

# Human Resources

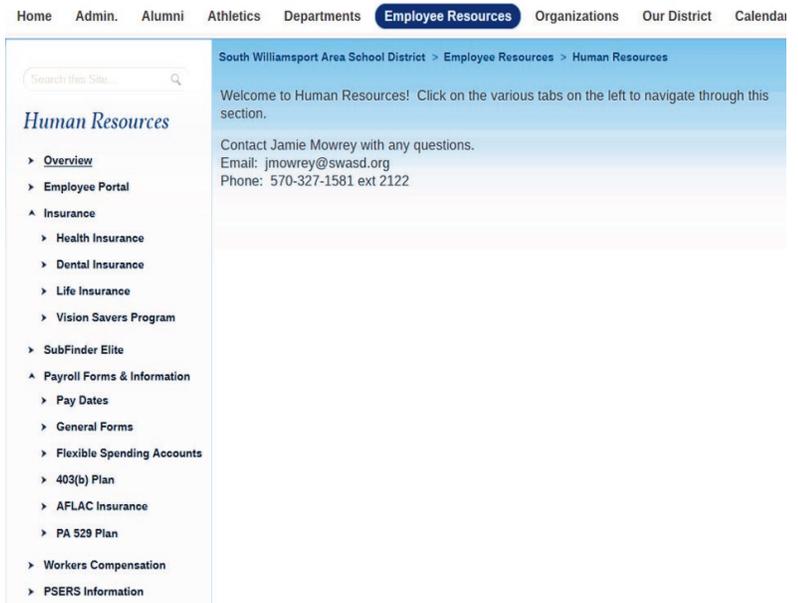
Fall 2014

From the desk of Jamie Mowrey

## HR Website is Ready to Go

There is a Human Resources section on the district's web page. To access it, follow the tab "Employee Resources". Next click on "Human Resources".

Navigate through the section using the various tabs on the left of the screen. Many everyday questions can be answered here. If you need additional assistance, contact Jamie Mowrey in the Business Office.



## Employee Portal/Paperless Paystubs

Paystubs are available on the Employee Portal under the Human Resources section of the district's web page. Your Login ID is generally first initial first name, full last name. If you don't remember your password, click the "Forgot Password" link. To view the actual paystub, click on "Pay History", and then click on the Check Number.

Many personnel changes can be made in the Employee Portal without filling out a paper form. Click on "Personnel", and then click on "Request Change". Make changes as needed, and then click "Submit" at the bottom of the screen.

Please take a moment to review your Emergency Contact. New lists are printed and provided to the Principals at the beginning of the school year.

## Workers' Compensation

If you are injured at work, you must be treated by a provider on the Physician's Panel. Copies of the panel are



available on the Human Resources section of the district's web page, in the Business Office, or in the Nurse's Office.

## Jury Duty

All Employees called for jury duty will receive normal pay, less any compensation received from performing jury duty.



Employees **must** submit their summons letter from the court to receive credit for jury duty.

## Emergency Days

Emergency days must be approved by the Superintendent. You must email him explaining the reason for using an emergency day. The reason **must** fit within the following guidelines:

- Emergency shall be defined as a sudden, unforeseen situation requiring immediate action by the employee to avoid harm to the health or safety of the employee or the employee's immediate family or property (a happening that could not have been planned).
- The request for an Emergency Day of Leave, even though approval is given must be in writing stating the nature and reason for the request. This must be in the Superintendent's Office as soon as possible after the fact.

# Salary Increases for Advanced Degrees (Professional Staff)

Pay increases are given during the school year if you earn your Master's degree, or if you earn 10, 20, or 30 credits above your Master's degree. Although the district pays for your classes, the Business Office does not track your credits. It is your responsibility to notify payroll that you are due for a pay increase. In order for you to receive a pay increase, you must provide proof to payroll that you have earned your Master's degree, or that you have earned 10, 20, or 30 credits above your Master's degree.

Pay increases are granted immediately during the school year. If you complete classes in the summer, the pay raise is not effective until the new school year starts. Pay increases are not retroactive.

## Save Money with Flex

The district sponsors a health care flexible spending account and a dependent care flexible spending account. Our plan year runs from October through September. You can elect up to \$2,500 for health care expenses and \$5,000 for dependent care expenses.

How does this save you money? The amount you elect is withheld from your pay. This amount reduces your taxable income. That means that you save federal, FICA, state, and local tax.



Let's assume that you elect \$2,500 in health savings flex, you are in the 25% federal tax bracket, and you live in South Williamsport. Your total tax saving will be 37.32% (25% federal, 7.65% FICA, 3.07% state, and 1.6% local). Your \$2,500 of medical expenses will only cost \$1,567 after tax savings.

Eligible Health Care expenses include, but are not limited to, co-pays (for doctor visits, tests, prescriptions), dental expenses, eye exams and glasses, laser eye surgery, orthodontia, wheelchairs, walkers and canes, and diabetic supplies.

Eligible Dependent Care expenses include, but are not limited to, preschool tuition, day care center expenses, summer day camp expenses, and before & after school expenses. Dependent care flex cannot be used for educational expenses, overnight camps, daycare meals/supplies, and private tuition for school aged children.

**Caution:** Any money left in your flex account at the end of the plan year will be forfeited. You cannot get the money back.

In September, each employee **must** meet with our flex representative, Mark Blaschak, to either sign up for or decline participation in the flex program. Speak with him if you have any questions regarding flex accounts.

## 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.

## School Business Days

During the last school year, I received many questions about whether or not to report *school business* in SubFinder if a substitute is not needed. Please use this guideline. If you are not performing your normal assigned duties, regardless of whether a substitute is required, enter *school business* into SubFinder.

## Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) may be able to help you if you are unable to work because of your own serious health condition or because you need to care for your parent, spouse, or child with a serious health condition.

To qualify for FMLA leave, you must have worked in the district for at least 12 months. Those months do not need to be consecutive. You must also work a minimum of 1,250 hours in the 12 months leading up to the request for leave. Only hours actually worked count toward the 1,250 hour requirement; paid time off does not count.

To request leave, you must provide the district with at least 30 days notice unless it is unexpected.

If you qualify, FMLA leave is typically 12 weeks of job-protected time off. You will be required to use any leave days prior to going unpaid under FMLA. The district is also required to continue your health insurance as if you were not on leave, however, you are required to continue making your normal co-pay to the district.

FMLA also provides certain military family leave entitlements. You may take FMLA leave for specified reasons related to certain military deployments. Additionally, you may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

For more information on FMLA, see the Fair Labor Standards Posters located in the main offices and break rooms, or stop by the Business Office for a pamphlet.