



Human Resources and Payroll Monthly Message

May 2021

Upcoming Dates

- ★ **May 28**
Paydate for May
- ★ **May 31**
Memorial Day holiday
- ★ **June 21**
Last day of school
- ★ **June 30**
Paydate for June
- ★ **[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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EEA RECEIVING ELECTRONIC CONTRACTS

Beginning **later today** (with completion by the end of the work day), May 28, 2021, emails will be delivered to EEA district email accounts notifying staff that contracts will be available and authorizations will be collected electronically using [Employee Online](#). When you receive this email, it will include another link to Employee Online and instructions on how to review and approve your contract.

After your approval is accepted and recorded, the contract documents will remain on Employee Online in your profile, so you can access or print them for your files whenever it is convenient for you. HR **will NOT** need you to print and send a copy of the contract.

Once issued, you have 10 calendar days to accept your contracts. That expiration date is **June 7, 2021.**

If you experience any challenges accessing your document or you did not receive an email to your district account on May 28 and feel you should have, please send a message to cmcer@everettsd.org (south schools and CRC) or snorth@everettsd.org (north schools and special services).

Retirement Corner

The [benefits](#) for a VEBA account are not limited to retirement. VEBA stands for “Voluntary Employees’ Beneficiary Association” and administers a Health Reimbursement Arrangement (HRA) program for public employees. If you are currently enrolled in either the Navia Flex Benefit account or the Health Savings Account in conjunction with your Uniform Medical High Deductible plan, then you already know the benefits of having money tucked away – tax free – for your health expenses. Funds collected and invested while you are still working can be used for your out-of-pocket medical care expenses at any time. And unlike the Flex Benefit account, VEBA funds do not expire and they can be passed along to a beneficiary of your choosing.

Most employees nearing retirement are looking for ways to cover medical costs, which now, more than ever, is one of the biggest expenses during retirement. VEBA funds provide an important benefit making transition to a worry-free retirement possible.

The district is soliciting votes from all of our employee groups (represented and non-represented) for annually-elected VEBA benefits.

Annual voting is a necessity to adhere to group membership requirements allowing for tax-free contributions. Voting to elect [funding](#) into a VEBA account for your group, results in automatic enrollment for you when the account is first funded. Funding can happen in a variety of ways; the most typical means of funding by our employee groups are in cases of sick leave and/or vacation cash outs. Your group can elect to vote on any qualified funding option, or none at all.

staff) where the HR team will be monitoring and answering questions.

EEA CERTIFICATED PERSONAL DAY CASH OUT / CARRY OVER and ADMINISTRATOR / 260-DAY PROFESSIONAL TECHNICAL VACATION BUY BACK

Earlier this month, EEA staff who still carry a personal day balance were emailed notification of the option to carry over up to two (2) unused days into the next contract year (2020-21). Please refer to Section 7.02 of the EEA Collective Bargaining Agreement for details. Any balance remaining on the books after the June payroll will be cashed out unless you choose to carry over those days indicated in your completion of the [EEA Personal Day Carry Over Google Form](#) and your entries are submitted no later than June 30.

Likewise, certificated and classified administrators and 260-day professional technical staff were notified of the annual opportunity for vacation buy backs. Submission for these buy back days is collected through [Timecard Online](#) only, and is due no later than July 10. Vacation hours elected for buy back will be reduced and the payment will be included on your July 31 paycheck.

LAST CALL FOR EXPIRING CERTIFICATES

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.

UPDATE REGARDING LONG TERM CARE ACT

Beginning January 1, 2022, all Washington employers subject to the state Paid Family and Medical Leave program are required to withhold 0.58% (or 58 cents per \$100) of each employee’s gross wages, without a cap, to fund a new state

The following short webinar virtual trainings are upcoming and available for registration.

- ★ June 7, 4:00-4:30 PM [REGISTER](#)
- ★ June 14, 4:00-4:30 PM [REGISTER](#)
- ★ June 21, 4:00-4:30 PM [REGISTER](#)

If you are unsure about the details of your VEBA ballot item, please ask for clarification from your representative, or contact the Payroll office.

Contact Information

Compensation & Certification – Certificated

(425) 385-4107

cmcer@everettsd.org
(425) 385-4120
snorth@everettsd.org

Compensation & Certification – Classified

(425) 385-4121

jcarrell@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

long-term care benefits program. This will apply to all wage earners in the state of Washington, in both public and private sectors as passed into law in 2019 under House Bill 1323. Employers must remit the contributions to the Washington Employment Security Department (ESD). While the payroll tax is effective as of January 1, 2022, the benefits will not be payable until 2025. The payable benefits will be a maximum rate of \$100 per day with a lifetime maximum benefit of \$36,500. Employees who pay into the system and remain in Washington can receive the coverage as long as they need support, prescribed by a physician, for activities such as bathing, dressing, eating, taking medication etc. The coverage is intended to help with in-home or assisted living expenses associated with being able to independently care for oneself.

If an employee can demonstrate that they have long-term care insurance independent of the state program, the employer is not required to withhold a portion of the employee's wages to fund the state program. In order to guarantee this exemption, employees must have a long-term care insurance policy in place by November 1, 2021, and must apply for the exemption between October 1, 2021 and December 31, 2022.

You do not need to take any action to opt in to the State of Washington program. You will be automatically enrolled.

To opt out of the state program, you must have a private long-term care policy in place by November 1, 2021, apply for an exemption from the state between October 1, 2021 and December 31, 2022, and provide written notification to the district payroll office of a state-approved exemption. The ESD must be contacted **first** and will be the authority on providing eligibility and acceptance of an exemption. After the exemption is received, you can forward the notification to payroll@everettsd.org.

More information was posted in the [April HR/PY Monthly Message](#) and can also be found on the Washington Cares Fund website, including directions for opting out: <http://www.wacaresfund.wa.gov/>

More Important News

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.

CHANGES TO MEDICAL AND DEPENDENT CARE FLEX RULES

Earlier this year, we let you know about special opportunities for your Medical FSA and Dependent Care (DCAP) funds due to COVID-19. Since we let you know about these opportunities, **two more changes have occurred**: The IRS has announced a new DCAP maximum annual election and new eligible expenses for Medical FSA funds.

New DCAP maximum annual election

The IRS has announced a new, temporary DCAP election maximum of \$10,500 for a single person or married couple filing jointly (or \$5,250 for a married person filing separately).

You can take advantage of the new, temporary DCAP maximum by changing your election **only in June or September** without a qualifying event. (To change your election outside of these two months, you must experience a qualifying event.)

To make election changes, employees should submit the [SEBB Change in Status](#) form to your payroll and benefits office during the month of June or September.

Personal protective equipment now eligible Medical FSA expenses

The IRS has announced that personal protective equipment (PPE) related to the COVID-19 pandemic are now eligible health care expenses — including face masks (disposable or cloth), mask kits, hand sanitizer, and sanitizing wipes. You can submit claims for PPE expenses dating back to January 1, 2021.

To learn more, read the [SEBB Program's announcement](#) about the changes.

PRACTICING MINDFUL EATING



Eating can become a mindless act, often done quickly. This can be problematic since it takes your brain up to 20 minutes to realize you're full. By eating mindfully, you restore your attention and slow down, making eating an intentional act instead of an automatic one.

What is mindful eating?

Mindful eating is practicing awareness and focus while preparing and consuming food. It invites us to remove distractions and sit uninterrupted with our food. In doing so, we begin to slow down, savor the flavors, and notice when we are full.

Limit distractions

When was the last time you paid attention to your eating? Many of us often eat on autopilot, chowing down food while our attention is on the TV, a book, a conversation, or lost in a daydream.

Try it!

Join the "[Practicing Mindful Eating](#)" activity in SmartHealth between May 10 and July 2. Bring awareness to what you're

eating, why you're eating, and how you typically consume food. Mindful eating takes practice.

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