



# RISK

## MANAGEMENT NEWS



### September 2018

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### **10 FUN FACTS**

1. You can't wash your eyes with soap.
2. You can't count your hair.
3. You can't breathe through your nose, with your tongue out.
4. You just tried no. 3
6. When you did no. 3 you realized it's possible, only you look like a dog.
7. You're smiling right now, because you were fooled.
8. You skipped no. 5
9. You just checked to see if there is a no. 5
10. Share this with your friends to have some fun too! :-)

Welcome 2018-2019 school year. Risk Management is pleased to announce our Coordinator of Risk Management and Employee Relations. Steve Baumer, formally from Human Resources, has joined our department. We are very happy to have him here to assist with Insurance and many other roles.

#### Important Health Notice

As we look forward to open enrollment, Risk Management would like to take this opportunity to remind everyone on our group health insurance to get your yearly HRA. Each employee should take the time to speak with their provider about any health concerns they may have. While there are certain medical procedures that have age guidelines, employees should feel comfortable speaking with their provider if there is a concern they have. Every patient is unique, and these guidelines do not work for every situation. Therefore, each employee should discuss any medical concerns they have with their provider. These conversation between provider and patient are vital to overall health.

#### Here our some important dates you will want to remember:

On-Line Open Enrollment Starts on October 15th and will go through November 9th

Enrollment Professionals @ School Sites

October 22-26

October 29-November 1

Open Enrollment is Mandatory-even if you are not enrolling in any benefits or you are not making any changes to your current benefits.

Last Day to Complete Enrollment-November 9th

Sick Leave Bank— Enrollment Period: First two weeks in November

# WORKERS COMP



**.....to the following schools for having no  
Work Comp incidents. These schools  
earned recognition for their safe practices.**

1st quarter 18-19 TBA	2nd quarter 18-19 TBA
3rd quarter 18-19 TBA	4th quarter 17-18 Academy of Env Science/Marine Science Station Technology Resource Center/Information Services Homosassa Elementary School Crystal River Middle School Crystal River Primary School Withlacoochee Technical College Citrus Springs Middle School





Wet or slippery surfaces are a major cause of slips. Many surfaces such as marble and ceramic tile can be extremely slippery even when dry. Spills and environmental factors such as rain and mud add to the problem. Food preparation areas, bathrooms and kitchens are also at high risk for slippery surfaces.

### Simple ways to reduce the occurrence of wet or slippery floors:

- Use anti-skid adhesive tape in high traffic areas.
- Use absorbent mats in entrance ways during inclement weather. **Caution:** *unanchored mats may cause slip hazards themselves - make sure that mats lie flat and that the backing material will not slide on the floor.*
- Display wet floor signs when appropriate, note that signs are a great awareness tool, but should not be the only means of control. Clean up spills and wet floors as soon as practical.
- Have a procedure to deal with spills.
- Use proper mats in areas that are "spill prone" (food preparation).
- When wet processes are used, maintain proper drainage or use platforms or mats.

### **ELIGIBILITY REQUIREMENTS FOR COVERED PLAN PARTICIPANTS**

- Current Spouse under a legally valid existing marriage
- It is the employee's responsibility to notify Risk Management of ineligibility due to divorce . Please notify Kim Van Etten at 726-1931 ext. 2257 or vanettenk@citrus.k12.fl.us

### **DEPENDENT CHILDREN UP TO AGE 26**

Definitions of your eligible dependents up to the age of 26 are as follows:

- Natural, Adopted, Step-Children, court appointed legal guardian
- Disabled children of any age if they were enrolled prior to age 26
- Children up to age 26 for whom the subscriber has assumed a parent-child relationship and is considered the primary care parent. We will ask subscribers for documentation to verify the relationship

### **EXTENSION OF ELIGIBILITY FOR DEPENDENT CHILDREN**

A covered dependent may continue coverage beyond the end of the Calendar Year in which he or she reaches age 26, provided he or she is:

- \* Unmarried and does not have a dependent;
- \* A Florida resident or a full-time or part-time student;
- \* Not enrolled in any other health coverage policy or group health plan;
- \* Not entitled to benefits under Title XVIII of the Social Security Act unless the child is a handicapped dependent child

This eligibility shall terminate on the last day of the Calendar Year in which the dependent child reaches age 30

*It is the employee's responsibility to ensure they are only covering eligible dependents under our group health plan.*

For more information on Eligibility for health insurance coverage please refer to your Benefit Plan Booklet. This is available on [www.floridablue.com](http://www.floridablue.com)

The eligibility requirements are applicable to Dental and Vision coverage.

If you have any questions or need to remove a dependent from your plan please contact Kim Van Etten at 352-726-1931 ext. 2257.





Made Available Through:



Blue365.

Because health is a big deal™



## Access 10,000+ gyms nationwide – enrollment fee of \$29 waived from Sept 1 until Sept 30.

Fitness Your Way™ by Tivity Health™ is a great way to get healthy and feel good on your own terms. It offers you the flexibility to work out at any network fitness location, on your time and on a budget that you can live with. It's one of the most flexible, affordable and accessible ways to adopt a healthy lifestyle and remain committed to it. You and your dependents who are 18 years of age and over are eligible.

### Meet your goals

- View your gym visits online to keep on track and stay motivated.

### On your time

- The fitness network includes more than **10,000** national and local locations.
- Finding locations is quick and easy: Simply visit [www.blue365deals.com/FYW/nofee](http://www.blue365deals.com/FYW/nofee).
- Visit any participating location — anytime, anywhere — as often as you like.

### On your budget

- **Pay only \$29 a month** per person.\*

\* Taxes may apply. Individuals must be at least 18 years old to purchase a membership. \$29 a month requires a three-month commitment.



Facebook.com/TivityHealthFitnessYourWay



Share your favorite workout spot by tagging us @tivityhealthfyw or use #FitnessYourWay.



### Enroll today in fitness your way!

1. Go to [Blue365Deals.com](http://Blue365Deals.com) and click "Log in" or "Register".
2. Under "Fitness" select "Fitness Your Way" and click on "Redeem Now".
3. You'll be directed to the Fitness Your Way landing page where you can:

- find fitness locations
- review the Frequently Asked Questions before enrolling
- enter the code **SeptSave29** at checkout to waive your enrollment fee

**Or enroll by phone:** Call a dedicated customer service team member at 1-888-242-2060 Monday through Friday, 8 a.m. – 8 p.m. Eastern time zone. The representative can answer your questions and redeem your **SeptSave29** code.

## Don't miss out! This offer is good only through 9/30/18.

This offer is brought to you exclusively through Florida Blue and Blue365 and cannot be redeemed at a fitness location. Waived enrollment offer cannot be combined with any other offer.

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B3651510PRWVEEC1017

From the Department of Code Compliance  
"Keeping You Safe Throughout Our Schools"

# Fire Safety In the Classroom

## EMERGENCY EXITS

Emergency exits must clearly be marked.

Emergency exits must have a minimum 36 inch clear path .

Exits must be free of any classroom or office furniture or decorations that would impede access to a means of egress .

Egress Path/Emergency Exit Path must be posted at the entrance of each classroom.

*Means of Egress is a continuous and unobstructed way of exit travel from any point in a building or structure to a public way*





## Risk Management/ Code Compliance Staff & Responsibilities



**Cherise K. Cernich**

Director of Risk Management  
and Employee Relations  
District School Safety Specialist  
Risk Manager  
Emergency Planning Council  
Code Compliance



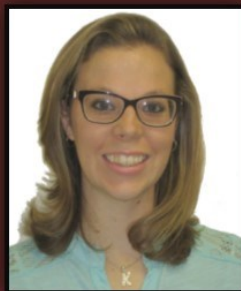
**Steve Baumer**

Director of Risk Management  
and Employee Relations  
Chief Negotiator  
Public Records Custodian  
Employee Benefits & Health Insurance



**Kim Van Etten**

Employee Benefits Specialist  
Health Insurance &  
Group Benefits  
Disability Insurance Claims  
Student Insurance  
New Hire Benefits Enrollment



**Kayla Nelson**

District Secretary  
Health Insurance &  
Group Benefits  
403b Information  
Wellness Center Information



**Valerie Duke**

District Secretary  
Secretary to Risk Manager  
& Code Compliance  
Office Receptionist  
Daily Office Procedures



**Melinda Buckingham**

Claims Management Specialist  
Worker's Compensation  
Sick Leave Bank  
Liability Insurance  
Property and Casualty Insurance



**Greg Covino**

Environmental Safety Project Leader  
Coordinate Safety & Equipment Inspections  
Installation & Inspection of Playground Equip.  
Evacuation Drills



**Tom Watkins**

Health & Safety Specialist  
SREF Inspections  
Worker's Comp Investigations  
Health & Safety Investigations

# CONTACT INFORMATION

## Combined Benefits Group 800.749.6458

**Employee Benefit Portal:** [www.mybenefitshub.com/citruscountysb](http://www.mybenefitshub.com/citruscountysb)

Enrollment/Benefit Plan Information 1 - 6	
Employee Benefits Specialist	Kimberly Van Etten
Phone Number:	352.726.1931 x 2257
Email Address	VanEttenK@citrus.k12.fl.us

Identity Theft Protection 8 - 10	
Provider Name:	LifeLock
Provider Phone Number:	800.607.9174
Provider Web Address:	www.lifelock.com

Telehealth 15	
Provider Name:	Access Medical
Provider Phone Number:	800.800.7616
Provider Web Address:	www.accessmedcard.com

Dental 19 - 28	
Provider Name:	Ameritas
Provider Phone Number:	800.487.5553
Provider Web Address:	www.AmeritasGroup.com

Disability Income Protection 33 - 36	
Provider Name:	OneAmerica
Provider Phone Number:	800.553.5318
Provider Web Address:	www.OneAmerica.com

Term Life Insurance 41 - 44	
Provider Name:	Sun Life Financial
Provider Phone Number:	800.733.7879
Provider Web Address:	www.assurantemployeebenefits.com

Cancer 47 - 52	
Provider Name:	American Public Life
Provider Phone Number:	800.256.8606
Provider Web Address:	www.AMPublic.com

Critical Illness 55 - 58	
Provider Name:	Sun Life Financial
Provider Phone Number:	800.733.7879
Provider Web Address:	www.assurantemployeebenefits.com

Hearing Aids (Value Added Benefit! ) 63 - 64	
Provider Name:	Hear4Less
Provider Phone Number:	888.538.5081
Provider Web Address:	www.Hear4Less.com

Guidance Resources 7	
Provider Name:	ComPsych
Provider Phone Number:	855.387.9727
Provider Web Address:	www.guidanceresources.com

Medical Insurance 11 - 14	
Provider Name:	Florida Blue
Provider Phone Number:	800.FLA.BLUE (352.2583)
Provider Web Address:	www.BCBSFL.com

Hospital Indemnity 16 - 18	
Provider Name:	American Public Life
Provider Phone Number:	800.256.8606
Provider Web Address:	www.AMPublic.com

Vision 29 - 32	
Provider Name:	Ameritas (VSP Network)
Provider Phone Number:	800.877.7195
Provider Web Address:	www.VSP.com

Universal Life Insurance 37 - 40	
Provider Name:	Mass Mutual
Provider Phone Number:	855.877.6161
Provider Web Address:	www.MassMutualAtWork.com

Accidental Death & Dismemberment 45 - 46	
Provider Name:	CIGNA
Provider Phone Number:	800.732.1603
Provider Web Address:	www.CIGNA.com

Accident 53 - 54	
Provider Name:	American Public Life
Provider Phone Number:	800.256.8606
Provider Web Address:	www.AMPublic.com

Flexible Spending Accounts (FSAs) 59 - 62	
Provider Name:	Total Administrative Services Corp
Provider Phone Number:	800.422.4661
Provider Web Address:	www.TASOnline.com

Optional Life	
Provider Name:	Florida Combined Life
Provider Phone Number:	800.FLA.BLUE (352.2583)
Provider Web Address:	www.BCBSFL.com