

FY 2025–2026 Employee Information Guide

Warren County Educational Service Center * Southwest Ohio Council of Governments * Greater Ohio Virtual School

revised ♦ Medical – Anthem HDHP (2026)

Deductibles

- \$2,000 Single
- \$4,000 Employee + Children
- \$4,000 Family (Spousal Clause)

♦ Employer HSA Contributions**

- \$1,000 Single
- \$1,500 Employee + Children
- \$2,000 Family

**As of 1.1.2026, new hires will receive board contributions into their HSA in monthly pro-rated amounts based on the amounts above.

- Single - \$83.34
- Employee + Children - \$125.00
- Family - \$167.67

♦ Employee Monthly HDHP Premiums

- \$169.02 Single
- \$312.44 Employee + Children
- \$439.14 Family

Prescription Coverage: CVS Caremark

♦ Maximum HSA Contributions 2026

- \$4,400 Single
- \$8,750 Family / Employee + Children
- Age 55+ Catch-Up: \$1,000

♦ Additional Benefits

Vision – VSP

- \$10.02 Single | \$23.44 Family

Dental – Delta Dental

- Employer **100%** employer paid premium

Life Insurance – Securian

- \$25,000 employer paid premium
- Optional additional coverage available

All benefit elections will be made at

<https://epc-online.benelogic.com>. You will receive an email from your HR Specialist with login information upon hire.

Cash Option (Waive Health)

- \$1,300/year (June payout)
- Must be employed before October 1st

Plan Summaries can be found at:

<https://epcschools.org/health-benefits/districts/warren-county-esc>

♦ Personal Leave (Full-Time)

- Hired before December 1st – **3 days**
- Hired on/after December 1st – **2 days**
- Hired on/after March 1st – **1 day**

Personal leave is for business that must be conducted during the workday. Leave is **not cumulative** and may not extend holidays or vacations. Unused days convert to sick leave.

♦ Sick Leave

- 1.25 days per month (15 per year)
- Maximum accrual: **200 days**
- Leave may be taken in **¼-day increments – all leave is entered in Absence Management in Frontline**

Part-time employees will be entitled to sick/personal leave on a pro-rated basis

Vacation (261-Day Contract only)

- Years 1–10: 10 days
- Years 11–15: 15 days
- 16+ years: 20 days

♦ Retirement Systems

STRS – State Teachers Retirement System

Employee: 14% | Employer: 14%

www.strsoh.org | 888-227-7877

SERS – School Employees Retirement System

Employee: 10% | Employer: 14%

www.sohsers.org | 800-878-5853

→ Employees must complete **5 years of service** with the WCESC/COG/GOVS and meet system requirements to qualify for retirement benefits.

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◆ Payroll

- Biweekly payroll (September 2025 – August 2026)

<u>PAY PERIOD</u>	<u>PAYDATE</u>	<u>TIMESHEETS DUE</u>
08-10-25 - 08-24-25	09-10-25	08-24-25
08-25-25 - 09-09-25	09-25-25	09-09-25
09-10-25 - 09-24-25	10-10-25	09-24-25
09-25-25 - 10-09-25	10-24-25	10-09-25
10-10-25 - 10-24-25	11-10-25	10-24-25
10-25-25 - 11-09-25	11-25-25	11-09-25
11-10-25 - 11-24-25	12-10-25	11-24-25
11-25-25 - 12-09-25	12-24-25	12-09-25
12-10-25 - 12-24-25	01-09-26	12-24-25
12-25-25 - 01-09-26	01-23-26	01-09-26
01-10-26 - 01-24-26	02-10-26	01-24-26
01-25-26 - 02-09-26	02-25-26	02-09-26
02-10-26 - 02-24-26	03-10-26	02-24-26
02-25-26 - 03-09-26	03-25-26	03-09-26
03-10-26 - 03-24-26	04-10-26	03-24-26
03-25-26 - 04-09-26	04-24-26	04-09-26
04-10-26 - 04-24-26	05-08-26	04-24-26
04-25-26 - 05-09-26	05-22-26	05-09-26
05-10-26 - 05-24-26	06-10-26	05-24-26
05-25-26 - 06-09-26	06-25-26	06-09-26
06-10-26 - 06-24-26	07-10-26	06-24-26
06-25-26 - 07-09-26	07-24-26	07-09-26
07-10-26 - 07-24-26	08-10-26	07-24-26
07-25-26 - 08-09-26	08-25-26	08-09-26

◆ Reimbursements

- Mileage reimbursement: **\$0.725 per mile**
- Paid monthly | Calculated from worksite and submitted in SCView

◆ Family & Medical Leave (FMLA)

- 1 year of employment required and
- Minimum 1,250 hours worked
- Contact HR Department

◆ Employee Access & Systems

Staff → Employee Links

- Outlook Webmail:
FirstName.LastName@WarrenCountyESC.com
- Staff Training – Public School Works
- Frontline (Timesheets & Absences)
- Text / Calamity Day Notifications

◆ Additional Retirement Savings (403b / 457) (optional)

- Equitable (AXA) – equitable.com
- American Fidelity – aflplanserv.com
- Great American Financial –
greatamericaninsurancegroup.com
- Ohio Deferred Comp – ohio457.org

◆ Worker's Compensation

- Notify immediate supervisor
- Contact HR: Dawn.Schroeder@WarrenCountyESC.com
- Complete First Injury Report via Public School Works from the Staff Tab/Employee Links on the warrencountyesc.com website. Make sure you are using the correct employment entity.

Approved Medical Locations

- Atrium Hospital – Middletown | 513-420-4700
- Bethesda Care – Arrow Springs (Lebanon)
513-282-7000

◆ Key Contacts

Human Resources

- **WCESC** – Dawn.Schroeder@WarrenCountyESC.com
- **COG Full-Time Employees** –
Dee.Wilms@WarrenCountyESC.com

Insurance Benefits & Questions

- Dee.Wilms@WarrenCountyESC.com

Payroll

- **WCESC** – Natalie.Gardner@WarrenCountyESC.com
- **COG Full Time Employees & GOVS** –
Courtney.Couvillon@WarrenCountyESC.com
- **COG Substitutes** – Julie.Prack@WarrenCountyESC.com