HR Reminders

A MUST READ EACH FRIDAY PAYDAY FOR NEWS FROM THE
DASD HR DEPARTMENT.

To view previous editions of the HR Reminders, click here.
To access your paystub and the EAC, please click here.
For the benefit enrollment system, please click here.
Click here for HR related FAQs.

10.9.2020

Every payday during the school year, the Human Resources Department emails this newsletter, titled ‘HR Reminders’, 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 ‘HR Reminders’, and frequently asked questions. Please be sure to read the newsletter, so that you are informed and knowledgeable.

Staff Survey & Return to In-Person Instruction

Thank you to all who completed the staff survey. Your questions and feedback 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.

If you submitted an application, your request is being processed and we should have information back to you shortly with your next steps.

If you have not submitted a request, but are planning to take a leave, then we need to hear from you. Please speak with your Principal to ensure proper staffing and then submit your leave request to HR as soon as possible.

We appreciate your patience. Thank you.

Leave Notice Requirements:

- If you are considering an educational sabbatical for the second semester, please be reminded that you have to give 90 days’ notice. (10/27/20)
- If your circumstances allow you to request a parental leave for the second semester, please know that you must provide 60 days’ notice. (11/25/20)

403(b) Vendor Outreach

We have been made aware that some vendors are contacting employees directly regarding 403(b) services. Please know that this is not at the District’s request and you are under no obligation to meet with or respond to the representatives unless you are specifically interested in opening a 403(b) with their company. Click here to access a full list of district approved vendors, along with other 403(b) information.
Please be reminded that the District has policies that you should be familiar with, which are posted on the DASD website. Generally, employment related policies are listed in the 300 section; however, there are also policies that you should be aware of in other sections.

**IBC Flu Shots**

If you have DASD’s medical benefit through IBC, you can get a flu shot at virtually every retail pharmacy in the region. Members should show their medical ID at the pharmacy; claims are paid as a medical claim. The following is a list of some of the stores in our region that you can use – Walgreens, CVS, Rite Aid, Target, Pharmacy, Kmart Pharmacy, New Albertsons (ACME SAVON), Ahold USA (Giant Pharmacy), Professional Pharmacy of Pennsburg, Shop Rite, Whitman Pharmacy, Costco, Wegmans Pharmacy, Aston Pharmacy, Life Tree Pharmacy, PA HERO, Wal-Mart, Eric’s Pharmacy, and Philadelphia Pharmacy. You should confirm participation, hours and store locations in advance.

**Safe Schools Training for Employees**

The safety of our staff and students is of the utmost importance. That is why Downingtown Area School District uses the SafeSchools Online Training System for employee training. If you are required to complete training for your position, you will receive an email from SafeSchools. Your username for SafeSchools is your 5-digit employee ID number (no password required). In addition to required training, DASD employees may complete any of the additional training sessions available in the SafeSchools library. Please contact HR if you have any questions regarding SafeSchools training or have any issues logging in to your account.

**PSERS - Statements**

Your PSERS statement for the 2019-2020 year will be mailed out in the next few weeks. Please review your statement upon receipt. If you notice incorrect information, please contact PSERS directly at 888-773-7748.

**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](http://www.dasd.org), Employment or click on the following link - [https://www.dasd.org/Page/2552](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](mailto:hr@dasd.org) 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](https://www.dasd.org/Page/2552).
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.

**Observe October**

**Breast Cancer Awareness Month**

In October of each year, Breast Cancer Awareness is promoted heavily. CANCER of any type can greatly impact many lives. The following links will provide you information such as risk factors, screenings, detection, diagnosis, and facts versus myths. Education can be one of our best weapons in cancer prevention and fighting cancer. We encourage you especially during this month to take some time to education yourself. The following links will help to get you started:

- [https://w5.komen.org/BreastCancer/FactsandStatistics.html](https://w5.komen.org/BreastCancer/FactsandStatistics.html)
- [https://www.cancer.org/](https://www.cancer.org/)

**October is Domestic Violence Prevention Month**

Does your partner put you down or harass you in any way? Get help before it escalates. Verbal threats, ridiculing, and other controlling behavior often turns into other forms of abuse. No one has the right to hurt you verbally, emotionally or physically. 1 in 3 women and 1 in 4 men experience domestic violence. It’s important to talk to someone about how to protect yourself as early as possible. A Licensed Professional Counselor is available for confidential help and can provide referrals for additional support. Help is available. Call now at 866.799.2728. Or, call the National Domestic Violence hotline 800.799.SAFE (7233). If you are in immediate danger, call 911.

- [Click here for more information.](#)

**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!
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.

Reminder – please do the self-assessment prior to coming into work.

The School Nurses will not take temperatures of staff members. Staff are recommended to keep a thermometer with them while at work.