

Laurel School District Human Resources

Frequently Asked Questions



Benefits

What benefits are available to me?

In addition to health, vision, and dental insurance, other supplemental benefits are available to you. Find out more at <https://dhr.delaware.gov/benefits/education/index.shtml>.

Are there any resources available for behavioral health and emotional wellbeing?

The State of Delaware places the highest priority on the health, safety and wellbeing of employees and members of the State of Delaware Group Health Insurance Plan. Get help here <https://dhr.delaware.gov/benefits/behavioral-health/index.shtml> including 24-hour support and referral services.

What is Open Enrollment and when does it take place?

Open enrollment is your opportunity once a year to make changes to your benefit elections. It takes place early May each year. Find out more at <https://dhr.delaware.gov/benefits/oe/education.shtml>. Information and reminders will also be sent to your email ahead of the open enrollment period.

What documents are required for those covered by a Group Health Insurance Plan?

For you and any eligible dependents covered by a Group Health Insurance Plan, we will require a birth certificate and social security card. If you need to place an order for a replacement Delaware birth certificate, you may do so at the Office of Vital Statistics site [here](#). To order a replacement social security card, you may do so at the Social Security Administration site [here](#).

Salary and Pension



Where can I find salary schedules?

Teacher and paraprofessional salary schedules can be found at <https://laurelschooldistrict.org/salary-scales/>.

I'd like to find out more about the State Employees Pension Plan.

Navigate to the State of Delaware Pension Office website here <https://open.omb.delaware.gov>.

Why is there a change in my pay?

There are a number of reasons for changes in pay. Whether you've made a change to your health benefit elections or are on an unpaid leave, review the [Understand Your Pay](#) document on our website to gain insight on how elections or other circumstances can affect your pay.



What is the Graduate Salary Increment process?

The Delaware Department of Education provides DEEDS 3.0 user guides to assist with portal navigation and processes. The [Graduate Salary Increment](#) user guide walks you through the process of submitting your application in DEEDS. You must also have an official transcript showing the completed credits sent to Human Resources.

How do I apply for an additional certification?

Provided you hold a valid Delaware teaching license and standard certification, you may apply for [additional certification](#). You must meet certification requirements to obtain Department of Education approval.

How do I renew my teaching license?

The Delaware Department of Education [Renewal User Guide](#) will walk you through the process step by step. You must have completed 90 clock hours within the current license effective dates.

How do I renew my para permit?

The [Paraeducator Permit User Guide](#) will walk you through the process step by step. You must have completed 15 clock hours within the current permit effective dates.

Laurel School District HR

Still more questions?
Reach out to us!

judy.evans@laurel.k12.de.us | www.laurelschooldistrict.org

