



2017-18 Administrative Bulletin

IX-13 11-10-17

1. OPEN ENROLLMENT for MEDICAL, DENTAL AND VISION PLAN SELECTION

Open Enrollment will be held from November 20, 2017 through December 8, 2017. All eligible employees (**those working 6 or more hours per day**) will be expected to log into Employee Access to participate in or waive the medical plan.

We are also hosting Open Enrollment Meetings as listed below:

November 20, 2017 – Administration Building 4:00 - 5:00 pm
Administration Building 6:00 – 7:00 pm

December 6, 2017 - Administration Building 4:00 - 5:00 pm
Administration Building 6:00 – 7:00 pm

2. REMINDER: EAST ALLEN COUNTY SCHOOLS 403(B) PLAN

East Allen County Schools offers a 403(b) Plan (qualified retirement plan) to employees. All employees are eligible to participate and the only requirement is that the annual contribution must exceed \$200. See **Enclosure #1** to read the 403(b) Universal Availability Notice for East Allen County Schools.

Kirby Stahly, ext. 1005

3. REMINDER: LATE NIGHT BASKETBALL FOR YOUTH

Late-night basketball sponsored by Fort Wayne UNITED is a late-night basketball program at the Renaissance Pointe YMCA geared at keeping youth safe during peak crime hours. See **Enclosure #2** for more details.

Tamyra Kelly, ext. 1050

4. REMINDER: EACS UNITED WAY CAMPAIGN

The EACS United Way Campaign started Monday, November 6 and will conclude Friday, November 17. Your United Way donation will help advance programs that benefit our students and families i.e. Real Men Read, Kindergarten Round Up, 211 and much more! If you don't want to pledge on-line please see **Enclosure #3** for a printable pledge form.

Tamyra Kelly, ext. 1050

5. REMINDER: CPR/AED TRAINING

Classes are offered free of charge twice a month through the end of the school year. December classes will be held in the Woodlan area, January classes will be held in the Paul Harding area and February classes will be held in the New Haven area. All classes will start at 4:15 PM, class size is limited and requires pre-registration. If you need this certification for your license renewal, email or call (ext. 7008) Abby Koroncevicius, Health Services Coordinator.

November, 2017 – January & February 2018 Class Schedule

November 29 (Wednesday at CEEL)

December 7 (Thursday WOHS)

December 19 (Tuesday WOHS)

January 18 (Thursday PHJH)

January 30 (Tuesday PHJH)

February 13 (Tuesday NHPS)

February 28 (Wednesday NHPS)

Certification is through the American Heart Association and lasts for two years. Any employee interested in, or needing certification renewal may also participate in this training.

Abby Koroncevicius, ext. 7008

DREAM IT. DO IT.

East Allen County Schools 403(b) Plan Universal Availability Notice – 2018

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the “plan”). You may want to take the opportunity to either (1) begin making pre-tax and/or Roth 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult the written plan and any other materials provided to you that explain the terms of the plan. Specific information about the 403(b) Plan can be found at: http://www.eacs.k12.in.us/departments/human_resources/employee_benefits/403_b__plan_-_mass_mutual

When can I enroll?

You are eligible to enroll immediately upon your date of hire.

You may choose your initial elective deferral rate by completing the appropriate application and any other necessary forms including a Salary Reduction Agreement at initial enrollment.

This contribution will continue unless it is modified or revoked in the future. Return all completed forms to EACS Payroll Specialist (Nancy Vandell).

Can I change or stop my elective deferral contributions?

You may change your elective deferral contributions, once per pay period, during the plan year. You are permitted to revoke your election at any time during the plan year. Please contact EACS Payroll Specialist (Nancy Vandell) for further instructions.

When are my elective deferral contributions effective?

After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period or as soon as administratively possible.

What is the maximum amount that I can contribute?

The Internal Revenue Code limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. The 2017 & 2018 limits are as follows:

	<u>2017</u>	<u>2018</u>
• Elective deferral	\$18,000.00	\$18,500.00
• Age 50 catch-up	\$6,000.00	\$6,000.00
• 15 years of service catch-up	\$3,000.00*	\$3,000.00*

* The 15 years of service catch-up contribution applies before the age 50 catch-up contribution and is based on a formula that takes into account all past contributions to the plan and employee’s total years of service to East Allen County Schools. The maximum allowable for the 15 years of service catch-up may be lower than this maximum.

Whom do I contact for additional information?

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact your plan administrator at:

Contact name: Kirby Stahly

Extension: 1005

Email address: kstahly@eacs.k12.in.us



BRINGING THE COMMUNITY TOGETHER

The Fort Wayne UNITED Initiative in partnership with The YMCA presents the late night basketball program which focuses on providing teens and young adults with a positive, structured, and safe environment, while exposing them to much more than basketball.

WHEN?

OCTOBER 21st – NOVEMBER 25th

SATURDAY NIGHTS FROM 8:00PM– 11:00PM

LATE NIGHT BASKETBALL LEAGUE

AGES 16-25

WHERE?

RENAISSANCE POINTE YMCA

2323 BOWSER AVE. | 46803 | P: (260) 447-4567

FORTWAYNEUNITED.ORG
FWYMCA.ORG



UNITED WAY OF ALLEN COUNTY PLEDGE FORM

MY INFORMATION (PLEASE PRINT)

UNITED WE FIGHT.
UNITED WE WIN.

LIVE UNITED

MR/MRS/MS/DR FIRST NAME LAST NAME

MR/MRS/MS/DR SPOUSE'S FIRST NAME SPOUSE'S LAST NAME

EMAIL

HOME ADDRESS

CITY STATE ZIP PHONE: HOME WORK CELL

EMPLOYER NAME

MY INTERESTS

I have specific interest in the area(s) below:

Your pledge to United Way supports our mission in Allen County of uniting our community's time, talent, and treasure to cultivate and advance community-wide solutions that address the most critical issues around:

Basic Needs Education Financial Stability Health

MY PLEDGE TO THE COMMUNITY FUND, THE MOST POWERFUL WAY TO MAKE AN IMPACT.

(PLEASE SELECT PAYROLL DEDUCTION OR ONE-TIME GIFT)

Easy payroll deduction: I want to contribute the following amount per pay period.

- \$50 \$40 \$25 \$10
 Other \$ _____

My pay periods are:

- Weekly (52/year)
 Every two weeks (26/year)
 Twice a month (24/year)
 Monthly (12/year)
 Other _____

One-time gift to be paid by:

- Cash
 Personal check (enclosed) Check # _____
 Credit card (Visa/MC/AmEx/Discover)
\$50 minimum, include billing address above
CC# _____ - _____ - _____ - _____
Expiration Date _____ / _____
Security Code (from back of card) _____
 Bill my home address (\$250 minimum)
 Securities: Please contact United Way
at (260) 469-4008

My Total
Annual Gift is:

\$

THANK YOU!

MY PREFERENCES (CHECK ALL THAT APPLY)

My contribution of \$1,000 or more, alone or with my spouse, qualifies me as a Leadership Giver.

Please list me/us in the Leadership Book as: _____ . Please do NOT list me.

My gift of \$500 or more qualifies me for membership in Women United, a group focusing on early childhood education.

I remembered United Way of Allen County in my estate plan or wish to do so.

My first gift to United Way was in _____ .

PLEASE SIGN HERE (TO AUTHORIZE YOUR PLEDGE)

Signature _____ Date _____

No goods or services were provided in exchange for this donation. In order to protect your privacy, United Way of Allen County will not release your name to other parties unless otherwise authorized. This contribution will continue unless revoked or modified by donor.

LIVE UNITED



United Way of Allen County

www.unitedwayallencounty.org

THANK YOU FOR YOUR GIFT.

YOU ARE A GAME-CHANGER.

WE CONNECT.

United Way **bridges the gap** between individuals and resources, community organizations and donors. We make the greatest difference when we unite in our fight against the issues facing Allen County.

WE LEVERAGE RESOURCES.

Your investment in United Way ripples through Allen County, regardless of whether you give money, time, or other resources. **For every dollar invested, there is an impact of \$1.80 in the community.**

WE KNOW THE COMMUNITY.

Whether it is through Community Conversations or 2-1-1, **we gather information and we share it.** We understand what kind of community Allen County wants to be. Together we will get there.

WE BUILD COMMUNITY RELATIONSHIPS.

United Way welcomes all to the table. No other organization has the breadth of relationships we do.

Join us as we LIVE UNITED.

THE MISSION OF UNITED WAY OF ALLEN COUNTY:

Unite our community's time, talent, and treasure to cultivate and advance community solutions that address the most critical issues around basic needs, education, financial stability, and healthy lives.

WHAT CAN YOUR WEEKLY GIFT PROVIDE IN A YEAR?

\$3
PER WEEK

PROVIDES 172 MEALS FOR HOMELESS INDIVIDUALS

\$5
PER WEEK

PROVIDES 7 HOURS OF PHYSICAL THERAPY FOR A CHILD WITH DISABILITIES

\$10
PER WEEK

SUPPORTS AN ADULT LEARNER PREPARING TO TAKE THE GED

\$25
PER WEEK

PROVIDES A DENTAL EXAM FOR 3 UNINSURED PATIENTS

\$50
PER WEEK

PROVIDES 5 CANCER PATIENTS SUPPORT SERVICES

IF YOU DIRECTED YOUR GIFT TO UNITED WAY OF ALLEN COUNTY YOU DO NOT NEED TO COMPLETE THE SECTION BELOW.

DESIGNATION OPTIONS (NOT REQUIRED)

- Share my gift equally with United Way Allen County and with United Way of _____
- Designate my gift to the United Way of _____ (Min. \$50 pledge each)
- Designate a portion of my gift _____% to the following UWAC Funded Partner(s) _____ (Min. \$50 pledge each)

For a list of funded partners and other area United Ways, please see our website at www.unitedwayallencounty.org.

CONNECT WITH US.

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PO Box 11784 | Fort Wayne, IN 46860
334 E Berry St | Fort Wayne, IN 46802
V: 260.422.4776 | F: 260.422.4782
www.unitedwayallencounty.org



United Way of Allen County