01/15/2021

HR RELATED FAQS - HOW TO CHANGE BENEFICIARIES, ADDRESSES, PHONE AND EMAILS, ETC. - CLICK HERE

TO VIEW PREVIOUS EDITIONS OF THE HREMINDERS - CLICK HERE

ACCESS EAC AND YOUR PAYSTUB - CLICK HERE

MEET OUR HR DEPARTMENT - CLICK HERE

2021 NEW YEAR NEWS

IN THIS YEAR’S NEW YEAR NEWS, YOU WILL FIND...

- 403(b) Universal Notice;
- Payroll Notes;
- Keeping Your Data Up to Date;
- For Your Benefit; and
- Other ‘Stuff’ you should know.

PLEASE CLICK HERE FOR THE 2021 EDITION OF THE HR NEW YEAR NEWS

2020 W2 DELIVERY

- 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 (see below for retrieval directions).

ELECTRONIC/PAPERLESS OPTION (If you do not wish to receive a printed copy of your W-2, please update your delivery preference no later than 1/22/21)

The Employee Access Center (EAC) provides paperless access to your W-2 form each year. You can help us reduce processing time and save paper by opting out of receiving a printed copy of your W-2. This is not mandatory, but would require you to update a delivery preference using the instructions below. If you do opt out of receiving a printed copy, you can always reach out to the Payroll Office and request a paper copy if you need it later! You can also change from electronic delivery back to a paper copy at any time throughout the year.

- To opt-out of paper W-2 delivery
  1. Log into the EAC (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 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. 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 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-2s 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).

**UPDATED DISTRICT CALENDAR AVAILABLE**

- [Click here to review the 2020-2021 district calendar](#)
- Reminder – the district is closed on Monday, January 18, 2021. Enjoy your long weekend!

**1095-FORM DISTRIBUTION FOR 2020**

As a reminder, the Affordable Care Act requires each employer and plan sponsor to provide a 1095-C form that contains information required by Section 6055 and/or 6056 to their employees and covered members. For those who were covered by the District’s health plan, this form will serve as a proof of health insurance when completing federal tax returns that are due by April 2020. This year, the District is required to provide the 1095-C form by March 2, 2020.

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

- All classes not meeting in person must be pre-approved, which is almost every course being offered right now. Please choose the appropriate form and send to 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

**DAEA RETIREMENT**

- DAEA Bargaining Unit Members who submit an irrevocable retirement notice by February 1 (for retirements in June) shall be entitled to a one-time payment in the amount of Five
Hundred Dollars ($500) to be paid at the end of the school year. Click here for a sample retirement letter. You can also find additional retirement information from PSERS on our Payroll Website.

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.

In addition to the policies on the website, you should be reminded that...

- Under Act 24 of 2011 and Act 82 of 2012, all employees are required, by subsection (j)(4) of 24 P.S. §1-111, to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1) on Form PDE-6004.
- The ARREST/CONVICTION REPORT AND CERTIFICATION FORM(6004) is available on the Employment page of the District website under Required Clearances or you can click here.
- A list of reportable offenses is available on the second page of the form.

CULTURAL EQUITY

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

I hope you all are having a great week! Have you ever wondered how we should manage diversity in the workplace?

Building a diverse environment and team has some challenges, but the advantages far outweigh them. Employing people with various backgrounds has the potential to give our district a leg up because it can:

- Spark creativity with an infusion of new ideas and perspectives
- Give you a head start on innovation because we’re drawing ideas from different types of people
  - Help us relate better to our target audience (Teachers, Students, Alumni, Community)
  - Align our culture more closely with the reality of our nation
  - Improve how our team interacts with parents and the community, and increase our student satisfaction

In order to create and maintain a diverse workplace, we first must learn to:

- Identify with others who are different from you
- Be willing to take other perspectives into account
- Be able to embrace those very traits that make us different
- Recognize everyone’s contributions
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, 3:45-5:00pm. We hope that you join us. There is much work to do and we need everyone’s voice.

**LIVING WELL @ DASD**

**HEALTH ADVOCATE**
- Here is the monthly newsletter: January 2021 edition
- As a reminder, 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.

**NEW YEAR, NEW YOU**
- Click on the heart for a short video on self-care: One Minute For Me
- You are invited to a Mindful Eating FIX, every Tuesday via zoom starting 1/19, 4:30 – 4:45 pm, Register Here (January 2021 – March 2021)
- Improving Overall Well-being: The Mind-Body Connection FREE Webinar! January 21, 2021, Register Here

**GRIN!**
- Click this link to view the Delta Dental newsletter: Winter 2020 edition

**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](#)
- [When to quarantine](#)
- [Flowcharts](#)

Before coming to work, ask yourself: **Have I had any of the following symptoms during the past 24 hours? Please stay home if you are sick!**

![Symptoms Chart](#)

*"COVID-19 Symptoms" is defined as having 1 or more symptom(s) in Group A or 2 or more symptoms in Group B*

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