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. 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.

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!
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

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 1st of the year in which the advancement movement is to occur for the fall movement deadline of September 30th and on or before January 1st of the year in which the movement is to occur for the spring advancement movement deadline of February 20th. 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 1st paycheck. Adjustments for the last half of the contract year shall be included on the April 1st paycheck if a completed “Request for Advancement on Teacher Salary Schedule” form and certified transcript of credits earned or official college/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!