

HR NOTES



January, 2019

FAST FACTS

- ✓ Interested in an assignment transfer? Staffing meetings for the 2019-2020 school year begin in April so don't delay. To be considered for a transfer you must complete the appropriate staff transfer form and return it in a sealed envelope to the HR department no later than April 1st. Please [click here](#) to be directed to the webpage where you can access the forms.
- ✓ The WCASD Safety Committee is committed to fostering an injury-free work environment for all students, employees, and visitors. The WCASD Safety Committee meets six times a year. If you have a safety concern that you would like addressed, please email wcasdsafetycommittee@wcasd.net. Please visit the Safety Committee [webpage](#) where you will find information that is helpful in keeping you safe both at work and home.

Extended School Year Positions (ESY)

All ESY teaching, caseworker and ELD Jump Start positions are now posted on the HR Page on the WCASD website. The teacher postings will be active until **midnight on February 12, 2019** and all other positions will be active until **midnight on February 15, 2019**. No one can be considered for a position without completing an application in TalentEd. If interested, please [click here](#) and you will be directed to the postings for further information.

Please take a minute to glance at some important upcoming dates. The full official WCASD calendar can be accessed by [clicking here](#).

February 15th: Teacher In-service p.m.

February 18th: Schools and District Office closed

March 11th: Teacher In-Service Day

April 18th through April 22nd : Spring Vacation – Schools closed

April 19th: Schools and District Offices closed

May 21st: Teacher In-service

May 27th: Schools and District Offices Closed

PSSA Testing Windows:

4/15-4/26: English/Language Arts PSSA

4/29-5/03: Science PSSA



EMAIL STRESS

Search the Internet, and you will find conflicting opinions about how to reduce e-mail stress. It depends on the individual and how one chooses to organize his or her workday. The nature of teaching takes the option of addressing email as it comes in off the table, however, handling incoming emails two or three times throughout the day isn't an effective option either.

So, here are some suggestions that might be helpful:

1. **Prioritize your responses.** Not everything requires an immediate response. While it is appropriate to respond to an email in a timely way, particularly for time-sensitive information, emails requiring time and consideration when formulating a response could be placed in a folder or flagged until you have time to compose the response. In the meantime, a quick acknowledgment of receipt with a promise to provide the detail at a later time, if appropriate, may be all that is necessary at a given moment.
2. **Unsubscribe to any unsolicited mass mailings in which you have no interest by:**
 - ✓ Clicking the unsubscribe link found at the bottom of most emails
 - ✓ Responding with UNSUBSCRIBE in the subject field
 - ✓ Marking it as junk sending future mail from the mass mailer directly to your junk folder
 - ✓ Blocking the mailer completely
3. **To reduce the stress for others, keep your emails brief and get to the point in the first paragraph.** Odds are people won't read much past that paragraph anyway.
4. **Only use Reply All on group emails when it is necessary** for all recipients to know your response to the sender.
5. **When responding to a parent, keep the email as brief as possible to adequately answer their questions.** If the response needs to be lengthy, it may be more time-efficient and effective to arrange a phone call.

Outlook allows you to create rules to automatically route mail from a particular sender or on a particular topic to a folder you designate

Tuition Reimbursement Question? Amelia Pumala our newest HR Specialist is now overseeing the tuition reimbursement process. Please reach out to her (apumala@wcasd.net) if you have any questions or concerns.



BENEFITS BLOG

Flexible Spending Account – Sign up for Direct Deposit

Employees who elect a Flexible Spending Account (FSA) may need to submit manual claims to BenefitSolver. To receive a manual claim reimbursement as quickly as possible, we recommend you set up Direct Deposit. With Direct Deposit, the funds will be deposited into your bank account the day after the reimbursement amount is approved. The Direct Deposit form is located at: <https://www.wcasd.net/cms/lib/PA02203541/Centricity/Domain/29/FSA-Direct-Deposit.pdf>

Without Direct Deposit, manual claim reimbursements are delayed until the next pay date.

Deductible Health Plan and Health Savings Account – Video Tutorials

Independence Blue Cross has released a series of video tutorials to learn more about using the Health Savings Account (HSA) that is linked to the HSA qualified deductible health plan. (Note: this medical plan is currently available to Teachers, Non-Bargaining and Administrative staff)

Video Subjects include:

- How Does an HSA Work
- How to Put Money in an HSA
- How to Pay with an HSA
- How to Invest for Long Term Growth

Click the link below to access the tutorials:

https://www.ibx.com/individuals/member_resources/health_savings_accounts/index.html

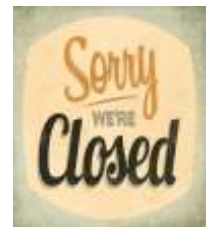
Benefits Frequently Asked Questions – NEW to the district website

A Benefits Frequently Asked Questions section has been recently added to the District website, under Benefits, Frequently Asked Questions: <https://www.wcasd.net/Page/9987>. Click on any of the most common questions received by the Benefits Office and the answer will appear.



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.



“We’re having a big meeting tomorrow to kick off our Employee Wellness Campaign. Who’s in charge of bringing the soda and donuts?”



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."
