

# Open Positions

The following positions are open at Clark College as of March 5, 2015. To apply for any of these positions or learn more about them, visit <http://www.clark.edu/jobs>.

## **CLASSIFIED POSITIONS (WITH CLOSING DATE):**

Plumber – Maintenance Mechanic 3 (Continuous)

Fiscal Specialist 2 (3/10/15 3:00 PM)

Health Occupations Credential Evaluator (Program Specialist 2)  
(3/19/15 3:00 PM)

## **FACULTY POSITIONS (WITH CLOSING DATE):**

Tenure-Track Baking Instructor (Continuous)

## **TEMPORARY POSITIONS (WITH CLOSING DATE):**

Part-time CADD and Engineering Instructor (Continuous)

Part-time Cisco CCNA Instructor (Continuous)

Part-time Computer Science and Engineering Instructor  
(Continuous)

Part-time Fiscal Technician 1 (Continuous)

Part-time Fiscal Technician 3 (03/17/15 3:00 PM)

Part-time Information Technology Instructors (Continuous)

Part-time Mechatronics Instructor (Continuous)

Part-Time Microsoft Applications Instructor (Continuous)

Part-Time Microsoft Network Technology Instructor (Continuous)

Part-time Nursing Instructor (Continuous)

Part-Time Program Assistant (Event Services) (3/9/15 3:00 PM)

Sign Language Interpreter (part-time hourly) (Continuous)

**FOUNDATION OPPORTUNITIES (CONTACT PERSON LISTED):**

Reception Desk – Volunteer position (Contact Person: Kim Lee – 992-2319 or klee@clark.edu)

Foundation – Database Specialist (Contact DBS@TJandassociates.com)

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## **Fall 2014 Classified Staff Excellence Award**



Heather White

Congratulations to Heather White, recipient of the 2014 Fall Quarter Classified Staff Excellence Award! The following is taken from her award nomination:

**Heather White** is the Program Support Supervisor for Disability Support Services. She has been with the college since 2002.

Heather provides a tremendous service to the community by facilitating communication between hearing and deaf consumers. Heather interprets and provides accessibility for campus events professionally and holds herself to the high standards of skill that she expects from all of her interpreters. Her performance in her work is the very definition of "excellence."

Heather always has a great attitude. She is compassionate to everyone who comes in seeking help. She takes the time to know the specific needs of the deaf students and the interpreters, and matches the student's needs with the interpreter's strengths. What is important to the student is important to Heather.

Heather works to improve our community in many ways. She is involved with the Sign Language Interpreter Program Advisory Committee at Portland Community College and is on the

Washington School for the Deaf Post High School Advisory Committee as well as the State Deaf Transfer Fair Local Advisory Committee. She is also on the Commencement committee and provides the interpretation at Commencement to make it accessible to deaf students, faculty, staff and audience members. She has taken on the role of placing interpreters for Washington State University Vancouver and Lower Columbia College.

Heather is a wonderful person to work with and for. Whether someone is a new or veteran interpreter, she makes sure we all feel respected and supported. She always listens actively and attentively and looks at each person as an individual.

### **Congratulations to all of the fall quarter nominees:**

**Vanessa Meyer:** Vanessa is doing a great job in the department. She pays attention to details and maintains the office and its immediate environment, including the mailroom, elegantly. Vanessa is cheerful, polite and shows courtesy to the faculty. When help is needed, she takes prompt action. Her messages are clear and precise. Everything she does is orderly.

**Susan Taylor:** Susan is in charge of all admissions at Clark International Programs and she always manages to get everything in order to perfection. She wants to help every person she comes in contact with. Whether it is a student or a co-worker or someone outside of our campus, she is willing to take all the time needed to make you feel comfortable and confident. Susan respects everyone. She is always the bigger person and is always polite, no matter what the situation.

**Thor Tesdale:** Thor works tirelessly to maintain the interior and exterior appearance of the college. He takes great pride in his work and makes sure the job is completed to satisfaction and on time. Thor prioritizes jobs so that the most pressing deadlines are met first. He is very personable and is willing to “bend” his schedule as much as possible to accommodate the needs of other individuals. Thor’s calm and respectful personality is a beneficial addition to Facilities

Services. The personal thank-you notes he has received are additional evidence of his high level of service.

The College Community will celebrate all 2014-2015 nominees and recipients at the Annual Ice Cream Social.

The Classified Staff Excellence Award was established in 2005 and recognizes classified staff who have demonstrated exemplary work performance, outstanding customer service, a positive and cooperative spirit, and special achievements or contributions to the college community. Thanks to the support of the Clark College Foundation, each quarter's recipient receives a \$400 cash award.

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## Important Retirement Plan News



When benefits-eligible employees first enroll in a retirement plan here at Clark, they choose between plan options that are specific to their job classification. Some plans require you choose a contribution rate, and usually

that contribution rate is irrevocable. In January, however, some employees (primarily faculty and classified) may have the option to make a change.

### **FACULTY**

In January 2015, faculty employees who are participants in the Teacher's Retirement System Plan 3 (TRS Plan 3) will have the

opportunity to change their contribution rate as they have in past years every January. If you are a TRS Plan 3 member this is the LAST time you will have the opportunity to change your rate without changing employers. You can do this by completing a **TRS Plan 3 Contribution Rate Change Form** and turning it in to HR between January 1 and 31. Forms are also available online at [www.drs.wa.gov](http://www.drs.wa.gov) or in HR.

Most benefits-eligible faculty members are on the TRS plan or TIAA-CREF. If you don't know which plan you are on check your paystub, which you can access from <https://www.clark.edu/EHT>.

### **CLASSIFIED EMPLOYEES & OTHERS**

Each January, some employees who are in the Public Employees Retirement System Plan 2 (PERS Plan 2) have the opportunity to transfer to PERS Plan 3. Classified employees are most often enrolled in either PERS 2 or PERS 3. Check your paystub if you don't remember which plan you are on. You can transfer if you were hired before 3/1/2002. When you log in to your account in [www.drs.wa.gov](http://www.drs.wa.gov) you will see a message if you are able to transfer. If you transfer, you cannot go back to Plan 2. Also, if you are a TRS Plan 2 member (very few of us are), you have the opportunity each January to transfer to Plan 3. To educate yourself on the differences between the two plans go to [www.drs.wa.gov](http://www.drs.wa.gov). To transfer to Plan 3, complete the **Member Information Form** and turn it in to HR by January 31, 2015.

**TIAA-CREF PARTICIPANTS** (Administrative/Exempt and Faculty employees)

We will be offering individual sessions next quarter on January 27, 28, & 29 on the main campus in HR. Watch your email for an invitation and information about how to register.

### **EMPLOYEES IN A DRS PLAN CLOSE TO RETIREMENT**

The 2015 Retirement Planning Seminar Schedule is now available from the Department of Retirement Systems (DRS). If you are a

member of SERS, PERS or TRS and within five years of retirement you may want to register for and attend a seminar. The schedule of seminars in Washington for 2015 is now **online**. If you do not find a seminar near your location or on a date that is convenient for you, you may be interested in viewing our **recorded seminar** online. This seminar was recorded in Wenatchee on August 9, 2014, and is available for viewing at any time.

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## Winter 2014 Classified Staff Excellence Award

Congratulations to **Janice Taylor**, recipient of the 2014 Winter Quarter Classified Staff Excellence Award!



Tutoring and  
Writing Center  
Program Manager  
Janice Taylor

Janice is the Program Manager for the Tutoring and Writing

Center. She started working in the center as a part-time work study student in 2006; was later hired on as a full-time Program Assistant, and recently promoted to Program Manager. Her nominators describe her as a “model of organization and efficiency, regularly doing the work of several people in a single day.”

“Janice is constantly initiating new projects to better our department,” continues her nomination. “She is widely known for the respect she shows to her fellow workers and students, and her vigilance about maintaining a positive and professional environment in the tutoring centers. She figures out solutions to complex problems and finds ways of using limited resources more effectively and efficiently.”

One employee sums it up by saying, “Janice is truly amazing and a huge asset to Clark College!”

### **Congratulations to all of the winter quarter nominees:**

**Sally Demos** *“Sally has provided excellent service to the Clark College community for the past 29 years. She frequently goes above and beyond her basic job responsibilities because of her work ethic and belief and support of the mission of Clark College. She is an excellent communicator and possesses a wealth of knowledge that has positioned her as the go-to person regarding campus culture and the history of the college.”*

**Joanne Emel** *“Joanne is always positive and friendly. She responds with an upbeat tone and helpful attitude, and solves problems quickly and to my satisfaction. She makes my job easier by being excellent at her job.”*

**Darci Feider** *“Darci is very organized and on top of her work. She resolves issues graciously, and takes care of questions and concerns right away. Darci gets along well with her co-workers and is pleasant and professional. She reflects great customer service for the Purchasing Department.”*

**Vanessa Meyer** *“Vanessa is friendly and helpful. She remembers*



*the needs of faculty members and retains a positive attitude, regardless of the request. She maintains the documents, keys and workspace well."*

**Derald Richards** *"Derald consistently performs at a level above and beyond the scope of his job. He is quick to submit ideas and solutions, and will take the lead on projects. Derald can be counted on to deliver and complete a task, no matter how difficult."*

**Sarah Thorsen** *"Sarah does anything and everything she can for our department. She goes out of her way to take care of the students and faculty, and she does so with a smile. Sarah is extremely intelligent and will gladly share advice for how to handle difficult situations, based on her extensive experience teaching special needs students."*

The College Community will celebrate all 2013-2014 nominees and recipients at the Annual Ice Cream Social held in September.

The Classified Staff Excellence Award was established in 2005 and recognizes classified staff who have demonstrated exemplary work performance, outstanding customer service, a positive and cooperative spirit, and special achievements or contributions to the college community. Thanks to the support of the Clark College Foundation, each quarter's recipient receives a \$400 cash award.

*Karen Ferguson submitted this article. Photo: Clark College/Jenny Shadley*

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# New Hires

**Andrea Finnegan** was appointed to the classified staff position of Program Assistant in the Nursing Department effective January 13, 2014. She has a bachelor's degree from Central Washington University. Andrea has previous work experience at Clark College, Twilight Pizza Bistro, and Central Washington University.

**Mishel Kirby** was appointed to the classified staff position of Administrative Assistant 2 in the Office of Instruction effective January 9, 2014. She has a bachelor's degree from University of Puget Sound. Mishel has previous work experience at Auburn Adventist Academy and Auburn City SDA Church.

**Emily Melgoza** was appointed to the classified staff position of Program Coordinator at Columbia Tech Center effective January 16, 2014. She has a bachelor's degree from Washington State University Vancouver. Emily has previous work experience at Washington State University Vancouver.

**Sabra Sand** was appointed to the administrative position of Director of Business Services effective January 1, 2014. She has a bachelor's degree in Accounting from Washington State University Vancouver. Sabra has previous work experience at Clark College.

**Janice Taylor** was appointed to the classified staff position of Program Manager A in the Tutoring and Writing Center effective December 23, 2013. She has a bachelor's degree from Washington State University. Janice has previous work experience at Clark College Marla Heikkala & Associates, and Lou M. Baran, P.S.

**Nakia Vercher** was appointed to the classified staff position of Grants and Contracts Accountant (Fiscal Analyst 2) effective December 16, 2013. She has an associate degree from Tacoma Community College. Nakia has previous work experience

at Clark College and Catholic Community Services.

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## Fall 2013 Classified Staff Excellence Award



Associate Vice President of Human Resources Darcy Rourk, *left*, congratulates Advising Office Assistant Jessica Bateman on winning the fall 2013 award for Classified Staff.

Associate Vice President of Human Resources Darcy Rourk, *left*, congratulates Advising Office Assistant Jessica Bateman on winning the fall 2013 award for Classified Staff. Congratulations to Advising Office Assistant **Jessica Bateman**, recipient of the Fall Quarter 2013 Classified Staff Excellence Award.

"Jessica always strives to meet the needs of the public, community, and co-workers with her high level of service," a nominator wrote. "She has built relationships with vocational

counselors whose clients often have short timelines for completion of programs, and they count on her when they need assistance or to connect with an advisor. When working with the public, she will always ask additional questions, ensuring that people leave with everything they need so that they don't have to return or call for something she could have helped with."

Congratulations to all of the Fall Quarter 2013 nominees:

**Vicki Cheng** *"Vicki has been a Clark employee for 31 years and her reputation reflects her dedication to students, faculty and staff at Clark College. She is a tremendous asset to Clark College in so many different ways in her various roles, and she handles it all with a calm intelligence and a great sense of humor."*

**Joy Horning** *"Joy distributed additional desk copies of textbooks to the faculty and consistently reminded us of documents that needed to be submitted. She is helpful, knowledgeable in her subject area and pleasant to work with."*

**Rebecca Kleiva** *"Rebecca provides outstanding customer service. Her knowledge and eagerness to learn things that are outside of her normal job responsibilities help to ensure that the customer service that she provides to the public, community and co-workers is top-notch."*

**Susan Muir** *"Susan has provided streamlined processes and efficiencies in all of the major projects with which I have been involved with her. I have come to rely on Susan in many areas of work and I know she has consistently provided behind the scenes organization in many projects and events. If it is running smoothly, Susan has had her hand in it."*

**Derald Richards** *"Derald's overall job performance at CTC is reliable, excellent and noteworthy. He constantly has a cheerful attitude, and can be counted on to deliver and complete the task no matter how difficult. One of Derald's coworkers describes him as 'super wonderful!!'"*

**Michael Shingle** *"Mike works collectively with other units in Student Affairs to better serve students and provide information that may go beyond the scope of the Advising Office. When he can, he will go above and beyond by facilitating the connection between student and campus resources/referrals. His positive spirit and go-getter attitude has been a contagious asset that is seen and heard across Student Affairs."*

**Sarah Weinberger** *"Sarah is constantly going above and beyond in her work in the Career Services office. This is evidenced by her ability to balance a variety of tasks on a daily basis. Her creativity is apparent in everything from developing a social media plan for the Career Services office, executing marketing efforts for events, and planning career and job fairs on campus."*

The College Community will formally recognize all 2013-2014 nominees and recipients at the Annual Ice Cream Social.

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*Karen Ferguson submitted this article. Photo: Clark College/Jenny Shadley*

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## New Hires

Sophanarith Lem was appointed to the classified staff position of Information Technology Specialist 3 in the ITS department

effective December 2, 2013. Sophanarith has previous work experience at Pacific University, Five-Star Audiovisual, Dthree Productions and PSAV.

Kandice Ripplinger was appointed to the classified staff position of Program Coordinator in the Financial Aid department effective October 16, 2013. Kandice has previous work experience at Clark College, TGI Fridays, Domino's Pizza and Pizza Hut.

Joanne Vaughn was appointed to the classified staff position of Program Coordinator in the Financial Aid department effective October 16, 2013. Joanne has previous work experience at Clark College, Burgerville and Van Tech Enterprises.

Shelly Williams was appointed to the classified staff position of Program Coordinator in the Music department effective part-time November 12, 2013, and full-time January 2, 2014. Shelly has previous work experience at Portland Columbia Symphony Orchestra, Gila Valley Arts Council, and Gila Valley Animal Hospital.

Cheryl Yarwood was appointed to the classified staff position of Early Childhood Specialist 3 in the Child and Family Studies department effective October 10, 2013. Cheryl has previous work experience at Clark College, Stewart Title Corporation and Vancouver Children's Therapy Center.

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# New Hires

**Andrea Castillo** was appointed to the classified staff position of Program Assistant in the Financial Aid Department effective November 11, 2013. Andrea has previous work experience at Clark College and Gottschalk's, Inc.

**Dennis Davis** was appointed to the classified staff position of IT Technician 2 in the eLearning Department effective December 2, 2013. He is a current student at Clark College. Dennis has previous work experience at Clark College and Sundial Time Systems.

**De'Sha Wolf** was appointed to the exempt position of Student Success Retention Manager effective November 25, 2013. She has a bachelor's degree from Northwestern University and both master's and doctorate degrees from University of California, Los Angeles. De'Sha has previous work experience at Loyola University, Chicago and University of California.

*For information on currently open positions at the college, please visit the college's Human Resources department online.*

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# Open Enrollment





## NEWS FROM HUMAN RESOURCES

**ATTENTION ALL MEDICAL AND DENTAL BENEFIT-ELIGIBLE EMPLOYEES:  
OPEN ENROLLMENT BEGINS NOVEMBER 1, 2013, AND ENDS ON NOVEMBER  
30, 2013.**

THIS IS YOUR OPPORTUNITY TO MAKE CHANGES WHICH WILL BE  
EFFECTIVE JANUARY 1, 2014.

The HCA "For Your Benefit" newsletter about Open Enrollment  
can be viewed electronically at: [October 2013 For Your  
Benefit](#)

The PEBB Health Care Authority website provides many links to  
information: [Health Care Authority Home Page](#)

What's Changing in 2014: [Changes for 2014](#)

Effective July 1, 2014, surcharges will be added to some  
employees' monthly premiums:

The new state budget, signed into law June 30, 2013, included  
several changes related to Public Employees Benefits Board



(PEBB) benefits. The budget included two new surcharges:

- A \$25-per-month surcharge to premiums for employees and enrolled family members who use tobacco products, and
- A \$50-per-month surcharge to premiums for members who cover a spouse or domestic partner where the spouse or domestic partner has chosen not to enroll in other employer-based group health insurance that has an actuarial value of not less than 95 percent of the actuarial value of the PEBB plan with the largest enrollment.

Message from Health Care Authority: "PEBB continues to receive questions about the spouse and tobacco surcharges that will begin in July of 2014. We appreciate your questions and understand that there are concerns about how the surcharges could affect you and your family. Because the surcharges have so many potential impacts, we are working to ensure we've considered all aspects in member feedback as part of our decision-making process."

Please visit PEBB's website to see current information on the status of the surcharges: Surcharges

At this time, PEBB has not determined if employees will be given an opportunity to make changes before the surcharges start in July.

For those employees who believe the \$50 surcharge may affect their monthly premiums, you may want to determine if the coverage your spouse carries will allow changes when your premiums are affected in July.

**If you do not wish to change your current medical or dental plans, and you not want to enroll in a FSA or DCAP Plan for 2014, you do not need to do anything, but it is recommended that you review your online account information to verify its accuracy.**

Go to the PEBB website and select My Account on the left side of the page. (If you haven't registered yet through PEBB's upgraded system, select *Register* under *New User*.) Input your email address and password. You'll see which plans you currently have and family members enrolled on your account.

**YOU CAN MAKE THE FOLLOWING CHANGES DURING OPEN ENROLLMENT:**

1. CHANGE MEDICAL OR DENTAL PLANS. If you are considering changing dental plans, be very certain your dentist will be available to you in the new plan. We recommend contacting the plan for confirmation. Plan customer service information is available at the HCA website: Medical Dental Plan Contact Information
2. ENROLL, IF YOU HAD PREVIOUSLY WAIVED COVERAGE
3. WAIVE MEDICAL COVERAGE, IF YOU HAVE OTHER COMPREHENSIVE GROUP MEDICAL COVERAGE (Coverage through the Health Benefits Exchange is **not** considered group coverage)
4. ADD ELIGIBLE FAMILY MEMBERS WITHOUT PROOF OF LOSS OF OTHER COVERAGE
  1. Dependent Verification documents are required if the dependent was not previously verified.
  2. Dependent children are not required to be enrolled in school to be covered up to age 26.
5. REMOVE FAMILY MEMBERS
6. CHANGE MEDICAL INSURANCE PREMIUM DEDUCTIONS TO PRE-TAX OR POST-TAX (IRC Section 125)
7. RE-ENROLL / ENROLL IN FLEXIBLE SPENDING (to continue participation in FSA, you must re-enroll every year)
8. RE-ENROLL / ENROLL IN DEPENDENT CARE ASSISTANCE PROGRAM (to continue participation in DCAP, you must re-enroll every year)

MONTHLY MEDICAL INSURANCE PREMIUMS FOR 2014:

Additional surcharges will be added to some employees' monthly premiums effective July 1, 2014 (see information above)

## **HOW TO MAKE CHANGES IN MEDICAL/DENTAL COVERAGE**

- 1) To make changes online: Go to the PEBB website and select My Account on the left side of the page. (If you haven't registered yet through PEBB's upgraded system, select *Register* under *New User*.) Input your email address and password. You'll see which plans you currently have and family members enrolled on your account. You can change medical and dental plans, waive medical coverage (if you have other comprehensive group medical coverage), or remove family members. We suggest you print the confirmation page when you're done for your own records and check back a few days later to be sure you got the coverage you want.
- 2) Complete the hardcopy 2014 Employee Enrollment/Change form and submit this to Human Resources by 11-30-13.

### **To obtain a hardcopy form:**

- a) Go to the HCA website, complete the form, print it off, sign and submit to HR [http: 2014 Employee Enrollment Change](http://2014EmployeeEnrollmentChange.com), or
- b) Pick up a form at the Clark College Human Resources Office (x2105)

If dependent verification documents are required, review the list of valid verification documents: Dependent Verification Documentation

## **PEBB's CDHPs (High Deductible Plans) for 2014**

The PEBB Program offers consumer-directed health plans (CDHP) with a health savings account (HSA) through Group Health, Kaiser Permanente, and the Uniform Medical Plan (UMP).

If you are currently enrolled in a CDHP or are considering enrolling in a CDHP for 2014, here are a few reminders:

- The CDHP has a lower monthly premium balanced with

higher annual deductibles and higher out-of-pocket maximums.

- To enroll in a CDHP, you must meet the eligibility requirements of the HSA.
- The maximum contribution to the HSA for 2014 is \$3,300 for an individual and \$6,550 for an employee with one or more family members on the account. Employees ages 55 or older may contribute up to \$1,000 more annually.

– Your employer contributes \$58.34 per month (\$700.08 per year) if you are enrolled as an individual and \$116.67 per month (\$1,400.04 per year) if you are enrolled with one or more family members.

– You may also make contributions through payroll deduction (if your employer offers payroll deduction) or make a deposit directly into the HSA.

– When you calculate your contribution for the year, please include both the employer contribution and your individual contribution. Verify that you're not exceeding the maximum contribution allowed for the year. The *Employee Authorization for Payroll Deduction to Health Savings Account* form can help with your calculations.

- The HSA funds are yours to use to help pay for IRS-qualified, out-of-pocket medical expenses. The funds carry over from year-to-year, and remain yours even if you are no longer enrolled in the CDHP, leave your job, or retire.

More information about the CDHP and the HSA is available on the PEBB website.

**[LINKS TO MORE HELPFUL INFORMATION:](#)**

Health Care Authority Home Page

October 2013 For Your Benefit Newsletter

## Compare Medical Plans

### Medical Dental Plan Contact Information

### Open Enrollment Videos

### Dependent Verification Documentation

### Summaries of Benefits and Coverage

### TO FIND OUT WHAT MEDICAL AND DENTAL PLAN YOU AND YOUR DEPENDENTS ARE CURRENTLY ENROLLED IN:

Go to the PEBB website and select My Account on the left side of the page. (If you haven't registered yet through PEBB's upgraded system, select *Register* under *New User*.) Input your email address and password. You'll see which plans you currently have and family members enrolled on your account.

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Do you wish to enroll in **FLEXIBLE SPENDING** for 2014?

New Vendor for Flexible Spending: **Flex-Plan Services, Inc.**, has been selected as the new vendor to provide PEBB's flexible spending account (FSA) and Dependent Care Assistance Program (DCAP). ASIFlex, PEBB's current vendor, will continue to provide services through 2013, including the grace period.

If you are enrolled in Flexible Spending for 2013 and you wish to continue participating in 2014, you **MUST** re-enroll by November 30, 2013. Eligible employees not currently enrolled in the flexible spending account (FSA) must also enroll by November 30, 2013, in order to participate during 2014. On-line enrollment and hardcopy enrollment forms will be available on November 1, 2013. Eligible employees will have their annual contribution split over the following number of paychecks:

Classified/Exempt/Administrative employees: 24 payrolls

Full-time Tenure Track Faculty: 19 payrolls

Full-time Temporary Faculty with fall-winter-spring contracts: 12 payrolls

Full-time Temporary Faculty with winter-spring contracts: 11 payrolls

Adjunct Faculty: 6 payrolls

Cyclic employees: determined by Payroll Office

For Plan Year 2014 – The FSA is a PEBB-sponsored benefit that allows you to redirect a portion of your salary on a pre-tax basis to pay for your out-of-pocket health care expenses. The funds are deducted from your pay before FICA and Federal income taxes are calculated and can result in savings up to 40%. You can set aside as little as \$240 or as much as \$2,500 for the calendar year. The full amount you set aside for your FSA contribution is available on your first day of coverage for expenses.

Flex-Plan Service Home Page:

<http://pebb.flex-plan.com/home/default.aspx>

Flex-Plan On-Line Enrollment:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on “Enroll Online”)

Flex-Plan hard copy enrollment form:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on “Enroll via Paper”)

Flex-Plan 2014 FSA Enrollment Guide:

<https://pebb.flex-plan.com/pdf/2014FSAEnrollmentGuide.pdf>

Frequently Asked Questions:

[https://pebb.flex-plan.com/part/FAQ\\_FSA.aspx](https://pebb.flex-plan.com/part/FAQ_FSA.aspx)

Flex-Plan Contact Information:

<http://pebb.flex-plan.com/home/contact.aspx>

Do you wish to enroll in DCAP for 2014?

New Vendor for DCAP: **Flex-Plan Services, Inc.** has been selected as the new vendor to provide PEBB's flexible spending account (FSA) and Dependent Care Assistance Program (DCAP).

ASIFlex, PEBB's current vendor, will continue to provide services through 2013, including the grace period.

If you are enrolled in the Dependent Care Assistance Program for 2013 and you wish to continue participating in 2014, you **MUST** re-enroll by November 30, 2013. Eligible employees not currently enrolled in DCAP must also enroll by November 30, 2013, in order to participate during 2014. Online enrollment and hardcopy enrollment forms will be available on November 1, 2013.

The DCAP allows you to redirect a portion of your salary on a pre-tax basis to pay for your qualified day care costs for your dependents (e.g. preschool, babysitting, before/after school care, in-home care for a disabled dependent). The funds are deducted from your pay before FICA and Federal income taxes are calculated and can result in savings up to 40%. You can set aside as much as \$5,000 for the calendar year (\$2,500 if you and your spouse file separate tax returns).

Flex-Plan Service Home Page:

<http://pebb.flex-plan.com/home/default.aspx>

Flex-Plan On-Line Enrollment:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on "Enroll Online")

Flex-Plan hard copy enrollment form:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on "Enroll via Paper")

Flex-Plan 2014 DCAP Enrollment Guide:

<https://pebb.flex-plan.com/pdf/2014DCAPEnrollmentGuide.pdf>

Frequently Asked Questions:

[https://pebb.flex-plan.com/part/FAQ\\_DCAP.aspx](https://pebb.flex-plan.com/part/FAQ_DCAP.aspx)

Flex-Plan Contact Information:

<http://pebb.flex-plan.com/home/contact.aspx>