

From: Wingo, Legretha

Sent: Tuesday, September 16, 2008 12:35 PM

To: Department Heads - Instructional; Department Heads - Operations; Executive Staff; Principals - ALL; SLT STAFF-SLT I; SLT STAFF-SLT II; SLT STAFF-SLT III; SLT STAFF-SLT IV; SLT STAFF-SLT V; Vice Principals - ALL; SIS-CLERKS

Cc: Janey, Dr. Clifford; West, Dr. Kevin; Lee, Ronald; Salley, Rita; Wildy, Candace; Uqdah, Karen;

'drpugliesecasa@aol.com'; 'Pietro Petino'; 'local617@aol.com'; 'gail.muhammad@gmail.com'; 'abyron@opeiu32.org'

Subject: Recertification Schedule

Good Afternoon:

Pursuant to Recertification memoranda remitted to each School Location several weeks ago, I have attached posters listing the schedule to be followed by each school according to the respective SLT.

Benefit Services Representatives will come to each location on the scheduled date.

To be as effective as possible, I am requesting for each Principal to provide a designated processing area (computer lab, multipurpose room, auditorium etc...). We will need two (2) oblong tables, six (6) chairs and access to a copier. We will bring our own paper.

Employees will be required to complete new enrollment applications and to present proof of eligibility for all dependents. For expediency, we will deliver applications to each school location one day prior to the scheduled date for processing. This will give employees an opportunity to complete the forms in advance.

Please remember that Recertification begins at 10:00AM on your scheduled date. We will arrive at each school location by 9:00AM to set up our work stations in the designated area that you provide.

We have scheduled the Open Enrollment Benefits Fair 2008 for Saturday, September 27, 2008 at Camden Middle School from 9:00AM-3:00PM. Employees will be able to speak to the health benefit carriers directly.

If employees miss their scheduled date for Recertification, Benefit Services has scheduled "Make-Up Days" for all locations on the following Saturdays from 9:00AM to 2:00PM:

Saturday, October 4, 2008

Saturday, October 11, 2008

Saturday, October 18, 2008

Saturday, October 25, 2008

You may print this poster draft on 8.5" x 14" legal size paper. Please print copies and distribute them to each employee at your location. You will also receive two (2) colored posters via interoffice mail. Please post them on your bulletin board and near the KRONOS clock.

If you have any additional questions, please feel free to contact Mrs. Gail Hardy at ext. 7336.

Thank you all in advance for your cooperation as we all embark on this great Recertification endeavor.

Legretha Wingo
Benefits Administrator
Newark Public Schools
Human Resource Services
Office of Benefit Services
(973) 733-6567