



# Resource Guide for New & Expecting Parents

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*David Douglas is committed to supporting new and expecting parents. We hope to provide information and resources that are helpful to you during this exciting time. Included is an overview of the benefits and resources that may be available to you as an employee of David Douglas School District.*

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## Protected Leave Laws for Pregnancy

### Disability and Parental Leave

**Family Medical Leave Act (FMLA):** provides up to a total of 12 workweeks of leave to cover the employee's serious health condition and/or bonding with the newborn.

**Oregon Family Leave Act (OFLA):** provides additional leave for pregnant employees who have taken any amount of leave for their own health condition when that leave is related to their pregnancy. Also provides additional leave for non-birthing parent who may need leave to care for birthing parent and/or newborn child, who may be experiencing a serious health condition. OFLA allows for up to 12 workweeks of parental leave beyond the leave taken or a serious health condition related to birth.

**Pregnancy Disability:** Maternity Leave is actually a combination of medical leave for an employee's own personal health condition (pregnancy disability) and parental leave to bonding with their newborn. A pregnant employee would take leave for their own serious health condition for conditions related to the pregnancy. This can include absences for morning sickness, prenatal doctor appointments, delivery, and then recover from the birth. Typically, 6-8 weeks after the birth is the recovery period from childbirth. Any time taken after that would be under child bonding leave. Because of this your Maternity Leave may be made up of more than one leave.

**Parental Leave:** Up to 12 workweeks of protected leave available for eligible employees to bond with and care for a new born. The leave must be completed within 12 months of birth of the child. Intermittent or reduced schedule child bonding leave is not permitted by the District, but may be approved by the Superintendent if extenuating circumstances exist.

## **Protected Leave Laws for an Adoption or Newly placed Foster Child**

FMLA and OFLA would provide up to 12 workweeks of leave available to be used for bonding with a newly placed child (within 12 months of placement) as well as time to effectuate the legal process required for placement of a foster child or the adoption of a child.

## **Parental Leave under the Collective Bargaining Agreement**

**Licensed (Article 16-B):** Leave for up to (1) year without pay may be granted to any licensed professional. A (1) year extension may be granted upon approval of the Superintendent.

**Classified (Article 15-D):** A maximum of one (1) year for the birth or adoption of a child.

## Pay while on Protected Leave

While on a protected FMLA/OFLA leave, employee's are generally allowed to use any available accrued paid leave they have.

There is one exception; employee's who *begin* their contract year off on leave may only use sick leave until they have worked at least two (2) weeks in the year.

## Short-Term Disability

The district provides three disability carriers to choose from; The Standard (via OEGB), American Fidelity Assurance, and AFLAC. Each of these carriers provide a benefit of 60% of your gross weekly wages when you are out on approved disability. Premiums are paid on a post-tax basis so that the plan's benefit is non-taxable.

The premium rate is based on your gross monthly wages, this comes out as a monthly automatic payroll deduction.

Employee are eligible to enroll in short-term disability coverage as a new hire, during open enrollment, and if they have experiences a qualifying life event.

The disability period begins on the last day of work date recommended by the member's physician and stops six weeks after normal vaginal delivery and eight weeks after a caesarian section delivery. If the physician indicates that the member's disability will exceed those guidelines they will request detailed information to support the prolonged disability. For those who have had the policy for less than a year at the time they file a claim, benefits may be subject to a longer waiting period.

## Short-Term Disability (continued)

The first 14 calendar days of the disability is your waiting period. The disability carriers do not pay benefits during this time. Pay while on protected leave may be applied as noted earlier and/or in accordance with the collective bargaining agreement.

While being paid by short-term disability, employees are not required to follow normal leave usage practices. This exception exists to provide the employee with the greatest benefit possible. Due to this, the District allows the employee to choose from the following pay options for pay from the district while receiving disability benefits:

1. Supplement your disability payment with 40% of your paid leave.
2. Go into excused leave without pay from the district.
3. Apply paid leave only after your disability payments end.



## Health Insurance Benefits

**Adding the child to health insurance coverage:** Once your child is born or placed, you will need to complete a Midyear Change Form to add the child to your OEBC insurance coverage. OEBC allows for 31 days from the date of birth or placement to add the child. You can access the Midyear Change Form on either the DDSD website or by contacting Human Resources. Return the completed form to the Benefits Coordinator via email, fax, or by bringing it into the District Office.

## Health Insurance Benefits (continued)

### Flexible Spending Accounts (FSA) or Section 125 Plans

Reduces your tax and increases your spendable income. Under a FSA, employers can offer eligible benefits to employees, through payroll deduction, on a pre-tax basis. This employer-sponsored program is designed to help you save money on important expenses like eligible insurance premiums, health-related expenses, and dependent care expenses.



FSA plans allow you to use pre-tax dollars to reimburse yourself for qualified expenses. You designate a monthly payroll deduction amount, which is deposited into your FSA account. Throughout the year, as you spend out-of-pocket money for eligible expenses, you submit claims along with your receipts to the FSA Administrator. The FSA Administrator will then reimburse you from the tax-free money you have set aside.

#### **There are Two FSAs Available to You:**

- Health Flexible Spending Account
- Dependent Day Care Flexible Spending Account

#### **Health Flexible Spending Account**

A Health Flexible Spending Account (Health FSA) may be used to pay for common medical expenses throughout the year. You determine how much money you may spend on eligible medical expenses and then set that amount aside pre-tax in a Health FSA account. You can use your Health FSA Card to pay for your eligible expenses, or pay out of pocket and be reimbursed.

This account is known as a “use it or lose it” account however there is a carryover provision meaning that you are able to carry over up to \$500 of unused contributions from one plan year to the next, which may be used to reimburse eligible medical expenses incurred anytime during the next plan year however you will want to choose your election carefully each year.

## Health Insurance Benefits (continued)

### Health Flexible Spending Account (continued)

Change in number of dependents is a qualifying event allowing new eligibility to enroll in a Health FSA however, if already enrolled in a Health FSA, this does not allow increase in contribution.

### Dependent Care

A Dependent Day Care Flexible Spending Account works similar to a Health FSA, but for day care expenses. You determine how much money you believe you will spend on day care expenses and set that amount aside pre-tax in a Dependent Day Care FSA. Throughout the year when you pay for day care expenses and the services have been received, you reimburse yourself from the account.

Unlike a Health FSA, with a Dependent Day Care FSA, your election amount is not available in full at the beginning of the plan year. You only have access to your funds as they are deducted from each paycheck and deposited into your account.

#### Examples of Eligible Expenses:

- After-school care or extended day care programs
- Day care or Babysitter during work hours inside or outside participant's household

### To Enroll

To enroll in eligible Flexible Spending Accounts, contact our American Fidelity Account Manager Karen Plath by email at [Karen.plath@americanfidelity.com](mailto:Karen.plath@americanfidelity.com) or by phone at 206-575-8400 or 866-576-0201.

## Mother-Friendly Workplace

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by expressing milk in the workplace. All district employees shall be provided with an adequate location for the expression of milk.

- 1.** The administrator or supervisor at each school facility will designate a location and publish that location in the employee handbook for each site. A list of district sites will be maintained in the Human Resources Office.
- 2.** The location, not a restroom, shall include an accessible, private room with a lock.
- 3.** Unless otherwise agreed to by the District and the employee, the District will provide the employee reasonable, unpaid rest periods which will consist of a 30-minute rest period to express milk during each four-hour work period, or the major part thereof, to be taken approximately in the middle of the work period. The employee shall, if feasible, take the rest periods to express milk at the same time as rest periods that are otherwise provided to the employee.
- 4.** The employee shall provide reasonable notice to the District that the employee intends to express milk upon returning to work. If you need to use one of the David Douglas Mother Friendly Room, please check-in with the Building's Front Office Staff.

## Preparing for Baby Checklist

This checklist provides an overview of the steps necessary to make the preparations for your leave, and return to work, as seamless as possible.



### During the first trimester:



**Review** the FMLA/OFLA Handbook for more information regarding eligibility for FMLA & OFLA.



**Check** to see if you are enrolled in a short-term disability plan offered by the District for the pregnancy disability portion of your leave (if applicable). If you would like to enroll, during open enrollment you may be eligible to do so. Contact the Benefits Coordinator for more information about enrolling. Certain events such as marriage may also qualify you to enroll. More information on these qualifying events can be found on the benefits page of the DDS website.



**Begin** thinking about what you would like your leave to look like.



**Start** looking into child care options.

### During the second trimester:



We encourage as much notice as possible, but no later than 30 days before your anticipated leave start date, use the information you have gathered to start putting together a proposed plan for how you would like to handle your leave and set up a meeting with the Leave Coordinator.

## Preparing for Baby Checklist (continued from page 10)



**Contact** the Leave Coordinator to schedule time to discuss the necessary steps required before going on leave including: going over accrued leave and how it can best be utilized to continue pay while on FMLA/OFLA or short-term disability (if enrolled), how to continue your health benefits if you do not receive a paycheck, and other items.



**Notify** the Leave Coordinator know your plan for leave.

**Submit** your request for protected leave as far in advance as possible, but not later than 30 days in advance of your expected due date, delivery, or placement of adoption or foster care.



**Complete** your leave calendar and sign and acknowledge how your paid leaves will be applied to your leave.



**Check out** your spouse's or partner's leave situation.

### **Approximately one month from the estimated due date:**



**Check** in with your Leave Coordinator, your administrator, or any other parties that need to know your leave plans and confirm if there are any changes to your original plan.



**Confirm** with your building secretary that they have entered your absences into your appropriate time keeping system (timecard(s), TimeClock+, or Absence Management).

### **Once the child is born or placed:**

Email the Leave Coordinator to confirm the last date you worked, the date the baby was born, and if you had a caesarian section.

## ✓ **Preparing for Baby Checklist** (continued from page 10)



**Complete** a Midyear Change Form to add the child to your health insurance plan and give it to the Benefits Coordinator.



**Returning to work** Ensure that you have supplied a Fitness for Duty Form (if part of your leave included pregnancy disability) to the Leave Coordinator.

## Contact Information

**Website:** <http://www.ddouglas.k12.or.us>

***Leave Coordinator | Gloria Cruz***

P: 503-261-8416

F: 503-261-0130

Email: [hrleaves@ddsd40.org](mailto:hrleaves@ddsd40.org)

Address: 11300 NE Halsey St., Portland, OR 97220

***Benefits Coordinator | Stefanie Edenburn***

P: 503-261-8250

F: 503-261-0130

Email: [Stefanie\\_Edenburn@ddsd40.org](mailto:Stefanie_Edenburn@ddsd40.org)

Address: 11300 NE Halsey St., Portland, OR 97220

***Short-Term Disability Carriers:***

The Standard (OEBC)

Phone: 1-866-756-8115

Group Policy #: 646595

American Fidelity Assurance

Phone: 1-800-662-1113

AFLAC

Phone: 1-503-491-2865

Group Account#: CA682