

## 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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# 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.

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 is May 4<sup>th</sup> - May 15<sup>th</sup>.**

- Changes during the open enrollment process are effective July 1, 2026.
- The benefit plan year runs from July 1st to June 30th of each year.
- Twelve-month employees will begin deductions in July and will continue through June – for coverage starting July 1st and ending June 30th.
- Ten-month employees will begin deductions in August or September and will continue through June (or August for 26 pay 10-month employees) – for coverage starting September 1st and ending August 31st. Ten-month employees adding coverage or changing coverage during open enrollment will be home billed for the months of July & August for any premiums owed.

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!**

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- - Open May 4<sup>th</sup> - May 15<sup>th</sup>**

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.

**Trouble logging in to the Benefits Portal - send an email to:**

**helpdesk@pennridge.org**

*Healthy You!*

**May is:**

***Mental Health Awareness Month***

You are worthy of happiness and peace of mind.

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

**Health Advocate Digital Resources:**

- [Health Advocate Flyer - Mental Health Matters. Always.](#)
- [Health Advocate Video: One Minute for You!](#)

**#breakthestigma**



MENTAL HEALTH AWARENESS MONTH

**Depression and Oral Health:**

*What's the connection?*

**Delta Dental Articles:**

- [Depression and your oral health](#)
- [Anxiety disorders and your oral health](#)