HR REMINDERS

A MUST READ EACH 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.

12/04/2020

FFCRA – URGENT!

Please know that the FFCRA is set to expire on December 31st, 2020. At this time, we do not know if the FFCRA will be extended by Congress. Therefore, we recommend that employees utilizing FFCRA begin to plan for the Act to end. This means that you may want to start looking into daycare options now. As we learn of updates, we will continue to communicate in this newsletter.

If you will need to utilize the Families First Coronavirus Response Act Leave prior to December 31st, 2020, 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 1st, 2020 to December 31st, 2020. Please select each of the posters below for more information on leave related to COVID-19.

- FFCRA Request Form
- FFCRA Poster #1
- FFCRA Poster #2

COVID-19 CHILD CARE SUBSIDY PROGRAM

The COVID-19 Child Care Subsidy Program offers help paying childcare fees to Chester County families in need. Childcare subsidies are available through the county. Click here for more information!

ACP CHILD CARE

DASD Employees will be able to utilize our full day program located in select DASD schools when their child is receiving VIRTUAL instruction. Click here for a flyer with more detailed information.

ABSENCE TRACKING FOR DAEA AND SUPPORT

The following links provide directions for tracking your time if you are working from home, taking FFCRA, etc. Please take a moment to review the instructions as they pertain to you to be sure you
are entering your time appropriately. This information is vital as we need it to obtain coverage for our classrooms as well as to pay you properly.

- Click here for DAEA Instructions.
- Click here for Support Instructions.

**UPDATED COVID-19 INFORMATION FOR TRAVELERS**

DASD is following the state issued Order regarding requirements for travelers, which was updated on November 25th. Please view the amended Order here for specific instructions for Travel, Testing and Exemptions.

**DASD COVID-19 DASHBOARD**

Please click here to view the Dashboard. The goal of this dashboard is to communicate the total number of confirmed COVID-19 cases among staff and students at DASD. Be sure to scroll across to see the current COVID-19 data for each school, and down to see the current COVID-19 Notifications by date and school. To ensure our community is provided with the most recent and accurate information, we will update the COVID-19 Dashboard at the end of each day. Per PDE we are counting on a 14 day rolling period. The cycle for the schools that close reset when they return.

![COVID-19 Dashboard](image)

**TUITION REIMBURSEMENT**

Support Staff: You must submit the [Tuition Pre-Approval and Reimbursement Form](#) for all courses prior to taking your course. The same form, once approved by HR, is resubmitted with the course completion information as the Tuition Reimbursement Request Form. Failure to get approval for the course prior to taking it may result in denial of reimbursement.

Professional Staff: You must submit the [DAEA Pre-Approval Form](#) prior to taking your online course. Failure to get approval for the course prior to taking it may result in denial of reimbursement.

**PSERS – NOMINATING BENEFICIARIES**

Please confirm you have a beneficiary on file with PSERS. The PSERS statement you received in November will say “No Beneficiary on File” on the first page if you do not have one. If you need to add a beneficiary, you can do so by accessing the PSERS Member Services Portal. Before logging in, go to the top of the page to “Active Members” and then select “Nominating Beneficiaries” for instructions on how to proceed. If you need any additional information, please call PSERS at 888-773-7748. Click here to access the PSERS Member Services Portal.
INCLEMENT WEATHER OR EMERGENCIES AND FLEXIBLE INSTRUCTION DAYS

As the winter season approaches, all staff should know the expectations surrounding school closings, late openings, and early dismissals due to inclement weather or emergencies. This year, the District has been approved to use Flexible Instruction Days in place of snow days. Please click the following link for a detailed memo - CLOSING OF SCHOOLS DUE TO INCLEMENT WEATHER OR EMERGENCIES.

PAYROLL NOTES FOR PAYDATE 12/18/2020:

- Please approve all iSolved timecards by noon on Monday, December 7th.
- All other payroll items (paper timecards, timesheets, payroll correction forms, direct deposit changes, etc.) must be received by Wednesday, December 9th.
- Anything received after Wednesday, December 9th will be held for the January 1st pay.

PAYROLL NOTES FOR PAYDATE 1/1/2021:

- Please approve all iSolved timecards by end of day on Friday, December 18th.
- All other payroll items (paper timecards, timesheets, payroll correction forms, direct deposit changes, etc.) must be received by Wednesday, December 23rd.
- Anything received after Wednesday, December 23rd will be held for the January 15th pay.

PRESCRIPTION CHANGES:

Periodically, CVS/caremark reviews the listing of covered medications. When clinically effective options are available to treat your condition, certain medications may be removed from the list of covered drugs. Please click here for a listing of the changes for January 1, 2021. You should speak with your doctor about getting a new prescription for one of the covered alternatives if you take a drug on the list. If you are impacted by these changes, please know that letters will be mailed to your home from CVS/caremark. For questions or concerns, you may contact CVS/caremark directly at 888-865-6590.

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.

EMPLOYMENT OPPORTUNITIES:

DASD is hiring! We need IT Technicians, Custodians, Support Staff and Contracted Building Substitutes. If you or someone you know is interested, please visit the District website at www.dasd.org, Employment or click here. You can register for the District ListServ to receive notifications of job postings. Once registered, you will be notified by email when postings change on our website (CLICK HERE TO REGISTER NOW).
CULTURAL EQUITY

The next DASD Cultural Equity Task Force Meeting is December 8th, from 3:45p.m. to 5:00p.m. via Zoom.

LIVING WELL @ DASD

VIRTUAL SUPPORT GROUP

The Chester County ACEs Coalition presents Creating Hope During Challenging Times, a virtual support group for those who may have experienced trauma and are challenged by the times we are living through. Beginning Monday, December 7th, 7pm – 8pm, this group will continue to meet every 1st and 3rd Monday evening of the month through February 2021. Please RSVP to Chelsea at cmelrath@chesco.org.

VIRTUAL WELLNESS CLASSES

Chester County Hospital is offering FREE Virtual Wellness Classes to support the health and wellness goals of our community. The classes cover a variety of topics including heart health, smoking cessation, breast cancer prevention and awareness, bone and joint health, weight and nutrition management, mental health and more. Click here for the Virtual Wellness Flyer.

NEW WELLNESS OFFERING

DASD has partnered with Prasada to offer a 9-month virtual wholebeing program to offer mental health support using mindfulness, stress management, and yoga for overall wellbeing. The FIX Programs offer support through weekly, 15-minute sessions on 4 topics delivered as 8-week programs via Zoom. Each session includes wholebeing practices to create healthy habits for mind and body. Our program kicked off on Tuesday, November 4 with the topic of Resilience. Can’t make it to the live session? All sessions will be recorded and fully accessible through the website. REGISTER HERE - http://www.prasadawholebeing.com/downingtown-area-school-district-fixprograms

WINTER WEATHER SAFETY TIPS

With winter weather expected hazards are on the rise. Slippery walking surfaces, slick driving conditions and cold temperatures will be present throughout the next few months. When these hazards exist, extra precautions should be taken to avoid injury. Click the following images for some safety tips.

MAINTAIN, DON’T GAIN THIS HOLIDAY SEASON

Being mindful – present in the moment – when eating can help you maintain and not gain. Eat slowly, enjoy the quality and eliminate distractions are all tips provided by the 14th annual Eat Smart, Move More... Maintain, don’t gain! Holiday Challenge. Rather than focusing on trying to lose weight, this
FREE seven-week challenge provides you with strategies and resources to help maintain your weight throughout the holiday season. Click here to register.

DID YOU KNOW?

HEALTH ADVOCATE IS FOR ALL DASD EMPLOYEES

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.

SOME HELPFUL 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

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!
<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more symptoms</td>
<td>2 or more symptoms</td>
</tr>
<tr>
<td>Cough</td>
<td>Sore throat</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Chills</td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td>Muscle pain</td>
</tr>
<tr>
<td>Lack of smell or taste (without congestion)</td>
<td>Fatigue</td>
</tr>
<tr>
<td>Fever</td>
<td></td>
</tr>
</tbody>
</table>

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