

Summer time is upon us! A chance for sun, fun, and connectivity. As things change, we must remember that we are the David Douglas family. We are all in this together. Countless hours by countless staff have been given to ensure that our staff is supported as best as possible. Some of those staff have been mentioned via your email. Please join us in celebrating our [David Douglas Heroes](#). Please do not forget that we all must be checking our District email at least once a work day and responding to email. Email is the District's main source of communication for relaying important information and updates. If you need assistance with accessing your email, [please click the link here](#). Remember we have a summary of all COVID-19 updates, just visit the [Human Resources webpage](#). Have a great summer!



**Congratulations to all of our Twenty-five Year Service Award staff for the 2019-2020 school year!**

Staff are listed alphabetically. Thank you so very much for your constant service to our students through the years!

Robert Allen  
Shannon Bushman  
Brian Felker  
Paul Grignon  
Brad Joy  
Theresa Mansfield  
Barb Mobley  
Chad Reeves  
Julie Talley  
Jeff Wallace

Kim Bessette-Martinez  
Kelly Devlin  
Joseph Gardner  
Julie Hunt  
Tracy Lind  
Lorie Meyer  
Theresa Muller  
Lisa Schlunegger  
Jodi Taylor  
Shelly Wilcoxon

Kristin Burchell  
Claudia Doerr  
Heather Gerritz  
Sarah Hunt  
Christina Mackris  
Perry Miller  
Elaine Reed  
Alan Stark  
Lynette Velasquez

Please remember that these dates are calculated for all staff that are hired before August 31 of the school year. Anyone hired after September 1 does not have a service year for that year.



## **BENEFITS OPEN ENROLLMENT PERIOD: AUGUST 15<sup>th</sup> – SEPTEMBER 10<sup>th</sup>**

DDSD's Open Enrollment Period will be August 15<sup>th</sup> – September 10<sup>th</sup> (Retirees August 15<sup>th</sup> – August 28<sup>th</sup>). Employees **do not** have until September 15<sup>th</sup>, which will be communicated in OEGB publications sent out.

We are excited to announce a Passive Open Enrollment for benefits effective October 1, 2020.

### **What does a Passive Open Enrollment mean?**

In simple terms, a passive Open Enrollment means benefit eligible employees (members) **do not** have to enter MyOEGB and complete their online selections this year enrolling or re-enrolling unless:

- The District or Union have chosen to discontinue any OEGB plans
  - Members with eliminated plans will need to enter MyOEGB to make a new plan selection or they will be without that specific coverage
  - All their other coverages will remain the same
- Members want to add and/or drop a plan
- Members want to add and/or drop a dependent
- Members want to update beneficiaries
- Members want to update personal information
- Members are newly benefit eligible October 1, 2020 due to new employment or returning from unpaid Leave such as a CBA Leave



All benefit eligible employees will otherwise have their current plans simply roll over into the new benefit year effective October 1, 2020 to include all currently enrolled dependents.

### **OPEN ENROLLMENT COMMUNICATIONS**

A challenging part about Open Enrollment is that it happens during summer break and reaching out to all employees can be difficult. Human Resources will make their best effort to communicate open enrollment information to employees by website, email, USPS mail and the HR Newsletter. Missing Open Enrollment for reasons such as being out of town, it was summer break or not aware about Open Enrollment is not justification. Below are the various channels Human Resources will use to communicate Open Enrollment:

**Website:** Open Enrollment information will be available on the District's website, under the Employees drop down and Employee Benefits starting August 15th.

**Email:** As it gets closer to Open Enrollment periodic emails will be sent to employees' district email addresses. Some emails will contain information specific to the employee, like what their expected out of pocket will be, warnings that they have not enrolled, etc.... Please take a minute to read them.

**Mail:** The District will mail benefit eligible employees material about Open Enrollment the first week of August. This is important material to read as it will have all of the information about the plans that our District will offer for the 2020-2021 benefit year to include fringe cap amounts, enrollment instructions, education about the pool program if applicable and important deadlines.

OEGB (not from the District) will also mail and email information to benefit eligible employees.

Words of caution about OEGB's information:

OEGB will state, "*Open Enrollment Ends on September 15<sup>th</sup> for most members; however, your employer's end date may differ*". **David Douglas' Open Enrollment will end on September 10, 2020.** Employees will be locked out from enrolling in benefits starting September 11<sup>th</sup>.

Open enrollment through DDSD for Retirees will end on August 28, 2020.

- OEGB's information is going to show all of the health plans they offer to all of the school districts they service. The District does not offer all health plans. Please review the material that the District mails to you, or go to the Employee Benefits page on the District's website for accurate information.

## **Recess Letter – Classified Staff**



There is still time to return your Notification of Scheduled Term/Recess Period slips. All Classified employees working less than 12 months should have received this letter in the postal mail by May 1, 2020. If you did **not** receive this letter, please contact Debora Speciale in the Human Resources Department at 503-261-8225 or email her. Please feel free to either return the signed letter in the postal mail or sign the acceptance and take a picture and then email to [ddhuman\\_resources@ddouglas.k12.or.us](mailto:ddhuman_resources@ddouglas.k12.or.us)

## **First Aid & CPR Online Training**

If you are interested in completing the District-paid First Aid/CPR online training courses this coming school year, please look for an email from Curriculum department's Nancy Leggett to sign up. The email will arrive the third week of July. Remember availability will only be from July 13 until September 30. If your certification will expire at any point during the school year, you will need to take the course this summer. The District-paid courses do conclude on September 30. If you find that you need certification at a later point in the school year, you will need to make personal arrangements for completion and payment.



## **Licensed Professional Tuition Reimbursement - Final Reminder**

If you have not already done so, be sure to **immediately** send your passing grade slip and tuition receipt for all tuition reimbursement course requests for the 2019-2020 school year. Send the documents to Leah Hadley in HR. Reimbursement will be issued by Direct Deposit from the Business Office in mid-July.

## **Personal Information Updates**

\*\*\*Address and Phone Number Changes\*\*\*

It is important to notify HR as soon as possible if you have a change of address or phone number. Please use the 'IV Portal' located at: <https://ivweb.nwtoolbox.org/daviddouglasess/> Under "Self Service" then Address Change. Here you can 'modify' (change) your address and telephone number. Please always list your primary telephone number under the 'Home' telephone number. Please keep in mind that we must have a physical address listed as your home address, but there is a field where you can enter a PO Box as your mailing address if applicable. CHANGES ARE NOT INSTANT. HR needs to manually input changes.



Human Resources will update your personal information changes with OEBB. **Remember:** only notifying your supervisor or building secretary will **NOT** update your information in Payroll and HR.

### **Name Changes**

Name changes must be made as soon as possible and are done by **appointment** with Tiara Carter. Please contact Tiara by email or by phone at 503-261-8289 to discuss the documents we require for name changes and to arrange your appointment.

### **Other Personal Changes**

**Have you recently:**

- been married or divorced
- had a new baby
- have an overage child (age 26 on all insurance plans)
- acquired a new domestic partner
- had a death in the family

If so, it is important that you contact Stefanie Edenburn, either by email [stefanie\\_edenburn@ddsd40.org](mailto:stefanie_edenburn@ddsd40.org) or at 503-261-8250. We must pass the information on to OEBB who then passes it on to the various health care providers. It is required by law that we notify any individual that is to be removed from medical, dental or vision coverage. **All personal changes must be done within 30 days of the qualifying event.**

## **SafeSchools Trainings 2020-21**

It's soon time to begin the SafeSchools training for the 2020-21 school year. Be sure to watch your District email this summer. You will receive an email from SafeSchools informing you of your training. You will be required to complete your training NO LATER than September 30, 2020. However, we want to give you ample time prior to the start of the school year if you wish to voluntarily complete your training.

*Just a reminder...* You may access SafeSchools at:

[www.douglas.or.safeschools.com](http://www.douglas.or.safeschools.com). Your username is your first name, underscore, last name. Example: david\_douglas.



Please contact David Petersen in HR at 503-261-8210 if you have any questions or need assistance.

## Jury duty and YOUR responsibilities

Being summoned to Jury Duty does involve several mandatory steps that you must complete. Before your court date you must alert your immediate supervisor, arrange for your absence and submit your summons to Human Resources. Licensed staff will use ESS's Aesop Frontline absence system to arrange for substitute (or report the absence). Most Classified staff will use just the TimeClock Plus system to request time off, some staff will use both TimeClock Plus and ESS to report their absence.

The night before your Jury Duty, call the court to check if you will be needed to attend the summons. In many instances, you will not. If you do NOT need to attend your Jury Duty date(s), you DO need to report to work as normal and cancel your time off request in the appropriate absence system. **Being excused from Jury Duty does not grant you a work-free day. If you are dismissed early from jury duty, you are responsible for returning to work and adjusting your time off request in the appropriate absence system.**



Please ensure that you obtain an attendance verification letter from the court when your jury service is completed and turn it into Human Resources. This is the document the court provides as proof of time served. You may need to inquire about it before concluding your service. If you forget, you will need to contact the court and request one.

If you have any questions, please contact Human Resources at extension 8289.

## Leaving David Douglas?



If you are planning on retiring, resigning, or taking a full time leave of absence for next school year, 2020-21, **you** need to make sure that you turn in all of the items checked out to you.

These items include:

- Identification badge
- Building keys
- Any electronic devices (laptop, iPad, etc.).

These must be turned in. This is your responsibility.

If you are retiring or resigning, HR will send you an anonymous exit interview survey online. In order to continually improve, we would appreciate you filling this out. Thank you!

## Furlough Pay Information

The following information is only for staff that have been furloughed. If you are NOT on furlough, please disregard.

Please remember that no work may be performed on a furlough day or outside of your total work hours for the week between now and the end of this partial furlough. All work needs to be done in the usual course on a day you are scheduled to work. No extra duty work is allowed during this partial furlough.

### **CLASSIFIED STAFF:**

You will need to clock in and out in TimeClockPlus (TCP) when you work in the building. If you have been approved to work from home your worked hours need to be reported via the weekly certification form, so that they can be entered into TCP on a weekly basis. Hours worked in the building need to be approved daily in TCP. You will be given school closure hours on days that you do not work your full shift. Do not worry if you do not see the school closure hours right away. It will take a week to process.

**Please** complete your Google Form for Workshare titled: Classified Weekly Furlough Certification. This must be completed each Monday by 5 pm for the previous week.

### **LICENSED STAFF:**

Please remember that no work may be performed on a furlough day or outside of your total work hours for the week. All work needs to be done in the usual course on a day you are scheduled to work.

If you have any questions, please email: payroll\_spec@ddouglas.k12.or.us



### **E.A.P. services for all DDSD staff**

E.A.P. stands for Employee Assistance Program. Our program is through OEBC and Reliant Behavioral Health. This program offers 24 hour Crisis Help, In-person Counseling, help finding child care services, legal

services, financial services, mediation services, and even identity theft services. [Information on how to sign up can be found here.](#)

Thanks to Jon Archer (HS Health Teacher) for assembling this video!





As summer approaches, don't let wellness slip away. Use this time to heal, rejuvenate, and relax. According to Dr. Gerry Bodeker (renowned Harvard/Oxford-trained clinical psychologist, epidemiologist and chair of the Mental Wellness Initiative of the Global Wellness Institute): "Regular daily wellness practices ensure that this becomes a state of being rather than a rescue strategy, and this in turn becomes a new way of living in post-COVID era — a true opportunity and benefit from crisis"

Here are a few tips practice:

- 1.) Choose a positive attitude!
- 2.) Think physical distancing
- 3.) Think Green – get yourself into nature!
- 4.) Get serious about your mental wellness

Your David Douglas  
Wellness Council wishes  
you a happy summer!

[For more information for summer mental health wellness click here!](#)

### HealthTip

Frustrated with staying inside your home? Tired of moving the same furniture and knick-knacks to new locations to present the illusion of 'something new to look at'? Our tip? Plants! Plants may provide a sense of purpose; watering on a schedule, (once a week with



room temperature water), trimming, and caring! Plus if you choose to plant herbs you may even choose to eat them or at least smell their wondrous aroma. Peppermint, Rosemary, and Basil are very easy to grow and maintain. Or you could choose colorful flowers to spice up your surroundings. Begonias love light but not heat, Purple Velvet are fun to touch, or a Dragon Tree that can grow HUGE (if you keep putting in a bigger pot). Many local stores are now offering curbside pick-up and even home delivery. Have fun and experiment, it's all part of the process!







reminder: most alcohol-based hand sanitizer, including its vapor, is indeed flammable. be mindful of open flames especially while cooking or used in a closed space (your car..).