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.

**STAFF SURVEY**

Thank you to all who completed the staff survey. Your questions and requests are important to us. Please know that we are doing our best to return your calls and emails in a timely manner and will respond to your inquiry as soon as possible. We appreciate your patience. Thank you.

**PAYROLL NOTES**

- The first benefit deduction and Teamster dues for Student Day support staff is on September 25, 2020.
  - Please note that the Teamster dues is doubled this pay to account for the entire month of September.
- To be eligible for one 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 to or from your previous District, please submit your documentation to the Payroll Office as soon as possible. We cannot transfer sick days 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).
- Please check your pay stubs to verify the amount of federal tax being withheld is what you are expecting. The new 2020 W4 is more complex; therefore it may not be withholding as much federal tax as you would like. Specifically, make sure your federal tax withholding amount listed on your paystub is not $0. Questions, contact payroll@dasd.org.
NEW HIRE BENEFIT ENROLLMENT:

- 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.
- Please note that your benefit deduction for your first pay may appear higher than your expected normal bi-weekly amount. This is because the bi-weekly amount is based on bi-weekly deductions for benefits from September 1, 2019 to August 31, 2020. However, as a new hire, your benefits began in mid-August. Therefore, your deduction is reflecting your normal bi-weekly 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.

FLEXIBLE SPENDING ACCOUNT UPDATE:
UNDER THE FLEXIBLE SPENDING PLAN, YOU HAVE 90 DAYS AFTER THE PLAN YEAR ENDS TO SUBMIT CLAIMS THAT OCCURRED DURING THE PLAN YEAR. IF YOU DO NOT SUBMIT CLAIMS BY THE DEADLINE, YOU WILL HAVE FORFEITED ANY MONEY LEFT IN YOUR ACCOUNT.

*** REMINDER –
- PAYFLEX THROUGH HORACE MANN WILL BE PROCESSING ANY RUN OUT CLAIMS FROM THE 2019-2020 PLAN YEARS
  - 877-533-0220 OR HTTPS://HORACEMANN.PAYFLEX.COM/HORACEMANN/INDEX.HTML
- WAGEWORKS/HEALTHEQUITY THROUGH HORACE MANN WILL BE PROCESSING ALL NEW CLAIMS FOR 2020-2021
  - 877-924-3967 OR WWW.WAGEWORKS.COM

PSERS RETIREMENT:
If you are a new employee and are new to the Public School Employees' Retirement System (PSERS), you may be wondering how it all works. This is mandatory and the retirement is automatically deducted from your pay. The amount that we are required to withhold from you is 5.5% and after you fully qualify with PSERS, we are required to withhold an additional 2.75%, for a grand total of 8.25%. You will receive a notification from PSERS shortly (if you have not already) welcoming you to the plan, and information regarding how to change to another membership class (you have three options). There is nothing you need to do on your end, unless you are interested in one of PSERS alternative membership classes. Please contact the Payroll Department for more information at payroll@dasd.org.

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 OPPORTUNITIES

Available positions are posted on the DASD website. If you or someone you know is interested, please visit the District website at www.dasd.org, Employment or click on the following link - https://www.dasd.org/Page/2552. You can register for the District ListServ to receive notifications of job postings. Once registered, you will be notified when postings change on our website by email. CLICK HERE to register now.

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)

- 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 1KG6XN).
- 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.

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.
UPCOMING DATES

**FLU SHOTS**
Flu shots will be held on Tuesday, September 29 from 2:30pm to 4:30pm and Thursday, October 1 from 2:30pm to 4:30pm.

***BOTH SESSIONS WILL BE AT THE ADMINISTRATION BUILDING, 540 TRESTLE PLACE (NOT DHSW)***
PRE-REGISTRATION WAS REQUIRED. PLEASE BE SURE TO ATTEND ON THE DATE THAT YOU RESERVED.

**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. For an introductory video about the service, please click the following - Member video.

**HEALTH & SAFETY CHECKLIST**
Reminder – please do the self-assessment prior to coming into work.
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.

Knew “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;