

The Risk Management and Employee Benefits department will have limited staff in the office due to COVID-19 to ensure your questions are answered please email the appropriate employees for your questions.

We will not be able to visit in-person and answer questions with anyone on-site. All communication will be done via phone, email, or mail until further notice.

Health & Wellness Center (Employee Health Clinics)

1. Please call the health clinic at 863-419-3322 prior to showing up. They will not be seeing walk-ins during the closure of the district. The clinics can set-up telephonic or virtual visits. These visit will only be available during normal clinic hours. **The employee clinics and BCBS will be closed April 10th and April 11th in observance of the holiday.**
2. John with Aetna EAP will be available both in person and virtually. Please call the clinic to schedule an appointment.

Employee Benefits

Name	Email	Questions regarding
Ashley, Connie	Connie.Ashley@polk-fl.net	BCBS health insurance & pharmacy
Bias, Connie	Connie.Bias@polk-fl.net	Change of Status, New Hire Benefits, COBRA, Flexible Spending Accounts, Dental, Health, Vision, and Life Insurance
Cotton, Alisa	Alisa.Cotton@polk-fl.net	Change of Status & COBRA information
Markland, Rachel	Rachel.Markland@polk-fl.net	New Hire Benefits, Change of Status, and COBRA information.

3. Will testing be covered for COVID-19 and will there be a cost?
 - o Testing will be covered by the Polk County Schools health plan, including waiving the cost share for members who need the testing. Their medical teams will continue to monitor the impact of COVID-19 and make policy adjustments as needed to continually increase access to care. For additional information contact the Blue Cross Blue Shield or Connie.Ashley@polk-fl.net.
4. Employees can check with their pharmacist to fill prescriptions early.
5. The District's EAP vendor has a free webinar and resources to help you during this stressful time. www.resourcesforliving.com.
6. New Hire Enrollment and Change of Status can be emailed to Rachel.Markland@polk-fl.net or faxed to Risk Management at (863) 519-3740. Please do not write social security numbers on any documents that are sent through email.

Retirement & Leave of Absence

Name	Email	Questions regarding
Crotteau, Rebecca L.	Rebecca.L.Crotteau@polk-fl.net	Retirement benefit question, Entering or Exiting DROP, and Tax Shelter Annuities (TSA) 403B & 457B payroll deductions
Faulkner, Kathy	Kathy.Faulkner@polk-fl.net	Insurance benefit payments for retiree & leave of absence accounts.
Pelletier, Coley	Coley.Pelletier@polk-fl.net	Retirement benefit question, Entering or Exiting DROP, and Tax Shelter Annuities (TSA) 403B & 457B payroll deductions
Wikner, Charlina	LeaveOfAbsence.PCSB@polk-fl.net	Medical, Parental, and FMLA leave of absence request.

7. Please contact the Florida Retirement System to obtain forms and ask questions regarding retirement at 844-377-1888.
8. Retirement meetings will be available via phone during closure. All paperwork must be sent electronically via email or fax to Rebecca.Crotteau@polk-fl.net and Coley.Pelletier@polk-fl.net.
9. Leave of Absence forms can be faxed to (863) 519 – 3740.
10. Please email Leave of Absence questions or request for FMLA, Medical, or Parental leave forms to LeaveOfAbsence.PCSB@polk-fl.net.
11. Questions regarding Emergency Sick Leave or Expanded FMLA due to COVID-19 please contact LeaveofAbsence.PCSB@polk-fl.net or Jenna.Short@polk-fl.net.
12. If you have questions about a payment made while on leave of absence or to your retiree account please email Kathy.Faulkner@polk-fl.net.

Workers Compensation & Risk Management

Name	Email	Questions regarding
Bellows, Michael	Michael.Bellows@polk-fl.net	Workers' Compensation, Student Accidents, Liability & Property claims, and COIs
Macedo Lugo, Maria	Maria.Macedo@polk-fl.net	Workers' Compensation
Putman, Mary	Mary.Putman@polk-fl.net	Student Accidents, Liability & Property claims, and COIs

13. If you have questions regarding Workers Compensation claims reach out to your adjuster at Johns Eastern. Questions can also be emailed to Michale.Bellows@polk-fl.net and Maria.Macedo@polk-fl.net.
14. If you are injured at work please contact the Health Clinic prior to arriving at (863) 419-3322.