

WHAT'S NEW AT ASCIP?

- Request a Certificate of Insurance online through [ecertsonline](#) (call your ASCIP Risk Consultant for information).
- On-line Safety Training and tracking system through Brit-contact Martha Espinoza for a demo.
- Need help preparing for the ACA? Call Dan Sanger.
- Have you noticed the new [Lessons Learned](#) bulletins? Learn from other members.
- Did you miss the Codes & Regs workshop? Handouts are posted in Risk Services on www.ASCIP.org.

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ASCIP Views

ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS

Preparing For The Affordable Care Act

By now you have heard that employer “play or pay” penalties associated with the Affordable Care Act (ACA) were postponed until 2015. However, that doesn’t mean schools shouldn’t start thinking about and preparing for the ACA now to avoid potentially hefty fines for non-compliance in the future. According to Dan Sanger, Senior Director of Health Benefits for ASCIP, the biggest issues schools should be addressing right now are 1) counting and tracking the hours of part-time or seasonal employees to determine if they might be classified as “full-time” under ACA by working an average of 30 hours or more per week; 2) determining what changes to plan designs and employer contributions may need to be made to avoid affordability penalties; and 3) keeping up with the ever-changing requirements of the ACA!

When counting hours of service, schools must either disregard or provide credit for hours of service during periods in excess of four weeks when no hours of service are earned. In other words, periods such as summer breaks must be excluded when determining

whether an employee meets the definition of “full-time” under the ACA.

In addition, many schools offer benefits that are subject to collective bargaining agreements which may be “locked in place” for multiple years as are result of contractual negotiations. The “locked-in” benefits may include premium contributions that fail to meet ACA affordability requirements, and/or the benefits may be rich enough to trigger the Cadillac Plan Tax in 2018. Schools should start reviewing their plans now to determine if changes need to occur to bring health plans, premium contributions, or part-time employee benefit policies into compliance.



Dan Sanger providing an overview of the ACA to the MERGE Members .

Trying to keep up with the ever-changing ACA regulations is a daunting experience, even for the experts, but Dan Sanger is available to come and meet with your Benefit Committee to help you make the most appropriate decisions for your school or district. You can also continue to monitor Gallagher’s website for the most current tools and tips for compliance at www.GBShealthcarereform.com.

ASCIP Values Its Members—Hometown Hero



Fullerton USD teacher, Robyn Clemente, was honored recently for her actions after an intruder entered her classroom with 35 students at

Nicolas Junior High. The intruder entered the classroom and ordered Clemente and her students to the floor claiming he was being followed. He grabbed a student to steady himself as he went down.

Clemente kept her wits and calmly distracted the intruder, then called the office while on the floor requesting police assistance. The entire school went into lockdown. Clemente also reminded the students to follow the procedure they

had practiced the prior week which allowed her students to safely escape to a nearby classroom.

The police responded quickly and apprehended the intruder.

Great job Robyn Clemente for quick thinking and maintaining your composure which resolved the hostile threat expeditiously and without injury! Kudos also to Nicolas Junior High for having a procedure in place and practicing it to assure the safety of the entire school site!

If you are aware of a noteworthy event involving a member, please email Anderson@ascip.org.

Holiday Tips



Have you used
your Safety
Credits yet?
Funds only carry
over two years!

Save the
Date for
ASCIP's
Annual
Meeting!

Decorate Safely

- ❄ Refrain from covering excessive amounts of wall space with decorations. Do not cover or hide utility or emergency features such as light switches, electrical outlets, breaker panels or emergency warnings, and windows.
- ❄ Avoid hanging items from the ceiling or lights.
- ❄ Do not hang items from fire sprinklers.
- ❄ Keep hallways and aisles clear of clutter.
- ❄ Do not overload electrical outlets. Plug electrical strips directly into the wall and do not connect them to each other.
- ❄ When putting up holiday decorations always use a proper step stool or ladder to reach high places. Do not stand on chairs, desk or other furniture. Ask for assistance when needed.
- ❄ Use step stools and ladders with appropriate footwear.
- ❄ Avoid using extension cords. If used, use duct tape to prevent a tripping hazard.
- ❄ Artificial trees are recommended to avoid the fire hazard of dried out cut Christmas trees. If using live trees, they must be fresh and watered regularly.

Holiday Party/ Potluck Safety

- ❄ Be sure to wash hands before preparing foods.
- ❄ Disinfect/clean utensils, sink and anything else that has come in contact with raw poultry.
- ❄ Do not rinse raw poultry under water. Use directly from its package.
- ❄ Never defrost food at room temperature. Thaw it in the refrigerator, in cold water or in the microwave.
- ❄ Use only sharp knives as most injuries occur because of dull blades.
- ❄ Use clean food thermometers to cook foods

to a safe internal temperature before serving.

- ❄ Keep food at appropriate temperatures when transporting or storing for extended periods before the party.

Drive Safely

- ❄ Always practice defensive driving techniques since other drivers may be in a hurry or rushing.
- ❄ Allow extra time to get to your destination. Leave early rather than trying to make-up time on the road.
- ❄ Know where you are going before you start driving. Focus on the road and avoid distractions while driving.
- ❄ Be prepared for the unexpected. Scan the road and leave plenty of space between you and other drivers so that you have an "out".

Secure Facilities During Holiday Closures

- ❄ Check all lighting to ensure units are working properly. Set lighting timers accordingly.
- ❄ Replace or repair worn or damaged hardware on all exterior gates and entry points.
- ❄ Conduct a "key" audit to ensure that all outstanding keys are returned to Key Administrator.
- ❄ Contact alarm monitoring company and if necessary test to ensure all alarms are functioning and hours of operation for the school site are current.
- ❄ Ensure that all portable restrooms are located well away from site buildings and portable classrooms in case they may be set afire.
- ❄ Ensure that any CCTV cameras are operational and in good working order.
- ❄ Install WeTip signage at all entrances - Custom posters are available by contacting www.graphics@wetip.com

Upcoming Events

Event	Date	Time	Location
K-12's - Tools for Surviving an Active Shooter	Thursday, 12/12/13	10:00 a.m. - 12:00 p.m.	Webinar
CCD's - Tools for Surviving an Active Shooter	Thursday, 12/12/13	1:00 - 3:00 p.m.	Webinar
Hazardous Materials Awareness Training	Tuesday, 1/21/2014	8:00 a.m. - 4:00 p.m.	ASCIP Training Room
HR & Risk Mgt. Roundtable	Wednesday, 1/22/2014	11:30 a.m. - 1:00 p.m.	ASCIP Training Room
Pesticide Handler Training	Thursday, 2/6/2014	8:00 a.m. - 10:30 p.m.	ASCIP Training Room
Pesticide Handler Training	Thursday, 2/6/2014	11:00 a.m. - 1:30 p.m.	ASCIP Training Room
HR & Risk Mgt. Roundtable	Wednesday, 2/12/2014	11:30 a.m. - 1:00 p.m.	ASCIP Training Room
Guidelines to the Interactive Process	Wednesday, 2/26/2014	10:00 a.m. - 12:00 p.m.	Webinar
ASCIP's Annual Meeting	Thursday, 3/6/2014	8:30 a.m.- 4:00 p.m.	Ave of the Arts Wyndham Hotel, Costa Mesa