

**ARLINGTON CENTRAL SCHOOL DISTRICT
ANNOUNCEMENTS
November 8, 2019**

403(b) UNIVERSAL AVAILABILITY NOTICE

What is a 403(b)

A 403(b) plan is a retirement plan that allows public school employees to contribute pre-taxed dollars to annuity contracts or custodial accounts (mutual funds). The employee elects to make contributions by use of a Salary Reduction Agreement (Omni SRA Form). Earnings on these contributions are also tax deferred; however the contributions are subject to FICA at the time they are contributed.

The Arlington Central School District works with a firm, The OMNI Group, to administer our Tax Sheltered Annuity (403b) Program. The OMNI Group ensures that the district, participants of the program and the vendors and agents adhere to the many compliance regulations promulgated by the IRS.

The Opportunity.

You have the opportunity to save for retirement by participating in the Arlington Central School District's 403(b) plan ("Plan"). We recommend that all employees view the 403B videos under the Participant Tab on the OMNI403B website explaining what a 403(b) plan is, and how to contribute.

The videos can be viewed on OMNI's website under the participant section of the website.

If there are any questions, you may contact the Plan's administrator, The OMNI Group at 877-544-6664.

How Can I Participate?

You can participate in the Plan with pre-tax contributions by completing and submitting a Salary Reduction Agreement ("SRA") online at <http://www.omni403b.com/>, or by submitting a completed SRA form, which can be found on the same website, to The OMNI Group either by facsimile to (585) 672-6194 or by mail to 1099 Jay St., Bldg. F, Rochester, NY, 14611 ("OMNI"). The OMNI website will also provide an up-to-date list of the participating vendors.

How Much Can I Contribute Annually?

You may contribute up to \$19,000 in 2019; this amount is subject to change annually. If you have at least 15 years of service with your employer or you are at least 50 years old, you may also be able to make additional catch-up contributions. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 1-877-544-6664.

What If I Already Have An Account?

If you are already contributing to the Plan, and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. See directions above for on-line and paper submission options.

What If I Do Not Want To Contribute?

If you do not want to take advantage of this program, simply submit an SRA with the option "I do not wish to participate at this time" selected. See directions above for on-line and paper submission options.

How can I get more information?

You can access further information at www.omni403b.com, or through the Arlington Website www.arlingtonschools.org:

Departments
Business Office

Links

Omni-403b Retirement Savings

What to do if you are Injured on the Job

On-the-Job Injuries

Workers' Compensation is a form of insurance for workers who are injured or become ill as a result of their job. It provides medical care and lost wage benefits if your ability to work is affected. You don't need to lose time from work in order to file a claim.

Your Responsibilities:

1. Immediately: Get medical treatment.

Medical Care - You can receive medical care from any provider that is authorized to treat workers' compensation patients. You can find a list of authorized doctors on www.wcb.ny.gov/hps/HPSearch.jsp, or by calling 1-800-781-2362. *All hospital emergency departments and Urgent Care facilities accept Worker's Compensation.*

If you prefer to see your own doctor, when making your appointment, tell the person at the office that you were injured at work and confirm that your doctor accepts workers' compensation.

DO NOT USE YOUR HEALTH INSURANCE CARD OR PAY A CO-PAY.

This care is covered whether or not you lose time from work. It is also paid in addition to any benefits you get for missed wages.

2. Tell your supervisor about the accident and fill out the required report.
 - The Head Custodian in each Building has the form and information needed to report your accident or call the Central Office – 486-4450 ext. 20155.
 - Employees of the Transportation Department should contact:
 - Nancy Papp - Arlington Garage 486-4955 ext. 10106
 - Debra Hogan - LaGrange Garage 486-4955 ext. 10015
 - Other Staff Members can obtain the necessary forms by contacting the Business Office – WC Department 486-4450 ext. 20155
3. Medical disability reports must be submitted to your supervisor and to the Business Office WC Department.
4. Try to return to work as soon as you are physically capable.
5. File an Employee Claim (Form C-3) with the Workers' Compensation Board as soon as possible (you must notify the WC Board of your injury or illness within two years).

What happens if I am unable to work?

If you are unable to work because of your injuries, you must get a medical disability note from your treating physician. Refer to your collective bargaining agreement to find out how any absences will be recorded.

Pharmacy Charges

You may go to any pharmacy. Make sure the pharmacist is aware you have a workers' compensation case because many will bill the carrier directly, rather than you. **DO NOT USE YOUR HEALTH INSURANCE MEDICAL/PRESCRIPTION CARD.**

Additional Information

Refer to your contract for additional information related specifically to your employment with the District. If you still have questions you can contact your Union Representatives or the District Office at 486-4450 ext. 20155.

Workers' Compensation Contacts

Claims Administrator
Wright Risk Management
Stacy Barry
516-750-9418

Nurse/Case Manager
The Kingtree Group
888-853-6412

Business Office
486-4450 ext. 20155

WC Board
(877) 632-4996