

Employee Benefits Insurance & Wellness Information Newsletter 2019-2020 Volume 1

Employee Assistance Program – Need someone to talk to? DCSD and Genesis are teamed to provide this voluntary, free, confidential professional counseling to help you or someone in your immediate family, resolve personal problems including: marital, emotional stress, alcohol/drug abuse, caring for the elderly, family illness, family, financial, job stress, legal, addictions. Contact Genesis at 800-475-1641 or the Davenport Headquarters at 563-386-4026

Address Changes – if you've moved over the summer, be sure to update your address on Employee Online. This ensures your address is correct with the district and then the medical & dental insurance companies will be updated as well.

DCSD FLU Vaccination Clinics are scheduled for this fall for employees, retirees & dependent children over age 18 who are on the District's Medical Insurance - a medical ID card is required. If you don't have one, contact a rep to order a card; do not contact the insurance company. Card orders are placed with them each week from Employee Benefits. Watch for emails & posters about the upcoming clinics scheduled for October 21st, 22nd & 23rd.

IPERS questions – Contact them directly at 800-622-3849 or at www.ipers.org. Set up your on-line account to add/update beneficiaries, view your Transaction Details and see your Benefit Statement. Close to retirement? You can get a pension estimate with their on-line calculator.

DAVENPORT
COMMUNITY
SCHOOLS



Employee Benefits Meet your Reps



Sue Herzmann - Benefits Facilitator
Phone 563-336-7503



**Laura Brookhart - HR Generalist &
Employee Benefits Specialist**
Phone 563-336-7502



**Wendy Berg - HR Generalist &
Wellness Program Coordinator**
Phone 563-336-7501

Insurance Updates!

Did you know—you only have 30 days to make a change to insurance due to a qualifying event...with the exception of having a baby or the adoption of a child – you have 60 days.

DCSD Employee Online - Have you checked out Employee Online lately? Some of the things you can do are; address changes, update Emergency Information, Pay Information, W4 & W2 info, print check stubs, and Leave Tracking.

In order to access Employee Online, you will need your Employee ID and your password. If you don't know your Employee ID, it is printed on your check stub. It starts with an "E" followed by six (6) numbers.

Default passwords are either your SSN or 12345. You can change your password by clicking on "Settings" and then "Change Password".

Personal information such as address changes, must be done through Employee Online.

If you're having trouble logging in, contact Dayna Houser; (563) 336-7527 or Barry Dolan; (563) 336-7526

Name Changes - if you've had a name change, make sure to notify the HR office. Name change packets are available. An updated Social Security card is required before changes can be made.

HR & Equity Meet our team



Dr. Erica Goldstone, Director HR & Equity

Administrators, teachers, licensed employees, non-bargaining, TAW, Guest Teachers; (563) 336-7487

Jabari Woods, Associate Director HR & Equity

Equity complaints & investigations involving staff, EEOC/OCR, recruitment; (563) 336-7496

Jaime Kroeger, HR Contract Specialist

All classified groups (custodians, FNS, maintenance, non-bargaining, Paras, secretaries, security, TAWS) & classified substitutes, work comp injuries/claims; (563) 336-7493

Equity Investigators:

Jeanne Wolf (563) 336-7403

Sheri Womack (563) 336-7402

Office Manager: Dawn Saul; (563) 336-7490

HR Generalists:

Julie Ditch: Custodians/security/warehouse, maintenance, non-bargaining, secretaries, DCSD website directory; (563) 336-7488

Laura Engler: Teachers, paras, work comp claims, Fall BEDS; (563) 336-7489

Shelli Godke: Guest teachers, teachers, paras, background checks; (563) 336-7491

Pam Savala: Teachers, paras, OCR reporting (2019 only), Spring BEDS; (563) 336-7494

Lynn Tibbetts: Administrators, non-teacher coaches, FNS, TAWs, short term agreements, employee flu clinics; (563) 336-7495