Welcome to the 2020-2021 School Year!

We are so excited to bring you our first edition of the new school year. This is by far one of the longest newsletter we have provided, but we ask that you do yourself a favor and spend the time to review it. We feel that it is very important to provide you all of this information at this time.

For those of you who are new or seasoned veterans, every payday during the school year, the Human Resources Department emails this newsletter, titled ‘HReminders’, to all staff. It contains information pertinent to employment, benefits, wellness, payroll, and general HR information. At the top of each newsletter, you will find links so that you have quick and easy access to your paystub, your benefit information, prior issues of the ‘HReminders’, and frequently asked questions. Please be sure to read the newsletter, so that you are informed and knowledgeable.

Payroll Notes

- The first pay of the 2020-2021 school year for DAEA is September 11, 2020.
- The first pay of the 2020-2021 school year for Student Day Support Staff is September 25, 2020.
- The first benefit deduction and Teamster dues for Student Day support staff will be on September 25, 2020.
- To be eligible for (DAEA) horizontal salary movement for the 2020-2021 school year, documentation must be received in the HR Office no later than September 30, 2020.
- New Hires - When initially signing up for Direct Deposit, your first pay will be a cashable check mailed to your home address. All subsequent pays will be deposited into your specified bank account.
- New Hires - If you are requesting to transfer sick days from your previous District, please submit your documentation to the Payroll Office as soon as possible. Sick Day transfer requests cannot be honored after the end of the school year in which you were hired. Only staff with work history in PA Public Schools can transfer sick days (up to 25 maximum).
- DAEA ONLY – Any remaining Personal Days at the end of the 2019-2020 school year are automatically rolled into Advanced Personal Days up to a maximum of 5. Any Advanced
Personal Days over 5 move into the Banked Personal Days for possible payment at retirement.

**FFCRA**
If you will need to utilize the Families First Coronavirus Response Act leave, then we need to hear from you as soon as possible. Please complete and submit the Request Form below. The FFCRA requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Pursuant to the Families First Coronavirus Response Act (FFCRA), eligible employees are entitled under the Emergency Family and Medical Leave Expansion Act (EFMLEA) to up to* 12 weeks of partially paid, job-protected leave for specified reasons related to COVID-19. In order to request leave under EFMLEA, an employee must be employed for at least 30 calendar days prior to the leave request. These provisions are in effect from April 1, 2020 to December 31, 2020.

- FFCRA Poster
- FFCRA Request Form

**RETIREMENT OR RESIGNATION**
If you are considering retirement and/or resignation, you should know the following:
- Professional Staff and Administrators must provide 60 days notice
- All other staff must provide a minimum of 2 weeks notice
- Sample Resignation Letter
- Sample Retirement Letter

**PAYROLL TAX DEFERRAL PLAN**
You may have recently heard about a Payroll Tax Deferral Plan pertaining to Social Security. Currently, all employees contribute 6.2% of each paycheck to Social Security. Per Notice 2020-65, employers may choose to implement this “payroll tax holiday” for their employees, wherein the 6.2% for Social Security would not be deducted from an employee’s pay between 9/1/2020 and 12/31/2020. Then, effective 1/1/2021, the employee would be expected to pay back whatever was not withheld, resulting in a total of 12.4% Social Security tax being deducted from their paycheck until the deferred amount is paid in full. **However, as this Payroll Tax Deferral Plan is not mandatory, Downingtown Area School District will not be participating.**

**STAFF ABSENCES (DAEA)**
All Professional staff are required to log absences into ABSENCE MANAGEMENT (formerly AESOP) regardless of whether or not a substitute is required. The absence codes for the 2020-2021 school year can be accessed **by clicking here**. Preapproval is needed for certain types of absences. Please log your absence with as much advanced notice as possible to ensure approval and substitute coverage. (Absence Management is a Frontline Education product and can be accessed using single sign-on, **Click Here**)

**WORK WEEK (HOURLY STAFF)**
Employees are required to work their scheduled hours during the work week (Monday through Friday). Working longer one day to make up time missed on another day in the same work week is only permitted with the pre-approval of the supervisor. The pay week begins Monday at 12am and ends Sunday at 11:59pm. Support staff absences should be entered in iSolved (formerly Timeforce).
**SUPPORT STAFF ABSENCES**

All support staff are required to log absences into iSolved (formerly TimeForce). Some support staff may also need to log their absence in AESOP as well, but only if a substitute is needed. For instructions on how to log your absence into iSolved and AESOP, please [click here](#).

**SUPPORT STAFF CLOCK-IN INFORMATION**

There are three different ways to log in and out for your work day. You can login to a mobile app, to a website, or you can use a stand-alone time clock in your building. Please remember that your punches are recorded in real time; you cannot alter the time. For instructions on how to use the website, [click here](#). For instructions on how to use the mobile app, [click here](#).

Please be aware that you will only be paid for the hours that appear on your time card, so make sure you are comfortable with what your time card shows at the end of each week. (Hours are not being paid automatically as they were in the Spring)

If you notice any issues with your time card, please inform your building secretary as soon as possible. That way they can make any necessary corrections before we process the pay. Otherwise, you’ll have to wait two weeks until your next check is processed.

**CLEARANCES**

Many of you are receiving reminder emails regularly that your clearances need to be renewed. As a reminder, all PA school district employees are required to renew their clearances every five (5) years and provide copies of their renewed clearances to their employer for review. If your clearances have expired or will expire soon, please complete your clearances ASAP. Please refer to the information on our website, including links to all three registration websites and the required service codes. (Clearances can be sent to [hr@dasd.org](mailto:hr@dasd.org))

- There are three (3) required clearances: [PA Child Abuse Clearance](#) (Act 151), [PA Criminal History Clearance](#) (Act 34) and the [Federal Background Check](#) with Fingerprinting (Act 114, Employment Code tKG6XN).
- [Click here for Act 114 fingerprinting locations](#).
- Under Act 18, employees of public, private, and nonpublic schools, as well as independent contractors and their employees who work with schools, have until December 31, 2020 to renew their Act 114 FBI fingerprint-based background checks at an approved IdentoGO location. ([PDE Fingerprinting FAQs](#))
- Staff without the appropriate clearances may be subject to disciplinary action.

**NEW HIRE BENEFIT ENROLLMENT**

If you are a new hire, you have 31 days from your benefit effective date to enroll in benefits. That is your only opportunity to elect prior to the next Open Enrollment, unless you experience a qualifying life event.

- If you recently elected benefits, you must provide documentation for any dependents that you added to your plan to the Benefits Office in order for your dependent to be covered.
- If you elected more than $120,000 in Voluntary Life Insurance, you must return your application within 31 days of the effective date.
- DAEA Only - Please note that your benefit deduction for the first pay may appear higher than your expected normal semi-monthly amount. This is because the semi-monthly amount is based on semi-monthly deductions for benefits from September 1, 2020 to August 31, 2021*. However, as a new hire, your benefits began in mid-August. Therefore, your
deduction is reflecting your normal semi-monthly amount plus the premium for the partial month of August.

**BENEFIT CARDS**

If you are a new hire and did not yet receive your benefits cards, if you misplaced your benefit cards, if you have an appointment soon and do not have time to wait for a new set of benefit cards to arrive, or if you are looking for an alternative to carrying around your benefit cards, please click here for instructions.

As a reminder for returning staff, our vendor for Flexible Spending Accounts has changed to WageWorks/HealthEquity through Horace Mann. If an FSA was elected for the 2020-2021 school year during Open Enrollment, you should have received a new debit card. (Click here to create an account on the WageWorks portal)

- Any claims for the 2019-2020 plan year will continue to be administered by PayFlex until the 90-day runout periods expire.

**BUILDING ACCESS PROCEDURES**

All staff members must have a proximity card. These all-in-one door access and ID badges are used to gain access to the buildings. Staff must have these ID cards on them and visible at all times in the building. Only DASD employees will be issued a new proximity card. Please do not modify your proximity card in any way! For any issues with the proximity card/ID badges, please call Kathy Lamar in the Facilities Office at x11805.

**TAX SHELTERED ANNUITIES – 403(b)**

Are you aware that you have the opportunity to save for retirement by participating in DASD’s 403(b) plan? Please click here for more information on how a 403(b) works. You can get more detailed information on the plan as well as the list of ‘approved’ vendors and Salary Reduction Form at the following link - https://www.dasd.org/Page/3094.

**EMPLOYMENT AGREEMENTS**

You can find the following agreements on DASD’s website at www.dasd.org > Departments > Human Resources > Employee Information or by clicking the links below:

- DAEA Professional Agreement – 9/1/2020-8/31/2025
- Teamsters Agreement – 7/1/2017-6/30/2021

**LISTSERV**

ALL DASD EMPLOYEES MAY SIGN UP FOR THE DASD LISTSERV REGISTRATION – VALID FOR ONE YEAR.

- Registration is valid through September 13th each year. On September 14th all registrations are purged and re-registration begins on September 15th each year. Click on DASD ListServ Registration for more information.
**UPCOMING DATES**

**FLU SHOTS**
We will be doing drive up Flu Shots this year on October 1, 2020 at the Administration Building between 2:30pm and 4:30pm. Sign up information and directions will be emailed next week to all staff.

**DID YOU KNOW?**

**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:** 866.799.2728  
- **Mobile App:** Health Advocate SmartHelp - for instant access to live help and all your Health Advocate programs!  
- **Email:** answers@HealthAdvocate.com  
- **Web:** HealthAdvocate.com/dasd

**SWIFTMD - 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](http://www.myswiftmd.com). For an introductory video about the service, please click the following - [Member video](#).

**FREE VIRTUAL SUPPORT GROUP FOR EDUCATORS**
Join us Virtually for a FREE Support Group for Teachers and Educators every Monday from 5-6pm starting Monday, September 14th! As an open group, registration is required for each week individually. Link for Week 1 registration: [https://www.cbicenterforeducation.com/events/returning-to-school-during-covid-19-support-group-for-teachers-session](https://www.cbicenterforeducation.com/events/returning-to-school-during-covid-19-support-group-for-teachers-session)
Returning to School During COVID-19: Support Group for Teachers
with CBI Post-Doctoral Fellow Katherine Hines, PsyD
and CBI Intern Krista Pugliesi, MSEd

Mondays @ 5pm
beginning September 14th, 2020
Must RSVP to participate each week at
www.cbicenterforeducation.com

This is a support group to aid teachers in navigating uncertainty related to returning to school during the current COVID-19 pandemic. This group will address the unique social and emotional challenges that teachers are currently facing. This is a free open group available to educators as a means of connecting with others and finding our way during unprecedented times.

Group Meeting Dates and Topics
- September 14th | Adjusting to our new lives and work environment
- September 21st | General anxiety management tools
- September 28th | Managing expectations (of self, students, parents, administrators)
- October 5th | Self-care to prevent burnout
- October 12th | Mindfulness
- October 19th | Age-appropriate discussions with children and adolescents
- October 26th | Balancing professional and personal responsibilities
- November 2nd | Coping with the unknown
- November 9th | Increasing acceptance of current situation and the unknown
- November 16th | Self-care check-in
- November 23rd | Bringing it all together: wrap up and review of skills

Virtual Participation Only
Health & Safety Checklist

Before you start your shift ask yourself:
Have I had any of the following symptoms during the past 24 hours?
If you answer yes to any symptom, do not enter your work location.

- Have you had direct contact with someone diagnosed with COVID-19 or that is being tested during the past 14 days
- Temperature ≥ 100.4 F with temporal chills
- Shortness of breath or difficulty breathing
- Fatigue
- Unexplained muscle pain or headaches
- Nasal congestion (different from your pre-existing allergies)
- Loss of taste or smell (without congestion)
- Sore throat
- Persistent cough (a new onset cough that is not a symptom of an on-going chronic health condition)
- Diarrhea (not due to pre-existing chronic condition)
- Nausea or vomiting

If you are not feeling well or have symptoms listed above during your shift, please notify your supervisor. Please inform your supervisor of your base location, staff you were in contact with, and the areas you visited during your shift. (examples: Kitchen, restroom, cubicle, classroom, offices, nurse’s office, etc.) Watch for symptoms: Covid-19 Symptoms may appear 2-14 days after exposure to the virus.

Please note the CDC will continue to update this list as they learn more about COVID 19, cdc.gov/coronavirus

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. SEE OTHER SIDE FOR FURTHER INSTRUCTIONS.
2. Wear a face mask that will cover your nose and mouth. District or personal masks or shields must be worn in shared or common spaces in the buildings. Cover coughs or sneezes with sleeve or elbow.
3. Maintain social distance of at least 6-ft. 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 areas that you do not need to enter for work related purposes/Avoid using other staffs work space where able, and send documents electronically as often as possible.
7. Clean high touch areas after use, i.e.: copiers, door handles, sinks, etc. Disinfectant is provided to all staff.

*Close contact is defined as an individual who is within approximately 6 feet of a COVID-19 case for greater than 15 minutes;