**CURRICULUM CONNECTION**

**Teacher Registration**
Holders of Permanent and Professional certificates must be registered with NYSED. Those with Professional certs must also accrue 100 hours of CTLE hours every five years. Please see [www.nysed.gov](http://www.nysed.gov) for details and record keeping forms.

**In-Service**
Paperwork for new course approval or previously approved courses MUST be received BEFORE the start of the course. Send In-Service requests to Barbara Williams at HR. The In-Service committee meets monthly to review applications. Make sure you provide ALL information required as noted on the form.

**If you would like something included in the Bulletin, including PR articles, congrats, and condolences, please submit them to bulletin@ppsta.org**

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**The PPSTA is on Facebook!**
Find us under
“Poughkeepsie Public School Teachers’ Association”

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**CONTACT US:**

PPSTA Office:
40 Garden St.
Suite 207
Poughkeepsie, NY 12601
Phone: 845-471-3376
Fax: 845-471-6793

PPSTA Office Secretary:
Olga Mirabilio
hours: M-F 8:00-12:00
officesecretary@ppsta.org

PPSTA Officers:
Please see our website for contact information:
[www.ppsta.org](http://www.ppsta.org)

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**THE PPSTA BULLETIN IS THE OFFICIAL NOTIFICATION FOR OUR MEMBERSHIP REGARDING ALL MEDICAL AND DENTAL INSURANCE INFORMATION THROUGH UMR.**

Benefit Trust Coordinator:
Debbie Kardas
Office hours: Tues, Wed, Thurs:
10:30-1:30
Questions? Call PPSTA office
845-471-3376
Or email at
benefittrust@ppsta.org
Question: What is the Building Council and what is its role?

Answer: The Building Council is made up of the duly elected PPSTA representatives (Advisors and Trustees) in a building and the building administration. It is responsible to cooperate and advise the building Principal in the establishment of building level policies. It is required that any change in building level policy is considered by building council prior to implementation and a recommendation made to the building Principal.

(Article IV Section 14.1 on page # 27 and 28)

The PPSTA would like to share its sincerest condolences with:

Holly Hammond
Gail Gerrard
Yessenia Carrion
Farrah Ward
Elizabeth Rodgers
Pamela Watts
Takiyah Ingram
Keith Bremer
Lisa Miller

On the passing of their family members. Our Thoughts are with you.

The Importance of Record Keeping
IT IS VERY IMPORTANT THAT YOU MAKE AND KEEP A DIGITAL OR HARDCOPY OF THE FOLLOWING:

- Personal business requests
- Time cards for payment
- In-service credit requests or course approval
- APPR Evaluation & Timeline
- Communications with the District or Administration

Often problems arise and if these forms are lost or misplaced, it makes it much more difficult to retrace steps and for the PPSTA leadership to argue on your behalf. Without copies of all documents, it becomes more complicated to make sure that you are afforded all the rights to which you are entitled. Any confrontations with administration or parents should be documented for yourself in writing. It’s easier to recall conversations right after they have taken place. Put exact quotes in documents. Documenting such encounters and making copy of all documents, allows your union to represent you more effectively.
PPSTA
WILL DAY
March 10, 2020

As a benefit of the PPSTA Access Group Legal Plan, you are entitled to draft of update a Simple Will each year. The same holds true for your spouse or domestic partner. This is a service that is provided at no cost to PPSTA members.

On March 10, 2020, a plan attorney will be at the PPSTA Office at 40 Garden Street, Suite 207 beginning at 2:30 p.m. to meet with legal plan participants on an individual basis to assist in drafting a Simple Will. Member, spouse, family members, or domestic partners are invited to attend the session. Please be sure to bring your completed Legal Security Packet to the scheduled appointment. If you need the questionnaire packet, please indicate on the coupon below or call Olga Mirabilio at 845-471-3376.

If you would like to take advantage of this service, complete the coupon below and return it to Olga either via inter-office mail, or call the office (471-3376) with the information as soon as possible.

Retirees, if you would like to avail yourself of this opportunity, for a $55 annual fee you can likewise have these documents prepared (and receive more legal services) by enrolling in the Legal Service Plan at www.nysut.org. You must buy the NYSUT Legal Plan before your appointment.

(Please Print)
YES! Sign me up for Will Day.

Name:______________________________

Building:_________________________ Extension #________________

Please send me a questionnaire  yes______ no______

Home Phone or Cell Phone: ________________

Time Preference from 2:30 – 5:00: 1st _______ 2nd _______ 3rd _______

(the schedule may be extended if there is a need to include more people)

Return coupon to Olga Mirabilio at the PPSTA Office via inter-office mail or call.

Response Deadline: March 5, 2020
PPSTA Benefit Trust Information

Calendar year information:
Medical calendar year: 1.1-12.31       Legal calendar year: 4.1-3.31       Dental calendar year: 7.1-6.30

Notice to all UMR Plan members:
➢➢ Members can locate UMR Choice Plus providers by logging onto UMR
➢➢ To access it go to www.ppsta.org. On the top menu, click on “BENEFITS” then click on the “PPSTA Plan”. You can also find the gym reimbursement form on this page.

Getting married?  Call Olga at the PPSTA office for a change of status form. After you receive the marriage license, please send a copy to Olga. New family members MUST be enrolled in 30 days!

Moving?  Call Olga with a change of address and phone information. You will also need to notify the PCSD Business Office.

Are you expecting a new family member?  Newborns are automatically covered during the first 30 days following birth. Enrollment is required during the first 30 days to continue coverage. From date of adoption, provided family or dependent coverage is applied for within 30 days of adoption or legal custody. Please send a copy of the birth certificate as well as the child’s social security number to the PPSTA office.

Status Changes:  Members are responsible for updating the plan within 30 days of any changes in health or dental coverage (for any covered member) or any changes in family status (divorce, separation, retirement, birth, death, adoption, change in full time student status, no longer an eligible dependent due to age, etc.) If you need to make changes to your enrollment status, or to the enrollment of any of your eligible dependents, please contact the PPSTA Benefit Trust office.

Did your child graduate from college recently?  All children are covered under their parent’s plan until the age of 26 as long as they are enrolled in the plan.

Traveling to a foreign country?  PPSTA Medical coverage is limited to Emergency Care and is subject to the Emergency Care Copay plus an additional $250 Copay for Foreign Travel. The bills need to be detailed in English or which are translated to English with the medical procedures clearly listed.
For a non-emergency situation, if you are out of the country less than six (6) weeks, the $250 copay would apply to any service and the balance of the charges would be paid as an out of network benefit subject to the NPPO deductible ($1,000) and coinsurance (30%). When you travel to a foreign country, we recommend you get some temporary travel insurance that is appropriate for the country you will be visiting.

*If you are returning from a leave of absence, it is your responsibility to contact the PPSTA office to re-enroll for benefits.

Medicare Eligibility:  Once you and/or your spouse are no longer actively employed and Medicare Eligible, you need to update your enrollment status. Please provide the plan with an updated enrollment form along with a copy of your Medicare ID Card. You must enroll in both Medicare Part A and B once you are no longer covered under a plan of a member who is actively at work. You must contact the District for information on reimbursing your Medicare Part B premiums.

QUESTIONS about prescription drug related questions, contact OptumRx at 1-877-559-2955.

QUESTIONS regarding available benefits, including preventive and routine services available to you and your dependents, contact UMR at 1-800-826-9781 Monday-Friday from 8am-5pm.

ANY PROBLEMS with the adjudication of claims or with a provider, PLEASE call the PPSTA office!!
Debbie Kardas’ hours are Tuesday - Thursday 10:30-1:30. You can also contact her at benefittrust@ppsta.org
Questions about the Maternity Plan?

Maternity Management provides prenatal education and high-risk pregnancy identification to help mothers carry their babies to term. This program increases the number of healthy, full-term deliveries and decreases the cost of long-term hospital stays for both mothers and babies. Program members are contacted via telephone at least once each trimester and once postpartum. A comprehensive assessment is performed at that time to determine the member's risk level and educational needs. For those who chose to participate you will receive a prepaid reward card to each member who enrolls in the first or second trimester and actively participates in the Maternity Management program. This gift card will take care of doctor and hospital co-pays. UMR's pre-pregnancy coaching program helps women learn about risks and take action to prevent serious and costly medical complications before they become pregnant. Women with pre-existing health conditions, such as diabetes and high blood pressure, not only face risks to their babies, but also to themselves while they are pregnant. Members self-enroll in the pre-pregnancy coaching program by calling our toll-free number that is on your medical card. They are then contacted by nurse case managers who have extensive clinical backgrounds in obstetrics/gynecology. The nurses complete pre-pregnancy assessments to determine risk levels, if any, and provide members with education and materials based on their needs. The nurses also help members understand their Plan's benefit information.

Who Do I Contact and When?

When sending letters to administration that deals with your employment it is very important to first run certain correspondences past the Union President. Examples would be letters of retirement, resignation, FMLA requests, leave requests. As the impact on you writing a letter incorrectly could be devastating. It could result in the loss of benefits that you counted on. The PPSTA Office needs to be notified of all possible changes you may be considering. A good rule of thumb would be 90 days before an event. In the case of retirement, you should sit down with the Union President at least 7 months before your anticipated date of retirement.

Do You Know Your FMLA Rights?

Highlights

• Employee Rights & Responsibilities

If an employee is provided group health insurance, the employee is entitled to the continuation of the group health insurance coverage during FMLA leave on the same terms as if he or she had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums. The employee has the right to be restored to the same or an equivalent position at the end of the FMLA leave, Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

• While employee is on protected FMLA leave employer shall continue health and/or other benefits. □ The employer is required to continue its same portion of premiums as it paid during active employment.
  □ If an employee premium contribution is required, explain to the employee in writing how he or she is expected to continue this contribution while on FMLA leave.
  □ All related FMLA leave is to be tracked via time and attendance tracking systems.
  □ While on FMLA leave, ongoing communication between the employee and the employer will make the FMLA process run much more smoothly.
  □ All FMLA related records are to be kept confidential and should be accessed by Human Resources only.

• Employer must give written designation that leave qualifies (or not) as FMLA leave within five business days after acquiring enough information to determine if it qualifies.
  □ Employer must complete Form WH-382—Designation Notice and provide to employee within 5 days.
    DOL template form can be found here: http://www.dol.gov/whd/forms/WH-382.pdf.
  □ If employee is eligible:
    o When employee is on FMLA leave the entire week in which a holiday falls, it is counted against FMLA. Special provision for schools: school vacation periods do NOT count against FMLA 12 weeks, this does not apply to year-round staff only teachers.
      o Provide number of hours, days, or weeks to be counted against leave entitlement.
Let NYSUT Member Benefits assist with all your financial needs throughout your life

- Unbiased financial advice with our endorsed Financial Counseling Program
- Full-service program and 403(b) option available
- Access to our online Student Loan Center & Financial Planning Center

Expert legal assistance with our Legal Service Plan

- Low annual cost of just $85 ($55 for retirees) Save $5 with Payroll & Pension Deduction
- Unlimited toll-free legal advice
- Free Simple Will, Power of Attorney, Health Care Proxy & Living Will
- Two, free, hour-long consultations with a plan attorney

To learn more about these Member Benefits-endorsed programs & services, visit memberbenefits.nysut.org, call 800-626-8101 or scan the above QR codes.

For information about contractual endorsement arrangements with providers of endorsed programs, please contact NYSUT Member Benefits.