar@bridgehealth.com](mailto:fairbanksnorthstar@bridgehealth.com), or visit [www.bridgehealthmedical.com](http://www.bridgehealthmedical.com), and use the employer code FBNSB.

### Disease Management Programs – Help with Chronic Conditions

The plan offers these programs to provide additional help to participants with chronic conditions. These programs are offered at no cost to you. They are voluntary and confidential.



Your plan works with Optum® to provide support and health improvement programs for the following conditions:

- Asthma
- Chronic Obstructive Pulmonary Disease (COPD)
- Coronary Artery Disease (CAD)
- Heart Failure
- Diabetes

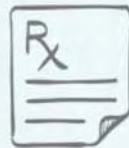
The goal is to help you stay healthier, feel better and enjoy the best quality of life possible. To accomplish this, you will learn more about your condition, how to recognize symptoms, avoid any complications and lead a healthy lifestyle.

For more information, contact Optum at 866-676-0740 and <https://fnsbsd.optum.com>



Your plan also offers a program for participants with chronic kidney disease through Renalogic. For more information about this program, please contact Human Resources or visit [www.renalogic.com](http://www.renalogic.com).

# Prescription Drug Benefits



# Prescription Drug Benefits



Prescription benefits are bundled with medical benefits. Your prescription benefits depend on which medical plan you elect. The benefit for Plan A and Plan C are the same. The benefit for Plan B is different because Plan B is a Qualified High Deductible Health Plan.

CVS Caremark administers the prescription benefits.

Participating Retail Pharmacy (up to a 30-day supply allowed)	MEDICAL PLAN A	MEDICAL PLAN B	MEDICAL PLAN C
Generic	\$5	Covered under the medical benefit. Subject to the annual deductible, reimbursement percentage and out-of-pocket limit.	\$5
Preferred Brand	\$30 + 15%		\$30 + 15%
Non-Preferred Brand	\$60 + 20%		\$60 + 20%
Specialty Medication	\$100		\$100
<b>Participating Mail Order Pharmacy (up to a 90-day supply allowed)</b>			
Generic	\$0		\$0
Preferred Brand	\$60 + 15%		\$60 + 15%
Non-Preferred Brand	\$100 + 20%		\$100 + 20%
Specialty Medication (30 day supply)	\$100		\$100
<b>Prescription Out-of-Pocket Maximum</b>	\$1,500 per person \$3,000 per family		

Using generic medications can save money for you and for the plan. If you choose a brand-name medication when a generic equivalent is available, you will pay the difference in cost between the brand name and the generic, plus your brand name copay.

Prior authorization is required for certain medications, including specialty medications and some high cost drugs. Your provider will work with Caremark to obtain the prior authorization.

*Mail order is a convenient way to obtain medications you need regularly. You can obtain a 90-day supply each fill and your brand name copay is less than if you received the same quantity at a retail pharmacy. Go to [www.caremark.com](http://www.caremark.com) for more information.*

# Dental, Vision, and Hearing Benefits



# Dental Benefits



Welfare & Pension Administration Services, Inc. (WPAS) administers the dental benefit.

<b>Annual Deductible</b>	\$50 per person, waived for preventive and diagnostic services
<b>Reimbursement Percentage:</b>	
<b>Preventive and Diagnostic</b>	100% of allowable charges
<b>Routine</b>	80% of allowable charges
<b>Major</b>	50% of allowable charges
<b>Maximum Benefit per Calendar Year</b>	\$3,000 per person

If the cost of an upcoming treatment is expected to cost \$400 or more, you should ask the dentist to submit a pre-treatment plan to the WPAS claims office before the dental work begins. The claims office will send you a notice of what the plan will pay. If a treatment plan is submitted to the claims office and the treatment continues into the next calendar year, the deductible will be applied only once for the course of treatment.

# Vision Benefits



Vision benefits are administered by Vision Service Plans (VSP). The benefits differ depending on whether a VSP provider is used.

SERVICES	FREQUENCY	IN-NETWORK (VSP)	OUT-OF-NETWORK
<b>Comprehensive Well Vision Exam</b>	Every Calendar Year	Covered in full	Covered up to \$102
<b>Single Vision Lenses</b>	Every Calendar Year	Covered in full	Covered up to \$75
<b>Lined Bifocal Lenses</b>	Every Calendar Year	Covered in full	Covered up to \$100
<b>Lined Trifocal Lenses</b>	Every Calendar Year	Covered in full	Covered up to \$125
<b>Lenticular Lenses</b>	Every Calendar Year	Covered in full	Covered up to \$125
<b>Frames</b>	Every 2 Calendar Years	Covered up to \$120	Covered up to \$90
<b>Contact Lenses</b>	Every Calendar Year	Covered up to \$200	Covered up to \$185

The lens allowances for bifocals and trifocals are for lined lenses. Charges for lens options such as progressives, scratch-resistant coatings and anti-reflective coatings are not covered, but will be discounted when utilizing a VSP in-network provider.

Visit the VSP website at: [www.vsp.com](http://www.vsp.com) to find a doctor, view your benefits or to access to a variety of VSP discounts.

# Hearing Benefits



The plan pays for exam and hearing aid devices:

- 80% of allowable charges up to a \$600 benefit for each ear, and
- 50% of the remaining allowable charges up to a \$2,500 maximum total benefit for each ear.

The exam is covered only if a hearing device is prescribed and purchased.

# How to File a Health Plan Claim



# How to File a Health Plan Claim



You will receive a health plan ID card which you should present to your health care provider or pharmacist. Your provider can contact WPAS for confirmation of eligibility. In most cases, your provider will file a claim on your behalf. However, it is your responsibility to make sure the claim is filed timely. Claims must be submitted within 90 days after receiving the service or supply. Claims will not be accepted more than 15 months after the original date of service for medical and dental services. Claims will not be accepted for vision services more than 12 months after the original date of service.

After the claim is processed, you will receive an Explanation of Benefits (EOB) for medical and dental claims. Be sure to review this Explanation of Benefits to make sure the claim was processed correctly.

You have 180 days from the date of the adverse benefit determination to appeal a claim. Please see your Health Plan booklet for instructions on how to file an appeal.



# Optional Benefit Options



# Optional Benefit Options



## Navia Benefit Solutions

FNSBSD offers these optional plans to help set aside pre-tax money to help pay for healthcare or dependent care expenses.

### Flexible Spending Arrangement (FSA)

Works with Plan A, Plan B, Plan C, or if you waived coverage.

Flexible Spending Arrangements allow eligible FNSBSD employees to pay for qualified health and dependent care expenses with pre-tax dollars. This reduces your taxable income.

You must enroll each year during open enrollment or within 30 days of an IRS qualifying status change event to participate.

- **Health Care FSA** — reimburses you for most out-of-pocket medical, dental, orthodontia, and vision expenses.
- **Dependent Care FSA** — reimburses you for most out-of-pocket, non-educational, and non-medical dependent care expenses that are incurred because you and your spouse, (if married) work.

### How Do Flexible Spending Arrangements Work?

FSAs work like a checking account:

- Decide on the total amount you want to set aside in each account. Be careful! These accounts work on a “use it or lose it” basis. Unclaimed money left in the account at the end of the year is forfeited.
- Your pre-tax 'contributions' will automatically be deducted from your biweekly paycheck and placed into your FSA account, allowing you to pay for health and dependent care services as incurred. Expenses must be incurred between January 1 and December 31 of the year in which contributions are made.
- Submit a receipt to our plan administrator, Navia Benefit Solutions (formerly Flex-Plan Services). You may also use the Navia app on a smart phone or visit their website at [www.naviabenefits.com](http://www.naviabenefits.com).
- You will be reimbursed directly from your FSA account using the tax-free money you contributed.

**For more information about these programs, visit [www.naviabenefits.com](http://www.naviabenefits.com)**

### Health Savings Account (HSA)

Available with Plan B.

An HSA lets you set aside money to pay for future medical costs through your own tax-deferred contributions.

- You may make pre-tax contributions through payroll deductions, which reduces the amount of taxable income.
- The money stays in your account from year-to-year. It is yours to keep even after you leave FNSBSD.
- The FNSBSD may contribute up to \$750 each year-to-your HSA.

### Who is eligible to establish a Health Savings Account?

An individual who:

- (1) is covered under a qualified high-deductible health plan (HDHP), such as Plan B;
- (2) is not also covered by any other health plan that is not a qualified HDHP;
- (3) is not enrolled in Medicare; and
- (4) may not be claimed as a dependent on another person's tax return.

If any of these criteria are not met, you are not eligible for enrollment in an HSA, but you may elect a Health Care FSA. You may choose to enroll in either the HSA or the Health Care FSA, but not both. You may elect Plan B, whether or not you are eligible to contribute to a HSA.

### Health Reimbursement Arrangement (HRA)

Available with Plan C.

An HRA allows FNSBSD to set aside funds for you to spend on qualified health care expenses. Money not used in one calendar year can be rolled over as long as you remain in Plan C. FNSBSD may contribute up to \$750 to each employee's account, subject to the collective bargaining agreement or non-union employee contract. Contributions made by FNSBSD will be available in full on the first day of the calendar year.

You can use these funds for you and your dependents who are enrolled in Plan C. If you leave Plan C, the funds will be forfeited.

### How the HRA works with a Health Care FSA:

You may have both an HRA and enroll in a Health Care FSA. Expenses are paid from the Health Care FSA first.

# Employee Assistance Program (EAP)



# Employee Assistance Program (EAP)



## MagellanAscend

Your Magellan Ascend Employee Assistance Program (EAP), sponsored by FNSBSD and provided by Magellan Healthcare, gives you access to resources you can turn to when the challenges of life are getting the best of you. Things like relationship issues, anxiety, addiction, aging parents to care for. They can all make balancing work and life stressful.

*Visit the Magellan Ascend website at: [magellanascend.com](http://magellanascend.com) to find out more!*



# Life and Accidental Death & Dismemberment Insurance (AD&D)



# Life and Accidental Death & Dismemberment Insurance (AD&D)



As a benefit-eligible employee, FNSBSD provides you with life insurance coverage equal to your basic yearly earnings (up to \$250,000), at no charge to you. An equal amount of Accidental Death & Dismemberment coverage is also provided. This benefit offers coverage if you are killed or suffer a loss due to a covered accident.

Your basic yearly earnings are the annual salary or wage you receive, not including bonuses, commissions, or overtime pay.

Note: Beginning on your 65th birthday, the amount of insurance decreases to 65% from age 65 up to age 70. From age 70 up to 75, the amount payable decreases to 50% and at age 75, the amount payable decreases to 30%.

## Supplemental Life

You may also elect up to \$250,000 in coverage for yourself and up to \$100,000 in coverage for your spouse.

If you elect coverage within 31 days of the date you first become eligible, you do not have to provide proof of good health for up to \$150,000 in supplemental coverage for you and up to \$30,000 in coverage for your spouse. You may need to provide evidence of insurability if you elect higher coverage amounts, or if you elect coverage or choose to increase coverage more than 31 days after you first become eligible.

The life and AD&D benefits are provided by Voya. Please refer to the Group Life Insurance Plan booklet for more information about these benefits.

## Accelerated Death Benefit

If you have a terminal condition, you may request that up to 50% of your life benefit, up to \$50,000, be paid out while you are living. This benefit is only available to employees. Please contact Human Resources for more information.

# Retirement Benefits



# Retirement Benefits



Both Public Employees Retirement System (PERS) and Teachers Retirement System (TRS) employees are offered a retirement plan through the State of Alaska, Division of Retirement and Benefits. There are multiple Tiers and specific benefits for each Tier. Please visit <http://doa.alaska.gov/drb/> for additional information.

In addition to the State of Alaska retirement plan FNSBSD allows employees to participate in an additional retirement by offering a 403(b) retirement plan. A 403(b) is a U.S. tax-advantage retirement savings plan available for public education organizations. It has a tax treatment similar to a 401 plan. The Omni Group is our third party administrator for 403(b) plans. <https://www.omni403b.com/Default.aspx>

PERS Voluntary Employee Savings is also available through the State of Alaska for PERS active employees in Tiers I, II, and III.

***Beneficiaries – It is smart to update your beneficiaries on an annual basis, as life circumstances change. Please ensure the correct individuals are listed as current beneficiaries.***



# Important Contact Information





# Important Contact Information

## Claims Office

(Eligibility, Claim Processing & Travel Pre-Authorization)

**Welfare & Pension Administration Service, Inc. (WPAS)**

PO Box 34840

Seattle, WA 98124-1840

(800) 331-6158 (press option 8)

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

<http://www.wpas-inc.com/FNSB/index.php>

Note: When contacting the WPAs claims office regarding a payment, please be able to give the claims examiner the member's social security number or member's Participant ID number, name of patient, health provider's name and date of service. In addition, the name and telephone extension of the claims examiner who processed the claim is printed on the Explanation of Benefits.

## Utilization Review

(Hospital Admission & Pre-Authorization)

**Aetna**

Your health care provider will precertify services on your behalf.

## Pharmacy Network Services

(Retail & Mail Order Prescription Drug Services)

**CVS Caremark**

(866) 818-6911

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

## Anchorage Preferred Provider (PPO) Facility

**Alaska Regional Hospital**

2801 DeBarr Rd

Anchorage, AK 99508

(907) 276-1131

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

**Surgery Center of Anchorage**

4001 Laurel St, Suite A

Anchorage, AK 99508

(907) 563-1800

<http://surgerycenterofanchorage.com/>

## Preferred Provider (PPO) Facility in the Mat-Su Borough

**Mat-Su Regional Medical Center**

2500 S Woodworth Loop

Palmer, AK 99645

(907) 861-6000

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

## Nationwide Preferred Provider Network

**Aetna**

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

Select the "Aetna Choice® POS II (Open Access)" network or log in to the Aetna Navigator website (It is important for you to confirm with your Health Provider that the provider is in-network prior to receiving services. When confirming, be sure to state the name of this plan.)

## BridgeHealth

When surgery has been recommended, contact BridgeHealth:  
(855) 266-0731

[Fairbanksnorthstar@bridgehealthmedical.com](mailto:Fairbanksnorthstar@bridgehealthmedical.com)

Register for access to on-line surgery education resources or chat with a BridgeHealth care coordinator:

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

Register with company code: FBNSB

## Informed Health Line

**24-hour Nurseline Access**

(800) 556-1555

## Teladoc

1-800-TELADOC

Translated: (800) 835-2362

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

## Disease Management Program

**Optum (formerly Alere)**

(866) 676-0740

<https://fnsbsd.optum.com>

# Important Contact Information



## Employee Assistance Program

Magellan Ascend  
magellanascend.com

## Vision Network Service Provider

**Vision Service Plan (VSP)**  
PO Box 997105  
Sacramento, CA 95899-7105  
(800) 877-7195  
[www.vsp.com](http://www.vsp.com)

## Flexible Spending Accounts, Health Savings Account, and Health Reimbursement Account

American Fidelity  
[americanfidelity.com/fairbanks](http://americanfidelity.com/fairbanks)

## Privacy Officer

**Fairbanks North Star Borough Risk Manager**  
(907) 459-1396

## Other Contacts

**FNSB Risk Management**  
PO Box 71267  
Fairbanks AK 99707  
(907) 459-1344  
Fax (907) 459-1187

**FNSBSD Human Resources**  
520 Fifth Ave  
Fairbanks AK 99701  
(907) 452-2000 ext. 11326  
Fax (907) 451-6008

**FNSBSD Payroll**  
520 Fifth Ave  
Fairbanks AK 99701  
(907) 452-2000 ext. 11323  
Fax (907) 452-3567

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# RETIREMENT INFORMATION (TRS/PERS, 403B, AND 457)

Collapse All

## Benefits

American Fidelity

Benefit Forms

Cobra

Coping with COVID

Wellness

FMLA

Health Plans

Joint Committee on Health Ben

Optional Benefits

**Retirement**

Supplemental Insurance

## State of Alaska Division of Retirement and Benefits

Benefit-eligible classified employees participate in the **Public Employees' Retirement System (PERS)**. Benefit-eligible certified employees participate in the **Teacher Retirement System (TRS)**. For additional information concerning both PERS and TRS plans, please visit the [State of Alaska Division of Retirement and Benefits website](#) or call 1-800-821-2251.

- Typically, twice a year the State of Alaska provides the district with an opportunity to receive an overview of the retirement process. This happens in the fall and spring. Watch the Benefits Bulletin for upcoming dates.
- To change beneficiary information for your PERS/TRS benefit, visit the [State of Alaska's website](#) to access the appropriate form for the tier you participate in. Submit form to HR when it's complete.
- To view investment options and account overview go to the [Empower Retirement Login](#).
- If you don't have your Retirement Identification Number (RIN), [click here](#).

### PERS Tiers Descriptions and Information

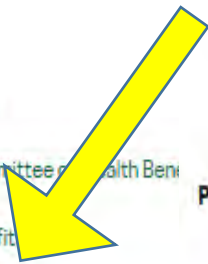
- [PERS Tiers Plan Comparison Chart](#)
- [PERS State of AK Defined Contribution Plans \(pdf\)](#)

### TRS Tiers Descriptions and Information

- [TRS Defined Benefit \(Tiers I and II\) Website](#)
- [TRS Defined Contribution \(Tier III\) Website](#)
- [TRS Tiers Plan Comparison Chart](#)
- [TRS State of AK Defined Contribution Plans \(pdf\)](#)
- [Retirement Counseling Appointment Information](#)
- [Retirement Workshop Information](#)

### Voluntary Employee Savings Plan

PERS Active Employees in Tiers I, II, & III can contribute to a State of Alaska.



## 403(b) Retirement Plan

The FNSB School District is pleased to recognize our 403(b) plan compliance service provider, **The OMNI Group**.

OMNI is a leading 403(b) Administrator and will assume the responsibility of ensuring the district, our employee participants, and each of our investment providers and their agents, adhere to the many compliance regulations issued by the IRS.

- [OMNI COVID-19 CARES Act new](#)
- [Basic 403\(b\) Information](#)
- [403\(b\) Approved Vendors](#)
- [5 Steps to Setting Up a 403\(b\)](#)
- [403\(b\) FAQ](#)
- [OMNI Inside Edge 2020 1st Quarter Newsletter](#)
- [OMNI Inside Edge 2020 COVID19 Updates](#)

### What is a 403(b) Plan?

A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministers. Contributions are made under a Salary Reduction Agreement (SRA) with your employer. This agreement allows your employer to withhold money from your paycheck to be contributed directly into a 403(b) account for your benefit. Usually, you do not pay income tax on these contributions until you withdraw them from the account.

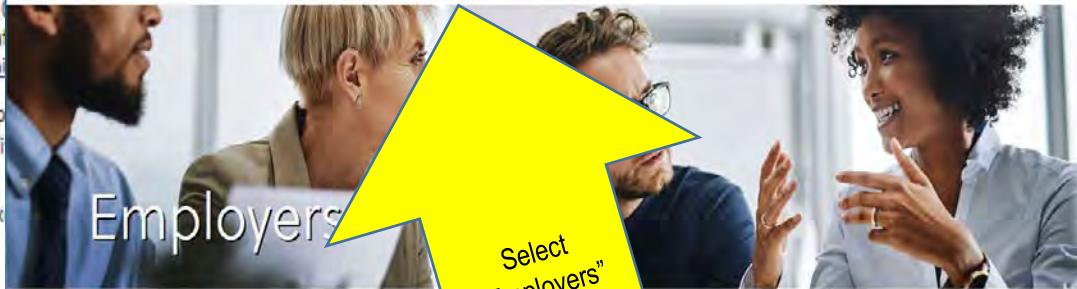
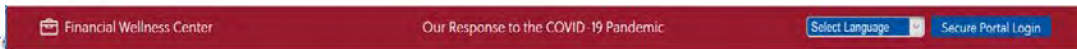
For more detailed information, please consult your financial advisor or visit the [IRS website](#).

Have you thought about investing in a 403(b)? If so, here is a [hypothetical chart](#) that lets you see how much you could earn over a period of time.

Salary Reduction Agreement  
Use the [Salary Reduction Agreement](#) to reduce your taxable income by contributing amounts from your paycheck to your 403(b) plan. For more information, visit [OMNI Plan Details](#).

The OMNI Group also offers:

- Hardship Withdrawals
- Loans
- Contract Exchange



AK Fairbanks North Star Borough School GO



ALASKA DIVISION OF RETIREMENT AND BENEFITS  
**Teachers' Retirement System (TRS) Plan Comparison Chart**

Feature	TRS DB Plan Tier I 7/1/1955 – 6/30/1990	TRS DB Plan Tier II Entered after 6/30/1990	TRS DCR Plan Entered after 6/30/2006
<b>Employee Contribution (% of pay)</b>	Pre-tax employee contribution: • 8.65% beginning 1/1/91	Pre-tax employee contribution: • 8.65% beginning 1/1/91	Pre-tax employee contribution: • 8%
<b>Employer Contribution (% of payroll)</b>	12.56% Cost Share	12.56% Cost Share	7% DCR Plan Account  0.99% Health Plan: Adjusted by annual actuarial valuation; <b>plus</b> Health Reimbursement Arrangement (HRA) – Flat dollar amount per employee based on 3% of the average annual compensation of all employees of all employers in the system.  Occupational Death & Disability: .62%
<b>Vesting</b>	Employees vest with 8 years of service.	Employees vest with 8 years of service.	100% vested in employee contributions immediately. Vested in employer contributions based on the following schedule: • 25% after 2 years of service • 50% after 3 years • 75% after 4 years • 100% after 5 years
<b>Qualifications for Retirement</b>	After vesting, normal retirement age is 55, with early retirement at age 50. Teachers can retire at any age after 20 years of membership service.	After vesting, normal retirement age is 60, with early retirement at age 55. Teachers can retire at any age after 20 years of membership service.	None for investment account. Taxes and penalties may apply if withdrawn before age 59-1/2. See requirements for Retirement Medical Coverage.
<b>Benefit Calculation Formula</b>	Benefit formula: • 2% for the first 20 years and <b>all years of service prior to July 1, 1990</b> , 2.5% thereafter. • Benefit calculation is determined on the average of the <b>high three</b> contract salaries.	Benefit formula: • 2% for the first 20 years, 2.5% thereafter. • Benefit calculation is determined on the average of the <b>high three</b> contract salaries.	DCR Plan account balance plus investment earnings. May be received in several different payment options. Payout options include lump sum payments, rollovers to another qualified plan, or annuities. Annuities may be taken as a lifetime annuity, joint and survivor annuity, or for a period certain.
<b>Alaska Cost-of-Living Allowance (COLA)</b>	An Alaska Cost-of-Living Allowance is payable to benefit recipients who remain domiciled in Alaska after retirement. The allowance is 10% of the base benefit.	An Alaska Cost-of-Living Allowance is payable to benefit recipients age 65 or older, or disability benefit recipients regardless of age, who remain domiciled in Alaska after retirement. The allowance is 10% of the base benefit.	None provided.

Find more detailed information on the Division website at [Alaska.gov/drb](http://Alaska.gov/drb), or in the *TRS Information Handbook*.



Feature	TRS DB Plan Tier I 7/1/1955 – 6/30/1990	TRS DB Plan Tier II Entered after 6/30/1990	TRS DCR Plan Entered after 6/30/2006
<b>Post Retirement Pension Adjustments (PRPA) (Inflation Protection)</b>	PRPA increases are granted on an ad hoc basis. If an ad hoc is not granted, Tier I employees must be age 60 or over or receiving benefits for 8 years to qualify for the automatic PRPA. The automatic PRPA passed in 1990 applies to all members regardless of hire date.	Automatic PRPA adjustments to disabled members, retirees age 60 and over, and those who have received benefits for 8 years.	None provided.
<b>Retirement Medical Coverage</b>	After vesting, medical coverage is provided to all benefit recipients and their eligible dependents. The retirement system pays the AlaskaCare retiree medical plan premium.	After vesting, medical coverage is provided to disabilities, regardless of age, and benefit recipients age 60 and over, and for retirees with at least 25 years of membership service. This coverage includes eligible dependents. The retirement system pays the AlaskaCare retiree medical plan premium. Retirees and survivors under age 60 with less than 25 years of membership service must pay the full premium cost if they desire coverage.	Access to medical coverage at Medicare-eligible age with 10 years of service or at any age with 30 years of service. Must retire directly from the system. If not eligible for Medicare, the member must pay the full premium. May use health reimbursement arrangement (HRA) account to pay premiums. Once the HRA is exhausted, the member self-pays premiums. When eligible for Medicare, the percentage of premium paid by the retiree or surviving spouse is: <ul style="list-style-type: none"> <li>• 10-14 years of service: 30%</li> <li>• 15-19 years: 25%</li> <li>• 20-24 years: 20%</li> <li>• 25-29 years: 15%</li> <li>• 30 years or more: 10%</li> </ul>
<b>Disability Benefits</b>	Disability benefits are 50% of base salary, plus 10% for each eligible dependent child up to a maximum of 4 children.	Disability benefits are 50% of base salary, plus 10% for each eligible dependent child up to a maximum of 4 children.	Must be a total and presumably permanent disability whose cause is directly related to performance of duties of the job or an on the job injury. Benefit is 40% of salary, earns service while on occupational disability. Employer continues to make all required contributions as if the member were working, plus the member's required contributions to the DCR account, without deduction from the member's disability payment. Disability benefits cease when the member becomes eligible for normal retirement at Medicare-eligible age and 10 years of service, or at any age with 30 years of service. No medical insurance until eligible for normal retirement.



A L A S K A D I V I S I O N O F R E T I R E M E N T A N D B E N E F I T S  
Public Employees' Retirement System (PERS) Plan Comparison Chart

Feature	PERS DB Plan Tier I 1/1/1961 – 6/30/1986	PERS DB Plan Tier II Entered after 6/30/1986	PERS DB Plan Tier III Entered after 6/30/1996	PERS DCR Plan Entered after 6/30/2006
<b>Employee Contribution (% of pay)</b>	Pre-tax employee contribution: <ul style="list-style-type: none"> <li>6.75% beginning 1/1/87; all others</li> <li>7.5% beginning 1/1/87; police/fire</li> <li>9.6% beginning 7/1/99; school district Alt Option</li> </ul>	Pre-tax employee contribution: <ul style="list-style-type: none"> <li>6.75% beginning 1/1/87; all others</li> <li>7.5% beginning 1/1/87; police/fire</li> <li>9.6% beginning 7/1/99; school district Alt Option</li> </ul>	Pre-tax employee contribution: <ul style="list-style-type: none"> <li>6.75% beginning 1/1/87; all others</li> <li>7.5% beginning 1/1/87; police/fire</li> <li>9.6% beginning 7/1/99; school district Alt Option</li> </ul>	Pre-tax employee contribution: <ul style="list-style-type: none"> <li>8%</li> </ul>
<b>Employer Contribution (% of payroll)</b>	22% Cost Share	22% Cost Share	22% Cost Share	5% DCR Plan Account 0.99% Health Plan: Adjusted by annual actuarial valuation; <b>plus</b> Health Reimbursement Arrangement (HRA) – Flat dollar amount per employee based on 3% of the average annual compensation of all employees of all employers in the system. Occupational Death & Disability: 1.33% for Police/Fire; .58% for all others
<b>Vesting</b>	Employees vest with 5 years of service.	Employees vest with 5 years of service.	Employees vest in the pension plan with 5 years of service and in the retiree medical plan with 10 years of service.	100% vested in employee contributions immediately. Vested in employer contributions based on the following schedule: <ul style="list-style-type: none"> <li>25% after 2 years of service</li> <li>75% after 4 years</li> <li>50% after 3 years</li> <li>100% after 5 years</li> </ul>
<b>Qualifications for Retirement</b>	After vesting, normal retirement age is 55, with early retirement at age 50. Police/fire members can retire at any age after 20 years of police/fire service. All other members can retire at any age after 30 years of membership service. Early retirement reduction will be 1/2% per month or 6% per year for every year less than the required normal retirement age.	After vesting, normal retirement age is 60, with early retirement at age 55. Police/fire members can retire at any age after 20 years of police/fire service. All other members can retire at any age after 30 years of membership service. Early retirement reduction will be 1/2% per month or 6% per year for every year less than the required normal retirement age.	After vesting, normal retirement age is 60, with early retirement at age 55. Police/fire members can retire at any age after 20 years of police/fire service. All other members can retire at any age after 30 years of membership service. Early retirement reduction will be 1/2% per month or 6% per year for every year less than the required normal retirement age.	None for investment account. Taxes and penalties may apply if withdrawn before age 59-1/2. See requirements for Retirement Medical Coverage.
<b>Benefit Calculation Formula</b>	Benefit formula: <ul style="list-style-type: none"> <li>2% for first 10 years and <b>all years of service prior to July 1, 1986</b>,</li> <li>2.25% for the next 10 years, and</li> <li>2.5% per year thereafter. Benefit calculation is determined on the average of the <b>high three</b> consecutive years' salary.</li> </ul> <ul style="list-style-type: none"> <li>Police/Fire: 2% X 10; 2.5% over 10.</li> </ul>	Benefit formula: <ul style="list-style-type: none"> <li>2% for first 10 years,</li> <li>2.25% for the next 10 years, and</li> <li>2.5% per year thereafter. Benefit calculation is determined on the average of the <b>high three</b> consecutive years' salary.</li> </ul> <ul style="list-style-type: none"> <li>Police/Fire: 2% X 10; 2.5% over 10.</li> </ul>	Benefit formulas did not change. However, the benefit calculation is determined on the average of the <b>high five</b> consecutive years' salary. The benefit calculation for police and fire members is the average of the <b>high three</b> consecutive years regardless of tier (effective 2002).	DCR Plan account balance plus investment earnings. May be received in several different payment options. Payout options include lump sum payments, rollovers to another qualified plan, or annuities. Annuities may be taken as a lifetime annuity, joint and survivor annuity, or for a period certain.

Find more detailed information on the Division website at [Alaska.gov/drb](http://Alaska.gov/drb), or in the *PERS Information Handbook*.

Feature	PERS DB Plan Tier I 1/1/1961 – 6/30/1986	PERS DB Plan Tier II Entered after 6/30/1986	PERS DB Plan Tier III Entered after 6/30/1996	PERS DCR Plan Entered after 6/30/2006
<b>Alaska Cost-of-Living Allowance (COLA)</b>	An Alaska Cost-of-Living Allowance is payable to benefit recipients who remain domiciled in Alaska after retirement. The allowance is \$50 or 10% of the base benefit, whichever is greater.	An Alaska Cost-of-Living Allowance is payable to benefit recipients age 65 or older, or disability benefit recipients regardless of age, who remain domiciled in Alaska after retirement. The allowance is \$50 or 10% of the base benefit, whichever is greater.	An Alaska Cost-of-Living Allowance is payable to benefit recipients age 65 or older, or disability benefit recipients regardless of age, who remain domiciled in Alaska after retirement. The allowance is \$50 or 10% of the base benefit, whichever is greater.	None provided.
<b>Post Retirement Pension Adjustments (PRPA) (Inflation Protection)</b>	PRPA increases are granted on an ad hoc basis. If an ad hoc is not granted, Tier I employees must be age 60 or over or receiving benefits for 5 years to qualify for the automatic PRPA. The automatic PRPA passed in 1986 applies to all members regardless of hire date.	Automatic PRPA adjustments to disabled members, retirees age 60 and over, and those who have received benefits for 5 years.	Automatic PRPA adjustments to disabled members, retirees age 60 and over, and those who have received benefits for 5 years.	None provided.
<b>Retirement Medical Coverage</b>	After vesting, medical coverage is provided to all benefit recipients and their eligible dependents. The retirement system pays the AlaskaCare retiree medical plan premium.	After vesting, medical coverage is provided to disabled members, regardless of age, and benefit recipients age 60 and over, or: <ul style="list-style-type: none"> <li>• Police/fire members with 25 years of police/fire service</li> <li>• All other members with 30 years of membership service</li> </ul> This coverage includes eligible dependents. The retirement system pays the AlaskaCare retiree medical plan premium. Retirees and survivors under age 60 must pay the full premium cost if they desire coverage.	Same as Tier II. However, employees must accrue a <b>minimum of 10 years of credited service* to have system-paid coverage at age 60.</b> Employees with less than 10 years service must pay the full premiums as long as they wish to continue medical coverage. 100% vested with 10 years of credited service. *Credited service includes all service used in the calculation of a retirement benefit.	Access to medical coverage at Medicare-eligible age with 10 years of service or at any age with 25 years of service for peace officers and firefighters or with 30 years of service for all others. Must retire directly from the system. If not eligible for Medicare, the member must pay the full premium. May use health reimbursement arrangement (HRA) account to pay premiums. Once the HRA is exhausted, the member self-pays premiums. When eligible for Medicare, the percentage of premium paid by the retiree or surviving spouse is: <ul style="list-style-type: none"> <li>• 10-14 years of service: 30%</li> <li>• 15-19 years: 25%</li> <li>• 20-24 years: 20%</li> <li>• 25-29 years: 15%</li> <li>• 30 years or more: 10%</li> </ul>
<b>Disability Benefits</b>	Nonoccupational disability benefits are calculated as a normal retirement. Occupational disability provides 40% of the gross monthly compensation. Different occupational disability formula available before 7/1/76.	Nonoccupational disability benefits are calculated as a normal retirement. Occupational disability provides 40% of the gross monthly compensation.	Nonoccupational disability benefits are calculated as a normal retirement. Occupational disability provides 40% of the gross monthly compensation.	Must be a total and presumably permanent disability whose cause is directly related to performance of duties of the job or an on the job injury. Benefit is 40% of salary; earns service while on occupational disability. Employer continues to make all required contributions as if the member were working, plus the member's required contributions to the DCR account, without deduction from the member's disability payment. Disability benefits cease when the member becomes eligible for normal retirement at Medicare-eligible age and 10 years of service or at any age with 25 years of service for peace officers and firefighters or with 30 years of service for all others. Medical insurance is available to members receiving disability when member is eligible for a normal retirement.

<http://doa.alaska.gov/drbr/retirement>

## What Retirement Plan Am I In?

- Public Employees' Retirement System (PERS)
- Teachers' Retirement System (TRS)

### Public Employees' Retirement System (PERS)

If you...

#### Entered system between 1/1/1961 and 6/30/1986...

You are a:

- Tier I employee. Go to the PERS Defined Benefit plan section

#### Entered system after 6/30/1986

- Tier II employee. Go to the PERS Defined Benefit plan section

#### Entered service after 6/30/1996

- Tier III employee. Go to the PERS Defined Benefit plan section

#### Entered service after 6/30/2006

- Tier IV employee. Go to the PERS Defined Contribution Retirement (DCR) Plan

[Top of page](#)

### Teachers' Retirement System (TRS)

If you...

#### Entered system between between 7/1/1955 and 6/30/1990...

You are a:

- Tier I employee. Go to the TRS Defined Benefit section

#### Entered system after 6/30/1990

- Tier II employee. Go to the TRS Defined Benefit section

#### Entered system after 6/30/2006

- Tier III employee. Go to the TRS Defined Contribution Retirement (DCR) Plan

# PAYROLL

Home > Accounting Services > Payroll > Payroll Overview

## PAYROLL

### Payroll Overview

Payroll Forms & Documents

Payroll Advice Example

TCP Resources

Understanding Your Annual Form W-2

## ANNOUNCEMENTS

- 2019 W-2s were mailed on January 31st or accessible through [Employee Self Service](#)
- NEW [2020 Form W-4](#) issued by IRS. Click [HERE](#) for more information.

Welcome to the Fairbanks North Star Borough School District Payroll Department.

We offer a variety of services related to issuing payment and making deductions from employee payments. We hope to answer many of your questions with the pages that follow, but if we don't please feel free to contact our office at 907.452.2000 ext. 11320. Thank you for visiting!

## WHO DO I CONTACT?

**Retirement:** See your employee group coordinator/technician in Human Resources

**TimeClock Plus (TCP):** Payroll ext. 11320

**Workers Compensation:** Heather Heineken ext. 11303 AND Jen Martel, FNSB Risk Management 907.459.1129

More [who to contact information here](#)

## PAYROLL CONTACT

Phone: 907.452.2000 ext. 11320

Email: payroll@k12northstar.org

Fax: 907.452.3567

## QUICK LINKS

- Direct deposit changes:** Add or update banking information for direct deposit of paycheck funds
- W-4 changes:** Update marital status/allowances for federal tax purposes
- Payroll calendar 2019-2020:** Bi-weekly payroll schedule
- Access pay stubs and W-2s:** Previously issued pay stubs and W-2s are located in Employee Self Services (ESS)

## DIRECT DEPOSIT and PAYROLL QUESTIONS

Direct deposit is required and can take up to two pay cycles to activate. Pending direct deposit activation paychecks will be mailed USPS on the scheduled pay date.

During the school year, there are special payrolls that need to be processed early due to negotiated agreement payday requirements. When a payday falls on a holiday, the payday will change to the preceding day. Consult the payroll office or your administrative secretary if you have questions regarding early pay dates.

Questions regarding pay deductions or leave accruals should be directed to the Payroll Office at ext. 11320.

Questions regarding contract salary and adjustments may be directed to Human Resources at ext. 11326.

## PAYROLL ADVICE INFORMATION

Pay advice and annual W-2 tax information is sent to active k12northstar.org email accounts through a secure PDF. To open the PDF you must enter a password. The password is the last 4 digits of your SSN.

Open the email and click to download the PDF attachment to enter the password.





# PAYROLL CALENDAR 2020-2021 SCHOOL YEAR

Fairbanks North Star Borough School District 520  
Fifth Avenue, Fairbanks, AK 99701

**2020**

**July 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	19
30	31					

**September 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2020**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Pay Period End Date
- Pay Day
- Payroll Due to Payroll by 10 am
- Early Payroll Dates
- ★
 Teacher Start/End
- School Start/End
- Vacation/Holiday (no school)

**2020**

**August**

- 10 Teacher Start
- 17 School Start

**September**

- 4 Health & Flex/ESSA Dues Deduction
- 18 Health & Flex/ESSA Dues Deduction
- 18 Supplement Life Deduction

**October**

- 2 Health & Flex/ESSA/FEA Dues Deduction
- 16 Health & Flex/ESSA/FEA Dues Deduction
- 16 Supplement Life Deduction

**November**

- 13 Health & Flex/ESSA/FEA Dues Deduction
- 27 Health & Flex/ESSA/FEA Dues Deduction
- 27 Supplement Life Deduction

**December**

- 11 Health & Flex/ESSA/FEA Dues Deduction
- 25 Health & Flex/ESSA/FEA Dues Deduction
- 25 Supplement Life Deduction

**2021**

**January**

- 8 Health & Flex/ESSA/FEA Dues Deduction
- 22 Health & Flex/ESSA/FEA Dues Deduction
- 22 Supplement Life Deduction

**February**

- 5 Health & Flex/ESSA/FEA Dues Deduction
- 19 Health & Flex/ESSA/FEA Dues Deduction
- 19 Supplement Life Deduction

**March**

- 5 Health & Flex/ESSA/FEA Dues Deduction
- 19 Health & Flex/ESSA/FEA Dues Deduction
- 19 Supplement Life Deduction

**April**

- 2 Health & Flex/ESSA/FEA Dues Deduction
- 16 **Request to convert comp time submissions begin**
- 16 Health & Flex/ESSA/FEA Dues Deduction
- 16 **Supplemental Life Summer Payment Deduction**

**May**

- 1 **Leave cash in form due (FEA, ESSA 9/10, and ES12)**
- 14 Health & Flex/ESSA/FEA Dues Deduction
- 28 Health & Flex Deduction
- 18 School End
- 19 Teacher End
- 28 **Balloon Payment**

**2021**

**January 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April 2021**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2021**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

EDGAR ALLEN POE  
200 TELL TALE HEART  
FAIRBANKS, AK 99701



**FAIRBANKS NORTH STAR BOROUGH  
SCHOOL DISTRICT**  
520 FIFTH AVENUE  
FAIRBANKS, ALASKA 99701-4756

**Advice Amount** \$2,219.65

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT**

Emp No	Employee Name	Dept.	Advice Date	Week Ending	Type	Advice No.	
15	EDGAR ALLEN POE	10011875	11/18/2011	11/18/2011	BIWEEKLY	2036	
<b>Earnings</b>		Days/Hrs	Rate	Current	YTD		
REGPER	70.00	54.4962	2,787.69	4,506.11			
<b>Deductions</b>			Current	YTD			
	MEDICARE		40.42	84.13			
	BEC A EMPL			82.94			
	FEDERAL TAX		527.82	787.19			
<b>DEPOSITS:</b>			Current	YTD			
	DIRDEP NET		2,219.65	3,591.85			
	KEY BANK NA						
<b>Leave</b>		Beginning	Earned	Used	Balance	YTD Earned	YTD Used
				<b>Withholding Allowances</b>			
				Filing Status	Exemptions	Extra Amount	
				Federal	S	0	\$ .00
				State		0	
				<b>Advice Total</b>			
				Type	Current	YTD	
				Taxable Pay	2,787.69	4,423.17	
				Gross Pay	2,787.69	4,506.11	
				Deductions	568.04	914.26	
				Net Pay	2,219.65	3,591.85	

**PAYROLL ADVICE SAMPLE & EXPLANATION**

1. Advice Amount – your net pay for the period.
2. Section two contains (from left to right):
  - Emp No / F# – your employee number within the Munis system; also referred to as your “f” number.
  - Employee Name – the name you provided us on IRS form W-4.
  - Dept. (Ck. Loc.) – your check delivery location.
  - Advice Date – the date your net pay will be deposited to your bank account(s).
  - Week Ending (Period Ending) – the pay period end date.
  - Type – the District processes payroll biweekly (every two weeks) for all employees.
  - Advice No. – a unique identifying number for this payment.

## **PAYROLL ADVICE SAMPLE & EXPLANATION, Cont'd**

3. Section three contains (from left to right):
  - Earnings – the various categories of pay you received for the period. The earnings codes and descriptions are on page 3 of this document.
  - Days/Hrs – the number of hours for each category of pay received. SAS and MOA contracts always have a “1” in this column.
  - Rate – your hourly rate.
  - Current – your total gross wages for the period.
  - YTD – your calendar year-to-date gross wages.
4. Section four contains (from left to right):
  - Deductions – deductions are items that subtract from your gross wages, for example federal taxes. The deduction codes and descriptions are on page 4 of this document.
  - Current – deductions subtracted in the current pay period.
  - YTD – deductions subtracted calendar year-to-date.
5. DEPOSITS: DIRDEP NET – a list of all banks receiving direct deposits and the related amounts.
6. Section six contains a summary of leave balances:
  - Leave – is the short description of the leave type.
  - Beginning – the number of leave hours available at January 1st of each year.
  - Earned – the number of leave hours earned during the pay period.
  - Used – the number of leave hours used during the pay period.
  - Balance – the number of leave hours available at the end of the pay period.
  - YTD Earned – total number of leaves hour earned during the calendar year.
  - YTD Used – total number of leave hours used during the calendar year.
7. Section seven contains a summary of withholding allowances for federal tax purposes:
  - Filing Status – options are S for single or M for married.
  - Exemptions – number of exemptions claimed on the W-4 you supplied to the District.
  - Extra Amount – dollar amount of additional federal tax, if any, you requested be deducted from your gross pay.
8. Section eight recaps the advice total for taxable pay, gross pay, deductions and net pay for the current pay period and calendar year-to-date.



# Employee Self Service – ESS

## Frontline SSO

### TimeClock Plus - TCP

R BOROUGH SCHOOL

Our District Families Get Involved School Board **Staff**

Home  
Employee Self Service  
Benefits  
Certifications  
Pay/Tax Information  
Personal Information  
Time Off  
Training Opportunities

User name  
f3608

Password  
|

Forgot your password? Log in

Canvas  
Change Password  
Directory  
Employee Self Service (ESS)  
Employment & Human Resources  
Frontline SSO  
Google Drive  
PowerSchool Admin Login  
PowerTeacher Login  
Professional Learning Calendar  
TimeClock Plus  
Webmail  
Work Orders

Login on the district website. Select ESS from the “Staff” tab.

Initial login is:

\* **User:** "f" with six digit number (f123456)

\* **Password:** last four of SSN

Reset password after initial login.

- Home
- Employee Self Service
- Benefits
- [Certifications](#)
- Pay/Tax Information
- Personal Information
- Time Off
- Training Opportunities

## Welcome to Employee Self Service

### Announcements

Welcome to Fairbanks North Star Borough School District Employee Self Service For assistance or questions please contact the following departments at 452-2000

- Help with logging in or User ID and password questions\*\*\* Information Systems - ext. 11219
- Questions about leave, payroll information and W-4 elections\*\*\*Payroll - ext. 11323
- Questions about benefits, dependents, personal information, training or certifications\*\*\*Human Resources - ext. 11326

### Personal information

[View profile](#)

**SOON, Some Day**  
 PO BOX 843  
 Fairbanks, AK 99708

**Phone**  
 HOME PHONE: 907-377-3666  
 907-378-3626

**Email**  
 Email: some.soon@k12northstar.org

### Time off

	Currently Available	Earned
<span style="color: blue;">■</span> SICK LEAVE	<b>109.62</b>	276.87
<span style="color: red;">■</span> ANL/PSNL	<b>378.59</b>	471.84
<span style="color: green;">■</span> PSNL LV EX	<b>28.75</b>	32.00

Show time off taken



### Paychecks

[Show paycheck amounts](#)

**Last Paycheck: 6/3/2016**

**Year to date**

#### Previous paychecks

- 6/3/2016 [Details](#)
- 5/20/2016 [Details](#)
- 5/6/2016 [Details](#)
- 4/22/2016 [Details](#)
- 4/8/2016 [Details](#)

- Tools**
- [Paycheck simulator](#)
  - [View last year's W2](#)
  - [View your W4](#)

# FRONTLINE SSO



## Fairbanks North Star Borough School District Select an Application

Absence Management *formerly Aesop*

AESOP – Absence Management

Professional Growth *formerly MLP PDMS and MLP OASYS*

EEM – Employee Evaluation

## AESOP RESOURCES

Aesop is the district's absence management system. Teachers and other regular employees are required to enter their absences (sick leave, vacation, etc.) into Aesop and then substitute teachers and temporary employees can accept assignments either by phone or by signing into Aesop online.

**Aesop Employee Login** - For employees to enter absences and campus users to manage absences.

Username: f number including the lower case f (example: f123456)

Password/pin: same password you use to login to any work computer

**Aesop Substitute & Temporary Employees Login** - To sign up for jobs.

Username: 10 digit phone number

Password/pin: 4 or 5 digit pin

- [Setting and changing call times in AESOP](#)

## AESOP NEW USER INFORMATION

Are you new to Aesop? Check out these helpful links and training materials:

### For Employees (FEA, ESSA, Exempt)

- [Aesop-Employee Phone Guide](#)
- [Aesop - Teachers - Your Fav 5 Preferred Subs](#)
- [AESOP Guide for Entering Leave: School Day Adjusted Time](#)
- [Employee Quick Start Guide](#)
- [Frontline Education Mobile App Directions](#) - For Absence Management (formerly known as Aesop) access only - *new 12/13/19*
- Are you having issues accessing Frontline SSO? If so, clear your [Browsing History](#).

### For Substitutes & Temporary Employees

- [Aesop-Substitute Phone Guide](#)
- [Aesop - Subs - Setting and Changing Phone Calls](#)
- [Substitute Quick Start Guide](#)



## CONTACT INFORMATION

### Karlene Manuel

HR Technician

(907) 452-2000 X 11357

(907) 451-6008 [fax]

[karlene.manuel@k12northstar.org](mailto:karlene.manuel@k12northstar.org)

### Nicole Morotti

HR Coordinator

(907) 452-2000 x11381

(907) 451-6008 [fax]

[nicole.morotti@k12northstar.org](mailto:nicole.morotti@k12northstar.org)



# Absence Management



## SIGNING IN

To log in to the absence management application, type <https://fnsbsd.aesoponline.com> in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

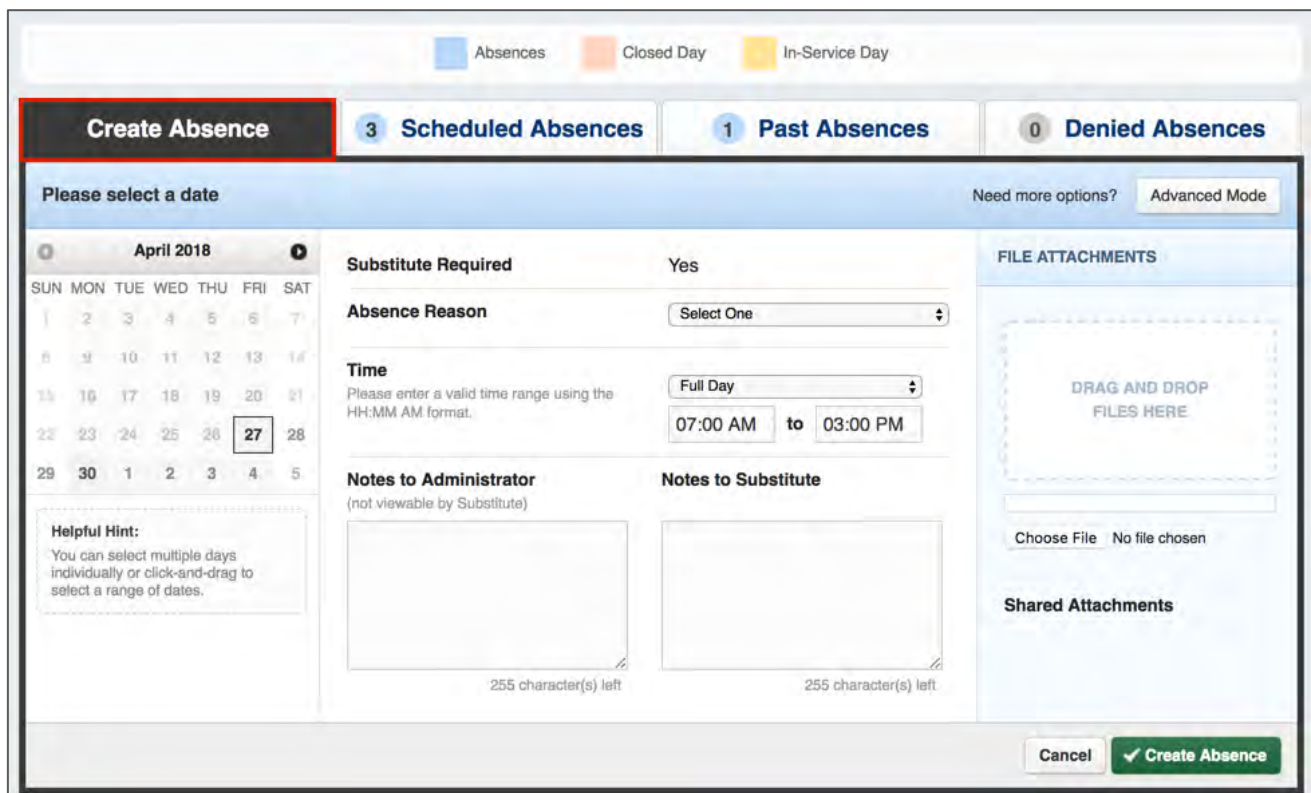
## RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

## CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the **Create Absence** tab.

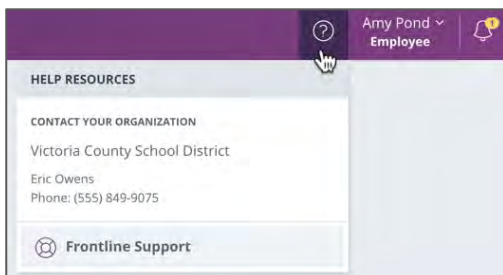
Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.



## MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	<b>General Information</b> <b>Name:</b> Amy Pond <b>Phone:</b> 6105553747 <b>Email Address:</b> Apond@education.com <b>Title:</b> <b>Room Number:</b> Main Office <b>Language:</b> English Your language preference can be changed in your <a href="#">Account Settings</a> . <b>Address</b>
Shared Attachments	
Preferred Substitutes	
Excluded Substitutes	
Absence Reason Balances	



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help of training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



# TimeClock Plus – TCP

## TIMECLOCK PLUS(TCP) RESOURCES

TimeClock Plus(TCP) is the School District's timekeeping system. Employees who are paid by the hour are required to record their time through the kiosk or web clocks.

TCP is also used by certain departments and schools for leave requests, instead of AESOP. Please contact your timekeeper or supervisor for direction on where you should submit your leave.

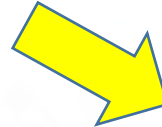
### When will clocking in/out apply to ME?

- o ALL SCHOOL DISTRICT STAFF - extended contracts, afterschool programs and Title I family nights
- o ESSA - daily job and non-athletic coaching student activities sponsorships
- o Exempt - non-athletic coaching student activities sponsorships
- o FEA - certain work paid on contract extension

### Links to Login

[TCP Dashboard](#) - Employees login with f# without f. (ex 999999)

[TCP Managers](#) - Timekeepers and Supervisor login with f# (ex f000000)



## CONTACT INFORMATION

### Questions about logging in

[Help Desk](#) (907) 452-2000 x11397

### Questions about TCP

[Payroll](#) (907) 452-2000 x11320



6/26/2020

05:52:06 PM

Select Company FNSBSD 1

ID/Badge Number

**CLOCK IN** **CLOCK OUT**

CHANGE JOB CODE

LOG ON TO DASHBOARD