**HR REMINDERS**

01/07/2021

- **HR RELATED FAQS** - HOW TO CHANGE BENEFICIARIES, ADDRESSES, PHONE AND EMAILS, ETC. - CLICK HERE
- **ACCESS EAC AND YOUR PAYSTUB** - CLICK HERE
- **MEET OUR HR DEPARTMENT** - CLICK HERE

---

**PAYROLL UPDATES**

**2020 W2 DELIVERY** (PAPERLESS OPTION)

Did you know the [EAC](https://www.dasd.org/eac) provides paperless access to your W-2 form each year? If you would like to opt-out of receiving a paper copy of your 2020 W-2, you can elect to only receive an electronic copy by following the instructions below. You can always reach out to the [Payroll Office](mailto:payrolloffice@dasd.org) and request a paper copy if you need it later, or you can change from electronic delivery back to a paper copy at any time throughout the year.

- W-2 forms being delivered on paper will be mailed to the schools by January 29th.
- Electronic access may be available a few days earlier.

**To opt-out of paper W-2 delivery**

1. Log into the Employee Access Center ([www.dasd.org/eac](https://www.dasd.org/eac)) using your district credentials.
2. From the left-hand sidebar, click on Tax Information.
3. At the bottom of the next screen, click the Update button.
   a. You will only be allowed to change the W-2 delivery information from this screen. If you wish to change your federal tax information, please complete a new [W-4 form](https://www.irs.gov/pub/irs-pdf/f1040sca.pdf) and forward it to the Payroll Office.
   b. State and local tax filing status is always “S” for single, regardless of marital status and cannot be changed.
4. Then, the dropdown box next to “Printed W2” allows you to choose either **W2 in EAC only** or **Printed W2**.
5. If you make a change, press Save at the bottom of the screen. (Please do not change the Effective Date as this just records when you made the change)
6. That’s it – all done!
• **To retrieve your W-2 electronically**, in the EAC click on **Print W2s** (from the left-hand sidebar) and for the document to open, then click the W-2 year you would like to view.
  o Not only should you see your current DASD W-2, but your past DASD W-2’s as far back as 2005 may be listed there as well.
  o Remember, you can always request a paper copy from the Payroll Office ([payroll@dasd.org](mailto:payroll@dasd.org)).

**FFCRA UPDATE**

FFCRA expired on 12/31/2020. Should you need to take time off or to quarantine for a COVID-related matter, please contact Kim Gardner at [kgardner@dasd.org](mailto:kgardner@dasd.org). As a reminder, you will only be paid for time worked, unless you are using sick/personal/vacation days.

**COVID19 VACCINE INFORMATION**

[Click here to review Chester County updates](#)

- Vaccine will work on both original and new strands of COVID-19
- Phases relate to anyone who lives or works in Chester County
- Phase 1A: includes clinical personnel in school settings
  o Distribution currently at hospitals, health centers, government services centers
- Phase 1B: includes educators and educational staff
  o There is no timeline yet for distribution to 1B
- No cost for either vaccine dose, even without health insurance
- You will receive a reminder for your second dose (email, text, etc.)
- By March, the goal is to ensure 80% of individuals will have access to receive vaccine

**ALL SCHOOLS RETURNING TO STAGGERED INSTRUCTIONAL MODEL ON MONDAY 1/11/2021**

- Additionally, virtual Fridays with a two-hour early dismissal will continue up until spring break.

**TUITION REIMBURSEMENT - COURSE PRE-APPROVAL REQUIRED**

- All classes not meeting in person must be preapproved, which is almost every course being offered right now. Please choose the appropriate form and send to [cdandrea@dasd.org](mailto:cdandrea@dasd.org) at least two weeks prior to the start of the course.
  - **SUPPORT STAFF PRE-APPROVAL AND TUITION REIMBURSEMENT REQUEST FORM**
  - **DAEA PRE-APPROVAL FORM FOR ONLINE COURSES**
Welcome our new Director of Diversity, Equity and Inclusion, Justin Brown!!!

Message from Justin: Greetings and Happy New Year!
Thank you all for the warm welcome. It has been a great first week. I look forward to meeting, collaborating and working with you all in the very near future. There is a lot of work to do, but we can do it together! Please feel free to reach out to me to set up a meeting if you want to share ideas, have any questions, comments or concerns.

As we begin to create some new district initiatives and as you are re-evaluating your work, I would ask you to consider the following below:

Diversity: Who is in the room? What perspectives are we missing?

Equity: Who is trying to get into the room, but can’t? Does Everyone have what they need to stay in the room?

Inclusion: Have everyone’s ideas been heard? Who are we impacting?

***As we approach Black History Month, please submit any lesson plans, highlights, pictures and district worthy BHM stories to jbrown@dasd.org for feature on district webpage and social media platforms.***

Our next Cultural Equity Task Force meeting is January 28th, 2021

LIVING WELL @ DASD

UGLY SWEATER CONTEST WINNERS

The DASD Wellness Committee hosted a staff ugly sweater contest, inviting all staff to wear an ugly sweater on Monday, December 21st. Congratulations to the following randomly selected winners of the contest:

Bradley Strathmeyer, Uwchlan Hills Elementary School
Amy Heacock, Downingtown West High School

Click on the sweater to enjoy the video!

Thank you to everyone who participated, the Wellness Committee for sponsoring this show of spirit and creativity, and Jenn Shealy for the video.
HEALTH ADVOCATE
Click this link to view the monthly newsletter: January 2021 edition

HELP THE HELPERS - TEACHER SUPPORT GROUP
This is an opportunity to talk with teachers from other districts to discuss emotional support and self-care strategies in a supportive and non-judgmental atmosphere. There is an option to remain anonymous. Please join Thursday, January 14th at 7pm via Zoom:
https://us02web.zoom.us/j/8418285591?wd=SDJ2Wi9HeGtUZm5xUGZxSIRtNGcvQT09
This program is made possible by a grant from The Foundation for Delaware County and Supported by: Coalition for the CommonHealth I Delaware County Critical Incident Stress Management I Springfield Psychological I Pennsylvania Psychiatric Leadership Council I Philadelphia County Medical Society
For registration questions contact Valerie Ferri; Vaferrri@pmhcc.org.

TIPS TO HELP YOU RISE AND SHINE THIS HOLIDAY SEASON
Start your morning on the right foot! For many of us, that means having that first cup of coffee. But making smart breakfast choices is a good way to get the energy to start your day. Try these healthy and tasty breakfast recipes (Eat Smart Move More Weigh Less Online). Now that you are moving, how about some new ideas on how to burn off some calories... check out these 25 Ways to Burn 300 Calories or More (myfitnesspal Blog). Looking for a new book to read? Visit our local Downingtown Library online for books and programs.

SHOULD I STAY OR SHOULD I GO?
HELPFUL COVID-19 GUIDANCE: 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
- When to quarantine
- Flowcharts

REMINDER – PLEASE STAY AT LEAST KEEP 6 FEET APART FROM OTHERS AND WEAR YOUR FACEMASK!