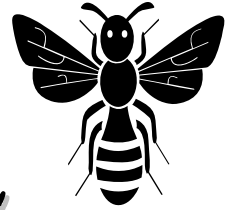




BENEFITS BUZZ



Bristol, Lincoln, Monkton, New Haven, Starksboro, Mt. Abe, ANESU

November 2010

Blue Cross & Blue Shield:

January 2011 is open enrollment. Now is your chance to enroll or make changes. If you plan to make any changes to your current plan, I need all completed enrollment forms by December 17, 2010.

Examples of some changes would include enrollment, adding dependents up to age 26, or switching to another one of the plans. An enrollment form is required for all changes.

Northeast Delta Dental:

January 2011 is open enrollment. Now is the time to enroll or make changes. An enrollment form is required for all changes and I need all completed forms by December 17, 2010.

Health Insurance Buyouts:

For those of you receiving the health insurance buyout, April Rockwell, ANESU Payroll Specialist will issue a separate check/direct deposit on Friday, December 10, 2010.

2011 Plan Year Cafeteria and S125:

By the time you receive this update you will have received the 2011 plan year forms kits for the Cafeteria or S125 Plan. Please be sure to return all completed forms to me by Wednesday, December 15, 2010. *Be sure to read the information provided to you regarding the changes for 2011 due to the Patient Protection and Affordable Care Act.*

Employee Assistance Program:

What is EAP? Short term confidential counseling, information and resources. Who is covered? Services are free for all employees and household members.

Areas of services include: family, legal, stress, alcohol, relationship, workplace conflict, elderly parents, depression, parenting, anxiety and finances. You can also check out the website at www.investeap.org password vsbit

W2's

All W2's are mailed to the address shown on your payroll advice slip; please check the address to make sure it is accurate. If not, you will need to complete a change of address form. You will receive your W2 no later than January 31, 2011. Call April Rockwell at x21 with questions.

W4 - Employee's Withholding Allowance Certificate:

2011 is right around the corner, if you would like to make withholding changes you will need to complete a W4 form. Forms and/or instructions are available at www.irs.gov or on the ANESU website. As of yet, the IRS have not released the 2011 W4 form, once they do we will post it on our website.

I am available to meet on an individual basis to review your benefits, please call me at 453-3657 x12 to set up an appointment.

If you have payroll related questions please refer to April Rockwell x21.

Enjoy the holiday season,

BobbiJo Conner
HR/Benefits Specialist

OTHER NEWS FROM THE CENTRAL OFFICE.....

Educator License Renewal:

Reminder to professional staff with educator license expiration of 6/30/11 to submit documentation (photocopy) of renewed certification for your personnel file. Teachers with Provisional educator licenses expiring 6/30/11 should review contract language about Temporary Licenses (11.4) with the 4/1 deadline for securing Level I/II educator license. Send updates to attn. of N. Bachand and/or contact by calling ext 13 or email nbachand@anesu.org if any question.

Grade Report Updates:

Reminder to professional staff to submit grade reports verifying course completion and credits earned. This required documentation will allow us to update your personnel file and ensure accurate contract information. Note that our office does not directly receive any grade report information unless submitted by you. Please ensure that your name appears on grades submitted from on-line access to registrar records as we have received a few without this critical information. Contact N. Bachand by email nbachand@anesu.org for a cumulative record of credits earned.

Wellness website for Staff: This is a Google site - you can access it from your Gmail page or try this link:
<http://sites.google.com/a/anesu.org/wellness/>

Central Office Support and extension:

Elizabeth Atkins - Accountant x19
Nancy Bachand - Admin Assist to Superintendent x13
BobbiJo Conner - HR/Benefits Specialist x12
Kristen Cram - Bookkeeper x17
Peggy McCabe - Admin Assist/Receptionist x10
Katie Poquette - Assistant Accountant x18
April Rockwell - Payroll Specialist x21
Janet Russell - Admin Asst/SPED x 33
Karen Wheeler - Data & Communication Specialist x20

