

Making Choices, that work for you.

Employee Benefits



2022 – 2023

**Substitute and Part-Time Employee
Benefits Information
2022-2023 School Year**

Benefits Offered

- Self-Funded Medical and Pharmacy Plan administered by Blue Cross and Blue Shield of Texas (BCBSTX) and OptumRx
- No District contribution – cost is \$540 to \$602 per month for employee only coverage
- Direct pay only – payroll deduction not available
- Must work at least 12 hours each week to maintain eligibility (equates to at least six full workdays each month for substitutes)
- Retirement Savings Plans

Substitute Employee Group Health Plan Eligibility

Substitutes must work at least **six full workdays each month** to maintain eligibility for CISD group medical and pharmacy coverage.

To accommodate months with fewer available workdays in the 2022-2023 school calendar, the minimum requirement for certain months has been reduced. Please refer to the following list for the minimum monthly requirement to maintain group health plan eligibility in the 2022-2023 school year.

- August 2022 – five (5) full workdays
- September 2022 – six (6) full workdays
- October 2022 – six (6) full workdays
- November 2022 – five (5) full workdays
- December 2022 – four (4) full workdays
- January 2023 – six (6) full workdays
- February 2023 – five (5) full workdays
- March 2023 – five (5) full workdays
- April 2023 – five (5) full workdays
- May 2023 – six (6) full workdays

Please contact the Benefits Office with any questions at benefitsoffice@conroeisd.net or 936-709-7808.

Enrollment/Declination

- Enrollment/Declination must be completed within the first 31 calendar days of employment
 - Decline via paper today
 - Enroll or decline via online system after today
- Active annual enrollment period occurs each July
- **All** employees must either enroll in or decline medical coverage as a new hire **and** during annual enrollment

Enrollment

 Our Schools ▾

 Calendars

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CISD SSO

 Search



Parents/Students ▾

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RESOURCES FOR EMPLOYEES

- > Benefits
- > Human Resources
- > Payroll Information
- > New Employee Information
- > Employee Wellness Center
- > Staff Development
- > Policies, Handbooks & Forms

EMPLOYEE LOGINS

- > Absence Management
- > Canvas LMS
- > CISD SSO
- > Insurance Enrollment
- > Outlook Email
- > Quick Links
- > SafeSchools
- > Safety Information

Enrollment



ENROLLMENT SITE

Employee ID or Social Security Number

6-digit Conroe ISD EIN - OR - full SSN without dashes

Personal Identification Number (PIN)

last 4 digits of SSN followed by last 2 digits of birth year

By entering your user ID and Personal Identification Number, you are agreeing to the terms of the [Consent to Enroll Electronically](#).

Log in

[Forgot Pin?](#) | [Security Information](#) | [Privacy Policy](#)

If you need help enrolling or trouble logging in please call the FFenroll Support Helpdesk at 855-523-8422

Tip: Use your PIN to electronically sign your enrollment forms and submit your elections!

Retirement Savings Plans

- 403(b) approved vendors
- 457 through FFIInvest
- Salary reduction and deferred compensation agreements available online
- Start, change, and stop contributions any time

Final Notes

- ✓ Enroll in or decline coverage online within your 31 calendar day period (decline today via paper)
- ✓ Refer to benefits booklet for more detailed information
- ✓ Interested in CISD medical coverage? Access presentation online and refer to benefits booklet
- ✓ Use Benefits link on CISD Employees web menu for additional information

Don't Forget

Human Resources Department – Benefits Office

2022-2023 Group Health Benefits Waiver



CONROE
INDEPENDENT
SCHOOL DISTRICT

For the plan year effective September 1, 2022, I am waiving coverage for (select any that apply):

- Myself My spouse My dependent(s)

If selecting dependent(s), please list the name(s): _____

I am waiving coverage due to (select one):

- Coverage under my spouse's plan My preference not to have coverage Other coverage

This other coverage is (select any that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> COBRA | <input type="checkbox"/> Employer-sponsored group plan | <input type="checkbox"/> Exchange plan with subsidy | <input type="checkbox"/> Exchange plan without subsidy |
| <input type="checkbox"/> Individual Policy | <input type="checkbox"/> Medicaid | <input type="checkbox"/> Medicare | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> SHOP plan | <input type="checkbox"/> TRICARE | <input type="checkbox"/> I choose not to have coverage | |

Questions?

Email or call the CISD Benefits Office:

- benefitsoffice@conroeisd.net
- 936-709-7808

Have a great year!