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 1st

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.

◆ 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 2026 – August 2027)

PAY PERIOD	PAYDATE	TIMESHEETS DUE (SUBMITTED BY EE)
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
• Staff Training – Public School Works
• Frontline (Timesheets & Absences)
• Text / Calamity Day Notifications

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
• 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
• **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.Couvillion@WarrenCountyESC.com
• **COG Substitutes** – Julie.Prack@WarrenCountyESC.com