

---

**IMPORTANT INFORMATION: YOU ONLY HAVE 30 DAYS FROM YOUR HIRE DATE TO ENROLL IN YOUR BENEFITS!**

- First Step: Go to [www.cravenk12.org](http://www.cravenk12.org)
- Click on **Staff Resources** which will take you to the Staff Resources Directory
- Click on **Benefits & Retirement**
- To get information on The NC State Health Plan, Click the link **“NC State Health Plan”** and you will be on the NC State Health Plan Website
- Click the tab at the top that says **New Employee**
- Scroll down until you see **New Employee Presentation**. It is in a purple box in the center of the page. Please watch this presentation as it will provide you with the information you need to make an informed decision about the plan you choose. To enroll, go to the **Step-by-Step instructions** which will guide you through the enrollment process. This is also in a purple box in the center of the page.
- Craven County Schools offers a variety of Supplemental Benefits to meet your needs. These benefits are offered through Pierce Group Benefits. To view these benefits, Benefits & Retirement section on the Craven County Schools webpage and click the link **“Employee Benefits Guide**. On the left-hand side of the screen, click on **Benefits Booklet**. This booklet will give you all the information you need to make an informed decision regarding any supplemental benefit you might choose. To enroll in Dental, Vision, or UNUM Term Life, you will need to contact Terry Dixon either at [terry.dixon@cravenk12.org](mailto:terry.dixon@cravenk12.org) or (252) 514-6375. To enroll in any of the other Supplemental Benefits, you will need to call Pierce Group Benefits at 1-888-662-7500
- Your NC State Retirement is automatic. You contribute 6% of your salary. HOWEVER, if you are interested in contributing more than the 6%, Craven County Schools offers through the State of NC supplemental retirement options. Prudential is the administrator of these plans. They offer a 401k, 403b and a 457. These are all different investment options and there is no matching, however if you choose one of the traditional plans, your contributions are pre-taxed. They also offer Roth plans, where you pay taxes on your contribution now but not at retirement. If you are interested in more information on these plans, please contact Terry Dixon at [terry.dixon@cravenk12.org](mailto:terry.dixon@cravenk12.org) or 252-514-6375.
- **If you have any questions please contact Terry Dixon at [terry.dixon@cravenk12.org](mailto:terry.dixon@cravenk12.org) or (252) 514-6375**