Generally, the amount of benefits to which an employee is entitled depends on the length of time the employee has been employed, the employee's salary, employee contributions and the income from investments made by STRS. To be eligible for service retirement with a monthly allowance, an employee must be at least 55 years of age and have at least five years of credited service under STRS. A STRS booklet on retirement and related benefits is available to employees and you may schedule retirement interviews with a representative from the regional co4(b)-000005901 0 396 612 s an (Ipytm2un)3(d)-3(e)472gh6 ithe

anticipate your absence, you should notify your supervisor in advance. calling the substitute assignment system suffice as reporting an absence, it will only ensure a substitute will be called. Any, and all absences or tardies need to be phoned in to your immediate supervisor.

Employees are one of the most valuable assets the District has in its relations with the public. Your appearance and demeanor affect how the public views the school system. You are expected to be courteous and helpful and wear appropriate clothing which presents a well-groomed appearance. You should discuss with your supervisor the kind of dress and grooming that is appropriate for your position.

The District is interested in the well-being of all its employees and takes every precaution to assure your safety including safety training on a regular basis. However, safety is everyone's responsibility and you should always perform your duties in a safe

earn sick leave and vacation at the same rate as whenhe/she left, and receive credit for the seniority you had when you left.

The Employee Assistance Program is available to all employees and their dependents who are experiencing difficulties such as emotional distress, financial worries, family problems, legal difficulties, alcohol or drug abuse, or any other problems affecting their well-being and their job performance. The service is confidential and free of charge, and employees experiencing difficulty are encouraged to take advantage of this service by scheduling an appointment with the Program's qualified, trained, personnel. After a pre-treatment assessment interview and a discussion of the problem and alternatives, the employee may be referred to a community resource that provides professional or medical assistance. A fee may be charged by the community resource professional; however, often the employee's medical insurance will cover the treatment. These services are confidential and are available 24 hours a day, seven days a week.

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UnitedHealthcare benefits may access their EAP benefits through Optum Health, by calling (888)625-4809, or visiting online at www.liveandworkwell.com (access code: VEBA). Child and eldercare referrals, financial and legal advice, and balancing work and life issues are also available.

Part-time contract employees who work less than 50% are eligible for benefits through MHN, a HealthNet Company, by calling (800)227-1060 or visiting online at members.mhn.com (company code: parttime). In addition to clinical support for emotional, family, and other personal problems, MHN features Work & Life Services in the following areas: Childcare and eldercare assistance, financial services, legal services, identify theft recovery services, and daily living services.