



Rusk Independent School District
203 East 7th Street
Rusk, Texas 75785
Phone: (903) 683-5592 Fax: (903) 683-2104

NEW EMPLOYEE ORIENTATION

August 2, 2017

Mandatory new employee orientation is scheduled for Wednesday, August 2, 2017, from 8:30 am until approximately 3:00 pm in the Rusk High School Library. Registration and refreshments will begin around 8:00 am. Lunch will be served around noon.

Payroll, personnel, business office and technology issues will be discussed at this meeting. A representative from Financial Benefit Services (FBS) will be on hand to discuss supplemental insurance products, TRS ActiveCare health insurance, and cafeteria plan options. Please bring the 2017-18 Employee Benefit Guide along with the 2017-18 TRS ActiveCare Enrollment Guide included in your new employee packet. Review each of these booklets and be prepared to ask questions regarding the products you would like to purchase. If you need additional information go to the Rusk ISD Benefits website at: www.mybenefitshub.com/ruskisd, or call FBS at 1.866.914.5202. Please bring all dependents' social security numbers for product enrollment and any remaining items needed to complete your personnel file. The Cherokee County Teachers Credit Union will also have a representative in attendance to set up new accounts and payroll deductions. A 403(b) Vendor Expo, other presentations, and enrollment is also planned for the afternoon. Enrollment must be completed by Friday, August 18, 2017. Changes made after August 18th must be made through the payroll department.