

# HR NOTES



May, 2019



## WCASD SAFETY COMMITTEE

Did you know that the WCASD has a safety committee dedicated to improving the safety of employees while they work? The WCASD Safety Committee is committed to fostering an injury-free work environment for all students, employees, and visitors. No task or duty is urgent enough to by-pass proper procedures and safe work practices. Safety is an integral part of the organizational culture and shall be held in the highest regard.

The current committee members are Deb Baker, Kevin Campbell, Carol DeLuca, Marilee Giardiniere, Ted Harrison, Beth Hayes, Elisha Ozer, Jamie Peck, Joanne Redden, Marty Runzer, John Scully and Jeff Ulmer. The committee just concluded the sixth meeting of the 2018-2019 school year. We encourage you to visit the [safety committee webpage](#) where you will find information and presentations on such topics as: Cart and Hand Truck Safety, Safe Moving and Packing Practices, Cyber Safety, Distracted Driving, Fire Extinguisher Training, Hands Only CPR, How to Fall Safely as well as others.

If you have a safety concern that you would like addressed, please email [wcasdsafetycommittee@wcasd.net](mailto:wcasdsafetycommittee@wcasd.net) or contact any member of the committee so it can be discussed at the next meeting.

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### OPEN ENROLLMENT DEADLINE

**\*\*Wednesday, May 29, 2019\*\***

***Open enrollment for the 2019-2020 school year closes on Wednesday, May 29<sup>th</sup>. This is the time to take a close look at your current health benefits to see if they continue to meet your needs. All changes to your plans and/or covered dependents made during this open enrollment are effective July 1, 2019.***

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It is a Pennsylvania Department of Education requirement that all three clearances be updated every 5 years for continued employment. For many of our employees the 5 year period will be expiring during the 2019-2020 school year. Since the number of fingerprinting sites have decreased we strongly encourage employees to consider renewing their clearances over the summer when schedules may be more flexible during daytime hours. The links to apply for all three clearances as well as the process you will need to follow for fingerprinting is listed below. Once completed, original clearances must be provided to HR. Once information is copied and verified your originals will be returned to you.

**PA State Criminal Clearance:** The PA state criminal clearance can be completed online at:

<https://epatch.state.pa.us/Home.jsp>

**PA Child Abuse History Clearance:** The PA child abuse history clearance can be completed online at:

<https://www.compass.state.pa.us/cwis/public/home>

**FBI Fingerprint Clearance:** The FBI fingerprint clearance can be obtained in one of two ways:

1. Contact Karen Zaleta in the Human Resources Department at (484) 266-10007 or [kzaleta@wcasd.net](mailto:kzaleta@wcasd.net) to have her make an appointment for you to be fingerprinted at the Chester County Intermediate Unit located at 455 Boot Road in Downingtown, PA 19335. You will need to bring ID (driver's license or passport) with you for your appointment as well as a credit card or money order for the payment.
2. Complete online registration at: <https://uenroll.identogo.com/> The service code is **1KG6XN**

You will need to select schedule or manage an appointment and select the location of your choice. You will need to bring ID (driver's license or passport) to your selected location as well as a credit card or money order for the payment. Please contact the fingerprinting site for specific hours of operation.

For the FBI fingerprint clearance, you only need to provide HR with your Identogo receipt – the results will be pulled from the receipt.

**\*\*Please note, due to the volume of requests we will be unable to respond to requests to look up clearance dates. You will have to check your original clearances that were returned to you\*\***

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## **TUITION REIMBURSEMENT FALL DEADLINE**

*Just a friendly reminder that the deadline to submit for Fall, 2019 tuition reimbursement will occur during summer vacation – August 1<sup>st</sup>. All requests for tuition reimbursement for Fall, 2019 must be entered in My Learning Plan by August 1, 2019. Should you have any questions regarding the tuition reimbursement process, please contact Amelia Pumala ([apumala@wcasd.net](mailto:apumala@wcasd.net)) and she will be able to assist.*

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## BENEFITS BLOG



### BenefitSolver Mobile App

Employees now have the option of downloading the BenefitSolver My Choice app to their smartphone. [Click here](#) to find a flyer that details how the app can be of benefit to employees.



### Independence Blue Cross Additional Benefits and Enhancements

IBC has announced that effective July 1, 2019 there will be an Acupuncture benefit available for specific conditions conditions. [Please click](#) here to find more information on this new benefit!

Did you know that IBC now has a Care Cost Estimator feature on their website? The Cost Care Estimator tool helps you save money and avoid unplanned expenses. Now you can compare providers side-by-side and estimate out-of-pocket costs – all based on your specific health plan. To access the brochure containing information and screenshots, please [click here](#).



### SDIC Workers' Compensation On-line Reporting

SDIC is excited to launch their new Online Claims Reporting option! Employees can still report a claim by phone (800-445-6965), but you also now have the option to visit the [SDIC website](#) instead — and click the **“REPORT A CLAIM”** button at the top right of the homepage. The form is easy and user-friendly.



## **PLEASE VISIT OUR WEBPAGE**

Need information after hours or on the weekend? Please visit the [HR webpage](#) where you will find detailed information on many topics. You can also access documents and forms at the click of your finger.



### **CONTACT US**

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*"The mission of the West Chester Area School District is to educate and inspire our students to achieve their personal best."*

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