



NAPA COUNTY OFFICE
OF
EDUCATION



Employee Benefits Handbook

Updated 08/18/2023



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Medical, Dental, and Vision Benefit Rates

- [2023 Benefit Rates – SEIU](#)
- [2023 Benefit Rates – NCFT](#)
- [2023 Benefit Rates – Management & NAPS](#)

Delta Dental	VSP Vision
https://www1.deltadentalins.com/	https://www.vsp.com/
<u>Delta Dental Flyer.pdf</u>	<u>VSP Flyer.pdf</u>

American Fidelity

- Disability Income Insurance
- Cancer Insurance
- Life Insurance
- Accident Only Insurance
- Annuities
- Flexible Spending Accounts

[American Fidelity Insurance and Flex Spending Account Options](#)

NCOE's American Fidelity Contact:

Mike Whittingham
(800) 365-8306 ext 0
mike.whittingham@americanfidelity.com

Open enrollment at hiring
and every September-October

Optum

- EAP = Employee Assistance Program
- 24/7 Confidential access to professional care

How to access these benefits:

By phone: 866-248-4096

Online: Liveandworkwell.com an enter company access code: **WISE**

[Optum EAP Brochure.pdf](#)

[Optum EAP Flyer.pdf](#)

[Optum Talkspace Flyer.pdf](#)

Collective Bargaining Agreements

Employment Type	Contract Links
Classified non-management	<u>SEIU</u>
Pupil Services	<u>NAPS</u>
Teachers	<u>NCFT</u>
Management and All Staff	<u>Superintendent Policies</u>

Did you know?

All employees can access [NCOE's Superintendent Policies](#) on a website called Gamut. Use the "Advanced search" feature to search for any topic that you would like to find a policy on.

Leaves

Leave Type	Qualifying Reason	Carryover
Sick Leave	Leave for your own injury or illness	Can carryover full amount every year
Personal Necessity Leave	Leave for caring for sick kin; personal matters that don't qualify as sick leave	New grant every year
Vacation	Available for 12 month classified employees	N/A
Vacation pay	Available to classified non-management employees who work less than 12 months	Can carryover up to 50% of accrual for full accrual every year
FMLA/CFRA - Leave of Absence	Complete the following Google Form to notify HR and discuss your options: Request for Leave of Absence	Please connect with HR for additional information.

Leave Resources :

Leave Types SharePoint Site	Leave of Absence Overview
ReadySub Instructions	Leave Carry Over Guidelines
ReadySub Website	

How does Personal Necessity leave work?

Here is an example of how Personal Necessity leave works, based on the amount of hours given to an employee who works full-time (1 FTE) on a 12-month calendar. The amount of PN leave hours granted to you will vary based on your individual assignment and calendar.

	Sick Leave	PN Leave
Grant at the start of fiscal year	96 hours	56 hours
PN leave usage	-8 hours	-8 hours
New balance	88 hours	48 hours
Sick leave usage	-8 hours	No hours deducted
New balance	80 hours	48 hours
Automatic adjustment at the end of fiscal year	Carryover 80 hours	-48 hours
Balance at the end of fiscal year	80 hours	0 hours
Grant at the start of new fiscal year	176 hours	56 hours

Public Service Loan Forgiveness (PSLF)

- The PSLF Program forgives the remaining balance on your Direct Loans after you've made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and while working full-time for an eligible employer.

For more information visit:

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

ID.me

As a school employee, you are eligible for **discounts at many major retailers**. But knowing how to access this benefit directly from the retailer can be difficult and time consuming. ID.me has created a shopping website that allows you to verify that you are a school employee and then have access to discounted shopping.

Registration Instructions:

[School Employee Discounts at Major Retailers.pdf](#)

Discounts & Memberships

Retail

ID.me

Discounts to many major retailers
shop.id.me
[Registration instructions](#)

Enterprise Car Rentals

California County Government Employee
 Personal Use Program
<https://napacounty.sharepoint.com/>

Barnes & Noble

Need to verify

Joann's Fabric & Craft
 Store

Teacher only?

Michael's Crafts

15% off entire purchase when you show
 your NCOE Badge

Skechers

[30% discount on work styles certain
 work styles](#)

Retail

AT&T

Enroll in AT&T Signature program for service
 discounts, waived fees and special device pricing
<https://www.att.com/signatureprog/>

Verizon Wireless

Discounted monthly access and data
<https://www.verizonwireless.com/discount-program/>

Microsoft 365

Get MS Office 365 free for personal desktop
<https://napacounty.sharepoint.com/SitePages/install-microsoft-office-home-computer.aspx>

Apple

Special discounted pricing available for educators
 in-store with valid school ID or on-line, by visiting
<https://www.apple.com/us-hed/shop>

Adobe Creative Cloud

Free Adobe Creative Cloud Apps for personal
 desktop
<https://napacounty.sharepoint.com/SitePages/install-Adobe-Creative-Cloud-on-Home-Computer.aspx>

Canva

Free Canva account for education employees
 using NCOE email address
<https://www.canva.com/education/>

Sophos

Free Antivirus software for personal desktop
<https://napacounty.sharepoint.com/SitePages/Free-Antivirus-Software-for-Your-Home-Computers.aspx>

Discounts & Memberships

Health & Wellness

Health Quest

Automatic deduction from your monthly payroll

InShape

20% discount when signing up with your NCOE badge

Chiropractic & Acupuncture Services

Kaiser/CalPERS American Specialty Health (ASH) Chiropractic and Acupuncture Benefits (\$15/visit copay)
<https://mybenefits.kaiserpermanente.org/calpers/chiroandacu>

EAP

Employee Assistance Program
24/7 Clinical Support
<https://www.nbsia.org/member-services/programs/employee-assistance>

Worksite Ergonomic Evaluation

Offered by NBSIA
Submit a ZenDesk request to General Services

Free Health & Wellness Webinars

Offered by NBSIA & Kaiser
<https://www.nbsia.org/calendar>

Art, Entertainment & Recreation

National Parks Free Admission Days

<https://www.goodgoodgood.co/articles/free-national-park-days>

Discover & Go (Napa County Library)

Free & Low-cost passes for museums, zoos, and cultural destinations
<https://napalibrary.discoverandgo.net/>

San Francisco Free Museum Days

<https://www.sftouristips.com/free-museum-admission-days.html>

Important Contacts

Adrianna Garite HR Specialist agarite@napacoe.org 707-253-6860	Cherryl Figueroa Payroll & Benefits Specialist cfigueroa@napacoe.org 707-253-6835	Diana Gonzalez HR Administrative Assistant II dgonzalez@napacoe.org 707-265-2352
Leave inquiries	Benefit and Retirement enrollment and inquiries	NCOE ID badges
Long-term leaves	Payroll inquiries	ReadySub account setup
Workers' compensation	Direct deposit	Vector Solutions assistance
Sick leave transfers	Verification of employment	
Salary Schedules		