



Human Resources and Payroll Monthly Message

April 2021

Upcoming Dates

- ★ **April 30**
Paydate for April
- ★ **May 28**
Paydate for May
- ★ **May 31**
Memorial Day holiday
- ★ **June 21**
Last day of school
- ★ **[2020-21 Payroll Calendar](#)**

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](#).

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SUPPLEMENTAL DAYS/EXTENDED WORK YEAR VERIFICATION FORMS (applicable to Counselors, Librarians, Psychologists, Student Advisors, Athletic Directors and CTE Instructors)

If you hold a supplemental contract for additional days or hours worked, you may submit the verification form of your completed hours to the Human Resource office at any time before August 1, 2021. Forms were sent earlier this year to eligible employees. Equal installments for the supplemental and extended day pay have been included in your monthly payroll warrant. Failure to complete and return this verification form by August 1, 2021, can result in a payroll deduction for the undocumented hours. If you have misplaced your form, please contact [Cheryl Mercer](#) or [Stephanie North](#) in Human Resources.

TEACHERS NEEDED FOR ELEMENTARY SUMMER SCHOOL

Teachers wanted for the Elementary Summer School program! Teaching staff will be paid for 12 days of teaching,

Retirement Corner

Enrollment in any of our tax exempt 403(b) plans takes place through the OMNI group. Enrollment can take place at any time throughout the year. More information can be found in the [OMNI 1st Quarter Newsletter](#) or at www.omni403b.com.

Contact Information

Compensation & Certification – Certificated

(425) 385-4107

cmcer@everettsd.org

(425) 385-4120

snorth@everettsd.org

Compensation & Certification – Classified

(425) 385-4121

icarrell@everettsd.org

(425) 385-4105

dwisniewski@everettsd.org

HR Benefits

(425) 385-4115

benefits@everettsd.org

Payroll

(425) 385-4160

payroll@everettsd.org

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

Section 504 Coordinator – Dave Peters, 425-385-4063 dpeters@everettsd.org

ADA Coordinator – Randi Seaberg, 425-385-4104, rseaberg@everettsd.org

Address: PO Box 2098, Everett, WA 98213

plus two days for training and prep at their current per diem rate of pay.

- ★ Make a difference and have fun working with a small group of students
- ★ Explore GLAD and engaging math activities
- ★ Elementary summer school dates will begin Monday, August 9 and run Mondays through Thursdays until August 26

Positions are open to any current EPS employee who meets highly qualified requirements as an elementary teacher, with an un-expired certificate (see below). Please contact [Stephanie Kirkpatrick](#) or [Chad Golden](#) for more information.

IS YOUR CERTIFICATE EXPIRING SOON?

Many administrative, teaching, and ESA certificates expire on June 30 of each year. Please check your certificate expiration and apply early for renewals. **If you are planning on working during summer school, your certificate must be renewed and be valid before the start of summer school.**

For questions regarding certification issues, contact OSPI's certification office at (360) 725-6400 or access their recently updated website

at: www.k12.wa.us/certification/default.aspx.

More Important News

INVITATION TO ENROLL IN AN EVERETT PUBLIC SCHOOL FOUNDATION DEDUCTION

Everett Public School district staff are invited to enroll in the Everett Public Schools Foundation's monthly payroll deduction opportunity!

Did you know? The Everett Public Schools Foundation was founded in 1985 and is a strategic partner of the district. In 2008 the Everett Public Schools Foundation implemented a monthly payroll deduction option to make it easy for staff to donate. Currently, there are several opportunities as a district staff member to participate in monthly payroll deductions.

- ★ **EPSF Direct Monthly Payroll Deductions:** This program allows staff members to support the EPS Foundation every month with 100% of their donation

going directly to the Foundation. If you choose to enroll, your donations will continue each month until you notify Payroll to cancel. You do not need to enroll every year. This deduction will be listed as EPS Foundation on your paystub.

- ★ **United Way Annual Giving Campaign:** Each Fall, the EPS Foundation runs the United Way Giving Campaign for the district. The minimum donation to direct funds to the EPS Foundation is \$100 and United Way retains 20% of your donation to cover their administrative costs. You must enroll each year in the United Way campaign with monthly deductions starting in January. This deduction will be listed on your paystub as United Way.
- ★ **Robert C. Polk Memorial Athletic Scholarship:** Many of you were saddened, along with us, to hear of our district's Athletic Director, Mr. Robert Polk's passing earlier this month. Robert Polk was a big supporter of the EPS Foundation. In partnership with the District, the Foundation has established a scholarship in Robert's name. This deduction will be listed as Robert C. Polk on your paystub.

Every Dollar Counts! With a staff of approximately 2,800 if everyone gave \$1.00 or even \$5.00 every month, just think of the difference that can be made in our student's lives! Your donation will help the Foundation fund critical programs such as Classroom Grants, Stuff the Bus for Kids, Early Learning and so much more!

How do I know if I am already enrolled? To find out if you are already enrolled in any of the options listed above please review your paystub or ask Payroll.

Enroll TODAY! If you would like to set up a monthly payroll deduction or adjust what you are currently giving to the Foundation, please complete the attached form and send it to the Payroll department, or email it to payroll@everettsd.org.

NEW LEGISLATION AROUND LONG TERM CARE (LTC)

In 2019, Washington State enacted a mandatory state sponsored long-term care (LTC) program, the first of its kind in the country. This program will be funded by an employee-paid payroll tax which goes into effect January 1, 2022, with

LTC benefits beginning in January of 2025 for eligible individuals. This program creates a new employee tax equal to 0.58% of your W-2 income with no top end limit. This equates to roughly a \$24 **per month** tax on income of \$50,000 per year beginning in January.

This new tax will be mandatory – however, there is a one-time opt out opportunity that staff may want to be aware of. House Bill 1323 requires employees wishing to opt-out to *attest to having long-term care insurance prior to November 1, 2021*. This opportunity will provide you time to learn about the requirement; do the necessary research to make an informed decision about whether you want to find your own insurance or participate in the state program. Due to the many drawbacks to the State offering (such as: 10-year vesting schedule, only payable for facilities in Washington State, no access if living outside of Washington state, more restrictive qualifications, insufficient coverage, etc.), you may want to consider looking into a private long-term care policy that would permanently exempt you from the state program and exempt you from the 0.58% payroll tax. Please contact your personal financial advisor for further information on private long-term care policies or review the list of approved agents at the following website:

<https://www.insurance.wa.gov/long-term-care-insurance-companies-approved-sell-washington-state>

Long term care generally refers to custodial care for someone who is no longer able to perform self-care activities of daily living (ADL) such as bathing, dressing, eating, medication management, or cognitive care (such as in the case of dementia)*. Eligibility for access to state funds requires impairment of three ADL activities and will be managed by the Employment Security Department. Care must be provided by Medicaid facilities only and are only available to Washington-state residents. Funds will be limited to \$36,500 per instance. Additionally, one must be “vested” in the program with tax collections recorded in 3 of the prior 6 years, or 10 years without a break of 5+ years.

* These ADL activities are not the extensive qualifying list. More information will be forthcoming as rulemaking progresses.

While Human Resources and Payroll are unable to counsel you on this matter, we thought it important to share this information quickly due to the lifetime exemption option that expires on November 1, 2021. Enrollment in a private plan tends to take anywhere from 6-8 weeks and with the influx of interest, perhaps longer. If you currently subscribe to a long term care policy or were considering doing so, now would be the time to pay attention to communications from your policy carrier and keep your records if you intend to opt out of future tax requirements. **Keep in mind that opting out is a permanent event.**

More information has been provided on the following web page and the Employment Security Department will be providing updates throughout the summer: www.wacaresfund.wa.gov

YOUR MENTAL HEALTH MATTERS



May is mental health month and now more than ever it's important to focus on developing mental health habits like creating healthy routines, connecting with others, and seeking help when you need it.

What is mental health? Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make healthy choices.

How does mental health affect me? While 1 in 5 people will experience a mental illness during their lifetime, everyone faces challenges in life that can affect their mental health.

Over the course of your life, if you experience mental health problems, your thinking, mood, and behavior could be affected. Many factors contribute to mental health problems, including:

- ★ Biological factors, such as genes or brain chemistry
- ★ Life experiences, such as trauma or abuse
- ★ Family history of mental health problems

We all want to feel well, both mentally and physically. But what feeling well means, especially in terms of mental health, varies for each of us. We all need different things to feel our best, but for all of us it's about feeling positive about

ourselves and others, being able to form good relationships, and having the resilience to overcome challenges.

How can I help my mental health? No one should feel alone or without the support they need. Staying connected to others and your community and making time for things you enjoy, can help your mental well-being. For more information and links to resources, join the ["May is Mental Health Month" activity](#) from May 1 to 31 in SmartHealth.

What is SmartHealth? [SmartHealth](#) is included in your benefits and is a voluntary wellness program that supports your whole person well-being. It helps you manage stress, build resiliency, and adapt to change. As you progress on your wellness journey, you can qualify for the SmartHealth wellness incentives.

Be well,

The SmartHealth Team

Supporting you on your journey toward living well