

FAQ'S

Human Resources

General FAQ's

1. **When do I need to update my criminal clearances and how do complete the process?**

Answer: The Child Abuse, State Police and FBI clearances must be renewed every 5 years. Each clearance has an expiration date. You can contact the Human Resources Office to confirm the deadline your clearances must be renewed. The date of the oldest clearance determines your renewal date for all 3 clearances.

Directions to renew each clearance can be found on the Human Resources tab of the District website or by clicking on this link. <https://www.nwlehighsd.org/Page/419>

2. **What is the cost for each of the clearances?**

Answer:

Child Abuse Clearance: \$13.00

PA State Police Clearance: \$22.00

FBI Clearance: \$25.25 (Service code MUST be provided which is **1KG6XN** for school districts)

3. **If I need a copy of my current criminal clearances, who should I contact?**

Answer: Megan in Human Resources (waidelichm@nwlehighsd.org) or x1273

4. **I recently moved to a new apartment, how do I update my address and contact information with the District?**

Answer: Notify Megan Schaffer in the Business Office at schafferm1@nwlehighsd.org or x1237.

5. **How do I update my information on the ConnectEd system for emergency and weather related calls and information that come from the district?**

Answer: Contact your building/department secretary and they will get the information to central office.

6. **How do I use the AESOP system to request a benefit day?**

Answer: Log in to your AESOP/Frontline account and create an absence for the date requesting. Be sure to receive a confirmation number so you know your absence is created.

7. **I have a question about my paycheck, who should I contact?**

Answer: Contact Megan Schaffer in the Payroll/Benefits at schafferm1@nwlehighsd.org or x1237.

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8. I need to change my direct deposit information, who should I contact?

Answer: Contact Megan Schaffer in the Payroll/Benefits at schafferm1@nwlehighsd.org or x1237.

9. I have questions about health insurance benefits and/or need to change my beneficiaries, who should I contact?

Answer: Contact Megan Schaffer in the Payroll/Benefits at schafferm1@nwlehighsd.org or x1237.

10. As a current employee, how do I apply for a job that is posted "internally" on TalentEd?

Answer: Click on employment opportunities on the website and click "internal" in the upper right hand corner. Call Megan in Human Resources at x1273 if you have questions.

11. What is a reasonable assurance letter and why do I receive this letter?

Answer: It is a letter issued by public school districts informing you that your position will be available for the upcoming school year.

12. I have questions about Family Medical Leave, who should I contact?

Answer: Contact the Human Resources Office for information regarding Family Medical Leave.

13. Where can I find information about Bereavement days?

Answer: All Northwestern Lehigh employees qualify for bereavement leave according to the chart below. The request for bereavement leave must be entered into ASEOP/Frontline prior to the use of bereavement leave. The bereavement leave must be approved by the employee's supervisor.

Three (3) days	For the death of immediate family; father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-mother, step-father, step-brother, step-sister, step-son, step-daughter, step-parent-in-law or near relative who resides in same household, or any person with whom the employee has made his/her home,
One (1) day	For the death of a near relative, first cousin, grandfather, grandmother, granddaughter, grandson, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

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14. I was injured when I was working at Northwestern Lehigh; what am I required to do?

Answer: Any employee injured while working at NWLSD must complete an accident/injury report within 24 hours. The reports are available from the employee's supervisor. If the supervisor is not available, the building or department secretary can provide the reporting document to be completed by the injured employee. For questions about workers' compensation, call Christy Spanitz in the Business Office at x1234 or spanitzc@nwlehighsd.org.

Immediate medical care should be provided in an emergency situation and the accident/injury report can be completed after emergency care is provided.

FAQ for Teachers

15. Where can I find information regarding the process to request an educational sabbatical or restoration of health sabbatical?

Answer: The sabbatical policies are on the website (338 & 338.1) and if you have specific questions about the process contact Luann in Human Resources at matikal@nwlehighsd.org

16. Where can I find information about horizontal movement on the salary schedule? What is the deadline for applying for horizontal movement?

Answer: Faculty Handbook/Part B. The deadline to apply and submit all required documentation/transcripts is September 1st.

17. Where can I find information about the tenure process?

Answer: Tenure is set by school code after successfully completing three (3) consecutive years of teaching service in the same school district. Contact Luann in Human Resources if you have any questions regarding tenure.

18. Where can I find information regarding the amount of tuition reimbursement and the reimbursement process?

Answer: The tuition reimbursement form can be found on the website (sign in, staff access only, forms). Please contact Stacy Eisenhard in the Superintendent's Office at x1225 or eisenhards@nwlehighsd.org with any questions about the process.

19. Where can I find a copy of the current Collective Bargaining Agreement?

Answer: Log into the website, click on Staff Access Only, click on Human Resources, and it's on the left hand side

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20. Where can I find the Employee Handbook/Part B for Teachers?

Answer: Log into the website, click on Staff Access Only, click on Human Resources, and it's on the left hand side

FAQ for Support Staff

21. When and how do I notify the district that I'm resigning from my position?

Answer: Write a letter and submit it to your direct supervisor at least 2 weeks prior to your last work day. Sick time cannot be utilized during this 2 week period unless it is the reason for resignation.

22. When and how do I notify the district that I plan to retire from my position?

Answer: Notify your supervisor and Human Resources at least 90 days before your retirement date. You should also complete the "Notice of Retirement" form that you can request from Human Resources.

23. Where can I find a copy of the Support Staff Handbook?

Answer: Log into Classlink, click on NWLSD Intranet (staff only), click on Human Resources, and it's listed in the drop down menu.

FAQ for Substitute Teacher and Substitute Instructional Assistant Employees

24. As a substitute, how do I change or update my availability in AESOP/Frontline?

Answer: Log into AESOP/Frontline and add "non work days" for days you are unable to substitute. You can also click on "preferences" and change building preference, etc.

25. How can I get a copy of the Substitute Teacher / IA Handbook?

Answer: Contact Megan in Human Resources at waidelichm@nwlehighsd.org or x1273

26. Is there a limit to the number of days and/or hours per week that I can work as a substitute employee?

Answer: Yes, usually limited to working 4 full-days/week.

27. Do I need to complete a timesheet when I substitute in the school buildings?

Answer: Yes