

Substitute Eligibility for Health Insurance Coverage

Pearland ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Pearland ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 30 days from date of hire. If you decline coverage, you cannot enroll again until the next annual enrollment period, unless you experience a special enrollment event. The 2020 -2021 Annual Enrollment period will end on August 14, 2020. Medical plan summaries and rates can be found under Quick Links on the Substitutes page of the Pearland ISD website at <http://www.pearlandisd.org/Page/260>.

If you elect to enroll, **you will be responsible for the full premium.** **Note: *If you choose to enroll in the medical coverage, you must submit your first month of premium payment to the Benefits Office in Human Resource Services, by August 5th.*** You may contact the Benefits Office at benefits@pearlandisd.org or 281.485.3203.

The premiums for subsequent months must be submitted to Pearland ISD, Attn: Benefits Office at 1928 N. Main St., Pearland Texas, 77581, by the 5th day of the preceding month. If the 5th day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- you do not accept at least 5 assignments per semester
- you do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.