

**Enjoy the HReminders!**  
**A must read each Friday Payday for news and updates from HR.**

- ***New for 2015-2016, we will also post the 'HReminders' on the District website under Departments, Human Resources, HReminders, which you can access by clicking here.***
- ***To access your paystub, please click here to log onto the Employee Access Center (EAC).***
- ***To access your benefit information, please click here to access the Benefit System.***

**CERTIFICATES OF CREDITABLE COVERAGE**

On October 1, 2015, DASD emailed the Creditable Coverage Notice to participants in the Prescription Drug plan. If you and/or your covered dependent(s) are not Medicare eligible, then this notice is for informational purposes only. However, if you and/or your covered dependent(s) are Medicare eligible, then please read this information carefully, so that you and your dependents can make informed decisions about prescription drug coverage.

- This notice does not have any impact on your eligibility to enroll in health benefits through Downingtown Area School District.
- If you are not eligible for or do not participate in the Prescription Drug Plan, then you can disregard this notice.
- There is no action required regarding this notice.
- [Click here to access the Creditable Coverage Notice.](#)
- Please read this notice carefully and contact the Benefits Office at x6114 or [benefits@dasd.org](mailto:benefits@dasd.org), if you should have any questions.

**BENEFICIARIES**

Please be reminded that with some life events, such as a marriage, birth of a child, or a divorce, you may want to consider changing your beneficiaries.

- For Life Insurance through DASD, you can [click here](#) or go to [www.dasd.org](http://www.dasd.org) > District > Human Resources > Benefits and log into the Benefit System. Once logged in, you will select to Enroll, then select Beneficiary Changes, and follow through the prompts on the screen.
- For your PSERS benefit, you will need to [click here for the Nomination of Beneficiary form](#), complete the form, and mail directly to PSERS.

**GENERAL COBRA NOTICES**

This week, all new benefit participants were mailed to their home address a General COBRA notice as required under COBRA regulations. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it. If you received this notice, there no impact to your benefits and there is no action required on your part.

**BENEFIT SPAM**

We have received reports that employees are receiving emails offering benefits to District employees such as term life insurance and Medicare Open Enrollment. Unfortunately, these are not being sent by the Benefits Office and are

not endorsed by the District. Anything that is sent by the District should come from [Benefits@DASD.org](mailto:Benefits@DASD.org).

### **SAVE THE DATE - DO YOU UNDERSTAND YOUR RETIREMENT BENEFITS???**

Whether you are a new hire or closing in on retirement or somewhere in the middle, this is a great opportunity to better understand your retirement benefits. On Tuesday, October 27th, DASD will have a Retirement Planning Session at CO. This Session will open at 3:30pm with access to our approved TSA vendors. At 4:15pm, 'Foundation for Your Future' will be presented by a PSERS rep. [Click here to register.](#)

### **HR/BENEFIT MEETINGS**

In an effort to provide our employees with the resources you need in the area of Human Resources, Payroll, and Benefits, members of the HR department are scheduled to come out to all of the buildings. We will be available to answer questions or concerns that you may have on items including how to read a paycheck, time cards, payroll deductions, clearances, certifications, tuition reimbursement, TSAs, health benefits, leaves, and wellness. Please stop in to meet us while we are in your building!

10/6 – Beaver Creek – 8 to 9  
10/7 – Shamona Creek – 11:30 to 1:30  
10/9 – Pickering Valley – 8 to 9  
10/13 – Brandywine Wallace - 8 to 9  
10/13 – DHSE – 11 to 1:30  
10/20 – Springton Manor - 8 to 9  
10/22 – East Ward - 8 to 9  
10/27 – Uwchlan Hills - 8 to 9  
10/28 – West Bradford - 8 to 9  
11/4 – LE – 8 to 9  
11/6 – DMS – 11 to 1:30  
11/10 – Bradford Heights - 8 to 9  
11/11 – LMS – 7 to 8  
11/17 – MC – 8 to 9  
11/18 – DHSW – 11 to 1:30  
11/23 – STEM – 7 to 8

### **ACT 15 of 2015 - LATEST UPDATE ON BACKGROUND CLEARANCES FOR EMPLOYEES AND VOLUNTEERS**

The PA Legislature has amended the Child Protective Services Law Act 153 of 2014 signed into law as Act 15 of 2015 which focuses on criminal background checks and impacts everyone employed, substituting or volunteering in a school district, effective immediately.

#### Employees

- All employees must have all three clearances (final deadline 12/31/15)
- Recertification is required every 60 months
- Fees for PA Child Abuse and PA State Criminal Record Check have been reduced to \$8 each, FBI Clearance is \$27

## Volunteers – effective 8/25/2015

- Must have PA Child Abuse and PA State Criminal Record Check
- Must have FBI Clearance if they have not resided in Pennsylvania for the past 10 years
- Volunteers can obtain PA Child Abuse and PA State clearances for free (NOTE: free clearances cannot be used for employment)
- Recertification is required every 60 months

## **UPDATE FROM STS**

Committing to excellence in education is our number one priority at Substitute Teacher Service - that's why our first newsletter for the 2015/2016 school year is dedicated to bringing you some exciting changes and updates. After all, the work we put in today will help ensure you have the most successful school year tomorrow. So what have we been up to?

- We've developed a hybrid New and Old approach for placing subs.
  - **The New:** We now have an expanded the Customer Service Department, giving your district it's own Customer Service Representatives (CSR) Team. Your CSR Team is available from 6:00AM to 5:00PM weekdays to attend to any needs you or your building could have.
  - **The Old:** We're also making personal phone calls which is necessary to ensure we fill every vacancy that comes to STS. These personal calls will engage the substitute pool and keep STS abreast of changes in the substitutes schedules. This increases the accuracy at which STS fills your open positions.
- ACT 168: STS added two compliance officers to accelerate the ACT 168 process. This assists in decreasing the waiting time for the work history forms. Our compliance officers are equipped to diligently track and monitor these forms to ensure a timely process is followed. For more information about forms and processing, [please visit our website](#).
- We've enhanced our website. We've enhanced our website to make the online application process for new substitute teachers more user-friendly. Please take a moment to [dive into our website](#) and let us know what you think.

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## **LIVING WELL @ DASD**

**FLU SHOTS** - Flu Shots will be available for all staff on Wednesday, October 21st between 6:30am and 8:30am and on Thursday, October 22nd between 3:00pm and 4:30pm at the Administration Building located at 540 Trestle Place. **NEW FOR THIS YEAR** - The Flu Shots this year will be administered on-site by Rite Aid Pharmacy. Therefore, you only need to bring your IBC Medical Card with you. The claim will be processed directly by the pharmacy with the insurance. There will be no need to bring money with you and no need to submit for reimbursement. If you do not have DASD insurance, you can still participate by paying the \$25 for a flu shot or by submitting your own insurance (However, you should check with your provider on flu shot payment information.). **In order to receive a flu shot you must register by October 18th at [www.dasd.org](http://www.dasd.org), Departments, Human Resources, Benefits or by [clicking here](#).**

