

## FY 2026–2027 Employee Information Guide

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

#### Insurance Benefits 2026

##### ◆ 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 1<sup>st</sup>

#### Plan Summaries can be found at:

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

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##### ◆ 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.

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##### ◆ 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

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##### ◆ Retirement Systems

###### STRS – State Teachers Retirement System

Employee: 14% | Employer: 14%  
[www.strsoh.org](http://www.strsoh.org) | 888-227-7877

###### SERS – School Employees Retirement System

Employee: 10% | Employer: 14%  
[www.sohsers.org](http://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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- Staff Training – Public School Works
- Frontline (Timesheets & Absences)
- Text / Calamity Day Notifications

### ◆ Payroll

- Biweekly payroll (September 2026 – August 2027)

<u>PAY PERIOD</u>	<u>PAYDATE</u>	<u>TIMESHEETS DUE (SUBMITTED BY EE)</u>
08.10.26 - 08.24.26	09.10.26	08.24.26
08.25.26 - 09.09.26	09.25.26	09.09.26
09.10.26 - 09.24.26	10.09.26	09.24.26
09.25.26 - 10.09.26	10.23.26	10.09.26
10.10.26 - 10.24.26	11.10.26	10.24.26
10.25.26 - 11.09.26	11.25.26	11.09.26
11.10.26 - 11.24.26	12.10.26	11.24.26
11.25.26 - 12.09.26	12.23.26	12.09.26
12.10.26 - 12.24.26	01.08.27	12.24.26
12.25.26 - 01.09.27	01.25.27	01.09.27
01.10.27 - 01.24.27	02.10.27	01.24.27
01.25.27 - 02.09.27	02.25.27	02.09.27
02.10.27 - 02.24.27	03.10.27	02.24.27
02.25.27 - 03.09.27	03.25.27	03.09.27
03.10.27 - 03.24.27	04.09.27	03.24.27
03.25.27 - 04.09.27	04.23.27	04.09.27
04.10.27 - 04.24.27	05.10.27	04.24.27
04.25.27 - 05.09.27	05.25.27	05.09.27
05.10.27 - 05.24.27	06.10.27	05.24.27
05.25.27 - 06.09.27	06.25.27	06.09.27
06.10.27 - 06.24.27	07.09.27	06.24.27
06.25.27 - 07.09.27	07.23.27	07.09.27
07.10.27 - 07.24.27	08.10.27	07.24.27
07.25.27 - 08.09.27	08.25.27	08.09.27

### ◆ 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](mailto:FirstName.LastName@WarrenCountyESC.com)

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

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

### ◆ Worker's Compensation

- Notify immediate supervisor
- Contact HR: [Dawn.Schroeder@WarrenCountyESC.com](mailto: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 – Arrow Springs (Lebanon) 513-282-7000

### ◆ Key Contacts

#### Human Resources

- WCESC – [Dawn.Schroeder@WarrenCountyESC.com](mailto:Dawn.Schroeder@WarrenCountyESC.com)
- COG Full-Time Employees – [Dee.Wilms@WarrenCountyESC.com](mailto:Dee.Wilms@WarrenCountyESC.com)

#### Insurance Benefits & Questions

- [Dee.Wilms@WarrenCountyESC.com](mailto:Dee.Wilms@WarrenCountyESC.com)

#### Payroll

- WCESC – [Natalie.Gardner@WarrenCountyESC.com](mailto:Natalie.Gardner@WarrenCountyESC.com)
- COG Full Time Employees & GOVS – [Courtney.Couvillon@WarrenCountyESC.com](mailto:Courtney.Couvillon@WarrenCountyESC.com)
- COG Substitutes – [Julie.Prack@WarrenCountyESC.com](mailto:Julie.Prack@WarrenCountyESC.com)