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## Medical Insurance Available to Substitutes and Other Temporary Employees Expected to Work 10 Hours or More Per Week

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Waller ISD provides health coverage to eligible substitute and other temporary employees through TRS-ActiveCare. A district substitute or temporary employee 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 Waller 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 (not accept) medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline (not accept) medical coverage during the annual open enrollment. If you do not accept or decline coverage, you cannot enroll again until the next plan year unless you experience a Special Enrollment Event.

If you elect to enroll, **you will be responsible for the full premium.** You must submit payment for one calendar month with your enrollment form (see reverse). **Payroll deduction is not an option.** The premiums for subsequent months will be paid directly to the Benefits Administrator by the 1<sup>st</sup> of each month of coverage. If the 1<sup>st</sup> of the month falls on a weekend or a day the district is closed, the payment must be made the preceding business day. You have a 30 day grace period. Failure to pay by the end of the month will result in loss of coverage retroactively. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare for other reasons.

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 of coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop; therefore, you would not be eligible for COBRA.

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 return a letter of reasonable assurance by expected deadline

A substitutes or temporary workers is **not eligible** for TRS-ActiveCare coverage if you are:

- A TRS retiree receiving, or who declined coverage, under TRS-Care, including a retiree who has returned to work.
- Receiving health care coverage as an employee or retiree under the Texas State College and the University Employees Uniform Insurance Benefits Act or under ERS and the Texas Employees Uniform Group Insurance Benefit Act.



# Substitute Enrollment Form 2022-2023

Please complete, sign, and return the original copy of this form to the Benefits Administrator.

*Please complete all fields:*

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Print Name

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Home Address, State, Zip Code

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Signature

-----  
Phone Number

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Date Signed

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Social Security Number

*Initial one of the following:*

----- I elect to enroll and understand if I do not pay my premium a month in advance by the last day of each month my coverage will be canceled.

----- I elect to decline coverage at this time and understand I will not be able to elect benefits until the next open enrollment period or a special enrollment event.

----- I am not eligible for TRS-ActiveCare Coverage because I am either

- TRS retiree receiving, or who declined coverage, under TRS-Care, including a TRS retiree who has returned to work.
- Receiving health care coverage as an employee or retiree under the Texas State College and the University Employees Uniform Insurance Benefits Act or under ERS and the Texas Employees Uniform Group Insurance Benefit Act.

*Select one if enrolling:*

Employee Monthly Contribution	TRS ActiveCare HD	TRS ActiveCare Primary	TRS ActiveCare Primary+	TRS ActiveCare 2 (Closed to New Enrollees)	Scott & White HMO
Employee Only	\$407.00	\$395.00	\$496.00	\$1013.00	\$527.81
Employee + Spouse	\$1145.00	\$1113.00	\$1212.00	\$2402.00	\$1325.22
Employee + Children	\$731.00	\$709.00	\$798.00	\$1507.00	\$848.31
Employee + Family	\$1370.00	\$1332.00	\$1523.00	\$2841.00	\$1525.20

**\*For more information on the medical plans listed above please visit [www.wallerisd.net/Page/103](http://www.wallerisd.net/Page/103).**

If this medical election/declination form is not returned, the district will assume you have resigned and inactivate your status in the substitute system.

If electing coverage, please make check payable to Waller ISD and remit payment to:

Waller ISD  
Benefits Department  
2214 Waller Street  
Waller, Texas 77484