

HUMAN RESOURCES

QUARTERLY!

March 2025

COMPLY SOFTWARE UPDATES!

COMPLY capabilities have been expanded. Clearances, Probationary Periods, & Certifications are now easily tracked.

CLEARANCE REMINDERS

All Employees: PDE requires new clearances every 5 years. Comply will send reminders & guidance emails within 6 months of expiration. All district employees are required to read comply emails.

Click [HERE](#) for instructions on running new clearances

Click [HERE](#) to learn how to upload clearances to Comply

Current clearances are required of all employees. Failure to follow the district process will result in an unpaid suspension & unsatisfactory performance evaluations.

*****Keep a copy of your clearances for your records*****

EEA - PDE CERTIFICATION REMINDERS

Level I Certifications are tracked in Comply to ensure it's converted to a Level II Certification. Level I Certifications are valid for 6 years of valid PA school service, not 6 calendar years.

Click [HERE](#) for information on obtaining a Level II Certification

Emergency permit holders, notify HR upon completion of Level I Certification.



Summoned to jury duty? Enter a personal day in frontline & mark it with the note "jury duty" from there a few scenarios can happen:

- If you need to report, send HR your jury duty verification letter. HR will change your absence to "Jury Duty" in Frontline. Send a check to Maureen Walls (mwalls@eriesd.org) per your contract.
- If you don't need to report for jury duty, call Human Resources, we will cancel your absence, it will be a regular work day.
- If you don't need to report but want the day off, do nothing! You will be charged for the personal day.

Hiring Bus Drivers!



We need Bus Drivers! Not qualified? EPS will guide applicants in the process of earning a CDL & becoming a full time bus driver with the district!.

- Free Training
- Benefits included during training

Refer your friends & family [Here!](#)

WORKERS COMPENSATION GUIDANCE

Your health & safety is important to us. Work Related Injury? Follow the guidelines below to ensure accurate reporting, filing & invoice payments.

Step 1: Fill out the EPS Employee Incident Report. Click [HERE](#) to access.

Step 2: Send the EPS Employee Incident Report to HR at 814-874-6083 (fax) or psciarrilli@eriesd.org.

Step 3: Seek appropriate medical attention, if required. Access approved Workers Compensation Health Care Providers [HERE](#).

If emergency medical treatment is required, please report to a Workers Compensation Panel Health Care Provider. Send the EPS Employee Incident Report to HR along with any medical documents, as soon as safely possible.

If follow up care is required, schedule all appointments outside of your normal workday. Contact HR with any questions, or concerns, 814-874-6080.

FSA REMINDER

2024 plan participants - the extended deadline is approaching! You have until **March 31, 2025** to spend any remaining funds in your 2024 account. The deadline to submit receipts for reimbursement for qualified expenses from January 1, 2024 through March 31, 2025 is April 15, 2025.

Questions? Contact Andrea Malone
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