

Important Dates for BHPEA members

Thinking of retiring this year?? *In order to receive reimbursement for unused sick leave, a teacher must be employed continuously by the Board including periods of approved leave of absence for a period of 15 complete years or more. The teacher must notify the Board, by November 1 of the year prior to the fiscal year in which retirement will take place, of the intent to retire, if they intend to retire within the next twelve (12) months.*

Thinking of going back to school and want to apply for tuition

reimbursement? *Applications shall be filed beginning July 1 of the school year involved but none shall be considered which are filed after December 1 of a given school year. Please refer to teacher contract regarding eligible coursework.*

Will you be attaining an additional 15 or 30 graduate credits that will make you eligible for a higher salary scale? *If it is anticipated that graduate credits will be earned during the school year which will make a teacher eligible for a high salary scale, indication of same must be presented in writing to the superintendent on or before November 1 of the preceding school year, in order to permit budgetary provision for such needs. Evidence of satisfactory completion of such graduate credits must be submitted to the superintendent by official transcript. The deadline for submitting evidence of satisfactory completion of graduate credits shall be September 30th.*

Need to make changes to your health or dental coverage? *Open Enrollment occurs in the spring of each school year. An email will be sent to all staff during the open enrollment period instructing you on the necessary paperwork for your changes. Please note that when an employee or his/her spouse gives birth to child, the child is automatically covered under the parents. Within a month of the birth, the parent must complete an enrollment form. The birth certificate and social security number must be also submitted to the Human Resources department once it is received.*