

Upper Darby School District  
4611 Bond Avenue  
Drexel Hill, PA 19026

Administration Office  
(610) 789-7200

TO: New Upper Darby School District Employees: Transportation Assistants

Welcome to the Upper Darby School District. The following will describe the forms and information that you are required to review and complete during your hiring process. If you have any questions as you view a form or document, please refer back to this document.

**Worknet Appointment:** You MUST attend this appointment at Worknet Occupational Medicine to complete your new hire physical and testing. The examination will include a drug screen, medical history and ppd. You cannot begin work until the District has the results of the appointment.

**W-4:** Your W-4 must be completed. This form can be changed at any time during the year.

**PSERS Certification:** This form must be completed so that the District can deduct the appropriate retirement rate from your pay. Employees who become members of PSERS for the first time on or after July 1, 2019, may choose between three classes of membership in PSERS. PSERS will send information to newly enrolled employees regarding the election of the three classes of membership. Please also refer to the enclosed "Information For New School Employees" overview from PSERS.

**Direct Deposit (Authorization Agreement For Automatic Deposits):** You are required under your contract to receive your pay via direct deposit. Direct Deposit will take two payrolls to process. During this time period you will receive a paper check.

**Local Earned Income Tax Residency Certification:** The District is required by the state of Pennsylvania to require each employee to complete a Certificate of Residency form. This form provides information to help identify the political subdivisions where the employee lives and works. All employees are required to contact Personnel to report a change of address.

**Benefits Highlights:** Transportation Assistants can purchase medical, vision, dental and prescription coverage through the District. Please refer to the Benefits Rates sheet for prices. There is no District contribution to any of the benefits for Transportation Assistants. If you would like information regarding the plans offered, please contact Benefits and information can be sent to you directly OR you can ask about plan offered when you drop off your packet. All premium payments are payroll deducted. Transportation Assistants are eligible to purchase benefits 30 days after their first day of work. If you do not elect coverage through the District, you must sign a waiver of coverage form.

**Life Insurance:** SunLife provides Life Insurance for the District. Transportation Assistants have a life insurance policy for \$12,500. Please complete the Beneficiary Designation Form. This form can be updated at any time.

**Workers' Compensation:** Please read the Workers' Compensation Notice to Employees carefully and keep for your records. You must sign the Upper Darby School District Notice: Medical Treatment for Your Work Injury or Occupational Illness and the Upper Darby School District Workers' Compensation Information. If you are injured on the job and require emergency treatment, you must go to **Delaware County Memorial Hospital or any hospital emergency room for treatment**. Following treatment at an Emergency Room, you must follow up with Worknet (**not your family doctor**). If your injury is **non-life threatening**, you will be sent directly to Worknet. You **must** treat with one of the panel doctors (the panel doctors are listed in the Workers' Compensation Notice to Employees) for the first **90 days** following the injury. If you do not follow Workers' Compensation procedures, the District is not responsible for payment. If injured, please notify a supervisor, secretary or nurse immediately.

**Pay Dates/:** The pay dates for the 2019-2020 are included. Once your direct  
**EAC** deposit begins, your pay information will be emailed to you at your District email address. You can also access your pay information along with other important employee information through the Employee Access Center "EAC".

**403(b) Plan:** The Upper Darby School District has a 403(b) Plan that allows all School District employees to contribute to a 403(b) account with any of the vendors listed on the School District's Approved Vendor List. A summary explaining the District's 403(b) Plan is included for your review. If you would like to start a 403(b) account please contact one of the approved vendors.

**Local Services Tax:** All employees of the Upper Darby School District will have \$2.00 per pay, up to \$52.00 annually, deducted from their pay check for the Local Services Tax. An employee who anticipates earning less than \$12,000 in any calendar year may request an exemption from the tax. To request an exemption, the Local Services Tax form must be completed and returned to payroll each year.

**Employee Assistance Program:** The Employee Assistance Program is offered through EAPComplete. Information regarding EAPComplete and the support they offer for relationship challenges, legal or financial concerns, life changing events, stress, anxiety, substance dependence and workplace challenges can be found on their website at [guidanceresources.com](http://guidanceresources.com) or by calling (877) 595.5284.

**Emergency Contact:** Please complete. You can update this information anytime through the EAC.

**I9:** This form must be completed. Please note, it is required to fill in the Apartment space. If you do not have an apartment number you must type "none". You are required to bring your documentation to support the information you complete on your I9, such as your social security card and driver's license directly to Personnel.

**Employee Affirmation Statement:** Please complete this form to affirm that there are no misrepresentations or falsifications in your application of employment.

**Child Protective Services Law:** Review this important policy regarding Child Abuse and your duty as an Upper Darby School District employee to report Child Abuse.

**Acceptable Use Policy:** Please read our Acceptable Use of Technology Form and sign the cover page stating that you have received this policy for your record.

**SafeSchools:** All new Upper Darby School District employees are required to complete online training on the SafeSchools web site. Once you have received a start date, you will receive an email from SafeSchools listing the trainings required along with your employee ID number. All must be completed within 30 days of hire date.

**Arrest/Conviction:** This form is required.

**District Log In and Useful Information:** An overview of log in information for district programs along with contact information. We recommend that you download and keep this form accessible.

**Message Preference Form:** Please review and complete.

**District Account Set-Up Form:** Please complete.

**UDESPA Collective Bargaining Agreement:** Please review.

A representative from UDESPA will be in contact with you regarding union dues. Once payroll is notified that union dues are to be taken out, the District will start taking the deduction.

If you are interested in setting up a Flexible Spending Account, Dependent Care Spending Account, purchasing additional life insurance, disability insurance or other types of insurance policies, please contact the District's AFLAC representative, Rita Herington at 484-443-8511.

Again, welcome to Upper Darby!

Revised: June 2019