

## HealthAdvocate<sup>SM</sup>

### WORK+LIFE PROGRAMS

Need legal advice? Need care for your elderly relatives or children? Need financial services?

Health Advocate offers support for Pennridge employees and their families in a wide variety of areas. Licensed Counselors can help you work through issues that families often find themselves trying to balance with everyday tasks in a confidential and personalized way.

The Health Advocate website is full of helpful information and tools to support you in finding balance between work and home.

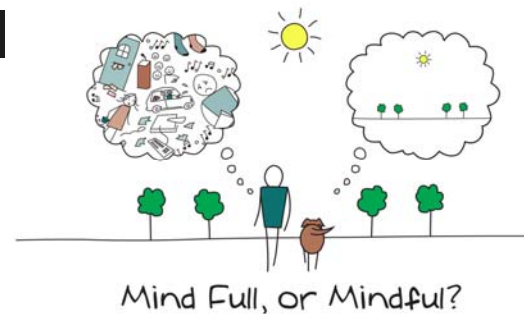


### EMPLOYEE ASSISTANCE PROGRAM

Health Advocate's Employee Assistance Program (EAP) offers confidential, short-term counseling from Licensed Professional Counselors for a full range of personal issues to achieve a healthy work/life balance. In a crisis, emergency help is available 24/7.

Consultations are easy and can be accomplished over the phone, in person or even an online chat. Coordinating with your Pennridge medical benefits, may also result in a referral to qualified professionals for long term help.

- Stress, anxiety, depression
- Substance Abuse
- Life transitions
- Relationship, family, parenting issues
- Anger, grief, loss
- Referrals for additional treatment, as needed



### Contact HR:

Need a question answered?  
Send us an email:

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### FINANCIAL FITNESS

Health Advocate's financial fitness center offers a financial check up tool and over 200 interactive tutorials to get answers about savings, investments and your personal finances. Financial calculators range from accelerating the payoff of debts to home energy savings and paying for college.

### LEGAL HELP

Health Advocate's free legal resource center gives members access to personal and business documents such as wills and deeds. Access to preloaded forms, created by credentialed attorneys, are available to all members. You can even save the documents to your profile for future use.

### PERKS AT WORK

**Perks at Work** is a free employee perks and discount program designed to help you find the perks that matter to you. Whether you're booking a weekend getaway or buying a laptop, Perks at Work has negotiated with thousands of merchants to offer value and a pricing advantage as part of a private closed network. View the Perks at Work explainer video to learn more about the program: [CLICK HERE](#)

## WORKER'S COMPENSATION

If you injury yourself during work, the district is required to report your injury. The report is required whether or not you intend to seek medical treatment.

You must report your injury as soon as possible to your supervisor, the workers' compensation insurance company, and Human Resources.

Your supervisor will complete a supervisor's incident report, as well as hand you a packet of documents that you need to complete. Both the supervisor's report and your completed documents must be returned to Human Resources at your earliest convenience.

As the injured worker, you are also responsible for placing a call to School District Insurance Consortium (Worker's Compensation Insurance Company or SDIC) to report your claim at: **1-800-445-6965**. SDIC will give you a claim number. This number is important for you to use, should you need to seek medical treatment. The packet of information contains the medical professionals you may treat with, as well as a prescription card, should your medical visit include treatment with medical devices or prescriptions.

If your injury requires absence from work, it will be necessary for you to obtain a statement from your physician specifying the extent of the injury and the anticipated date of return to work.

It is important to keep Human Resources, as well as your supervisor, updated on the status of your injury and the length of your absence. You are also responsible for entering any absences in Kronos or ESS until other arrangements have been made with your supervisor and/or Human Resources.

Please be aware that if you are out of work and being compensated by our workers' compensation company, you will be responsible for payment of current bi-weekly health/dental insurance co-pays that may be regularly deducted from your paycheck. You will also be responsible for payment of your PSERS contribution to receive years of service credit while not working.

## SAFETY TIPS: SAFE LIFTING

- The majority of back injuries come from using your back to lift and twisting while lifting. If you have to lift an item, be sure to follow proper mechanics in performing this task. That includes: straddle the load – good balance between your feet, heft the load to determine actual weight (you could check the labeling but if items are repackaged, it might not be accurate), keep your back straight during the lift – use your legs to push up, and don't twist while you are in the process of lifting.
- There are other things that affect safe lifting and material handling. They include: hugging the load – any extension of a lifting/carrying load away from your body places extra weight on your back muscles and vertebrae, good footwear so you don't slip, keeping the walkway clear of obstructions, and working with loads in your most efficient ergonomic zone, e.g. shoulders to the waist. Try not to work with loads over your head. You should use a ladder if you have to lift and place a load higher than your shoulders.



## District Forms:

[Employee Reporting Packet](#)

[Supervisory Incident Report](#)

## Online Claim Reporting:

[Sdicwc.org](http://Sdicwc.org)

REPORT A CLAIM

OR

CALL 1-800-445-6965



## COMING SOON—OPEN ENROLLMENT!

- Open Enrollment is rapidly approaching.
- Make sure you have access to your EAC log in—contact [helpdesk@pennridge.org](mailto:helpdesk@pennridge.org) if you can not access your EAC account.
- Be prepared to answer questions related to yourself and your family (ie. SS#, birthdates).
- If you have children aging out—be sure to submit transcripts/tuition bills from collegiate institutions to keep them on your benefits.
- HRNews in April will address Open Enrollment requirements, needs and questions.