

## Keep your clearances up to date!

Notices are sent as your clearance expiration date approaches, but it's essential to renew on time to avoid any work interruptions. Expired clearances can result in temporary ineligibility to work in the district. To stay compliant, please check your expiration dates and complete any necessary renewals as soon as possible. If you have questions or need assistance, contact [joreilly@pennridge.org](mailto:joreilly@pennridge.org).

Thank you for your attention to this important requirement!



## Extended Clearance Collection

Extended hours will be from 3:30-5:30 pm on the following dates:

March 24th

April 28th

May 12th

June 16th

## ESS Referral Program

Do you know someone who would make an excellent substitute teacher or paraprofessional?

Refer a friend at [Refer.ESS.com](http://Refer.ESS.com) and receive a \$100 gift card for every successful referral.

**To learn more [click here](#)**



## Don't forget!

- If you have not uploaded your student's full-time college schedule for Spring 2025, please do so using the Benefits Portal in PSD Key.

### Directions

- Level I teachers must complete 24 credits of post bachelors coursework as part of the requirements to convert your Level I certification to Level II. Have you enrolled in classes yet? Please take a look at the coursework information on the HR website and in your collective bargaining agreement. Contact Emma Weiss ([eweiss@pennridge.org](mailto:eweiss@pennridge.org)) for more information on program approvals and course reimbursement.

- For information regarding the Level I to Level II conversion process, please reach out to Donna Schepis ([dschepis@pennridge.org](mailto:dschepis@pennridge.org)).

## Contact us:

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# Open Enrollment

Human Resources has been hard at work getting ready for the 2025-2026 Open Enrollment period. Information pertaining to open enrollment can be found on the HR Department website as well as the benefits enrollment portal. Links on the left hand side will direct you to available coverage options, rates, as well as Frequently Asked Questions and much more. You will be notified, as we get closer to open enrollment, when information related to 2025-2026 coverage is updated to reflect the new plan year.

All employees are required to participate in Open Enrollment. If you do not carry our benefits, you need to go through the online enrollment process to waive this option.

All employees must access the Benefit Enrollment Portal to complete open enrollment. This can be done through your PSD Key log in. You may find the link in the Professional Resources folder. The Open Enrollment window opens in May.

If employees miss the open enrollment period, employees will only be able to update coverage with a qualifying life event or a change in situation that would make you eligible for a Special Enrollment Period — like getting married, having a baby, or losing health coverage.

## **OPEN ENROLLMENT UPDATES!**

- Trouble logging in to the Benefits Portal: send an email to: [openenrollment@penridge.org](mailto:openenrollment@penridge.org)
- Health Care FSA has increased to a maximum savings contribution of \$3,300 per plan year
  - Dependent Care FSA's maximum savings contribution remains at \$5,000 per plan year
- Check your CBA/Contract or the 2025-2026 premiums page for the employee contribution to premiums
- All Coverages and Vendor pages are accessible from the HR Department Healthcare Webpage and benefits portal

## **OPEN ENROLLMENT- COMING SOON**

- 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.

# Health Advocate

## March is:

### *Autoimmune Disease Awareness Month*

Autoimmune conditions have been called a silent epidemic, affecting an estimated 24 million people in the U.S.

**Celiac disease** is a disorder that damages your small intestine and keeps it from absorbing the nutrients in food. The damage to your intestinal tract is caused by your immune system's reaction to gluten. Gluten is a protein found in wheat, barley, and rye. Some oats may be contaminated by gluten.

[Health Advocate Flyer - Dietary Changes for Celiac Disease](#)

## **March 20th -World Oral Health Day**

Living healthy day to day can improve your overall health, including your oral health.

## **Articles:**

[Protect your mouth on World Oral Health Day](#)

[Get the skinny on dieting and your teeth](#)