

Human Resources

Winter 2015

From the desk of Jamie Mowrey

New Clearance Requirements

As communicated to you in a prior letter, clearances will need to be submitted every 3 years. Information for renewing clearances is available on our website. www.swasd.org - Employee Resources - Human Resources

AFLAC Insurance



payroll deductions. Insurance

Various insurance policies are available for purchase through AFLAC. Your premiums are withheld through

policies available include: short term disability, accident indemnity, personal sickness indemnity, cancer, short term disability, and vision insurance. For a complete list of policies and rates, contact Jeffrey Chubb at 570.601.1111.



PENNSYLVANIA
TREASURY
529 COLLEGE SAVINGS PROGRAM

You can save for your child's college with a payroll deduction. Plans are available at PA529.com. After you sign up, you can print a form to begin a payroll deduction.

Amounts can be changed at any time. You can also deduct the contributions from your Pennsylvania taxable income when you file your tax return.

Vision Savers Program

In an attempt to save employees money, the District entered into an agreement with The Eye Center of Central PA. Under this agreement, called the Vision Savers Program, The Eye Center will offer various discounts to all South Williamsport Area School District employees (full time and part time employees) and their families. As an employee, you should have received a folder with information about this program along with a membership card. If you are missing your folder or card, please contact me to receive a replacement. If you have vision insurance, you cannot participate in this program.

403(b) Program

The 403(b) program is designed to help supplement your PSERS retirement. Under the plan, employees can withhold pre-tax dollars from their pay to invest with specified investments providers. The Summary of SWASD's 403(b) Program is available on the Human Resources section of the District's website. To begin a 403(b) plan, contact one of the Authorized Investment Providers. They will assist you in completing a Salary Reduction Agreement. We are in the process of adding two additional investment providers - Mass Mutual and Oppenheimer Funds.

Dental Insurance

The District offers dental insurance to all full time employees even if they opt out of health insurance coverage. Dental insurance is offered through Delta Dental of Pennsylvania, Group Number 1269. The maximum benefit is \$1,000 per person based on the contract year. The contract year runs from July 1 of a given year to June 30 of the following year.

Our plan is under the Delta Premier plan. Names of Delta Premier participating dentists can be obtained by accessing Delta's website - www.deltadentalins.com. Click on "Find a Dentist", check the box next to Delta Dental Premier.



Tobacco Policy

Are you familiar with the District's tobacco policy?

Tobacco use is prohibited in all school buildings, properties, and vehicles

Tobacco use is prohibited at school-sponsored activities that are held off school property

Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material including e-cigarettes and smokeless tobacco in any form.

Lump Sum Payments

(Professional Staff & 10 Month Secretaries)

During May, I will send out an email with a form attached, asking if you would like to take a lump sum payment in lieu of biweekly payments during the summer months. Lump sum payments will be issued with the Friday, June 12 payroll. It will consist of 6 pays (June 12, June 26, July 10, July 24, August 7 and August 21). The first pay of the 2015/16 school year will be September 4. If you are retiring at the end of the school year, please be sure to complete this form.

Aid to Education

Professional employees are able to continue their education through college courses. Follow these steps.

1. Complete a "Pre-Approval for College Credit" form. This form is located on the District's website under Employee Resources - Employee Forms.
2. Submit the Pre-Approval form to the Superintendent's Office. The Superintendent will approve it and forward a copy to the Business Office. The Business Office will send a copy to you as notification that your class was approved.
3. After you have registered for the class, submit the invoice for the class to the Business Office. Many colleges do not send paper bills; instead, they have an electronic invoice that you must log into your college account to view. Print the invoice and send it to the Business Office.
4. The Business Office will send the tuition payment directly to the college. You are responsible for any fees, books, supplies, etc. The maximum rate the District pays for tuition is the current Penn State rate. If your college has higher tuition, you will be responsible for the balance.
5. After the course has been completed, submit your grade to the Business Office. If you earned an "A" or "B", the District covers tuition. If you earned a "C", you must repay the District 50% of the tuition. If you earned a "D" or less, you must repay all of the tuition.

If you paid the tuition out of pocket, complete the "Reimbursement for College Credit" form. This form is located on the District's website under Employee Resources - Employee Forms. Submit the form, along with proof of payment and course grades, to the Superintendent's Office. After the Superintendent's approval, it will be forwarded to the Business Office. The Business Office will issue you a check.

Employees who have received tuition benefits must remain with the District for up to one calendar year from the completion date of the last course. If the employee leaves voluntarily prior to the anniversary date, the employee is required to repay the tuition costs from the prior year to the District.

School Policies

School policies are now available on the district's web page. They are located under the tab "Our District". Please see the Superintendent with any questions regarding our school policies.

Budget Requests

Here are some tips to ensure that you have success when submitting budget requests:

- Are you completing the budget request electronically? All budget requests should be emailed to the building principal. The building principal then emails it to the Business Office for processing and ordering.
- Are you using the correct school year? This helps ensure that the funds are taken out of the correct school year budget.
- Did you submit the full name and address of the company? The Business Office needs to mail the budget request/purchase order to the company. A full valid address needs to be submitted. Website addresses are not acceptable - we do not do online orders.
- Did you pay for the item already? If so, indicate on the Budget Request that the payment should be to you. Be sure to send all receipts to the Business Office. However, please note, when you purchase items out of pocket, you are charged sales tax. If the Business Office orders the item, we are tax exempt.
- Wondering if your item has been ordered? The Business Office forwards a copy of the completed purchase order, printed on gold paper, to you when the purchase order has been submitted to the company.
- I received my order, now what? Once you have received your order, send the packing slip with your signature to the Business Office. If the item came without a packing slip, simply sign the gold copy of the purchase order and return that to the Business Office. The Business Office will not release payment for the item until proof of delivery.

PSERS Foundations For Your Future

The PSERS Foundations For Your Future Programs are designed to give public school employees an overview of their retirement benefits. These programs provide all active members with general information about PSERS' benefits and services. Attendance at a Foundations For Your Future Program will help you begin for your retirement early in your career. Each program lasts approximately 90 minutes. Advance registration is not required.

Upcoming Programs:

- March 5, 2015 @ 4:30 - Central Susquehanna IU, Montandon
- March 12, 2015 @ 4:30 - SUN Area Career & Technology Center, New Berlin
- July 22, 2015 @ 1:30 - Holiday Inn Williamsport
- July 29, 2015 @ 1:30 - Central Susquehanna IU, Montandon