

**Employee Benefits**  
**Insurance & Wellness**  
**Information Newsletter**  
**2019-2020 Volume 2**

**Employee Assistance Program – Got the winter-time blues?** 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



**Winter Safety**—in reading various articles on how we can stay safe during these long winter months, the following were found to be the most common:

- **Don't walk with your hands in your pockets.**  
It throws off your balance, increasing your chances of falling.
- **Mittens will keep your fingers warmer.**
- **Before going out to shovel, warm up those muscles by stretching, marching or walking In place.**
- **Rock salt & kitty litter are a great combination to toss out on the ice. It melts the snow and provides temporary traction.**



**IPERS questions** – Contact them directly at 800-622-3849 or at [www.ipers.org](http://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.



**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

**REMINDER...**

**Dependent Children over age 19 MUST be Full-time Students & Verification of that provided to Employee Benefits EACH semester to be eligible for dental & vision insurance.**

**Have a happy and safe holiday season!**

# Human Resources & Equity Information Newsletter 2019-2020 Volume 2



## 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

**Nicole Stroupe:** Teachers, paras, 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

## Teacher Salary Advancement Info.

To qualify for advancement from one horizontal salary classification to another on the basis of training, all graduate level coursework must be completed on or before September 1<sup>st</sup> of the year in which the advancement movement is to occur for the fall movement deadline of September 30<sup>th</sup> and on or before January 1<sup>st</sup> of the year in which the movement is to occur for the spring advancement movement deadline of February 20<sup>th</sup>. A completed "Request for Advancement on Teacher Salary Schedule" form and certified transcript of credits earned or official college/university grade reports shall be presented to the Director of Human Resources by 4:30 p.m. on September 30 of the school contract year in which said advance is to become effective. Approved advancement increases will be submitted to the Board for final approval and increases which are approved by the Board shall be included no later than the November 1<sup>st</sup> paycheck. Adjustments for the last half of the contract year shall be included on the April 1<sup>st</sup> paycheck if a completed "Request for Advancement on Teacher Salary Schedule" form and certified transcript of credits earned or official college or university grade report is received by the Director of Human Resources by 4:30 p.m. on February 20. Increases which are approved effective with the November 1 paycheck will be retroactive to the first day of the first semester. Increases which are approved effective with the April 1 paycheck will be retroactive to the first day of the second semester. Transcripts or official college/university grade reports received after the deadlines shall be referred to the next filing day.

Have a happy and safe holiday season!