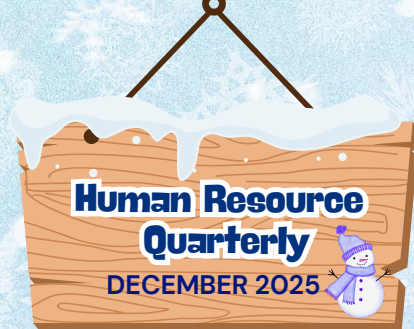


### District Email:



All District employees are expected to check their district email address on a regular basis. District email is used to send out reminders and important announcements.

Not sure of your login?  
Please contact the IT Department -  
(814) 874-6181



### WORKERS COMPENSATION UPDATES

Direct all workers compensation forms & questions to Selena Lane at 814-874-6093, or [slane@eriesd.org](mailto:slane@eriesd.org)

Access the employee incident form [HERE](#).

Check out our new panel of providers [HERE](#).

### EEA Upcoming Bidding :

2026-27 School Year Postings are coming soon! Monitor your email for further bidding communication.

Not sure of your seniority date?  
Contact Haley Stallsmith,  
([hstallsmith@eriesd.org](mailto:hstallsmith@eriesd.org))

*\*must have a valid PDE teaching certification to receive a seniority date.*

**Stay  
Tuned**

**More information  
on bidding  
coming in  
January!**

### Life Insurance

Have you had a life changing event?

Beneficiaries can change as time goes on.

Ensure your life insurance beneficiaries are up to date! If you need to update your beneficiaries on your life insurance fill out a new life insurance card & put it in inter-district mail, addressed to the HR Department.

*Life Insurance cards have been sent out to all locations incase you need to fill a new one out.*

### EEA Unpaid Days

Attendance matters to student success. Our students rely on Teachers for support, guidance, & instruction. In accordance with PA School Code, all EEA members receive 10 sick days & 3 personal days. If you exhaust all benefit days & require additional time off, you must email

Natalie Fatica for approval.  
[nfatica@eriesd.org](mailto:nfatica@eriesd.org)

EEA Employees using unpaid days, will be charged for their health insurance per day, if enrolled.

### EEA Only - Additional Duties

To ensure prompt & timely processing of additional duty hours, enter all weekly hours by the following Monday 9am (at the latest) for processing. Entries made after Monday 9am will be processed the following pay by emailing [payrollissues@eriesd.org](mailto:payrollissues@eriesd.org).

### Attention:

#### All Emergency Permit Holders (EEA)

If you're a faculty member working under an Emergency Permit, verify you are meeting the conditions of your emergency permit. Audit your current Emergency Permit status [HERE](#).

If you hold the "Emergency Permit: LT Sub with Educational Obligation" credential, you must comply with the Requirements stated on the PDE CSPG 13 webpage [HERE](#).

Contact Patty Sciarrilli  
([psciarrilli@eriesd.org](mailto:psciarrilli@eriesd.org)) with any questions.

### FMLA Reminder:

When filling out FMLA paperwork, review all documents prior to submittal. Common errors include; wrong dates, missing signatures, & incomplete fields.

Incorrect or incomplete paperwork will be returned to the employee.

Send all FMLA paperwork to Selena Lane, [slane@eriesd.org](mailto:slane@eriesd.org)

### Hiring Teachers for January 2026!

Encourage all student teachers graduating in December to apply for a teaching position for January! Postings are listed & can be found [HERE](#).

## BENEFIT TIME

All Full-Time Employee's are entitled to benefit time after successful completion of probation.

Find your benefit time balance in MyStack using the steps below:

1. Log into MyStack [HERE](#).
2. At the top of the screen there is a group of tabs, one tab says "Time Off", click that. This takes you to your available benefit time, the system will call your time off "Hours" but it is equal to days.

It's the employees responsibility to keep track of their time off to avoid going into unpaid days. Remember to enter all time off into Frontline in a timely manner. If you miss the cut off time to enter your day off, please contact Haley Stallsmith.

*Please refer to your contract on specific rules regarding benefit time & benefit time accrual.*