



Ancillary Employee Handbook

A compilation of administrative regulations, operational procedures, and rules for CES Ancillary employees.

Updated May 7, 2021

I. CES ORGANIZATION

A. HISTORY

Cooperative Educational Services of New Mexico was started as a local public body in 1979. Initially there were five school districts that were members.

Our organization evolved in 1984 into a Joint Powers Agreement to Establish an Educational Cooperative (doing business as Cooperative Educational Services-CES). We now have all 89 school districts as members, as well as all universities, most two-year colleges, BIE schools, charter schools, and many counties and municipalities.

B. ORGANIZATIONAL STRUCTURE

The Board of Directors is the legal body through which the functions governing the operations of CES are exercised. The Board of Directors selects an Executive Director who is responsible for the daily operations of CES and makes policy.

C. BOARD OF DIRECTORS

The Board of Directors is made up of the superintendents, presidents, and chief executive officers from all member institutions. The Board provides for a program of services of CES and establishes the general policies for its administration. The full board meets once a year. Monitoring and organization control is vested in the Executive Committee, which meets approximately six times a year.

D. CES SERVICES

In addition to providing ancillary services, CES is involved in assisting schools in the areas of technical assistance, planning and accountability, staff development, cooperative procurement, and innovative programs.

II. OPERATIONAL PRINCIPLES

A. PHILOSOPHY

The primary purpose of CES is to assist member schools to better meet the educational needs of their students. We are a vital part of the public educational system of New Mexico.

B. VISION STATEMENT

To be THE provider of choice for educational and governmental entities in New Mexico.

C. MISSION STATEMENT

To provide superior procurement, administrative and instructional support services through strategic partnerships.

D. CES CORE VALUES

- † Responsiveness to Customers' Needs
- † Providing Greater Value and Convenience
- † Providing Exceptional Personnel, Products and Service
- † Personalized Attention
- † Adherence to High Ethical Standards

III. EMPLOYMENT AND EMPLOYMENT STANDARDS

A. EMPLOYMENT POLICY

CES is an Equal Employment Opportunity/Affirmative Action employer. As such, CES complies with all laws prohibiting job discrimination based on race, color, gender, national origin, religion, age, sexual orientation, gender identity, marital status, equal pay, disability, handicap, or genetic information.

B. LICENSURE

It is the responsibility of each ancillary staff member to secure and maintain professional licensure and provide the Ancillary Services office with copies of current/renewed licenses. CES ancillary staff must provide copies of the following licenses in order to work for CES in the schools:

- A New Mexico Public Education Department (PED) license,
- A New Mexico Regulations and Licensing certification (if required by the discipline)
- A professional license/certification (if applicable)

Additionally, if your specific service is Medicaid reimbursable, you may be required to obtain a Medicaid billing number.

C. AUTO SAFETY AND MAINTENANCE

All staff travel by vehicle to their work site. The employee is responsible for maintenance of his/her/their personal vehicle to ensure delivery of services to assigned member districts/charters/participating entities (PE's). Employees who use their personal vehicles for CES business must provide and maintain a current, valid driver's license for the state in which the employee resides and vehicle liability insurance in an amount equal to or greater than state law requirements. CES's insurance does not cover personally owned vehicles used for CES business. The employee is responsible for giving proof of auto insurance to CES, and to keep the insurance record current in their personnel file.

D. APPLICATION PROCESS

As part of the application process, an applicant must submit a current resumé with at least three references. Business and/or personal references will be verified prior to employment along with a background check. Additionally, please refer to the background check section of this document.

E. NEW HIRE ORIENTATION

Each new employee hired between May 1 and August 1 is required to attend the orientation meeting at the beginning of the school year. If hired after this meeting, a new hire orientation will be setup with ancillary office staff to accomplish the following:

- Setup CES email
- Access the CES Portal and walk through a mock timesheet entry
- Access Follett library and materials request forms if applicable
- Create an access card for CES building entry
- Meet with HR to finalize paperwork

Employees are responsible for requesting an orientation to each new district they are serving.

F. PERFORMANCE EVALUATION

On an annual basis, CES will solicit input from district administration/staff regarding the performance of CES Ancillary staff assigned to their schools. If a district provides an evaluation, a copy will be provided to the staff member at the May end-of-year meeting, unless the evaluation raises concerns that warrant follow up discussion with the Ancillary Director. District input and any additional information (including but not limited to evaluation reports) gathered throughout the year will be used to evaluate staff performance. Ancillary staff members may be counseled about potential areas of improvement as needed throughout the year.

IV. ANCILLARY STAFF RESPONSIBILITIES

A. RELATIONSHIP BETWEEN CES / ANCILLARY STAFF / DISTRICT

First and foremost, it is important to emphasize that Ancillary staff are employees of CES and not the district to which you are assigned. An Ancillary staff member's assignment to a particular district is based upon a mutual agreement between the district and the CES ancillary office while taking into consideration a staff member's preferences in terms of work location. As a CES employee assigned to a school/district, Ancillary staff member's primary responsibility is to provide services to students as outlined within their Individualized Education Programs (IEP) meetings, or as directed by school/district administration (general education students). Ancillary staff are to provide services requested which they believe to be legal according to federal and state laws, CES policy, moral to their own belief, and ethical to their profession.

B. RESPONSIBILITIES TO DISTRICTS

Ancillary staff are responsible for providing evaluation, treatment, consultation/collaboration, and attendance at all meetings as required. Ancillary staff are required to complete reports and present levels of performance in a timely manner to support the districts compliance with the districts federal and state mandates. The ancillary staff must also be familiar with federal regulations, state standards, and state technical manuals for special education.

C. ANCILLARY PROFESSIONS

CES provides the following ancillary services: audiology, physical therapy, recreational therapy, rehabilitation counselor (transition specialist), social work, occupational therapy, speech and language therapy, certified orientation and mobility specialist, adaptive physical education teachers, psychological therapy and/or evaluation services, school psychology and/or evaluation services, school nurse and other services. Diagnostic services are also provided; however, these are technically not ancillary services according to the Public Education Department.

V. CONDITIONS OF EMPLOYMENT

A. HOURS OF WORK

The number of daily work hours and work schedule may vary depending on which district or charter the ancillary staff member is servicing. Employees are responsible for being on site in the district on an average of 7 hours per day or as specified in their respective allocations. As professional exempt staff, ancillary staff are not eligible for overtime compensation.

B. SCHEDULE

An ancillary staff member's assignment to a specific school district or charter school is at the discretion of the CES Director of Ancillary Services in consultation with district/charter administration. Best efforts will be made to schedule the ancillary staff members to the number of days and in the locations requested by each staff member. Ancillary staff shall request transfer of assignment in writing to the Director of Ancillary services for consideration.

An ancillary staff member's allocation indicates potential earnings, including amounts for mileage and per diem. This allocation is an estimate and may be subject to change throughout the contract year. This Allocation may be adjusted or terminated if the institution modifies its service requirements with CES.

For 6 hours of time devoted to direct services on-site or virtual, an ancillary staff member will be allotted 1 additional hour for report/staffing activities. For direct services time under 6 hours, an agreed upon amount of time will be allotted for report/staffing activities. IEP meetings will be scheduled during the school day if possible, but if scheduled after the school day, and the ancillary staff member attends the sessions, payment for time spent on-site will be made.

PLEASE NOTE: Ancillary staff must seek prior written approval from district/charter administration in order to charge for time spent beyond that stipulated in the allocation. The ancillary staff members must obtain written approval by the CES Director of Ancillary Services for schedule modification prior to change. Schedule relates to hours per day of work, trips, and which days are worked at assigned districts.

C. ATTENDANCE

Ancillary staff are responsible for first notifying the district or schools in which they are working and then the CES Ancillary office in the case of absence due to illness, personal matters or poor road conditions. When questionable road conditions exist, the decision to drive to the district is the responsibility of the driver. Make-up days for non-weather-related absences shall be at the discretion of the District/Charter.

D. YEARLY STAFF MEETINGS

As a CES employee, Ancillary staff are expected to attend two yearly meetings. The first is in late July or early August and the second is in May.

E. DRESS CODE AND PERSONAL APPEARANCE

All CES ancillary staff are expected to dress professionally. Ancillary staff should consult with their immediate supervisor at each district/charter regarding the expectations related to dress code.

F. SMOKING

Smoking is not permitted in schools. The designated smoking area at the CES office is at the bike racks on the south side of the building.

G. DRUG-FREE POLICY

CES is committed to providing a drug-free workplace. CES recognizes that alcohol and other drug abuse is a treatable health problem. CES will intervene with staff manifesting signs of misuse or abuse. CES prohibits employees from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance at work. Violation of this policy may result in disciplinary action including the possibility of termination.

H. LUNCH AND COFFEE BREAKS

Lunch and breaks are not included for payment or billing and should never be entered into the task log billing system or counted toward the time requirements as stated in the contract.

I. OUTSIDE EMPLOYMENT

Ancillary staff must not have an interest that would conflict in any manner or degree with the performance of services listed in their contracts. This includes, but is not limited to, providing therapy, other than through CES, to students enrolled in any CES member districts; or with any students residing within the Member school districts' boundaries in which staff members are assigned by CES. CES Ancillary Director may approve specific arrangements if (1) the ancillary staff member submits written disclosure of personal interest and (2) requests written permission. unless prior written permission from the CES Director of Ancillary Services is obtained. Approvals may need to be reconsidered as circumstances warrant.

J. POLITICAL ACTIVITIES

Although CES encourages its staff to be responsible citizens and to take an active interest in civic affairs, political campaign activities must not be conducted at work. CES staff may not identify as representatives of CES in any political activity unless otherwise approved by the CES Executive Director.

K. EQUIPMENT AND SUPPLIES

Member districts/charters/PEs are responsible for operational supplies and student materials necessary for CES ancillary staff to deliver service. The ancillary staff member will provide personal office equipment and materials. CES will provide test protocols and access to a library of CES owned testing materials and supplies. Testing kits, protocols/record books, and therapy materials are issued for work associated with CES allocations only. CES will supplement equipment and materials for student treatment and evaluation as available. CES will provide basic personal protective equipment (PPE) as needed.

The ancillary staff member accepts responsibility for materials checked out to them from CES and must pay for or replace any lost or stolen items checked out to them. All Ancillary Library Materials are available by request only. A checkout form is to be filled out accurately and completely by the employee indicating the quantity and form being requested at or before the time of pickup. All items are to be physically inventoried at the end of each school year. Requests for new materials or equipment should be made in writing to the Ancillary Administrative Assistant, and should include information about the vendor, the item's price and the intended use.

L. MAKING COPIES / FAXING

The copyright laws will be strictly enforced. CES provides a copy machine in the ancillary area. Only work-related material is to be copied. The number of copies and the employee's initials are required on the form by the copy machine.

M. BUILDING ACCESS

All ancillary staff members will have access to the ancillary area of the building by using the double doors on the west side of the building. An access card will be issued to you within 30 days of beginning employment. Do not write your name or CES on this card. If you lose this card, notify the Ancillary office immediately.

N. REQUIRED TRAINING

CES is committed to providing a safe and secure work environment. Aside from being a legal requirement, it is the goal of CES that the dignity of every individual be respected. Key to this goal are efforts to foster and nurture an environment of civility and mutual respect by preventing sexual harassment. CES will require and provide training to all its employees to educate them on the prevention of sexual harassment. It is the responsibility of all employees to comply with this policy and to report all complaints involving charges of sexual harassment to the Executive Director, Director of Ancillary Services, or the Human Resources office. All employees must complete board designated trainings annually on the prevention of sexual harassment, blood borne pathogens, and identification and report of child abuse. Crisis Prevention Intervention (CPI) training must also be completed by all Ancillary staff with the exception of Educational Diagnosticians, Psychologists and School Psychologists, annually. Current CPR/AED certification is required of all Registered Nurses.

O. JURY DUTY

Jury duty leave with pay will be provided to employees called to jury duty based on their **established work schedule**. If the employee takes Jury duty leave and is reimbursed by the Court for anything other than mileage/per diem, the employee will surrender that payment to CES.

P. LEAVE OF ABSENCE

A voluntary leave of absence is a temporary suspension of employment initiated at the request of the employee. Each request will be considered individually in compliance with CES policy. CES adheres to FMLA regulations.

Q. COMMUNICABLE DISEASES

When an ancillary staff member has an illness that can be spread to others by direct contact or through the air, they must not report to work on site. Keep a reasonable distance from contagious students. Ancillary staff must inform relevant district/charter/PE administration and staff of any students who display symptoms indicative of contagion. Ancillary staff must inform relevant district/charter/PE administration and staff of children considered medically fragile who may be affected by exposure to students displaying symptoms.

R. CONFIDENTIAL INFORMATION

Confidentiality of records shall be maintained. It is important for ancillary staff members to adhere to FERPA guidelines regarding confidential student information. Any sensitive subject matter should be discussed only on a “need to know” basis.

S. BACKGROUND CHECKS

CES will require applicants seeking employment to complete a criminal background affidavit as a part of the application process. The candidate must provide written consent for CES to conduct a background check should the interview process indicate that candidate displays the credentials, skills, and experience necessary for employment. CES will request existing employees provide written consent for updated background checks at a level or rate of frequency outlined in CES policy.

Additionally, districts/charters/PE's may require additional fingerprint background checks at a frequency outlined in their individual policies.

T. APPROPRIATE CONTACT WITH STUDENTS

Staff members shall maintain appropriate and professional relationships with students at all times.

Consensual sexual relationships between any employee or volunteer and students, including students who have reached the age of consent, are prohibited.

Please note that member districts/charters/PEs may investigate concerns of employee or volunteer misconduct involving students even if no written complaint has been filed. Ancillary staff are required to report suspected and/or known misconduct and questionable behavior on the part of fellow employees and volunteers involving students to appropriate district administration.

U. REASONABLE RESTRAINT AND CPI TRAINING

Ancillary staff must adhere to current federal, state, and district guidelines related to restraint and seclusion. Crisis Prevention Intervention Training (CPI Training) certification is required for all CES ancillary staff members within the same fiscal year of hire date. (The last day of a fiscal year is June 30th). Ancillary staff must complete refresher courses at specified intervals. If an ancillary staff member fails to complete CPI refresher course within specified timeframe, he/she must complete the full course.

V. TECHNOLOGY – ACCEPTABLE USE

CES' technology resources are tools made available to employees for the enhancement of job-related functions. Employees may have limited access to these resources for personal use, as long as the employee complies with CES' acceptable use policies. Violations of this policy may result in disciplinary action, up to and including, discharge, civil litigation, and/or criminal prosecution for misuse of these resources.

CES, through this administrative regulation, does not attempt to articulate all possible violations of this policy. In general, users are expected to use computers, computer networks, and district-approved communication/learning platforms in a responsible, polite, and professional manner. Additionally, employees should have no expectation of privacy with regard to the use of CES' technology resources. Further, employees should have no expectation of privacy with regard to the use of district/charter/PE technology resources. Any student specific information saved on district platforms or systems becomes the property of the district.

Emails, under certain guidelines and circumstances, and Internet history may be considered public records, and thereby accessible under the provisions of Public Records Act.

W. CONTRACTS AND TERMINATION

All ancillary contracts are in effect for a one-year period (July 1 through June 30). Potential candidates are interviewed and afforded the opportunity to indicate their preferences in terms of hours and location. Assuming the interview process reveals that the potential candidate displays the appropriate skills and credentials for employment, CES Ancillary Office works to identify placements to fit the candidate's needs. New staff will be issued contracts during the Fall Ancillary meeting.

Current/existing staff have the opportunity every Spring to complete a survey to indicate their intent for the following school year. Current staff must indicate:

- the district/charter school/PE's,) he/she wishes to work;
- the number of days/hours per week he/she wishes to work;
- or if he/she does not plan to continue employment through CES
- any other requests or preferences he/she would like CES to consider in making placements.

If circumstances warrant, CES may issue a letter of intent to potential candidates and current employees offering employment for the following year. Otherwise, staff are issued contracts and allocations during the Spring Ancillary meeting or shortly thereafter. New contracts will be effective on July 1st, which marks the beginning of a new fiscal year.

An employee who wishes to terminate his/her contract with CES prior to the end of the fiscal year may be subject to financial penalty as outlined in the ancillary contract.

VI. FINANCIAL

A. HOURS WORKED

Ancillary staff are paid for each hour worked, rounded to the nearest 6-minute increment. Ancillary staff shall bill for their hours worked up to, but not exceeding the contractual amount indicated on the Ancillary staff member's allocation. It is up to the employee to monitor their allocation monthly to ensure they do not exceed contracted amount. Ancillary staff must submit written request to administration at district/charter/PE site **and** CES Director of Ancillary Services for adjustment/increase to allocation or to work beyond their weekly hours outlined in their allocation.

B. TRAVEL PAY

For districts/charters/PE's subject to the mutual covenants set forth in the CES Ancillary Services Contract, mileage will be paid on the basis of a schedule of reimbursement approved by the CES Board, at the rate established by the Board policy, and indicated on the Ancillary staff member's allocation. Initial and final (NIDT) travel time each day shall be paid at half the hourly rate, as indicated on the allocation. Per diem shall be paid at the rate established by the Board for services provided where overnight accommodations are authorized in advance by the CES Director of Ancillary Services, and in accordance with the state Travel and Per Diem Act.

Ancillary staff members shall claim per diem, travel, and service up to, but not exceeding the contractual amount indicated on the Ancillary staff member's allocation. The contractual amount shall be encumbered by the member district/charter/PE at the beginning of the year and may be modified in writing by the district/charter/PE.

Ancillary staff members shall not exceed the allotted travel as outlined in the allocation. The administration at the district/charter/PE must approve any travel reimbursements in excess of that which is indicated in the Ancillary staff member's allocation. The Ancillary staff member shall communicate with both site administration and CES Ancillary Office to request increase or adjustment to allocation—including travel.

For districts/charters/PEs subject to the terms and conditions outlined in separate professional services agreements, mileage will be paid on a basis of a schedule of reimbursement outlined and approved by the districts/charters/PE's Board of Education. Further, it is imperative that the Ancillary staff member be aware that travel reimbursement may not be approved by a district/charter/PE.

C. REFERRAL BONUS

A referral bonus shall be granted to current ancillary staff members whose name(s) are listed on a new hire's Referral Form. The bonus shall be \$100 for each full day per week the referred employee is allocated upon signing contract. I.e.: if a new staff member is assigned 3 days per week, the referral bonus would be \$300. If multiple ancillary staff members are listed on the Referral Form, the bonus will be equally divided between them.

VII. PAYROLL

A. PAY PERIODS

Ancillary staff members are paid on or before the 15th of each month for the 16th-31st of the previous month, and on the last business day of the month for the 1st-15th of the current month. A schedule of pay dates and corresponding pay periods will be distributed at the beginning of year meeting in August.

B. DIRECT DEPOSIT

CES encourages Ancillary staff to utilize direct deposit to process payment to employees for services rendered. CES will directly deposit paychecks to any bank or credit union. There will be no physical payroll checks issued. There are deadlines in changing bank account information; please check with payroll on the specifics to this. Pay stubs can be found on the www.my-estub.com website. Contact Human Resources for your username and password.

C. PAYROLL DEDUCTIONS

Only those deductions specifically required by law or authorized in writing by the ancillary staff will be withheld from wages. All payroll deductions are shown on the paycheck stub so that they can be easily checked. Changes in authorized deductions can be made only in writing. Specific forms may also be required to be completed. An employee may call HR to request the forms necessary for changes or deductions. Changes cannot be made over the phone. Deductions required by law:

- Social Security and Medicare Tax – CES matches the employee's payment and both payments are credited to the employee's account with the Social Security Administration.
- Federal Income Tax – deductions are made according to marital status and exemptions claimed by employee on Form W-4 and predetermined IRS tax tables. An additional amount of tax may be deducted if requested on the W-4 form.

- State Income Tax – deductions according to marital status and exemptions claimed by employee as shown on Form W-4 and predetermined State of New Mexico, Bureau of Revenue withholding tax schedules.

Deductions which may be authorized by employees:

- Health, Vision, and Dental Insurance coverage is provided through the New Mexico Public School Insurance Authority. A deduction schedule will be provided at the beginning of year meeting in August.
- IRS Section 125 Plan (Cafeteria Plan) may be used to pay qualifying premiums and other specified expenses on a pre-tax basis.
- 403(b) and 457(b) Retirement Program and deferred compensation.
- Other benefit plans adopted by CES for which an employee is eligible.

D. TIMESHEETS

Each ancillary staff member must enter their timesheets into the online timesheet system using their CES log-in. Staff must do this at least weekly. It is the Ancillary staff member's responsibility to have their time entered by 11:59 pm on the 15th of each month and by 11:59 pm on the last day of the month.

If errors or additions are found after the aforementioned deadlines, they must be submitted for approval and correction via email to the Ancillary Administrative Assistant. If an Ancillary employee frequently or consistently fails to meet the established deadlines for timesheet submission, the Ancillary Director may consider corrective actions to remedy the situation.

E. RECORDS

Records of individual student therapy shall be kept in a secure location, and available as needed for documentation purposes.

Ancillary staff must adhere to any district/charter/PE requirements or expectations regarding timely submission of Medicaid notes/entries. For example, if a district mandates that Medicaid records should be completed at the end of every week, the employee must adhere to that expectation. In the absence of any specific written expectation from the district/charter/PE, CES strongly recommends that Ancillary staff complete Medicaid notes/entries every 15 days and follow the deadlines established for CES timesheet submissions (15th of the month by 11:59 pm; last day of the month by 11:59 pm).

VIII. BENEFIT PROGRAM

A. ELIGIBILITY

Employees that work 20 hours or more per week qualify to purchase, at their expense, medical, vision, , dental, accident and cancer insurance through an affiliate of CES. Employees who work 15 hours or more per week are enrolled in a \$50,000 term life policy.

B. SECTION 125 PLAN

Feel free to call CES with any questions regarding benefits. All benefits are administered by CES' HR office.

This plan allows the employee working 15 hours or more per week the opportunity to pay for our medical, vision, accident, cancer, and dental insurance, non-reimbursed medical expenses and dependent care expenses and other IRS authorized deductions with PRETAX dollars. By having pre-tax deductions for these benefits, our taxable income and the amount of Federal, State, Social Security, and Medicare taxes paid are reduced. Employees may only join this program during the annual open enrollment in October, within 30 days of the date of hire, or if there is a certain type of change in status as defined in IRS Section 125. These changes include birth, adoption of a child, death, change in marital status, or employment status of the individual or their spouse.

C. MEDICAL PROGRAM

New Mexico Public School Insurance Authority
NMPSIA – (800) 548-3724
Group #GR002192

Within the first 30 days after date of hire employees may sign up for the medical insurance program. After 30 days, they may only join the program during the periodic open enrollment period or due to a change in status as defined in IRS Section 125. Complete details of the program are explained in the group medical insurance booklet available from HR. Coverage becomes effective the first of the month following date of hire or status change.

D. DENTAL

New Mexico Public School Insurance Authority
NMPSIA – (800) 548-3724
Group #GR812022573

Within 30 days of employment, employees may sign up for the dental insurance program. After 30 days, an employee may only join the program during the periodic open enrollment period or due to a change in status as defined in IRS Section 125. Complete details of the program are explained in the group medical insurance booklet available from HR. Coverage becomes effective the first of the month following date of hire or status change.

E. VISION

New Mexico Public School Insurance Authority
NMPSIA – (800) 548-3724
Group #GR812022573

Within 30 days of employment, employees may sign up for the vision insurance program. After 30 days, an employee may only join the program during the periodic open enrollment period or due to a change in status as defined in IRS Section 125. Enrollment in the vision program requires a 2-year commitment unless you resign your position with CES. Complete details of the program are explained in the group medical insurance booklet available from HR. Coverage becomes effective the first of the month following date of hire or status change.

F. RETIREMENT PLAN

403(b) and 457(b) –
Plan Member - (505) 883-2527

The retirement investment plan is a qualified IRS 403(b) plan. The maximum annual contribution amount is determined by IRS regulations. Employees direct the investment of their contributions and their earnings accumulate, tax-deferred, until withdrawal. These programs can be enrolled in, modified or dropped at any time. An IRS 457(b) deferred compensation plan is also available. The maximum tax deferred amount for a 457(b) plan mirrors the 403(b) plan. Contributions are not subject to State or Federal withholding taxes. Social Security and Medicare taxes do apply. Other provisions may apply.

G. WORKER'S COMPENSATION

CES provides insurance under the Worker's Compensation Law of the State of New Mexico in the event that an employee is injured while at work. It is of vital importance that the employee notify CES and the school office immediately of an injury sustained on the job so CES can file a report within the first 72 hours after the accident.

H. TERM LIFE INSURANCE

CES provides term life insurance on its employees in the amount of \$50,000. This applies only to the employees that work on average 15 or more hours each week. If the amount of hours worked each week increases to 15 hours or more during the school year, you may become eligible for the life insurance plan. Conversely, if the amount of hours worked each week decreases to less than 15 hours per week, you may lose eligibility for the term life insurance plan. While CES makes every effort to enroll staff mid-year when changes to schedules happen, Ancillary staff members should also contact HR to determine their eligibility for new benefits. Employees have the option of increasing this insurance and providing term insurance for their spouse and children.