



# HR Connections

Quarterly Newsletter of the Human Resources Department

Spring 2020

## QUICK LINKS



[Contact Information](#)



[Collective Bargaining Agreements](#)



[Forms for Staff](#)



[School Committee Policies](#)

## Open Enrollment is Coming



If you are interested in making any changes to your health insurance, dental insurance, or other insurance coverages, or want to enroll in any of these benefits, watch for emails from Donna Lemoyne, the Town of Wayland's Benefits Manager, sometime in mid-March regarding the open enrollment period for flexible spending accounts and mid-April regarding the open enrollment period for health, dental, accident, long-term disability, term life, and permanent life insurance.

The Annual Benefits Fair will be held on Monday, May 4, 2020, from 12:30-5:00pm in the Wayland Town Building. Health Plan Representatives will be available to answer any questions or to discuss Plan coverages and benefits.

All changes to health insurance, flexible spending accounts, and other plans will be effective as of July 1, 2020, but please note that any changes to premium rates will be reflected in your June paychecks since these premiums are prepaid.

## Tax Deferred Retirement Benefits

If you are interested in investing a portion of your salary to provide additional income in retirement, you can participate in the Town of Wayland's voluntary 403(b)/457(b) retirement plan. You do not pay income tax on allowable contributions or any investment gains until you begin making withdrawals from the plan, which usually occurs after your retirement. OMNI is Wayland's service provider and they currently have eleven investment providers available to choose from. Information on opening an account can be found on the OMNI website at <https://www.omni403b.com/plandetail/7014?sel=True>.



## Retirement Planning

If you're beginning to think about retiring from the Wayland Public Schools, there are checklists available from the Massachusetts Teachers Retirement System (MTRS) and Middlesex County Retirement System (MCRS) that will guide you as to what you should be doing and when.

[MTRS Timeline and Checklist](#)

[MCRS Timeline and Checklist](#)



## Important Dates and Deadlines



- ◆ March 15, 2020—Last day for **WTA** members to submit job share proposals for 2020-2021 school year.
- ◆ March 31, 2020—Final day for **FOOD SERVICE** members to submit for uniform reimbursements.
- ◆ March 31, 2020—Third quarter mileage and reimbursement purchase orders and receipts should be submitted.
- ◆ April 20, 2020—**WTA** members submit evidence for summative evaluations.
- ◆ May 1, 2020—Co-Curricular Advisors should submit their Annual Report by this date to ensure they receive their stipend before the end of the school year.
- ◆ May 4, 2020—Annual Benefits Fair for all employees, 12:30-5:00pm, Wayland Town Building.
- ◆ May 15, 2020—Last day for **CUSTODIANS** to submit joint requests to exchange positions with another custodian.
- ◆ May 21, 2020—**CUSTODIANS'** and **MAINTENANCE WORKERS'** longevity stipends included in May 21, 2020, paycheck.
- ◆ June 1, 2020—Deadline for **WTA** members' salary lane change payroll adjustments for the 2020-2021 school year.
- ◆ June 1, 2020—Last day for **WTA** members to submit requests to transfer schools for 2020-2021.
- ◆ June 1, 2020—Deadline for **WESA** 12-month employees to receive 2020-2021 letters of employment.
- ◆ June 4, 2020—**WTA, WESA, Food Service,** and **Non-Union** employees' longevity stipends included in June 4, 2020, paycheck.
- ◆ June 18, 2020—Last paycheck of the 2019-2020 school year for 10-month employees and **WTA** members; balloon payment for **WTA** members.
- ◆ Prior to closing of school in June—Deadline for **WTA** members to receive notification of assignment for 2020-2021.

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## Leaves of Absence: FMLA, MPLA, and SNLA



Life events may occur where you require the need to take a leave of absence, and you may be eligible to take that leave under one of the job-protected leaves of absence available to eligible employees: The Family and Medical Leave Act (FMLA), the Massachusetts Parental Leave Act (MPLA), and the Small Necessities Leave Act (SNLA). The following information highlights some of the key information regarding these leaves of absence.

## Leaves of Absence: FMLA, MPLA, and SNLA (cont'd from page 2)

### Family and Medical Leave Act (FMLA)

*What is a Family and Medical Leave Act (FMLA) leave of absence?*

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 weeks of leave inclusive of all qualifying conditions within a 12-month period. The District uses the “rolling backward” method to calculate the 12-month period. This is the 12-month period measured back in time from the date you request any FMLA.

By law FMLA leave is an unpaid leave, but Wayland Public Schools employees may use accrued leave such as sick leave (when allowable under current policy), annual leave days, or other accrued leave as part of the FMLA leave. School vacation weeks are not counted as weeks of FMLA leave for those employees who are not contracted to work those weeks.

*Who is eligible for FMLA leave?*

An eligible employee is defined as an employee of the Wayland Public Schools who is: 1) employed full-time; 2) has been employed for at least 12 months (which do not have to be consecutive); and 3) has worked at least 1,250 hours during the past 12 consecutive months.

*What is a qualifying condition under FMLA?*

A qualifying condition is defined as:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

*What is considered a “serious health condition”?*

A “serious health condition” means an illness, injury, impairment, or a physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility; or
- Any period of incapacity requiring absence from work for more than three calendar days AND that involves continuing treatment by a health care provider; or
- Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
- Prenatal care by a health care provider or any period of incapacity due to pregnancy.

*What are the employee's responsibilities?*

- You are responsible for giving 30 days' notice of your need to take FMLA leave when such leave is foreseeable. In emergency situations, notice should be given as soon as is practicable. If you do not provide notice and we are made aware of an eligible leave under the FMLA, the District is entitled to impose an FMLA leave.

## Leaves of Absence: FMLA, MPLA, and SNLA (cont'd from page 3)

- You may be required to provide a medical certification from a health care provider to support your FMLA leave request. Depending upon the length of the leave, you may be required to submit periodic updates on your medical condition from your health care provider. You may also be required to submit medical certification of fitness for duty prior to returning to work.
- You should discuss the continuation of your benefits (such as health insurance) with the Human Resources Manager and Benefits Administrator. The Town of Wayland will continue to pay its portion of the cost of benefits for the duration of the leave during your FMLA leave. If your leave has been approved beyond the FMLA period, you may continue insurance benefits at the group rate, however, you will be expected to pay the entire cost of premiums.

*Is there a specific form that needs to be filled out to request an FMLA leave of absence?*

All you need to do is write a letter or email requesting an FMLA leave of absence. The written request should be sent to your supervisor and/or building principal, the Assistant Superintendent, and the Human Resources Manager. Your leave request should include the qualifying reason for the leave, the effective date of the leave, and an estimate of when you anticipate returning to your position. A confirmation letter will be sent to you along with the appropriate paperwork you will need to have your health care provider complete.

### **Massachusetts Parental Leave Act (MPLA)**

*What is a Massachusetts Parental Leave Act (MPLA) leave of absence?*

The Massachusetts Parental Leave Act (MPLA) provides eligible employees up to eight weeks of leave for childbirth and newborn care; adoption of a child; or placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, pursuant to a court order. Your MPLA leave period begins on the baby's birth date, the date of adoption placement, or the date of placement of a child pursuant to a court order and continues for a 56-consecutive-day period. By law MPLA leave is an unpaid leave, but accrued sick days for work days falling within this period may be used in accordance with your individual collective bargaining agreement. Should they overlap, MPLA leave runs concurrently with FMLA leave.

*Who is eligible for MPLA leave?*

An eligible employee is defined as an employee of the Wayland Public Schools who has completed the initial probationary period set by the terms of employment, not to exceed three months, or, if there is no such probationary period, has been employed by the Wayland Public Schools for at least three consecutive months as a full-time employee.

*How much MPLA leave can be taken if both parents are employed by the Town of Wayland?*

Where both parents are employed by the Town of Wayland, they are entitled to a total of eight weeks of parental leave in the aggregate.

*What are the employee's responsibilities?*

You are required to provide at least two weeks' written notice or as soon as practicable. Except for how much notice must be given, responsibilities are the same as those listed under the FMLA.

## Leaves of Absence: FMLA, MPLA, and SNLA (cont'd from page 4)

*Is there a specific form that needs to be filled out to request an MPLA leave of absence?*

You should follow the same procedure as described under the FMLA. Your confirmation letter will include the estimated dates of MPLA and FMLA leave based on your due date.

### **Small Necessities Leave Act (SNLA)**

*What is a Small Necessities Leave Act (SNLA) leave of absence?*

The SNLA provides up to 24 hours of unpaid leave during any 12-month period so employees can attend a child's school activities or accompany a child or elderly relative to routine appointments. Leave can be taken intermittently.

*Who is eligible for SNLA leave?*

An eligible employee is defined as an employee of the Wayland Public Schools who has been employed for at least one year and at least 1,250 hours during the past 12 consecutive months prior to the start of the leave.

*Does SNLA leave run concurrently with FMLA leave?*

No, this leave is in addition to any available leave under FMLA.

*What are the employee's responsibilities?*

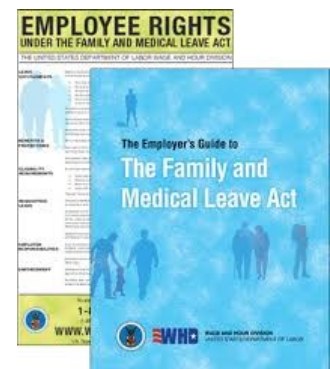
- You are responsible for giving seven (7) days' notice of your need to take SNLA leave when such leave is foreseeable. If the need for leave is not foreseeable, notice should be given as soon as is practicable.
- You may be required to provide supporting certification for your SNLA leave request, such as documentation from a school administrator.

If you have any questions or require additional information specific to your need for a leave of absence, please do not hesitate to contact Linda Lavenda, Human Resources Manager.

Additional information on the FMLA can be found at <https://www.dol.gov/agencies/whd/fmla>.

Additional information on the MPLA can be found at <https://www.mass.gov/service-details/parental-leave-in-massachusetts/>

Additional information on the SNLA can be found at <https://www.mass.gov/guides/breaks-and-time-off#-small-necessities-leave-> .



We welcome your feedback and your suggestions as to topics you would like us to include in future newsletters. Please send your feedback and suggestions to Linda Lavenda in the Human Resources Department at [linda\\_lavenda@wayland.k12.ma.us](mailto:linda_lavenda@wayland.k12.ma.us) or 508.358.3773.

