



# HR News

## School Closures & Late Start Information

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With the winter season approaching, Human Resources would like to outline information related to school closures and late starts. APS policy EBCE and regulation EBCE-R, state the Superintendent of Schools or Chief of Staff shall be responsible for the delayed start, early dismissal and/or closing of schools due to inclement weather or other emergencies.

For a late start or school closure, classified employees should follow the reporting hours instructions below. Licensed and Administrative/Professional Technical staff members are not required to report work hours or snow days as exempt employees.

### School Closure

- If the decision to close schools due to inclement weather is made prior to the normal school opening time, no employee will be required to report to work unless identified as essential personnel and/or directed otherwise by his/her immediate supervisor.
- All contracted employees (who work four or more hours per day) will be paid their regular salary for the day.

### Reporting Hours

Classified staff should report time through Oracle Self-Service Timecard using the **\*\*Emergency Closure -Snow Day, PowerOutage, etc.\*\*** hours type.

### Early Dismissal

- The decision to dismiss schools early will only be made when faced with extreme conditions that develop during the school day.

### Reporting Hours

- Classified staff should report hours actually worked using the Contract Hours type in Oracle Self-Service Timecard. Report the remainder of the normal scheduled hours on an additional row using the **\*\*Emergency Closure - Snow Day, PowerOutage, etc.\*\*** hours type.



## School Closures & Late Start Information cont.

### Late Start

- If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for the opening of schools. All students will be on a one-hour delayed start time. Students will report to bus stops one hour later than original pick-up times.
- All employees are required to report to work at their regular start time or as soon as it is safely possible. Schools will still end at their regular times.
- Employees who do not report for work must enter an absence using the appropriate leave procedures and absence type.

### Notifications

If the decision is made to close schools the following procedures will be put into effect:

- An automated phone, e-mail and/or text message will be delivered to staff;
- An automated phone, e-mail and/or text message will be delivered to parents;
- Staff and parents should also tune into radio and TV stations when severe weather conditions or emergencies exist.
- In the event that weather or any other emergency should force the district to close schools, television and radio stations will be contacted;
- Information about weather or emergency related issues will be posted on the APS Web site, aurorak12.org and the APS mobile app, as soon as possible;
- Information will be posted on the district emergency line as soon as possible (303-326- 1080);
- A Community Connection alert will be sent to the key communicator network for school closures (not for delays).

## UnitedHealthcare Rebate

The Patient Protection and Affordable Care Act (PPACA) passed in March 2010 requires health insurers in the large group market to spend at least 85% of the premiums they receive on health care services and activities to improve health care quality. This requirement is commonly referred to as the Medical Loss Ratio (MLR) rule. If a health insurer does not spend at least 85% of the premiums it receives on health care services and/or activities intended to improve health care quality, the insurer must rebate the difference.

One of Aurora Public Schools (APS) health insurers, UnitedHealthcare (UHC), had a Medical Loss Ratio for the 2014 plan year that did not meet the standard of 85%; only 84.1% of the total premium dollars were spent on health care and activities to improve health care quality. Therefore, APS will receive a MLR rebate and disperse the rebate to eligible UHC subscribers as a cash refund in an upcoming paycheck. According to the PPACA guidelines, APS must return to its employees the amount of the rebate that is proportionate to the total amount of premium paid by all participants under the policy.

Each APS employee who was a subscriber to UHC during the 2014 plan year and is currently a subscriber will receive a letter, informing them of their eligibility status and further details.



# Source for Women (S4W) Seminar



## 2015 Seminar Calendar

Satisfy your hunger for knowledge by attending a Source4Women® seminar, which provides tools and resources focused on keeping UnitedHealthcare members and their families healthy. As part of UnitedHealthcare's commitment to helping people live healthier lives, we offer an online seminar on an important health topic every month, 12:30 p.m. (ET), 11:30 a.m. (CT), 9:30 a.m. (PT). Seminars include audio and video, as well as time for questions with expert speakers. All seminars are recorded and available for viewing.



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<b>January</b> <b>13</b> Set Yourself Up for Weight Loss Success	<b>February</b> <b>10</b> Eating for a Healthy Heart	<b>March</b> <b>10</b> Food Labels 101
<b>April</b> <b>14</b> What Momma Never Taught You about Filing	<b>May</b> <b>12</b> Juicing for Better Health	<b>June</b> <b>9</b> Men's Health: Power Up Your Energy and Physique with Good Nutrition
<b>July</b> <b>14</b> How to Cope with Procrastination and Be More Productive	<b>August</b> <b>11</b> Diets, Diets and More Diets: How to Pick a Perfect Diet for You	<b>September</b> <b>8</b> My Diet Starts Tomorrow and Other Good Intentions Gone Bad <b>22</b> Being Organized in Being Balanced
<b>October</b> <b>13</b> Learning from Losers: Secrets to Long-Term Successful Weight Control	<b>November</b> <b>10</b> Eat to Control and Prevent Diabetes and Prediabetes <b>17</b> Protecting Your Health and Happiness While Caring for a Loved One	<b>December</b> <b>8</b> Strategies to Reduce Worrying and Anxiety

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**Source For Women (S4W) Seminar cont.**



## Seminars

**Source4Women® offers seminars covering the health topics that may be important to you and your family, at no additional cost to you.**

Our seminars are fully interactive and feature expert speakers in health, wellness and nutrition. Best of all, you may e-mail our speakers with your questions during the presentation and they will respond during a question and answer session.

### Learning from Losers: Secrets to Long-Term Successful Weight Control

Kathleen Zelman, MPH, RD

October 13, 2015, 12:30 p.m. ET, 11:30 a.m. CT, 10:30 a.m. MT, 9:30 a.m. PT

Winning at losing. What good is losing weight if you give it a return ticket back? How do some people successfully lose significant amounts of weight and maintain the loss, while others lose and then regain weight in repeating cycles? A research team has studied this question and has shared insights to successful long-term weight loss. For successful, long-term weight loss, you usually have to make permanent changes in your lifestyle and health habits. We will take a close look at the successful losers and the secrets that may help you sustain a lifelong commitment to weight management and improved health.

**To register for an upcoming Source4Women online seminar, visit [Source4Women.com](http://Source4Women.com) and click on "Online Seminars & Events." All seminars are recorded and archived for viewing after the live seminar date.**



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**Kathleen Zelman, MPH, RD**

Kathleen Zelman is a nationally known nutrition correspondent, editor and contributing writer of diet and nutrition articles. She currently serves as director-at-large on the American Dietetic Association (ADA) Board of Directors, and received the prestigious ADA "Media Excellence Award" for her contribution and commitment to educating consumers about food and nutrition issues through the media.



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