

2022-2023 Open Enrollment Dates

Insurance Open Enrollment for 2023 Plan Year:

October 10, 2022, through October 31, 2022

Insurance Stipend:

Treasurer's office will send the form to employees **on or before December 1, 2022.**

Employees must complete the form and return it to the Treasurer's office **by January 5, 2023.**

The insurance stipend will be paid through payroll **on January 20, 2023.**

Educational Aide Permit Reimbursement - Classified:

Request for reimbursement must be submitted to the Superintendent **by February 28, 2023.**

Licensure Cost Reimbursement - Certified:

Eligible professional staff members must submit their completed IPDP to the LPDC **by January 30th** of the last year of their license to qualify for reimbursement of the cost of their certificate/license.

Payment will be made during November of the following school year to those continuing to be employed by the Board.

Tuition Reimbursement - Certified:

Eligible professional staff members must present official college transcript verification to the Superintendent **by September 30, 2022**, for course work taken during the previous school year (September 1, 2021 - August 31, 2022).

Employee Education - Classified:

Reimbursement for pre-approved job-related course work will be paid by July 1, 2023, upon verification of completion. Verification must be submitted **before October 31, 2022.**

Salary Upgrades - Certified:

Application for Movement on the Salary Schedule and official transcript(s) must be turned into the Superintendent's office **no later than September 30, 2022, and/or January 30, 2023.**

Severance Pay:

Written requests must be submitted to the Treasurer's Office within 90 days of retirement.

Union Dues:

Union dues deductions will run **from October 14, 2022, to August 4, 2023.**

Bus Route Times:

To be completed **by October 1, 2022.**