

# HR NEWSLETTER

## ANNOUNCEMENTS

A MONTHLY PUBLICATION DESIGNED TO STAY CONNECTED WITH ALL EMERY EMPLOYEES AND TO PROVIDE RELEVANT AND USEFUL INFORMATION.



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### MEDICAL BENEFITS: OPEN ENROLLMENT BEGINS SEPTEMBER 11

The month of September is the annual Open Enrollment; any changes in coverage can be made September 11-25<sup>th</sup> and updated coverage will be effective October 1, 2026.

Both in your email and on the EUSD Website (see the Benefits tab, will be updated shortly) will be the updated information including employment contributions for both Kaiser and Anthem plans, as well as the summary of benefits for dental and vision. You can complete Open Enrollment in person, completing the physical paper forms or by using the [CVT portal](#). Any questions or assistance, please let me know!

### UPDATED WORK SHOE PROGRAM

For our Food Services Department, Custodial/Groundskeepers, and Instructional Aides, we will participate in the updated ACSIG work shoe program called [Shoes for Crews](#). Unlike past years, there are no gift cards and instead you received an email August 10<sup>th</sup> with additional instructions and ordering portal where you will enter your employee ID# and last name to log in, and access the \$85 subsidy.

Please let me know if further assistance is needed in accessing the email or placing an order. We will also have an on-site ordering day so stay tuned for more information!

### UPDATING STAFF DIRECTORY INFORMATION

All staff currently have access to update their information on the names/pronouns tab of the staff directory. Please click on the [EUSD Staff Directory 2026/27](#) if you would like to make any changes.

### ACOE TEACHER OF THE YEAR AWARDS

It is that time of year when the Alameda County Office of Education will honor the 19 District-level honorees for their excellence and dedication, including Emery's Leslie Payne! We hope to celebrate together at the event on October 1st ([ticket info here](#))!



### FLEXIBLE SPENDING ACCOUNTS: OPEN ENROLLMENT BEGINS SEPTEMBER 8

During September 8-30th, all employees are able to:

- Review their current benefits plans
- Review and confirm employee and dependent coverage

Waive, add or make adjustments to supplement benefits and section 125 plans, such as Medical Flexible Spending Accounts and Dependent Care Flexible Spending Accounts

If interested, call 1-800-863-9019 or [click here](#) to schedule an appointment with a TDS benefits counselor.

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## REMINDERS

### VOLUNTEER MANDATES

All volunteers need to have district clearance to be on campus prior to beginning their service, which requires Livescan fingerprinting, Mandated Reporting and Sexual Harassment trainings and TB test results. Some examples of someone needing volunteer clearance may be student teachers, interns, parents supervising a group on a fieldtrip, former graduates wanting to shadow or help in the classroom, sports team volunteers, etc. If you are unsure if someone already has volunteer clearance, please reach out and I am happy to assist.

School Year 26-27

Emery  
Wellness+  
Health

The Mission of Emery Unified Wellness & Health is to work in community to support the whole child, learning and uplifting their unique strengths, resilience, and behavioral health needs.

#### Our Services

- Individual Counseling
- Skill-Building, Affinity, or Clinical Groups
- Family Collaboration & Resources
- Student Advocacy and Support
- Case Management
- Crisis Intervention
- Teacher & Classroom Support
- Social-Emotional Lessons and Activities
- Pep Talks
- Community Resources

#### How to Reach Us

##### For Crisis Support...



Call x160, x153, or 510-833-0275  
emerywellness@emeryusd.org

##### For Ongoing Care...



**Coordinated Care Team (CCT)** Referral in Digital District Resources

#### Our Team

- Sam Frank, Behavioral Health Manager
- Hayley Beckett Jessup, Mental Health Specialist
- Brittney Jones, Mental Health Specialist
- Kismut Khan, District Nurse
- Manju Prabakaran, School Psychologist
- Kimani Holloway, Social Work Intern
- Lauren Messina-Douvos, Social Work Intern
- Elijah Sueuga, Social Work Intern
- Jordan Casomar, Social Work Intern
- William Railson, Social Work Intern



### REPORTING ABSENCES

When inputting an absence, we want to ensure we use the correct coding so we have clarified the codings so that you know how they will impact your leave balance and what may be required for each leave type: [please click here.](#)

### PERSONAL NECESSITY USE

One of the most used absence management codes is personal necessity so this is a friendly reminder that a maximum of six (6) days, with prior approval when possible, may be used in any school year for the outlined reasons and will be deducted from your sick leave balance. Please see the reporting absence link above for more information.

### PAYROLL CYCLE UPDATES

For 10 month employees that would like to make updates to their payroll cycle (10 month or 12 month), please do so before September 18th.

### TRANSCRIPTS DUE

Just a friendly reminder that documentation of units earned that would advance an ERA member to a new column on the salary schedule must be submitted to the District no later than October 15th (for advancement that year retroactive to the beginning of that year).

### HAPPY SEPTEMBER BIRTHDAYS!

Dawn Turner, Francisco Nieto, Leonardo Reynoso, Kim Miller, Lorne Barbosa, Brittney Jones, Maria Sierra, Omar Calderon, and Nicole Solis