



Human Resources

June 2024

Save Money on your Prescriptions

Even if you have insurance, you could still pay less Out-of-Pocket than your copay or coinsurance through the medical plan. The following information provides helpful hints and optional discounts you can use to save money on your prescriptions.



Mark Cuban's Cost Plus Drugs

Cost Plus Drugs is an online pharmacy created by Mark Cuban to deliver cost effective medications to the public without all the mark-ups. If you don't have insurance or have a high deductible plan, you know that even the most basic medications can cost a fortune. Many people are spending crazy amounts of money each month just to stay healthy. Cost Plus currently provides an extensive list of medications available including Preventive, Diabetes, Heart Health, Gastrointestinal, Cancer and Mental Health. The program is continuously updating the list. (Homepage of Mark Cuban Cost Plus Drugs)

Go to the following website: www.costplusdrugs.com/medications to check if your medication(s) can be filled using the Cost Plus Program. If your medication is on the list, create an account and then call your physician to discuss.

Amazon

Did you know that Amazon also offers many generic prescriptions at a substantially discounted price? You must have an Amazon Prime membership to utilize the pharmacy. Once logged in, search for pharmacy in the search box to get started. Many medications for conditions such as; High Blood Pressure, High Cholesterol, Depression, Diabetes, Anxiety and more are available through the Amazon Pharmacy.

GoodRx

Download the app or go online to check prices of various medications at a range of pharmacies in your area. GoodRx is available regardless of your enrollment in the medical plan. Don't forget, GoodRx can be used for your pets medications, too! There are many coupons that are available through the program that you can use at your pharmacy.

Manufacturer's Assistance

Manufacturers provide financial assistance whether you are enrolled in a medical plan or not; check the manufacturer's website to see if they offer a copay assistance program or coupons for your brand name medications. Many programs will require you to enroll prior to picking up your prescription, check the site for full details.

Talk to your Pharmacist

Most pharmacies have a database of discount programs available. Ask your pharmacist if your medications can be filled using one of the programs.

Home Delivery Pharmacy

YOUR FLORIDA BLUE HEALTH PLAN OFFERS THE CONVENIENCE OF A HOME DELIVERY PHARMACY

Using an in-network home delivery pharmacy is a safe, convenient way to get your maintenance medicines delivered right to your door. It may even help you save money. Plus, your in-network home delivery pharmacy offers the following:

- **24/7 access to pharmacists.** Our team of pharmacists can provide support for conditions like diabetes, high blood pressure, high cholesterol and more.
- **Convenience.** Get up to a 90-day supply of your medicine at one time, so you fill less often. Plus, no waiting in line at the pharmacy.
- **Safe, private delivery.** Packaging is unmarked, tamper-evident and weather-resistant.
- **Refill reminders.** So you don't miss a dose.
- **Easy order tracking.** Refill your prescription and track your orders online or from your mobile phone.
- **And more.**

It's easy to get started

To learn more about home delivery of your medicines, do one of the following:

- 1 Go to [MyPrime.com](https://www.MyPrime.com).
- 2 Call **888-723-7451**.
- 3 Call the customer service number listed on the back of your member ID card and say, "Pharmacy."

You can skip the pharmacy lines by using an in-network home delivery pharmacy. **Start today.**



Recent PTO Policy Change

The following Time Off & Vacation Policy became effective May 1, 2024:

School-based employees who are eligible for Paid Time Off (PTO) can request their accrued PTO over the course of the school year. Employees who have accepted PTO as part of their benefits package will

see the amount of the PTO benefit that they accepted reflected in their Offer of Employment letter. For certain states/localities with mandated paid sick leave, employees will see their earned sick leave accrual reflected as PTO in their Offer of Employment letter and the PTO policy will follow the laws of the state/locality. Employees are required to use available PTO when taking time off work. Employees can use their PTO in any increment that they have accrued.

In the event of an absence, the employee should make a reasonable effort to notify the school supervisor, the Company, and anyone the employee has an appointment with in advance of their absence. If an employee is out sick for three (3) consecutive days or more, a doctor's note will be required and must be submitted to the Company's Human Resources Department preferably on or before the date the employee returns to work, but no more than 14 days from the date the employee returns to work.

Planned vacations and/or personal time off should be taken during scheduled school holidays when possible. If planned PTO is unavoidable during regular school days, the employee must obtain prior approval using the Company's *Absence Request Form*. The school principal or school district ESE department and the Company must sign off on the *Absence Request Form*. Approval for all planned PTO is subject to applicable workloads.

Time off will be unpaid unless the employee has available earned PTO. If the employee has earned PTO available and wants to use it, they must enter the amount of PTO requested in the Company's timekeeping system, SpringAhead, under the dropdown menu labeled *Project/Description* by selecting the option labeled PTO. If the PTO request is not entered in SpringAhead, the employee's time off will be unpaid.

At the end of each school year, employees may carry over unused PTO to the following school year. No employee may carry over more than 64 hours of PTO.

During the final pay period of the school year employees have the option to cash out the entirety of their earned PTO balance. If an employee wishes to cash out the entirety of their PTO balance, they must make the request during the last pay period of the school year by entering their total PTO balance in SpringAhead. Failure to request a cash out of earned PTO during the last pay period of the school year will result in an automatic carryover of the employee's earned PTO balance to the next school year. In the case of any state/local mandated sick leave policy, the Company will follow the state/local mandate.

Employees will be paid for all earned and unused PTO time upon termination of employment.

If you have any questions, please feel free to reach out to Amber Picchiarini, Director of Human Resources at 727-739-8783.

12-Month Pay Program - Sign Up Now for 24/25

Start planning for the 2024/2025 school year's Holiday breaks and summer now by signing up for the 12-month pay program. If you are already enrolled, there's no need to sign up again! Your program will automatically roll over to the next school year.

By signing up, 25% of each paycheck will be set aside and disbursed as follows:

SCHOOL CLOSURE	NUMBER OF DAYS PAID	PAID ON
Thanksgiving Break	3 Days	12/10/24

Winter Break	10 Days	01/07/25
Spring Break	5 Days	04/01/25
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/10/25 06/25/25 07/08/25 07/22/25 08/05/25

If you are not currently enrolled but would like to or have any questions regarding the program, please send an email to Lynda Sherman at payroll@commrehab.org and Dusty Usher at onboarding@commrehab.org.

Protect Yourself in the Summer Heat



Summer means fun in the sun with family and friends! If you live in or are visiting high-heat areas, you can take simple steps to keep your kids, pets, and yourself safe!

The American Red Cross offers safety steps you can take to help stay safe when the temperatures soar:

- Hot cars can be deadly by quickly reaching 120 degrees or more. Never leave your children or pets in your vehicle.
- Stay hydrated by drinking plenty of fluids. Try to avoid caffeine or alcohol.
- Check on family, friends, and neighbors who live alone and don't have air conditioning.
- Avoid extreme temperature changes.
- Choose loose-fitting, light-colored clothing for you and your children. Try to avoid dark colors since they absorb the sun's rays.
- Slow down, stay indoors, and avoid strenuous exercise during the hottest part of the day.
- If you have to work outside, use the buddy system and take frequent breaks.
- Check on animals frequently to ensure they are not being affected by the heat.

Be aware of the symptoms of different heat-related illnesses. Summer is a great time for outside enjoyment but being safe and taking care of others and yourself is a priority!

Read more at [RedCross.org](https://www.redcross.org).

My Benefits - Contact Numbers

CONTACT INFORMATION

Coverage	Carrier	Phone / Website
Medical	Florida Blue	800-352-2583 www.floridablue.com
Dental	Florida Blue	888-223-4892 www.floridabluedental.com
Vision	Florida Blue	800-352-2583 www.floridablue.com
Voluntary Short-Term Disability	Guardian	866-494-2111 www.guardianlife.com/disability-insurance/short-term
Health Savings Account	Health Equity	866-346-5800 www.healthequity.com

Important June Dates

June	<u>National Men's Health Month</u>
June 16th	<u>Father's Day</u>
June 19th	<u>Juneteenth</u>
June 27th	<u>Helen Keller Day</u>

Reminder - 23/24 School Year **Remaining 12-Month Payment Pay Dates**

School Closure	# of Paid Days	Paid On
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods.	06/11/24 06/25/24 07/09/24 07/23/24 08/06/24

Have Questions?



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