03/26/2021

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

FYI - IMPORTANT INFORMATION AND ANSWERS TO YOUR FREQUENTLY ASKED QUESTIONS

EMPLOYMENT

Summer
- Summer positions have been posted on the DASD website. If you are interested, please click on the following link - 2021 Summer Programs.
- Summer Academic programs include Elementary Learning Academy, Middle School Summer Onwards Institute, High School Academic Jumpstart, and ESY with open positions for Teachers, Aides and Nursing staff.
- Summer Positions are available in Custodial, Grounds/Maintenance, Technology (Interns) and Clerical.

School Year 20-21
- We need teachers and substitutes! Available positions are posted on the DASD website. If you know of someone who may be interested, please refer them to our DASD openings and STS.

School Year 21-22
- Permanent position postings coming soon! Check the District Website or use this link. Please encourage friends and family to apply.
**ACADEMIC SUPPLEMENTAL POSITIONS 2021-2022**

- Building and Grade Level Leaders, Wellness Liaisons, and Mentor Supplemental positions have been posted on the Internal Postings – [click here](#) to see openings.
- Closing date for the postings is 4/11/2021.

**VACCINATION UPDATE**

- [Updated Quarantine Guidance](#), (includes guidelines for fully vaccinated persons)
- Staff that chose not to receive the vaccination at this time may be able to schedule their vaccine in the future wherever the vaccine is being offered.
- For staff and dependents covered under DASD Employees’ medical or pharmacy benefits, the COVID-19 vaccine is covered at 100%. The vaccine may be provided at a doctor’s office or pharmacy locations. Members will have $0 cost sharing, regardless of the setting or point of access. However, the type of location will determine which ID card you should use; see below. (Individuals not covered under DASD plans may have similar options available, but should contact a vaccine site directly for more information)

<table>
<thead>
<tr>
<th>Place of Service</th>
<th>What ID card should I use?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor’s Offices, Hospitals, Vaccine Sites, Retail Clinics (e.g. CVS Minute Clinic)</td>
<td>Independence ID Card <a href="#">Independence</a></td>
</tr>
<tr>
<td>Pharmacies (e.g. CVS, Rite Aid, Walgreens)</td>
<td>CVS Caremark Prescription Drug Card <a href="#">CVS caremark</a></td>
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</tbody>
</table>

**EMPLOYEE LEAVES OF ABSENCE**

- If you need to be out of work, please contact Alex Medlar at Ext. 11613 at least 30 days prior to the start of the leave or as soon as possible.
- A [Leave of Absence Request Form](#) must be filled out for any leaves lasting 5 days or longer. This includes absences using sick time.
- Employees are responsible for notifying their school of their absence and for following the established procedures to report their absence and secure a substitute; if you work in multiple schools or teach cyber courses, please be sure to notify all supervisors.
- Human Resources (Alex Medlar) will work with you on the specifics of your leave throughout the process.

**CONTINUING EDUCATION**

- Visit the [EAC](#) to check your Continuing Education and see all of your submitted course information, including dates and credits received, and Degrees/Teacher Certifications.
- Questions? email Carol D’Andrea at cdandrea@dasd.org.
RETIREMENT

• Please remember that if you are retiring at the end of the school year, you will need to contact PSERS and schedule an Exit Counseling Session. You are responsible to call 888-773-7748 to schedule.

• For sick and personal day payments, you must also have an open TSA account on file with the Payroll Office prior to your last day of employment. Information on DASD’s 403(b) plan can be found by clicking here.

• DAEA members must give the District 60 days written notice before the effective date of the retirement (or resignation) per Section 5.25 of the Collective Bargaining Agreement. Bargaining Unit Members who retire at the end of the school year and provide 60 calendar days’ notice will have their health benefits continued until August 31st. If you do not provide this 60 day notice, you forfeit the benefits listed in Section 5.20 Retirement, including, but not limited to, sick day payments, personal day payments, and benefit continuation.

• You can also find additional retirement information from PSERS on our Payroll Website.

OPEN ENROLLMENT STARTS 5/1/21

• This year, Open Enrollment will take place between May 1 and May 31 for elections to go into effect on July 1. Open Enrollment is your opportunity to ensure that you have the right benefits for you and your family. All benefit-eligible employees are encouraged to review their benefit elections for the 2021-2022 plan year. Outside of this Open Enrollment timeframe, changes during the year must align with a qualifying life event, and change requests must be completed within 31 days of the event. Watch for upcoming announcements regarding Open Enrollment.

FLEXIBLE SPENDING ACCOUNTS

PLEASE NOTE: Unused funds will not be returned to you or carried over to the following plan year. 12-month employees have a July 1 to June 30 plan year, while all other employees have a September 1 to August 31 plan year. (This includes medical spending and dependent care spending accounts)

• As a reminder our FSA vendor is now WageWorks (Click here to sign in or register for an online account)

• You must submit eligible expenses within 90 days after the end of the plan year or you will not be eligible to receive reimbursement.
  o You can pay for your eligible expenses using your Benefit Card at participating providers’ offices, drug stores and most pharmacies where credit cards are accepted, so you won’t have to pay out-of-pocket or file reimbursement claim forms.
  o To reimburse yourself for expenses paid out-of-pocket, use the link above and follow the steps to complete a claim form online.
  o Always save your receipts in the event of future requests by the FSA vendor or the IRS to verify that the purchase is valid.
THE PULSE ON POLICIES
PLEASE BE REMINDED THAT THE DISTRICT HAS POLICIES THAT YOU SHOULD BE FAMILIAR WITH, WHICH ARE POSTED ON THE DASD WEBSITE.

IMPORTANT DATES
- March 30th - Community Training on Implicit Bias
- March 31st through April 5th - SPRING BREAK
- April 13th - DAEA deadline to submit retirement notice for last teacher day
- May 1st - DAEA deadline for submitting internal transfer request
- 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
- June 4th - Retirement incentive paid to DAEA
- 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

CULTURAL EQUITY
A Message from Justin Brown, Director of Diversity, Equity and Inclusion:
Have you checked out our CETF March Newsletter? Click Here
I hope you all are having a great week! Are you enjoying the weather? Sunny days ahead! Goodbye Snow! J

As we move forward as a culturally competent district, creating a diverse and equitable work environment is a must. We all want to be heard and valued in the workplace. Below are 5 ways to help DASD continue to create inclusive environments:

- **Speak Up/Speak Out** - We have to create an environment where we have zero tolerance of bias and discrimination. You see something, you say something. Silence is complicity.

- **We all have room to grow** - Even the most knowledgeable and well-informed/woke person still has areas of improvement. No one is an expert on DEI work. We should all leave room for growth, development and understanding.

- **Be willing to receive feedback** - Feedback is an important tool for progress. When people give you feedback, actively listen and use what you can for self-improvement. Not all feedback is useful, I understand. As my mother would always say, “chew up the meat, spit out the bones.” This means, take what you need. One should always be conscious that being a better ally means you are committed to learning and improving.
Commit to small acts of inclusivity: There is often a notion that people have to do these big grand gestures in order to support DEI, and that is simply not true. Simply try changing small habits like inviting someone you know to lunch, small chats with co-workers on breaks, widening your inner circle of employees from different backgrounds. These all make a difference.

Welcome new voices: We all know that person on our teams that “always” speaks up. What about those who we don’t normally hear from? We can help create an inclusive workplace environment by welcoming voices into the dialogue who we normally don’t hear from. Try it sometime, it can make a world of difference.

***As we approach Autism Awareness and Acceptance Month, please submit any lesson plans, highlights, pictures and district worthy AAAM stories to jbrown@dasd.org for featuring on district webpage and social media platforms.***

Our next Cultural Equity Task Force meeting is April 22nd 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.

LIVING WELL @ DASD

WELLNESS COMMITTEE UPDATE

- **Kindness Day** – During the week of April 12th, each building will select a day to highlight Kindness. We will be sending out Kindness Notes to each school to use to write a Thank You Note to another staff member. Look for more information coming from your building representatives as we promote Kindness to Staff and Students.

- **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 over the next month.

JOIN THE FIX CHALLENGE!

- You are invited to a 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!
- 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***

- **Stress Relief for Caregivers** – a free webinar offered through Health Advocate on demand. Click here to view this presentation.
- Chester County Hospital is offering free virtual wellness classes! Register to join Parenting on Your Feet on Tuesday, March 30th from 7 – 8:30 pm by clicking here.
- **A Resource for Better Wellbeing**: A monthly topic, poster and activity to promote your wellbeing can be found by visiting https://www.gallagherwellbeing.com.
  - The monthly topic for March is Heart Health, also covering easy ways to monitor your Heart’s Health and how to keep a Health Log.
  - Past monthly topics focused on Behavior Change and Emotional Wellbeing.
- **Take Steps for a Healthy Body** – a quick read on the Health Advocate Blog.

**DASD WORKPLACE SAFETY COMMITTEE**

- **Gardening Safety**
  - There are millions of minor gardening injuries each year.
  - Review this document featuring safety tips to avoid the “dangers” of gardening.

**HEALTH ADVOCATE**

- A benefit for all employees, Health Advocate provides confidential counseling and the right support to help you work through personal issues. Health Advocate will also help if you need assistance with healthcare and insurance-related issues and/or billing issues. You can contact Health Advocate at 1-866-799-2691 or answers@HealthAdvocate.com. This free and confidential service is available to employees, their spouses, dependent children, parents, and parents-in-law.

**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

VIRUSES DON’T DISCRIMINATE AND NEITHER SHOULD WE

Misinformation causes fear and anxiety. Sometimes this fear can result in stigma towards populations that people associate with a disease. Stigma hurts everyone by creating more fear or anger towards ordinary people instead of the disease itself.

You can help reduce stigma if you:

• Rely on and share trusted sources of information
• Speak up if you hear, see, or read misinformation
• Show support for impacted individuals and communities
• [Click here to learn more about reducing stigma](#)

CLICK HERE TO "BE INFORMED ABOUT COVID-19" (Provided by Chester County)

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](#)
Health & Safety Checklist

Before you start your shift ask yourself:

- Have I had any of the following symptoms during the past 24 hours?
  Individuals are considered COVID-19 symptomatic if they have:
  - At least one (1) symptom from Group A
  - OR
  - Two (2) or more symptoms from Group B

<table>
<thead>
<tr>
<th>Group A (1 or more symptoms)</th>
<th>Group B (2 or more symptoms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of smell or taste (without congestion)</td>
<td>Fever (oral &gt;100.4, axillary/temporal&gt;99.5)</td>
</tr>
<tr>
<td>Cough</td>
<td>Sore throat</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Chills</td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td>Muscle aches</td>
</tr>
</tbody>
</table>

If you are not feeling well or you have symptoms listed above during your shift, please inform your supervisor that you need coverage and leave the building. Please contact Supervision/School Nurse of the following in an email:
- Your base location and the areas you visited during your shift (Office, nurse, classrooms, cubicle, restroom, kitchen, coverage, etc.) Facilities staff will be notified to follow cleaning protocols.

Please remember: Close Contact is defined as exposure to an individual infected with the COVID-19 virus within 6 feet of the infected individual for 15 minutes or more cumulatively over a 24-hour period.

DASD Staff COVID Guidelines to Protect Yourself and Others

When you are sick, please stay home.

Know "How" COVID spreads: Human coronavirus spreads just like the flu or a cold:
- Through the air by coughing or sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it.

Steps to follow before you enter your work location & to follow during your shift:
1. Check your temperature; It should be LESS THAN 100.4 degrees oral. SEE OTHER SIDE FOR FURTHER INSTRUCTIONS.
2. Wear a face mask that will cover your nose and mouth. District or personal 2 ply masks must be worn in shared or common spaces in the buildings. Cover cough or sneeze with sleeve or elbow.
3. Maintain social distance of at least 6ft. Limit close contact and group sizes according to phase (based on current CDC Guidelines).
4. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water is not available.
5. Avoid touching your face, eyes, nose and mouth.
6. Avoid going to work for work related purposes. Avoid taking other staff workspace where able, and send documents electronically as often as possible.
7. Clean high touch areas after use, i.e.: copiers, door handles, pens, etc. Disinfectant is provided to all staff.

Please remember: Close Contact is defined as exposure to an individual infected with the COVID-19 virus within 6 feet of the infected individual for 15 minutes or more cumulatively over a 24-hour period.

REMINDER – WEAR YOUR FACEMASK!