



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 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).
- 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) for assistance.

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Open Enrollment

Human Resources is getting ready for the 2026-2027 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 HR Department website will direct you to available coverage options, summaries, 26-27 rates as well and much more. You will be notified, as we get closer to open enrollment, when the portal will open for elections/waivers for the 26-27 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 will open 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@pennridge.org
- Health Care FSA has increased to a maximum savings contribution of \$3,400 per plan year
 - Dependent Care FSA's maximum savings contribution remains at \$7,500 per plan year
- Check your CBA/Contract or the 2026-2027 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.



Healthy You!

April is: *Stress Awareness Month*

a time to focus on proactive stress management for better mental health and overall well-being. Stress awareness involves recognizing the triggers, signs, and symptoms of stress in yourself and others. This awareness is crucial for maintaining good mental health and overall well-being.

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

Health Advocate Digital Resources:

[Health Advocate Blog - How to manage stress hormones](#)

[Health Advocate Article -Ease the stress of everyday life](#)

[Health Advocate Blog - The health benefits of volunteering to manage stress hormones](#)

