

Employee Benefits

The Payroll/Benefits Technician in the Financial Services Department processes health and welfare benefits, including medical, dental and vision services.

Benefits Department Frequently Asked Questions

What enrollment group do I belong to?

Teachers (excluding Charter school) and counselors are in the certificated group. All other eligible employees are in the Classified, Unrepresented, and Charter School group. Medical, Dental, and Vision open enrollment is typically mid-September to mid-October every year.

Can I change my benefits plans when it's not open enrollment?

You can change your plan at any time of year, if you have a qualifying event. Examples of a qualifying event are: Birth, Adoption, Marriage, loss of other coverage (self, spouse or dependents). For a full list please contact payroll/benefits.

What are the qualifying factors for FMLA? How do I know if I qualify?

The Family and Medical Leave Act (FMLA) can be of assistance if you need to take time off from work because of your own serious illness or due to family responsibilities. All covered employers (typically employers of over 50 workers) provide eligible employees up to 12 weeks of unpaid FMLA leave during any 12-month period.

There are 4 factors to consider:

- You need to have been employed by the employer for at least 12 months.
- You need to have actually worked 1,250 hours in the 12 months prior to the leave (excluding all paid and unpaid time off, including sick leave and vacation).
- You work at a worksite with 50 or more employees who are employed by the employer within 75 miles of the worksite. (Natomas Unified School District does this)
- You have not taken 12 work weeks of FMLA and/or California Family Rights Act (CFRA) leave during the appropriate 12-month period prior to the present request. Contact the Payroll/Benefits Department for further details.

How do I get a Delta Dental Card?

Go to www.deltadentalins.com and register as a new user, need to register (in the green box). After registering, click on Just for Delta Dental of California enrollees, log in again using the same login information, and go to view eligibility and benefits. Print your ID card from that page.

If you have any questions regarding your benefits, please contact:

Julie Jensen, Payroll/Benefits Technician (Last names A-Or) (916)
567-5487

Shelly Ram, Payroll/Benefits Technician (Last names Os-Z)
(916) 561-5204