



BENEFITS BUZZ



Bristol, Lincoln, Monkton, New Haven, Starksboro,
Mt. Abraham Union High School, ANESU

December 2007

Blue Cross/Blue Shield **& Northeast Delta Dental:**

January 2008 is an open enrollment period. Now is the time to enroll or make changes to your health and/or dental plans. Examples of changes include enrollment, adding dependents, or switching to another BC/BS plan. An enrollment form is required for all changes. Please call 453-3657 to request a form.

*Please remember at any point throughout the year you may voluntarily cancel your insurance, or drop dependents, but you cannot add dependents or enroll outside the open enrollment periods unless there is a change in family status (birth, marriage, death, etc.). The next open enrollment period is **July 2008**.*

Direct Deposit:

This continues to be available to all employees. Now is a great time to take advantage of this opportunity. It eliminates the lag time for mail delivery and the need to drive to the bank to deposit your check. Once you have authorized the initial request to have your paychecks deposited directly into either a checking or savings account (or both), all paychecks you receive thereafter will automatically be directly deposited. Direct deposit forms are available on the ANESU website: www.mtabe.k12.vt.us/anesu. Please print it, fill it out and send to the Central Office, ATTN: BobbiJo Conner, or you may stop by the central office to fill one out.

Address Change:

Please check the address on your paycheck to make sure it is accurate. If not, you will need to complete a change of address form. Change of address forms are available on the ANESU website: www.mtabe.k12.vt.us/anesu. Please print it, fill it out and send to the Central Office, ATTN: BobbiJo Conner, or you may stop by the central office to fill one out.

The 2008 W4's (Employee's Withholding Allowance Certificate) are available on-line or by calling Central Office and requesting a blank form.

W2's will be printed and distributed via inter-office mail in January 2008.

Other News.....

Educational Credit Update:

This is a good time of year for professional staff to bring personnel files up-to-date with grade reports and/or transcripts for completed courses and credits earned. Contact Nancy Bachand at ext. 13 with any question or to review your current credit information.

Educator License Renewal:

Reminder to professional staff with educator license expiration of 6/30/08 to submit documentation (photocopy) of renewed certification for your personnel file. Please send to the attn. of N. Bachand. This information is *not* forwarded by the VT DOE Licensing Office to the employing school district and should be on file by the end of June 2008. Contact our office without delay if for some reason you anticipate a problem complying with this request. Thank you.

In closing, I would like to remind everyone that the updated website includes benefit information, links to other websites, and many of the HR forms that you might need. Please check us out at www.mtabe.k12.vt.us/anesu and if you still have questions, or need information not on the site, please contact the central office at 453-3657, or e-mail me at bjconner@anesu.org



BobbiJo