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## Director of Human Resources September Update – Jenny Reed

### **Onboarding / Orientation**

To date, 2 EAs have been received in the HR office in the month of October. All have been contacted with onboarding and orientation scheduled and completed.

### **Benefits**

Meetings have been held with both TASC and PlanSource to prepare for open enrollment. This year's open enrollment begins November 1<sup>st</sup> and goes through November 15<sup>th</sup>.

- An open enrollment notification has been added on Mid-Ohio's portal under HR. Further communication will be sent out via email to staff by the end of October.

### **Employee Portal/SharePoint**

A review of the current Employee Portal (SharePoint) site has been conducted to assess HR specific content.

- Outdated documents have been removed.
- A benefits specific category has been added to promote additional guidance, clarity, and communication to staff regarding our benefits. Changes include the creation of individual folders that will break out specific information concerning medical, dental, vision, CVS Caremark, FSA, and EAP. This information can be reached by clicking on the "Benefits" link on the HR landing page. These changes will be finalized prior to November 1<sup>st</sup>.



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