



## Human Resources and Payroll Monthly Message

October 2020

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### Upcoming Dates

★ **October 30**  
Paydate for October

★ **November 11**  
Veteran's Day holiday

★ **October 26 - November 23**  
**SEBB Open Enrollment period**

★ **November 26-27**  
Thanksgiving break

★ **November 30**  
Paydate for November

★ **[2020-21 Payroll Calendar](#)**

### SEBB OPEN ENROLLMENT

#### ***The SEBB Program's annual open enrollment began October 26***

The School Employees Benefits Board (SEBB) Program's annual open enrollment begins Monday, October 26, 2020, and ends Monday, November 23, 2020.

Open enrollment is your opportunity to make changes to your health plan benefits. All changes made during open enrollment are effective January 1, 2021.

**>>NO ACTION IS NECESSARY IF YOU WANT TO KEEP YOUR CURRENT BENEFITS<<**

If you are happy with your current plans you do not need to take any action. Your medical, dental, vision and any additional plans will remain in place.

- **What changes can you make?** You can change your medical, vision or dental plans. You can add or delete dependents. **If you have a Flexible Spending Account (FSA) or a Dependent Care Assistant Program (DCAP) account you must re-enroll during open enrollment at <http://sebb.naviabenefits.com>.**

### Today is Payday!

To view or print your paycheck stub, please log into [Employee Online](#) using your 5-digit Employee ID number and password.

Problems? Contact the help desk at <https://everettsd.service-now.com/> (only works through the Chrome browser).

**Didn't get a payment?** Be sure you have an active direct deposit bank account submitted to the payroll office. If a paper check has been issued, please visit the CRC to pick up your check.

## Shared Leave

To view the eligible list of employees qualified for shared leave donations, [click here](#).

## Retirement Corner

We have recently been advised that the Great American Insurance Group (one of our 403(b) investment providers) is retiring all products and will no longer offer new accounts. As a result, the district will be sunsetting deductions to the Great American Insurance Group as of 12/31/2020.

Now is a great time to [review your 403\(b\) investment options](#) with over 20 approved providers and plans, including Roth programs. Enrollment is managed through the OMNI group and they will help you establish the plan and tax free payroll deduction to start growing your retirement nest egg!

**Toll-Free:** [1.877.544.OMNI \(6664\)](tel:18775440MNI)

**Hours:** Monday-Friday 7:30am - 8:00pm EST

## Contact Information

### Compensation & Certification – Certificated

(425) 385-4107

[cmcer@everettsd.org](mailto:cmcer@everettsd.org)

(425) 385-4120

[snorth@everettsd.org](mailto:snorth@everettsd.org)

### Compensation & Certification – Classified

(425) 385-4121

[jcarrell@everettsd.org](mailto:jcarrell@everettsd.org)

(425) 385-4105

[dwisniewski@everettsd.org](mailto:dwisniewski@everettsd.org)

### HR Benefits

(425) 385-4115

[benefits@everettsd.org](mailto:benefits@everettsd.org)

### Payroll

(425) 385-4160

[payroll@everettsd.org](mailto:payroll@everettsd.org)

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national

- **How do I make changes?** Log in to [SEBB My Account](#) and submit your changes between October 26 and November 23, 2020.
- **How do find more information?** Learn about the changes you can make on the HCA website under [Open Enrollment \(SEBB\)](#), *What changes can I make?* You can also read the article on page 3 of your [October Intercom newsletter](#).

**Note:** Corrections have been made to the SEBB *Intercom* newsletter that was mailed in early October; see the HCA website under [Open Enrollment \(SEBB\)](#), *Intercom newsletter*.

If you have questions about your benefits or account, please contact the Benefits Office at [benefits@everettsd.org](mailto:benefits@everettsd.org) or at 425-385-4115.

The SEBB Program is offering employees a help line (1-855-648-3100) during the annual open enrollment. This line is intended for questions about using SEBB My Account regarding topics such as screen navigation and document uploads. The line will be available Monday through Friday from 8 a.m. to 5 p.m. **only during open enrollment, from October 26 through November 23.**

## CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

Thank you to all staff who submitted their transcripts, completed clock hour forms and approval forms by the October 10, 2020 deadline for 2020-21 salary advancement. Staff members who submitted completed paperwork on or before the deadline of October 10 will see their salary advancements on their October 30 pay stub.

For more information regarding credits, clock hours, certification and contracts, please review the Key Points for Certificated Employees located on our website at <http://www.everettsd.org/Page/9665>

## More Important News

### NEW EMPLOYEES – MAKING YOUR RETIREMENT PLAN CHOICE

If you are a new employee, working in a retirement-eligible position, you have the opportunity to choose between two retirement plans (Plan 2 or Plan 3). A retirement information packet was sent out to all new, retirement-eligible employees at their home address. If

origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX/Civil Rights Compliance Officer** – Mary O'Brien, 425-385-4106, [mo'brien@everettsd.org](mailto:mo'brien@everettsd.org)  
**Section 504 Coordinator** – Dave Peters, 425-385-4063, [dpeters@everettsd.org](mailto:dpeters@everettsd.org)  
**ADA Coordinator** – Randi Seaberg, 425-385-4104, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org)

Address: PO Box 2098, Everett, WA 98213

you do not choose Plan 2 or Plan 3 within 90 days of your hire date, you will automatically default to Plan 2 with a contribution rate set by the Department of Retirement Systems (DRS). You can check your October pay stub (deduction and contribution totals) to determine if your plan choice has been activated. Please contact our [Retirement Specialist](#) should you have any follow up questions.

## **GET (GUARANTEED EDUCATION TUITION) ENROLLMENT REOPENS NOVEMBER 1**

**GET opens to new enrollments and unit purchases on November 1, with a \$133 unit purchase price.** Enrollment materials, including the GET enrollment guide, program details, and the enrollment form will be available soon on the GET website. Beginning November 1, current and new customers can start a new enrollment application or add new units to existing accounts [online](#).

Enrollment online is free, but you may also use a paper enrollment process for an additional \$50 fee.

Everett Public Schools participates in GET's payroll deduction program. When you are ready to start contributing, please follow the steps below:

- First, if you don't already have a GET account, you must open one between November 1 and May 31 annually.
- Once your GET account is established, complete the [Employee Payroll Deduction Authorization form](#) and return it to the Payroll department. Contributions can be as little as \$20/month, though most choose to contribute more.
- If you ever need to make changes to your payroll deduction amounts, use the same [Payroll Deduction Authorization Form](#).
- GET payroll deductions are after-tax deductions, as required under Section 529 of the Internal Revenue Code.

## **REWARD YOURSELF WITH SMARTHEALTH**

School employees are incredibly giving towards students, but oftentimes, they don't treat themselves with the same level of care. To be able to give to others, you need to take care of yourself. Enhancing your well-being can be one of the best gifts you can give students. SmartHealth can help.

### **What is SmartHealth?**

- [SmartHealth](#) is a SEBB wellness benefit, available to employees at no cost.

- It supports your whole person well-being in four key life areas: physical, emotional, financial and work/life.
- SmartHealth is a secure, voluntary, online wellness platform.

**Don't miss your opportunity** to qualify for the **\$125 wellness incentive** by earning 2,000 SmartHealth points by **November 30, 2020**.

More information is available on [HCA's SmartHealth web page](#).

## FLU SHOT OPPORTUNITIES

Seattle Visiting Nurses will be hosting drive through flu clinics at various sites in Snohomish and King County. Appointments must be made online:

[Seattle Visiting Nurse Association:](#)

<https://www.seattlevna.com> Employees may also schedule flu shots with their regular medical practitioner.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

A Pandemic is stressful! Free help is available to all employees. [Magellan Health Services](#) will provide EAP services for all employees and their families. Enrollment in a medical plan is not required for this service.

**Everyone needs a little help now and then.** Change can create stress. Routine can create stress. COVID can create stress. It's natural to feel sometimes like there's just too much to handle. You're not alone.

This program is available to Everett Public Schools employees and their families. Easy to find, confidential assistance is available every hour of every day. If after speaking with one of the Magellan clinicians an employee decides that they would benefit from seeing a counselor face-to-face, they will receive a referral to a provider in their area for up to five face-to-face or virtual appointments. Employees will be encouraged to make an appointment right away to get the needed support.

Employees can call the toll-free number listed below to speak confidentially with a trained, compassionate professional.

Employees are also encouraged to visit [Magellan Health Members](#) (instructions for registering) for information on hundreds of health and wellness topics, including:

- o Adjusting to change
- o Alcohol or drug dependencies
- o Child or elder care
- o Family or parenting issues
- o Grief
- o Marital or relationship issues

- o Pre- and post-natal concerns
- o Self-improvement
- o Stress
- o Work/life balance

... and so much more. This program offers online screening tools, self-assessment and personalized improvement plans to help you better understand and cope with your everyday--and not so everyday--concerns.

**Professional Consultation** Call 1-800-523-5668

**[Magellan Health Services brochure](#)**