OPEN ENROLLMENT

Open Enrollment has started! Between now and May 31st, you have the opportunity to ensure that you have the right benefits for you and your family. This is the only opportunity you'll have to make changes, unless you experience a qualifying life event. Changes during the year must be requested within 31 days of the event, along with providing supporting documentation.

- As always, elections of medical and dependent care Flexible Spending Accounts do NOT roll forward to the new plan year. If you would like to continue or start using either account, then you MUST complete Open Enrollment.
- When logging into the enrollment system, be sure to change the dropdown selection to BenefitFocus before entering your credentials.
- Click here to review the complete Open Enrollment notice, which includes answers to FAQs;
- Then, click here to log in and get started!

While there are no changes specific to plan offerings this year, you are highly encouraged to review your Collective Bargaining Agreement/Compensation Agreement for information about your benefits. Aside from reviewing your health coverage elections, it is also recommended that you log into the enrollment system to confirm the District has what you expect for beneficiaries and other demographic information.

BENEFITFOCUS APP

- If you have a smartphone or tablet, the BenefitFocus app can be downloaded and used to complete enrollment and to manage your benefits.
  1. Install the BENEFITFOCUS® App from Google Play or the Apple App Store.
  2. Enter the Company ID ➔ DASD
  3. Log into the app using the same username and password you use on your computer!

FLEXIBLE SPENDING ACCOUNTS

As mentioned under the Open Enrollment section, Flexible Spending Accounts require an annual election. This means that even if you previously elected an FSA for 2020-2021, you must re-elect for 2021-2022 if you would like to continue to participate in this benefit. These accounts are a benefit that allow you to set aside pre-tax dollars to pay for out-of-pocket eligible healthcare and dependent daycare expenses. For more information, check out the Flexible Spending Accounts section of BenefitFocus, located under the “Other Benefits” tab across the top.

- If you have not yet accessed your FSA funds this year, our provider is now WageWorks/Health Equity through Horace Mann. (Click here to register or sign into your online portal)
- You have 90 days after the plan year ends to submit claims that occurred during the plan year. The plan year for 12-month staff runs from July 1st to June 30th, while all other staff have an FSA plan year running September 1st to August 31st. As a reminder, if you do not submit claims by the deadline, you will have forfeited any money left in your account.
FYI – BCBS SETTLEMENT MAILING

- Recently, you may have received a postcard mailed to your home address or emailed to you regarding a $2.67 Billion Settlement with Blue Cross Blue Shield. At this time, we do not have any further information about this class action lawsuit to offer. Please know that DASD cannot advise you on your participation in this matter. If you have questions, you are encouraged to visit www.BCBSsettlement.com or call toll-free at (888) 681-1142.

PSERS

BENEFICIARIES

- During Open Enrollment, you may decide to change your beneficiaries for Life Insurance. If so, you may also want to change your beneficiaries with PSERS for your pension benefit. The following video will explain how to change your PSERS beneficiary - https://vimeopro.com/segalgroup/psers/video/260941758.

PSERS Retirement Contributions – Membership Classes T-E, T-F, T-G, and T-H

- As a part of your retirement benefit, you are required to make retirement contributions with PSERS. The amount you are required to contribute can fluctuate based on the long term investment performance of PSERS. Anyone hired after July 1, 2011 with no prior PSERS membership will be a class member of one of the following: T-E, T-F, T-G, T-H, or the VOYA DC only plan. Recently, PSERS announced that members in these classes will see an increase in the required Defined Benefit (DB) contribution to PSERS, effective July 1, 2021. Membership classes T-G and T-H contribute both to PSERS, as a defined benefit (DB); as well as to VOYA, as a defined contribution (DC). The Voya DC amount is not changing, for those in membership classes T-G and T-H. Questions on these changes should be directed to PSERS at 888-773-7748. See the chart below for the exact amount of your increase based on your membership class:

<table>
<thead>
<tr>
<th>Class</th>
<th>Base DB Contribution Rate</th>
<th>Shared Risk Increase</th>
<th>Total DB Contribution Rate Starting July 1, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class T-E</td>
<td>7.50%</td>
<td>+0.50%</td>
<td>8.00%</td>
</tr>
<tr>
<td>Class T-F</td>
<td>10.30%</td>
<td>+0.50%</td>
<td>10.80%</td>
</tr>
<tr>
<td>Class T-G*</td>
<td>5.50%</td>
<td>+0.75%</td>
<td>6.25%</td>
</tr>
<tr>
<td>Class T-H**</td>
<td>4.50%</td>
<td>+0.75%</td>
<td>5.25%</td>
</tr>
</tbody>
</table>

*+2.75% DC Contribution Rate; **+3.00% DC Contribution Rate

“MISC PAY”

What does the “MISC PAY” on my pay stub mean?

We have received a number of questions recently regarding the MISC PAY (“Miscellaneous with Pay”) column that all employees have on their paystub. Simply put, that column is a “catch-all” for any absence other than a sick, personal, or vacation day. This includes everything from Flex Days and Field Trips to Bereavement Days and Jury Duty. All of these days are tracked solely for attendance purposes and have no effect on either your pay or your sick/personal/vacation day balances. The reason this column is always a negative number is that, unlike your sick/personal/vacation time, you do not have a starting balance to draw from. For example, if you have ten sick days and then take one, your balance drops to nine days. With “Miscellaneous” days, you start the year with a zero balance, so any days you take are subtracted from zero (and therefore negative).

*DAEA 2020-2021 EXCHANGE DAY DEADLINE*

Any Bargaining Unit Member who fails to complete six (6) professional development hours by May 16th will lose pay equivalent to one (1) day per diem, to be deducted from the June 4th pay. Please refer to Section 6.0 of the DAEA Collective Bargaining Agreement for specific language.

- Please see the process for completing the 2020-2021 Exchange Day outlined below.
1. Join the 2020-2021 Exchange Day Schoology Course (this is the same course as last year; you only need to enroll if you did not enroll in the 2019-2020 course)
   - Code: ZZ5Z-Q3PH-P9HF7
2. Register for the 2020-2021 Exchange Day Frontline Activity www.dasd.org/frontline
3. Explore options for completing the 2020-2021 Exchange Day
   - Google Teacher Training Center - https://edu.google.com/teacher-center/training/?modal_active=none
   - Nearpod Certified Educator - https://nearpod.com/certified-educator/
   - 2020-2021 Exchange Day Proposals

SUMMER EMPLOYMENT 2021

- Summer positions have been posted on the DASD website. If you are interested, please click on the following link - 2021 Summer Programs.
- ESY (Extended School Year) has open positions for Teachers, Aides, and Nursing staff.
- Cyber Original Credit and Credit Recovery (in person and on line) teaching positions are open. Math and Science are critical needs!
- Elementary Summer Learning Academy and Middle School Summer Onwards Institute teaching positions are open.
- Summer Temporary Positions are available in Custodial (minimum age 16).

ACADEMIC SUPPLEMENTAL POSITIONS 2021-2022

- Building and Grade Level Leaders, Mentor and Wellness Liaisons Supplemental positions postings have closed. If you missed applying, please email your Principal notifying them of your interest and that you missed the deadline.
- Technology Innovator Supplemental posting is open until 5/14/21. – click here
- Non-Athletic Supplemental postings are open until 5/14/21. – click here

TUITION REIMBURSEMENT

- DAEA Tuition Reimbursement Budget Update (as of 5/7/21):
  2020-21 CAP $500,000
  Bachelor’s Plus ($235,347) Submitted and paid to date FY21
  Master’s Plus ($255,660) Submitted and held for payment until July 2021 pending the availability of funds

  Balance $ 8,993

- The Bachelor’s Plus amount will go up! As these reimbursements are paid out, we will be using up more of the allotted $500,000 so there will be less available for the M+ reimbursements.
- Any M+ reimbursements which do not get paid out this year due to reaching the $500,000 cap will be automatically rolled over to FY22 and stay in line for reimbursement in July 2022.
- Questions? Contact Carol D’Andrea at cdandrea@dasd.org or ext. 11614.

DASD POLICIES

PLEASE BE REMINDED THAT THE DISTRICT HAS POLICIES THAT YOU SHOULD BE FAMILIAR WITH, WHICH ARE POSTED ON THE DASD WEBSITE.
**IMPORTANT DATES**

- May 1st to May 31st - Open Enrollment for elections effective July 1st
- May 2021 - Teamster Survey will be sent for Rollover/Payout of sick days for upcoming 2021-22 school year
- May 2021 - DAEA Payroll Option Survey will be sent to elect pay option for 2021-22 school year
- May 17th – Support staff, Confidential, and Administrator evaluations are due (meetings may be scheduled at a later date).
- June 1st – DAEA evaluations are due.
- June 4th - Retirement incentive paid to qualifying DAEA employees
- June 30th - FSA Plan year end for 12 month employees (90 day runout for submitting claims)
- June 30th - Last pay of fiscal year for 12 month employees
- June 30th - Lump Sum payment for DAEA
- June 30th - Deadline for submitting Tuition Reimbursement for FY2021
- June 30th - DAEA deadline for submitting Payroll Choice (26 pays, 22 pays, 26 pays with lump sum)

**CULTURAL EQUITY**

**A Message from Justin Brown, Director of Diversity, Equity and Inclusion:**

Can you believe we made it to May? Time is flying by fast!

As we move forward as a culturally competent district, incorporating and promoting diversity within DASD is essential.

This month as a district, we are celebrating Jewish American Heritage Month and Asian American Pacific Islander Heritage Month. Want to know more? How can we learn more about other cultures? Try using the below suggestions!

1. Visit an exhibition or a museum dedicated to other cultures
2. Plan an international movie night
3. Listen to music from a different culture
4. Play a game or take up a sport from a different culture (karate, cricket, pétanque…)
5. Learn about traditional stories from other cultures
6. Learn another language

***As we continue to celebrate Jewish American Heritage Month AND Asian American Pacific Islander Heritage Month, please submit any lesson plans, highlights, pictures and district worthy JAH/AAPI stories to jbrown@dasd.org for featuring on district webpage and social media platforms.***

Our next Cultural Equity Task Force meeting is May 13th 3:45-5:00pm. It is not too late to sign up for a CETF subcommittee. All are welcome, we have much work to do and we need everyone’s voice.

Click here for list of subcommittees and descriptions

Join Zoom Meeting

https://cciu.zoom.us/j/95458100738?pwd=ejdlZfpoQURIoZTyZTdeW5ydW1Zdz09

Meeting ID: 954 5810 0738
Passcode: 613500
LIVING WELL @ DASD

MAY IS MENTAL HEALTH AWARENESS MONTH

The question “How are you?” is almost always met with the simple response “Good,” but how many times is that not actually true?? All too often we give that short answer because we just don’t want to unpack our life struggles on the person who asked. You are not alone and everyone should have someone they can talk to! Beyond family and friends, HealthAdvocate also has professional resources that can provide additional support. Talking about it is the first step to getting help. Be well, DASD Family, and have a great week! – Health Advocate

- Mental health awareness: Let’s talk – an informative blog to support your and your family’s mental health
- May Monthly Newsletter

MINDING YOUR MIND: The National Alliance on Mental Illness (NAMI) has adopted a You Are Not Alone theme, focusing on the healing value of connection in striving to create a society where no one feels alone in their struggle. Mental Health America honors Mental Health Awareness Month with Tools 2 Thrive, a campaign providing practical tools to improve mental health and increase resiliency.

PENN MEDICINE /CHESTER COUNTY HOSPITAL: Enhancing Mental Health During Uncertain Times is a free presentation being offered on Thursday, May 13th, 6 – 7pm. Register here.

WELLNESS COMMITTEE UPDATE

- Wellness Day – Each building will pick a day the week of May 24th to focus on Wellness. There will be planned activities that focus on Wellness for Staff and Students. More information to come.

THE FIX CHALLENGE

- Remember to tune in to the Mindfulness in Action FIX, every Tuesday via Zoom, 4:00 – 4:15 pm. To join, register here (March 16th – May 18th). For each session you participate in, live, you get 2 points for your school. The building with the highest percentage of points at the end of the 8 weeks wins!
- Halfway Checkpoint! Brandywine Wallace is in the lead but there is still time to catch up.
  - If you can’t make the session, a recording of it will be emailed to you. You can also find past session recordings and resources here. For each recorded session you watch, let us know at info@prasadawholebeing.com and you will get 1 point credit for your school.
  - Feel free to invite a friend or family member to listen in!
- Please note, you will be receiving emails as well as calendar invites directly from Prasada who present the Fix programs to assist you in taking advantage of these worthwhile programs.
VIRTUAL WELLNESS *updated every issue*

- Financial Wellbeing is this month’s topic at A Resource for Better Wellbeing. A monthly topic, poster and activity to promote your wellbeing can be found by visiting https://www.gallagherwellbeing.com.
  - Includes Money-Saving Habits to Start Right Now
  - Past monthly topics focused on Behavior Change, Emotional Wellbeing, Heart Health and Managing Energy Levels.
- Penn Medicine /Chester County Hospital is offering free virtual wellness classes. Click here to see a full list of classes available.

DASD WORKPLACE SAFETY COMMITTEE

SHARE YOUR IDEAS!
- You have the capability of suggesting ways to improve safety within your building. You can use FMX as an electronic suggestion box! Go to https://dasd.gofmx.com from any phone or computer and create a new “Maintenance Request” by choosing the request type “Health/Safety” and enter your suggestion in the “Description” box.
- Working safely is a basic responsibility of all employees. Please visit the Committee’s web site https://www.dasd.org/workplacesafety for Safety Tips and Resources, including the DASD Workplace Safety Manual.

HEALTH ADVOCATE

- Health Advocate is a service provided at no cost to you. The service is completely confidential and is available 24/7 to you, your spouse, dependent children, parents and parents-in-law. You and your eligible family members have unlimited access to highly trained experts who provide one-on-one support for a full range of healthcare, insurance-related, and personal issues. From finding doctors, making appointments, locating second opinions, reviewing health insurance coverage, and resolving medical bills, to helping with stress, relationship difficulties, financial concerns and substance abuse, your Personal Health Advocate or Licensed Professional Counselor will support you at every step. Check out this video to learn more.
  - Call: 866-799-2691
  - Mobile App: Health Advocate SmartHelp - for instant access to live help and all your Health Advocate programs!
  - Email: answers@HealthAdvocate.com
  - Web: members.healthadvocate.com

SWIFT MD-TELEMEDICINE

- As part of our medical benefit plan, the District offers SwiftMD, a telemedicine benefit, at no additional cost to you. With this benefit, you can consult with U.S. board-certified doctors over the phone or Internet, from your home, office, or on the road. These physicians can diagnose, recommend treatment, and submit prescriptions to your pharmacy of choice. SwiftMD can be reached at 877-999-7943 or www.myswiftmd.com. For an introductory video about the service, please click the following - Member video.
COVID-19 INFORMATION

DASD DASHBOARD UPDATE
The Dashboard has been updated on the District website with new features. Please click the link for our COVID-19 Dashboard.

BE INFORMED ABOUT COVID-19 (Provided by Chester County)
- Learn the Facts
- Updated Quarantine Guidance (includes guidelines for fully vaccinated persons)

SHOULD I STAY OR SHOULD I GO?
The following links provided by the Chester County Department of Health are geared towards students, but are also applicable for staff. They help to explain what you should do if you come in close contact with someone who is positive for COVID-19 or if you feel sick.
- Sent Home Sick (Symptomatic)
- Close Contact
- Flowcharts

HR RELATED FAQS - TO CHANGE BENEFICIARIES, ADDRESSES, PHONE NUMBERS, ETC. - CLICK HERE
TO VIEW PREVIOUS EDITIONS OF THE HREMINDERS - CLICK HERE
TO ACCESS EAC AND YOUR PAYSTUB - CLICK HERE
TO MEET OUR HR DEPARTMENT - CLICK HERE