

Santa Clara County  Office of Education

Sheri Meyers
Employee Benefits Handbook

Champions for Leadership
June 2, 2015

Professional Development Goals

- Acquire new leadership skills and enhance existing skills
- Network with colleagues and build relationships
- Grow professionally through the mentor/mentee relationship



Project Goals

- Provide a comprehensive handbook outlining employee benefits
- Promote self-sufficiency by providing a platform where benefits information is easily accessible
- Improve and streamline new-hire employee benefits processing
- Be ecofriendly by reducing distributed material and making it available on-line



Accomplishments/Successes

- Streamlined employee benefits processing
- Created a comprehensive Employee Benefits Handbook
- Created a centralized location on-line to access benefits information
- Worked collaboratively with the Benefits Team members and the Webmasters in Technology Services Branch



Benefits Handbook



2015 Employee Benefits Overview



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2014-15 Champions for Leadership Graduation

Benefits Handbook

Benefits	Classified (SEIU)	Certificated (ACE/CTA)	Leadership Team
Employee & Family			
Medical	•	•	•
Dental	•	•	•
Vision	•	•	•
Employee Assistance Program	•	•	•
Employee Only			
\$20,000 Basic Life Insurance	•	•	
\$50,000 Basic Life Insurance			•
Business Travel Accidental Death & Dismemberment Life Insurance	•	•	•
Personal Accident Insurance	•	•	•
State Disability through EDD	•		
Short Term Disability through Keenan			•
Long Term Disability through The Standard	•		•
Vitality	•	•	•



Key Learnings

- Projects are manageable when broken down into smaller segments
- Project goals are easily achieved when working cohesively as a team
- It's critical to review documentation regularly to ensure accuracy
- Change is uncomfortable but often essential



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