



## **Employee Clearance Reminder: Clearances Expiring?** **Renew on Time!**

**We kindly remind all employees to stay attentive to clearance renewal notices. Clearances must be renewed before their expiration date to remain eligible to work. Thank you for helping us maintain a safe and secure environment.**

### **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](#)**

### **Volunteer Clearances** **Reminder**

All volunteers must have updated, approved clearances on file. For the safety of our students and staff, no one may volunteer without current clearances reviewed and approved by HR. Thank you for supporting a safe learning environment.



## Don't forget!

- 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.
- For information regarding the Level I to Level II conversion process, please reach out to Brenda Roth as [broth@pennridge.org](mailto:broth@pennridge.org)).
- For those of you who require a substitute in your absence don't forget to log your absence into Frontline/ESS and Timeclock Plus. Please reach out to Emma Weiss ([eweiss@pennridge.org](mailto:eweiss@pennridge.org)) for assistance.

## Contact us:

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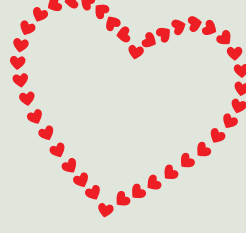
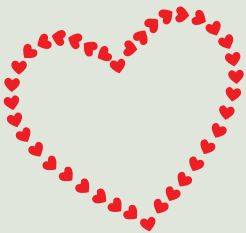
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After 3 wonderful years with Pennridge, Tara Mossman is on to her next adventure. We are excited to welcome Dr. Andrew Doster as the new Director of Human Resources.





# *Student Verification*

**Do you have a full time student on your Dental plan?  
If so, please remember to verify their student status  
in the benefit portal for Spring 2026 semester!**

## **Benefit Portal Instructions - Student Verification Guide**

### **Verification Document Requirements:**

- **Student's Name**
- **University Name**
- **Semester**
- **12+ Credits enrolled**

### *IBX - Heart Healthy Resources*

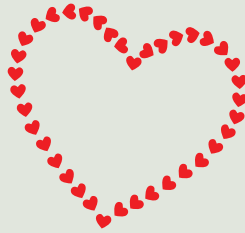
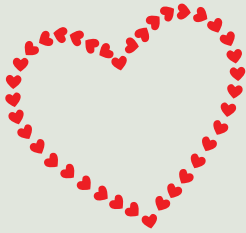
February is American Heart Month, a time when we should all focus on our cardiovascular health.

**IBX Article: Be Smart about your heart health**

**Did you know that you can get an advanced blood pressure monitor  
and personalized support - **all at no cost to you?****

**Check out the link below:**

**IBX flyer: High Blood Pressure Management**



*Healthy You!*

**February is:**  
***American Heart Month***

*Celebrated every February, American Heart Month encourages awareness of heart disease prevention.*

[Access your EAP resources: Health Advocate Login Guide](#)

**Health Advocate Digital Resources:**

[Health Advocate Link -  
Take Action to Beat Heart Disease](#)

[Health Advocate Link - Shoveling Snow  
is a Heart Hazard: Protect Yourself](#)



**February 7<sup>th</sup> is  
National Wear  
Red Day**