

Cooperative Teachers Needed

The RSD is looking for teachers who are qualified to be Cooperative Teachers for student teachers entering the RSD in the spring. In order to be qualified, you must have taken the required courses and had the certification placed on your teaching certificate **or** you could fit one of the following criteria below:

- Valid Type A Louisiana certificate in the field of the supervisory assignment;
- Level 3 Louisiana certificate in the field of the supervisory assignment;
- Level 2 Louisiana certificate in the field of the supervisory assignment **and** one of the following:
 1. Successfully complete the three semester-hour course in the supervision of student teaching;
 2. Successfully complete assessor training through the Louisiana Teacher Assistance and Assessment Program;
 3. National Board Certification in the field of the supervisory assignment
- Valid Type B Louisiana certificate in the field of supervisory assignment **and** one of the following:
 1. Successfully complete the three semester-hour course in the supervision of student teaching;
 2. Successfully complete assessor training through the Louisiana Teacher Assistance and Assessment Program;
 3. National Board Certification in the field of the supervisory assignment

Please contact Daphney Young at the Recovery School District's Central Office if you fit the criteria above and you are interested in supervising a student teacher by emailing daphney.young@rsdla.net.

Health Plan May Cover Flu Vaccine

Effective September 30, 2009, immunization shots for influenza (both H1N1 and standard strains) administered at pharmacies are covered benefits under OGB's PPO, EPO (UnitedHealthcare), HMO (Humana) and Medical Home HMO (Vantage) health plans, subject to co-payments and deductibles.

If a member elects to get this immunization at a pharmacy, the following steps should be taken to receive reimbursement:

- Pay for the immunization at the pharmacy and get a receipt (not a cash register receipt) indicating you have paid. The receipt should list the date, the cost, the vaccine name, the name of the person who received the shot and the provider who administered it. At this time, do not use the OGB health care flexible spending account (FSA) card to pay for the vaccine.
- Go to the OGB website (www.groupbenefits.org) and click on the link for the [Health Plans](#) page, which has links to all OGB plans.
- Select the link for the plan in which you are enrolled—the PPO, EPO, HMO or Medical Home HMO plan.
- Access the web page for your health plan, where you will find vaccine claim forms and instructions.
- Download and fill out the claim form.
- Attach the receipt for the immunization and send the form and receipt to your health plan at the address listed on the form.

Claims will be processed by each OGB health plan, subject to the appropriate copayment and deductible. If your plan has an annual deductible and you have not yet met that deductible, this claim will be applied to the deductible. If your plan has no deductible but has a co-payment, the co-payment will be subtracted and you will be reimbursed the appropriate percentage of the claim.

OGB plan members can find instructions on how to submit claims and receipts for flu vaccine shots administered by pharmacies by visiting the OGB website (www.groupbenefits.org), clicking on the link to the **Health Plans** web page and clicking on the link for the health plan in which they are enrolled.

INSIDE THIS ISSUE

- P1** Cooperative Teachers Needed
- P1** Health Plan Covers Flu Vaccine
- P2** Announcements
- P2** FAQs

CALENDAR OF EVENTS

NEXT PAYROLL DATE

FRIDAY, NOVEMBER 6, 2009

PROGRESS REPORTS

FRIDAY, OCTOBER 30, 2009

**All labor that uplifts humanity
has dignity and importance and
should be undertaken with
painstaking excellence.**

- Dr. Martin Luther King Jr

ANNOUNCEMENTS

- PIP PAYMENTS ARE COMING. WE ARE WAITING TO RECEIVE THE FUNDS FROM THE STATE. CHECK THE HR NEWSLETTER FOR UPDATES
- IF YOU ARE A RETIREE WHO HAS RETURNED TO WORK PRIOR TO YOUR 12 MONTH GRACE PERIOD, PLEASE CONTACT ZIVAH BAUMAN AT ZIVAH.BAUMAN@RSDLA.NET OR EXTENSION 20144
- WHEN REQUESTING A SUBSTITUTE, REMEMBER TO USE THE CORRECT ABSENCE REASON.

FREQUENTLY ASKED QUESTIONS

Q: I started working for the RSD in September. Why is my biweekly pay different than the biweekly amount on the salary scale?

A: School-based employees' pay is based on the daily rate of pay multiplied by the number of days worked in the school year and then spread out over the school year and summer. If you started work in September, you are working fewer days than someone who started work in August. The formula used is number of days worked times daily rate of pay divided by the number of days you will be paid (includes summer).

Q: My certificate expires in December. What should I do?

A: Email jean.reese@rsdla.net to schedule an appointment. She can assist you in renewing your certificate.

Q: When will I receive pay for class coverage?

A: Class coverage stipends are paid out twice per school year. The first round of payments will be made in December or January and the final round will be made in June. Remember, the rate for teachers is \$15 per 90 minute block covered and the rate for paraprofessionals is \$10 per 90 minute block covered.

Q: How do I change my banking information for direct deposit?

A: You can change your banking information online by logging into LEO and clicking on My Info. You can also come in to HR and complete a new Direct Deposit Authorization Form.

If you have questions or information that you would like to see in the HR newsletter, email amber.morgan2@rsdla.net.

RECOVERY SCHOOL DISTRICT-HUMAN RESOURCES

LOCATION: 1641 POLAND AVENUE, ROOM 1-A

OFFICE HOURS: MONDAY-FRIDAY 8:30AM-4:30PM

PHONE NUMBER: 504-373-6200 EXT. 20156

EMAIL: HR@RSDLA.NET