



# **Employee Handbook**

## **2024-25 School Year**

### **Board of Directors**

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# Welcome to Everett Public Schools

Everett Public Schools is in one of the fastest-growing counties in Washington State. Our school district aims “*to ensure each student learns to high standards.*” You are joining a staff of highly dedicated people who are committed to student achievement.

This handbook is designed to help you understand employee benefits. While some policies, procedures, and benefits are identified in it, it is important to understand that it is not meant to include all information. You may refer to the [district website](#), which has extensive information that may answer your questions. The human resources staff can provide you with any additional information you may need.

Everett Public Schools does not discriminate in any programs or activities based on 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**

Chad Golden  
PO Box 2098, Everett WA 98213  
425-385-4100  
[CGolden@everettsd.org](mailto:CGolden@everettsd.org)

## **Section 504 Coordinator**

Dave Peters  
PO Box 2098, Everett WA 98213  
425-385-4063  
[DPeters@everettsd.org](mailto:DPeters@everettsd.org)

## **ADA Coordinator**

Chad Golden  
PO Box 2098, Everett WA 98213  
425-385-4100  
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Translated versions of this statement can be accessed at:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4736>

# Table of Contents

Strategic Plan.....	2
Mission .....	2
Vision .....	2
Core Values .....	2
Strategic Plan Priorities.....	3
Calendars and Collective Bargaining Agreements.....	4
Policies and Procedures.....	4
Mandated Training Requirements.....	5
Maintaining Professional Boundaries between Employees and Students .....	6
Duty to Report Physical Abuse and Sexual Misconduct .....	6
State of Washington Code of Professional Conduct .....	7
Recommendations Regarding Touching Students .....	8
Accident Prevention and Employee Safety .....	10
Worker’s Compensation Filing Information.....	17
Family Medical Leave Act (FMLA) .....	18
HIPAA Privacy Notice .....	19

# Strategic Plan

Everett Public Schools has been guided by a long history of having a strategic plan that serves as a framework to provide long-term direction in the district. Annually, the Board of Directors reviews the district's progress in implementing the objectives and their accompanying strategies.



## Mission

**Inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.**

## Vision

**Our students will lead and shape the future.**

Our students will be well-rounded, healthy, and flexible thinkers with a global perspective who can access resources and collaborate. They will demonstrate empathy, pride, and advocacy for themselves, the school, and the community while respecting the diversity and worth of others. They will acquire the knowledge, attitudes, and skills to adapt to the emerging needs of a changing world.

## Core Values

**Our core values drive our actions and behavior.**

### **Learning Equity Integrity**

We believe each student has the ability to learn and achieve to high standards.  
We honor and support each student's right to learn and achieve.  
We act in good faith, serving others with honesty and dignity. We serve as stewards of the public trust.

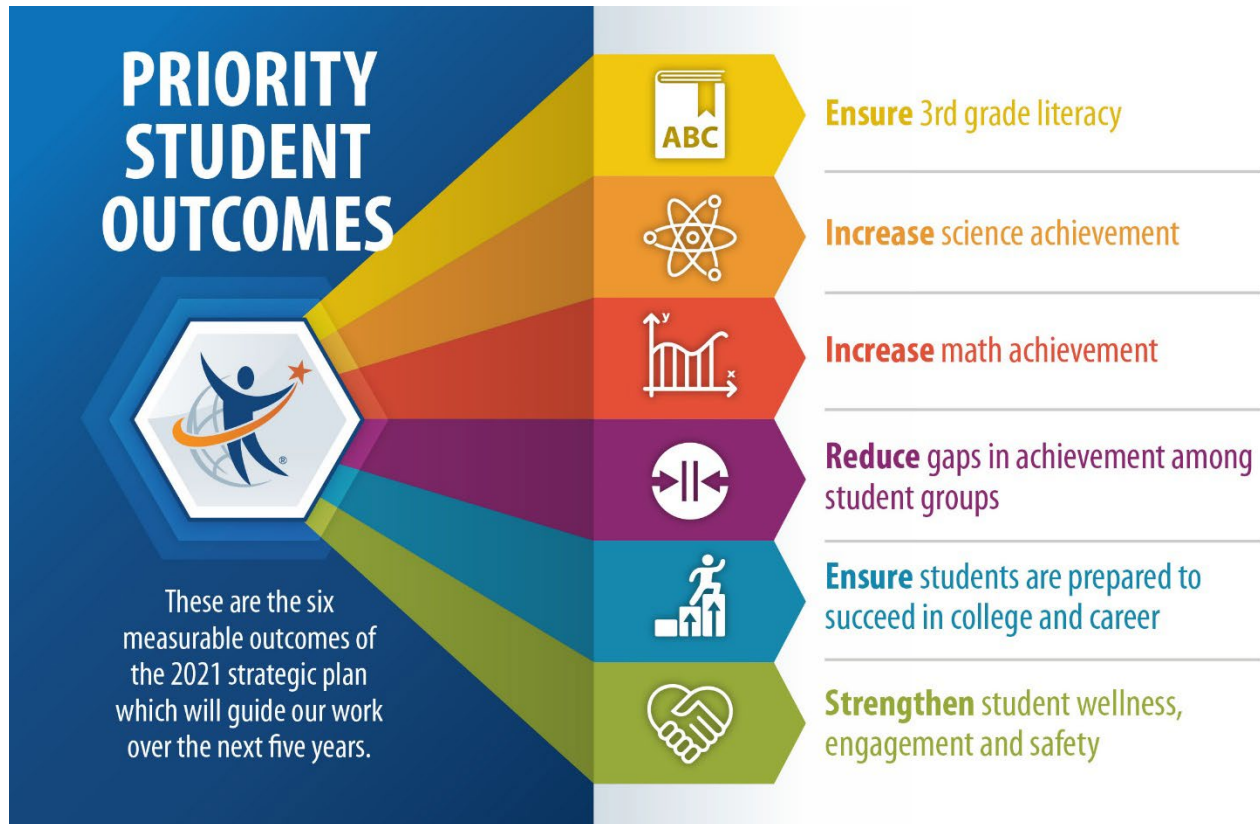
### **Passion Respect Diversity**

We are passionate about teaching and learning.  
We value differences among people and treat one another with respect.  
We embrace diversity as an essential asset, are inclusive and treat our differences as a core strength.

### **Collaboration**

We believe in learning and working together, the value of diverse views, and the power of collective wisdom.

# Strategic Plan Priority Student Outcomes



# Calendars and Collective Bargaining Agreements

Click the links below to access the student calendar, employee work calendars, and collective bargaining agreements.

[Student Calendar](#)

[Employee Work Calendars](#)

[Collective Bargaining Agreements](#)

## Policies and Procedures

Below are district policies and procedures that directly relate to you as an Everett Public Schools employee. Please click the link provided below to review this important information.

[Policy 3205/Procedure 3205P](#) Sexual Harassment of Students

[Policy 3213/Procedure 3213P](#) Gender-Inclusive Schools

[Policy 5010/Procedure 5010P](#) Affirmative Action and Nondiscrimination

[Policy 5140](#) Tobacco or Tobacco-Like Product Use Policy

[Policy 5150](#) Drug-Free Workplace

[Policy 5160/Procedure 5160P](#) Sexual Harassment

[Policy 5161](#) Civility in the Workplace

[Policy 5215](#) Conflicts of Interest

[Policy 5225/Procedure 5225P](#) Technology

[Policy 5253/Procedure 5253P](#) Maintaining Professional Staff/Student Boundaries

[Policy 5320/Procedure 5320P](#) Leaves of Absence

[Policy 5320.9/Procedure 5320.9P](#) Family, Medical, and Maternity Leave

[Policy 5406/Procedure 5406P](#) Shared Leave Program

# Mandated Training Requirements

In compliance with state regulations, Everett Public Schools requires all employees to be trained on the following subjects through *Vector Training*. These trainings are a condition of employment and should be completed during the scheduled workday for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If unable to complete the training during a regular workday, it is up to the supervisor to allocate additional time.

Every year, the law requires each staff member to receive training in:

- Bloodborne Pathogen Exposure Prevention
- Bullying: Recognition & Response
- Health Emergencies Overview
- McKinney-Vento Homeless Assistance Act
- Responding to Civil Rights Complaints in EPS
- Staff Handbooks & District Policies and Procedures

Every three years, which included the 2019-20 school year, the law requires each staff member to receive training in:

- Boundary Invasion

Upon new employment to the district, in addition to the training listed above, it is required new staff members receive training in the following:

- Back Injury and Lifting
- Bloodborne pathogen Exposure Prevention
- District Employee Handbook
- What Every Employee Must Be Told

If you have questions regarding these mandated training and the *Vector Training* system, please contact Carol Parris at 425-385-4127 or [cparris@everettsd.org](mailto:cparris@everettsd.org).

All Safe Schools training must be completed by October 31 of each school year or 30 days after hire.





# Maintaining Professional Boundaries between Employees and Students

The board of directors expects all employees to maintain the highest professional, moral, and ethical standards in interactions with students. All staff members must maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, an understanding of child development, and consistency with the educational mission of the schools.

Employees are expected to exercise common sense and good judgment in their interactions with students. Employees will not intrude on a student's physical or emotional boundaries unless necessary to serve an educational, physical, mental, and emotional health purpose. An educational purpose is one that relates to the employee's duties in the district. Additionally, when interacting with students, employees are expected to be aware of and sensitive to the appearance of impropriety in their own conduct and the conduct of other employees and volunteers. Employees will report issues to their building administrator, supervisor, or human resources staff whenever they suspect or are unsure whether conduct is inappropriate or violates this policy.

A staff member who knows or has reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another staff member is required by law to report such abuse or misconduct to the appropriate school administrator. If the school administrator has reasonable cause to believe that the misconduct or abuse has occurred, he or she shall cause a report to be made to the proper law enforcement agency. While making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

The board of directors supports using technology to communicate for educational purposes. However, employees are prohibited from online socializing with students or using technology with students that violates the law, district policies or procedures, or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and termination.

Reference: Board [Policy 5253](#) and [Procedure 5253P](#)

## Duty to Report Physical Abuse & Sexual Misconduct

[RCW 26A.26.030](#) requires both certificated **AND** classified employees who have knowledge or reasonable cause to believe a student is a victim of physical abuse or sexual misconduct by another school employee to report the abuse or misconduct or shall cause a report to be made to the school administrator. The administrator is then required to report the abuse to the proper law enforcement agency in accordance with the mandatory reporting requirements if the administrator has reasonable cause to believe the abuse or misconduct occurred. A school district must, at the first opportunity, but in all cases, within 48 hours of receiving a report of sexual misconduct by a school employee, notify the parents of a student alleged to be the victim, target, or recipient of the misconduct.

It should be noted that this does not change the previous requirement of school professionals to report to the proper law enforcement agency or the Department of Social and Health Services (CPS) if the professional has reasonable cause to believe that a child has suffered abuse or neglect.

Reference: Board [Policy 3421](#)/[Procedure 3421P](#)



# State of Washington Code of Professional Conduct

Education Practitioners \* Teachers \* Educational Staff Associates \* Administrators

## Chapter 181-87 WAC PROFESSIONAL CERTIFICATION—ACTS OF UNPROFESSIONAL CONDUCT

### WAC Sections

- 181-87-003 Authority.
- 181-87-005 Purpose.
- 181-87-010 Public policy goals of chapter.
- 181-87-015 Accountability for acts of unprofessional conduct.

### ADMINISTRATIVE PROVISIONS

- 181-87-020 Applicability of chapter to private conduct.
- 181-87-025 Exclusivity of chapter.
- 181-87-030 Prospective application of chapter and amendments.
- 181-87-035 Education practitioner—Definition.
- 181-87-040 Student—Definition.
- 181-87-045 Colleague—Definition.

### ACTS OF UNPROFESSIONAL CONDUCT

- 181-87-050 Misrepresentation or falsification in the course of professional practice.
- 181-87-055 Alcohol or controlled substance abuse.
- 181-87-060 Disregard or abandonment of generally recognized professional standards.
- 181-87-065 Abandonment of contract for professional services.
- 181-87-070 Unauthorized professional practice.
- 181-87-080 Sexual misconduct with students.
- 181-87-085 Furnishing alcohol or controlled substance to students.
- 181-87-090 Improper remunerative conduct.
- 181-87-093 Failure to assure the transfer of student record information or student records.
- 181-87-095 Failure to file a complaint.

The code of professional conduct is codified by the Washington State Legislature in WACs and RCWs. Use this [link](#) for the complete rules and regulations.

***Complaints or request for additional information may be addressed to:***

Office of Professional Practices  
Superintendent of Public Instruction  
Old Capitol Building, Po Box 47200  
Olympia, WA 98504-7200

<u>WAC 392-190</u> Equal Educational Opportunity—Unlawful Discrimination Prohibited
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# Recommendations Regarding Touching Students

Everett Public Schools aims to protect each student and employee's health, safety, and welfare.

Touching children in the school setting has positive educational aspects. However, touching children carries a risk that the educator may be accused of improper touching. Thus, an educator must exercise conscious judgment in determining whether to touch students and under what circumstances.

To exercise good judgment regarding touching, the educator must consider several factors:

1. Age of the child
  - a. *Kindergarten - second grade*: It is virtually impossible to avoid touching students of this age in a classroom. However, as students grow older, the acceptability of touching and hugging decreases.
  - b. *Middle grades*: Female children are extremely conscious of their sexuality from grades four through nine. Numerous accusations of improper touching in schools occur in this age group. Females of this age are very sensitive regarding their breasts and often view touch on the shoulder or back as sexual in nature. Girls in this age group are also extremely sensitive regarding remarks about their clothing and physical appearance. Typically, school employees get into trouble with this age group for patting knees, putting arms around shoulders, placing hands on waists, "looking at me funny," and snapping or rubbing bra straps.
  - c. *Higher grades*: Very little touching is acceptable with this age group. Educators most often get into trouble with this group when they attempt to counsel troubled children, especially about sexual or romantic matters. If it is not in your job description to counsel students, it is best not to do so.
2. Educator's sex

Males are perceived as sexual aggressors, and almost all accusations are leveled against male educators. Male educators must review their behavior carefully to ensure it cannot be misinterpreted.
3. Cultural/personal factors
  - a. Some individuals and some cultures are very uncomfortable with any sort of touching. Educators need to be sensitive to students' individual and cultural preferences.
  - b. If a student indicates by word or action that he/she is uncomfortable with touching, the educator should avoid physical contact with that student unless such contact is necessary for safety reasons.
  - c. Children who have previously been sexually abused may misperceive a neutral touch as a sexual touch.

Some actions are common trouble areas, even if not tainted with improper motives. Such actions should be avoided when possible:

1. *Repeated one-to-one contact with an individual student*. For example, a teacher might assign a single child (or even two) to come early to the gym to help set up the day's classes. A better solution is to assign this privilege (chore) to two male and female students for a semester. Two other students would be selected in subsequent semesters.

2. *Social activities with students:* Take a student or two to the movies, invite students to the home, or visit students while they babysit. If you intend to use an out-of-school activity as a reward for academic performance or behavior, notify parents and consult with your principal well in advance in writing about the educational purpose of the reward.
3. *Driving students in cars.* Students who are in cars with educators often say they were molested. A Type II school activity driver's authorization is required for all district employees to operate a district or private motor vehicle to transport students to and from school-related activities. Coaches, educators, and activity advisors are discouraged from transporting students. If this appears necessary, consult with an administrator in advance for guidance.
4. *Giving gifts to students.* If you wish to give gifts to reward students, discuss such gifts with the principal before they are given. Never give a student an expensive or personal gift such as perfume or flowers. Notify parents and principals in writing of the reward system and its educational purpose.
5. *Writing cards, notes, or letters to students.* Be particularly careful what is written in annuals. Use a professional, distant name format, such as "Thomas Brown" rather than "Tom" or "Brownie." Do not tell or write students that you "love" them.
6. Other actions will be grounds for discipline and are very difficult to explain:
  - a. *Any request for affection:* "Give me a hug; give me a kiss," etc.
  - b. *Any touching* except on the shoulders, back, and arms. Even this is dangerous with girls in grades four and on. Avoid lingering touches, such as shoulder massages.
  - c. *Requests for sex or dates.*
  - d. *Any lascivious or sexual remarks* of any sort, even those that are jokes.
  - e. *Remarks about body parts* - "You have great legs," "I wish my wife were built like you," "I'm bigger than your boyfriend." Remarks about appearance and dress are also questionable (e.g. "You're a pretty girl." or "You should wear that sweater more often.")
7. *Sexual contact with any student.* State law criminalizes sex between school employees and high school students – even those who reach the age of majority while registered as students. Any sex between a school employee and an enrolled student up to the age of 21 is considered criminal behavior. For employees, a "student" includes:
  - a. anyone currently supervised by the educational practitioner,
  - b. anyone currently under the age of 21 whom the educational practitioner has ever supervised,
  - c. anyone enrolled in any school or district attending an activity where the educational practitioner performs duties.
8. *Giving alcohol to students* or former students under age 21. Lending identification to underage students so they can obtain alcohol.
9. *Bringing pornographic materials* to school is prohibited, including sharing pornographic materials with students.

# Accident Prevention and Employee Safety

## Introduction

The Employee Safety and Health Handbook is offered to familiarize employees with the District's Accident Prevention Program. This program was developed to establish a safe and healthy work environment. The elements of this program cover a broad spectrum of areas, all designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect, but as an integrated program, with the support of employees at all levels, it can reduce the frequency and severity of job-related injuries to district employees. It is required that you take some time to read through this information. After reading this handbook, ask your supervisor to answer any questions you might have.

## Responsibilities

The **employer** is responsible for providing a safe and healthy workplace free from recognized hazards. Establish, supervise, and enforce safety rules. Provide the required safety training to all employees. Ensure that personal protective equipment is worn when tasks dictate. Investigate all accidents, regardless of severity.

The **employee** must know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. Identify and report all potential hazards and play an active role in creating a safe and healthy workplace.

Take personal responsibility for working safely and use common sense while performing your job.  
**Nothing we do is worth getting injured!**

## Safety Policy

This district provides all district personnel with a safe and healthful work environment. Our goal is to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training to protect employee welfare.

## Safety Rules

Safety Rules are established to reduce the frequency and severity of accidental injuries. All accidents are preventable. It is your responsibility to follow all safety rules pertaining to your job.

- ✓ Please ask your supervisor for specific safety rules for your job.
- ✓ All safety rules pertain to employees using common sense and being aware of the hazards of their work environment.
- ✓ Failure to follow safety rules could result in disciplinary action.

## ID Badges

For the safety of students and staff, the district requires that all employees wear Everett Public Schools' photo identification badges during the workday. Employees will be provided with a photo ID badge upon employment. Human Resources will issue replacements for misplaced or stolen badges for a fee of \$20.00.

## Accident Reporting and Investigation

Report all accidents to your supervisor. If you are injured on the job, you must fill out an "Accident/Incident Report" form even if you do not seek medical treatment.

If you are injured on the job and seek medical attention from a physician, you should also request and complete the "Industrial Insurance Claim" information provided by your site supervisor. This packet includes information that will guide you through the claims process.

Generally, you are not required to report accidents that result in minor injuries (cuts, bruises, and abrasions). If any of these injuries progress to conditions or complications beyond first aid, you should report this to your supervisor immediately.

## **First Aid Requirements**

The District is committed to providing first aid training to enough employees at each work site. As per the law, we ensure at least one CPR/First Aid-qualified person per site. Please check with your site supervisor for a qualified person in your area. In addition, 'First Aid Kits' are readily available for employee use. Please check with your site supervisor for the location of your kit, ensuring you are always prepared for any situation.

## **Safety Committee**

The District has a safety committee composed of management-appointed and employee-elected members. The main function of this committee is to monitor the effectiveness of the Accident Prevention Program. It accomplishes this by:

- ✓ Reviewing inspection reports from outside agencies.
- ✓ Reviewing accident investigations to ensure corrective actions have been taken.
- ✓ Investigating any hazards reported to them by employees.
- ✓ Providing safety information and meeting minutes to be posted on all district safety bulletin boards.

## **Safety and Health Training**

The District is committed to continuous improvement in safety and health. To this end, ongoing safety and health education programs will be provided for all employees. These programs aim to increase awareness of accident causation factors, improve morale by demonstrating management's concern for their employee's safety, and promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

## **Emergency Actions**

All employees will be provided training on emergency actions during the employees' safety orientation or transfer to a new site. The emergency action plans developed for each location will be used as a training guide. Here are some important points to remember:

- ✓ Know your escape route in an emergency (fire, earthquake, etc.). Learn your emergency evacuation procedures and participate in fire and emergency evacuation drills.
- ✓ Know the location of emergency equipment (fire extinguishers, fire alarm stations, natural disaster kits).
- ✓ Become familiar with the district's Emergency Preparedness Plan (EPP), which addresses a variety of perils and actions to take in the event of an emergency or natural disaster.
- ✓ Please check with your supervisor for the location of your posted emergency escape route.

## **Hazard Reporting**

A hazard is an accident waiting to happen! Please take some time to think about the daily hazards you encounter at work. Sometimes, an accident does not result in an injury. This type of accident is commonly called a "near-miss". A near-miss should be reported to your supervisor immediately. Your supervisor will investigate the incident and assess for corrective actions.

## ***It's your responsibility!***

- ✓ It is the employees' right and responsibility to report any unsafe act, condition, or procedure that they encounter.
- ✓ Report all hazards to your supervisor in writing or by email.
- ✓ If possible, all hazards will be corrected at the site level. Some hazards may require further assistance from your maintenance department for resolution.
- ✓ Hazard reporting forms are available on your Safety Bulletin Board.

## **Personal Protective Equipment**

All employees whose positions require personal protective equipment will be provided instruction on using that PPE by their supervisor. The instruction will include:

- ✓ The requirement for the use, care, and maintenance of PPE.
- ✓ The issuance of PPE will be provided free of charge to each employee whose job requires its use.

- ✓ Performing any job without the use of the required PPE could result in disciplinary action.

### **Safety Bulletin Board**

The Safety Bulletin Board is used to communicate safety-related information to employees. Know the location of your Safety Board. The Safety Bulletin Board will contain:

- ✓ Names of Safety Committee Members.
- ✓ Names of First Aid certified personnel.
- ✓ Emergency phone numbers.
- ✓ Safety Committee meeting minutes.
- ✓ WISHA/DOSH required posters.
- ✓ Hazard reporting forms.

Find out where the Safety Bulletin Board is located at your site.

## **DISTRICT SAFETY PROGRAMS**

### **Hazard Communication Program**

The Hazard Communication Program was developed to inform employees of the chemical hazards associated with products used in their work areas. This is known as the “Workers’ Right to Understand” standard for chemicals in the workplace. These standards state that:

- ✓ Employees will have access to SDS (Safety Data Sheet) information for all chemicals used in the workplace.
- ✓ Employees will be trained on using personal protective equipment associated with their chemicals properly.
- ✓ Required PPE will be provided free of charge.

Please Note: Employees are discouraged from bringing household chemicals to work. Please check with your supervisor before using any consumer-formulated cleaning product at work.

### **Science Laboratory Safety Program**

The scope of this program is to ensure that employees working with hazardous chemicals in laboratories are informed of hazards, know the proper hazard evaluation methods, and know how to protect themselves from overexposure to chemicals. The district will designate a Chemical Hygiene Officer (CHO) to develop a written Chemical Hygiene Plan and provide yearly training to employees who work with chemicals in labs.

### **Lockout-Tagout Program**

This program establishes the requirements for the lockout or tagout of energy sources. It is used to ensure that machines or equipment are isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

Affected employees will receive specific training on the lockout or tagout procedures during their supervisor's initial job safety training. Each new or transferred employee and other employees whose work operations are or may be in the area shall be instructed on the lockout or tagout procedures.

### **Hearing Conservation Program**

This program was developed to protect employees from potential hearing loss due to high occupational noise levels exposure. The district identifies all areas that exceed designated noise levels and takes preventative measures to reduce that exposure depending upon the noise levels.

### **Outdoor Heat Exposure Program (Heat Stress)**

All employees whose positions require them to work outdoors in hot weather can result in serious illness or even death. Workers exposed to extreme heat may experience symptoms of heat-related illnesses (HRI), such as heat cramps, heat rash, heat exhaustion, fainting, heat stroke, and other symptoms.

Heat-related illness is also linked to injuries from falls, equipment operation accidents, and other on-the-job incidents. The *Outdoor Heat Exposure* rule applies from May 1 through September 30 every year when employees are exposed to outdoor heat at or above applicable temperature levels. Employees are encouraged to frequently consume water or other acceptable beverages to ensure hydration and understand the signs and symptoms of heat-related illness, how it affects their health, and how it can be prevented.

### **Respirator Program**

This program establishes the requirement for the proper use of respirators, types of filters, fit testing, and training for employees who may be exposed to airborne toxins during the performance of their jobs. Affected employees will receive medical screening and specialized training before being required to wear a respirator.

### **Asbestos Management Program**

The Asbestos Hazard Emergency Response Act (AHERA) regulates asbestos in schools. AHERA requires school districts to have a properly accredited asbestos manager, inspect the schools for asbestos-containing building materials, prepare a management plan, and provide asbestos-related notifications to parents, teachers, and employee organizations.

### **Fall Protection Program**

This program was developed to protect district employees who may be required to perform tasks or operations ten feet or above a lower level. Affected employees will receive specialized fall prevention training.

Following these guidelines can prevent falls:

- ✓ Always use handrails when using stairs
- ✓ Use caution when walking on surfaces that contain ice, snow, rock, oil, water, or other adverse or unstable material or conditions.
- ✓ Immediately clean up spills
- ✓ Prevent fall hazards by keeping stairs, walkways, aisles, and walk areas clear of boxes, loose materials, wires, and other objects.
- ✓ Select shoes for comfort and safety compatible with your work environment.
- ✓ Do not stand or climb on a desk, chair, or other unstable surface to reach for an object. Use a ladder!

### **Confined Space Program**

Under this program, all locations that meet the WISHA/DOSH definition of a confined space are identified and classified based on any hazardous conditions they may present. A confined space is large enough for an employee to enter or break the plane of entry, has restricted means of entry or exit, has unfavorable natural ventilation, and is not designed for continuous employee occupancy. Examples of confined spaces include but are not limited to Tanks, tunnels, trenches, vaults, manholes, sewers, and silos. The District shall identify and maintain a confined space entry policy and procedure. Do not enter a confined space or break the plane of entry with any part of your body if you are not trained in and have not fully implemented the confined space entry procedure.

### **Bloodborne Pathogens Exposure Control Plan**

This program provides requirements to protect employees from exposure to blood or other potentially infectious materials (OPIM) that may contain bloodborne pathogens. Examples of bloodborne pathogens are the human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Employees considered having occupational exposure to blood or other potentially infectious materials will receive further training.

### **Exposure Procedure**

Post-exposure treatment may be necessary after direct contact with blood or other body fluids (including saliva), such as from a needle stick, cut, bite, or eye splash. Referral to Concentra must



occur as soon as possible after exposure, within 2 hours for HIV and 24 hours for Hepatitis B infection for provision of immediate protection.

### **What You Must Do If You Are Exposed**

1. **Immediately wash** the exposed area with soap and water for at least ten seconds.
2. **Immediately notify** the building office manager to call the Nurse Triage Helpline at 839-928-6877.
3. **Immediately seek medical treatment** for a post-exposure medical evaluation at [Concentra](#), 3726 Broadway, Suite 101, Everett, WA, 98201. 425-239-7900. The healthcare provider at Concentra will determine if treatment is necessary. This confidential evaluation will be at no cost to the employee.

If the incident involves another individual (exposure source) because of an incident such as biting or an accident involving blood, the exposure source will be asked to go to Concentra for testing while the employee is sent for a medical evaluation. If the source of blood or other body fluid exposure is a child, it will be necessary to request for the parent/guardian to have the child tested.

An exposure is considered an on-the-job injury. Follow the instructions on the following page to file your claim at [www.pswct.org](http://www.pswct.org).

## **WORKPLACE SAFETY GUIDELINES**

### **Safe Lifting**

Most back injuries result from improper lifting. Protect your back by practicing proper lifting and carrying techniques. Remember: It's easier to prevent a back injury than to recover from one!

**Prepare the lift** - Think about the load you'll be lifting. Ask yourself:

- ✓ Can I lift it alone?
- ✓ Do I need mechanical help such as a cart or dolly?
- ✓ Is it too awkward for one person to handle?
- ✓ Should I ask a co-worker for help, or split the load into several smaller ones?
- ✓ If you decide you can manage the load by yourself, follow the next steps.

**Tuck your pelvis** - Tighten your stomach muscles and tuck your pelvis. Tightening the stomach muscles automatically helps to support the lower back.

**Bend your knees** - Always bend your knees when lifting anything. This helps maintain your center of balance and lets the strong muscles in your legs do the work of lifting while protecting your back.

**Hug the load** - Bring the object you lift as close to your body as possible. Keep your back upright as you lift. Gradually straighten your legs to a standing position to lift the load.

**Pick up the load—When you lift**, Make sure your feet, knees, and torso are pointed toward the load. Come to an upright position, then pivot using your feet. As you carry the load, change direction with your feet, **not by** twisting your body. Twisting and lifting at the same time can overload your spine. When you are ready to set the load down, have your feet pointed toward the load.

**Put the load down**—If possible, choose a place other than the floor to set the load down so it will be easier to pick up if it must be moved again. Avoid lifting above your shoulder height.

### **Office Ergonomics**

There is no denying that computers have forever changed the workplace. They have made organization and complicated tasks much easier for millions of workers each day. While computers have been helpful, they also can propose some ergonomic risks. Repetitive Strain Injury (RSI) can happen from repetitive motion of the hands and arms. Also, improper posture and positioning can cause back, neck, and eye strain. These injuries happen far too often in the workplace. Most of the

time, we think of on-the-job injuries from very physical activities, but the truth is that even some of the most common office tasks can lead to injury. Taking a few precautions can save you from much pain and suffering. Following some simple guidelines could go a long way in preventing RSI in the workplace.

### **Chair**

- ✓ Set the height of your chair to support your feet with either a footrest or, if your workstation height will allow, place them flat on the floor, supporting your feet and lower legs only.
- ✓ Make sure the angle between your torso and legs is greater than 90°.
- ✓ Allow 2" - 4" of space between the waterfall front of the seat cushion and the back of your knee.
- ✓ Relax your shoulders.
- ✓ Support your forearms while keeping your elbows and wrists in a neutral position with your wrists at or below elbow height.
- ✓ Position the backrest nearly upright or slightly reclined if you have head support.
- ✓ Fine-tune the backrest to provide full support for your lumbar curve.

### **Keyboard**

- ✓ Adjust the keyboard to keep your arms, wrists, and hands straight. Your hands should be slightly lower than your elbows.
- ✓ Place the mouse and keyboard at the same height, with the mouse close to the keyboard.
- ✓ Allow sufficient clearance below the keyboard for your knees and legs to move (at least 1"-2").

### **Monitor**

- ✓ Place directly in front of the keyboard (centered on the "g/h" split of the keyboard) with the top of the screen at or below eye level (at least 24" from eyes).
- ✓ Adjust the screen angle to eliminate glare.
- ✓ Use a document holder to place documents as close to the monitor as possible, preferably at the same height and viewing distance from your eyes.
- ✓ Illuminate your documents properly with direct task lighting.
- ✓ To reduce eyestrain, periodically avert your eyes from the monitor and focus on distant objects.

### **Slips, Trips, and Falls**

Over the years, slips, trips, and falls have been a major cause of injury in workers' compensation insurance programs. During a typical policy year, *approximately* 25% of all reported injuries can be attributed to slips, trips, and falls. By reviewing the following guidelines, we hope school employees will be better prepared to recognize, evaluate, and control these hazards.

To avoid slips, trips, and falls, follow these general guidelines:

- ✓ Environmental Awareness – Pay attention to where you are walking.
- ✓ Take your time – Shortcuts and inattention occur when you are in a hurry.
- ✓ Use handrails- Particularly on steps and ramps.
- ✓ Wear proper footwear – Slip-resistant shoes that are flat, rubber-soled, with wide tread designs are best.

Many fall hazards occur on wet or icy surfaces. These areas can be found around bathrooms, water fountains, and cafeterias.

- ✓ During cold or rainy weather, be especially careful of walking areas where ice can accumulate.
- ✓ Take your time – Walk slowly and carefully.
- ✓ Avoid wet or icy areas- Take a safer route to your destination.

In addition to wet, icy, and slippery surfaces, school district employees have encountered trip hazards in the following situations:

- ✓ Boxes of office equipment – Keep boxes and storage items out of walkways.
- ✓ Electrical Cords – Computer and appliance cords must be managed properly to avoid trip hazards.
- ✓ Mats and carpet edges – Be sure mats and carpets are secured and are not rolled up on the edges.

- ✓ Desk and filing cabinet drawers – Keep desk and file drawers closed when not in use.
- ✓ Speed bumps and bumper stops in parking lots – Speed bumps and bumper stops should be painted for recognition and visibility. They are still hard to see when it is dark.
- ✓ Holes and uneven sidewalks – Report holes and uneven surfaces to maintenance so they can be fixed.

Please take some time to evaluate your work area for any fall hazards that you may encounter.

### **Ladder Safety**

Ladder safety is often an overlooked lesson. Over 500,000 people are injured by falls involving ladders each year. Most of these incidents occur because the victims violate the basic rules of ladder safety. Portable ladders are used at our school district sites in a wide variety of settings, including maintenance, academic, and administrative. Misuse of portable ladders can result in serious injuries from falls or, in some cases, death. Our goal is to provide safety information to our school district members to reduce the potential for injury.

Please follow these ladder safety guidelines:

- ✓ Use a ladder of proper length to reach the working height you need. **Chairs, boxes, and desks are not ladders and are unsafe to stand on.**
- ✓ Make sure you choose the right ladder to support your weight and the job you are about to perform.
- ✓ Inspect the ladder **BEFORE** you use it. Check the rungs, spreaders, and side rails before use. Never use a damaged ladder.
- ✓ Place the feet of the ladder on firm, even ground. The bottom of the ladder should be about one foot away from the wall for every four feet that the ladder rises. An extension ladder's upper and lower sections should overlap to provide stability.
- ✓ Face the ladder and hold on with **BOTH** hands while climbing. Stay in the center of the rails. Do not lean over the side of the ladder. Your belt buckle should not be further than the side rail. Tools should be carried on a tool belt or raised and lowered using a hand line.
- ✓ On single or extension ladders, never stand above the third rung from the top and never climb above the point where the ladder touches the wall or vertical support.

# Worker's Compensation Filing Information

The Everett School Board recognizes that safety and health standards should be incorporated into all aspects of the operations of the District. Your safety is important to us.

**If you are injured at work, report your accident/injury to your supervisor, then CALL NURSE TRIAGE HELPLINE AT 833-WCT-NURS (833-928-6877) whether you seek medical care or not.**

**In the event of a life-threatening emergency, call 911.**

The Puget Sound Workers' Compensation Trust is the third-party administrator managing the District's employee Accident/Incident Reports and work injury claims. If you indicate that you have sought or intend to seek medical care, a worker's compensation benefits claim will be established for you. You will hear from PSWCT within three business days.

Upon submitting your report and work injury claim, the Puget Sound Workers' Compensation Trust will email you the following:

- Your claim number (give this number to your doctor/medical provider)
- Prescription letter (to fill/pay for any prescriptions from your medical provider)
- General work injury claim information

When submitting a work injury claim, contact the [Payroll and Benefits department](#) to discuss your status and next steps. If you are off for any amount of time related to your work injury claim, you are required to complete a time loss election form, which must be requested from the benefits office, completed by you, and then submitted back to the benefits office within seven days of the date of injury. The benefits office will review this required form with you, as your elections will directly impact District pay and may impact your medical benefit eligibility. All completed forms can be faxed to 425-385-4135.

You may choose your doctor/medical provider for your **first** treatment visit. However, ongoing treatment of your injury must be from a state-approved medical provider. Below are links to provider lists that support your work injury claim:

- [Local Medical Providers](#)
- [State L&I Search for Medical Providers](#)

It is extremely important that you submit a copy of the completed Activity Prescription Form (or whatever paperwork the medical provider gives you) immediately after receiving treatment and following every appointment. This document can be faxed to the benefits office at 425-385-4135, scanned, emailed to [benefits@everettsd.org](mailto:benefits@everettsd.org), or brought to the benefits office in the CRC Building at 3900 Broadway, Everett.

If you have general questions regarding workers' compensation benefits, please visit the [Department of Labor & Industries website](#) for injury claims. For specific claim questions after filing, please contact your claims adjustor with Puget Sound Workers' Compensation Trust at 253-778-7667.

## IMPORTANT DISTRICT CONTACT INFORMATION

Phone: 425-385-4115 Fax: 425-385-4135

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

Payroll and Benefits Department

Community Resource Center

3900 Broadway, Everett, WA 98201

## **Family Medical Leave Act (FMLA)**

### **Employee Rights and Responsibilities**

#### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

#### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA-covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

#### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose to use accrued paid leave while taking FMLA leave, or employers may require it. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

#### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

# HIPAA Privacy Notice

**This notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on employer health plans concerning using and disclosing individual health information. This information, known as protected health information, includes virtually all individually identifiable health information held by the plan – whether received in writing, in an electronic medium, or as an oral communication. This notice describes the privacy practices of the following plans: Preferred Provider Organizations (PPO)/ Healthcare Management Administrators (HMA), Pharmaceutical Care Network (PCN), and Flexible Spending Accounts (FSA). The plans covered by this notice may share health information with each other to carry out treatment, payment, or health care operations. These plans are collectively referred to as the plan in this notice, unless specified otherwise.

## **The plan's duties with respect to health information about you**

The plan is required by law to maintain the privacy of your health information and to provide you with this notice of the plan's legal duties and privacy practices with respect to your health information. If you participate in an insured plan option, you will receive a notice directly from the insurer. Different policies may apply to other Everett School District programs or to data unrelated to the health plan.

## **How the plan may use or disclose your health information**

The privacy rules generally allow the use and disclosure of your health information without your permission (known as authorization) for purposes of healthcare treatment, payment activities, and healthcare operations. Here are some examples of what that might entail:

**Treatment** includes providing, coordinating, or managing healthcare by one or more healthcare providers or doctors. It can also include coordination or management of care between a provider and a third party and consultation and referrals between providers. *For example, the plan may share health information about you with physicians who are treating you.*

**Payment** includes activities by this plan, other plans, or providers to obtain premiums, make coverage determinations, and provide reimbursement for health care. This can include eligibility determinations, reviewing services for medical necessity or appropriateness, utilization management activities, claims management, billing, and “behind the scenes” plan functions such as risk adjustment, collection, or reinsurance. *For example, the plan may share information about your coverage or the expenses you have incurred with another health plan in order to coordinate payment of benefits.*

**Healthcare operations include activities by this plan (and, in limited circumstances, other plans or providers),** such as wellness and risk assessment programs, quality assessment and improvement activities, customer service, and internal grievance resolution. Healthcare operations also include vendor evaluations, credentialing, training, accreditation activities, underwriting, premium ratings, arranging for medical review and audit activities, and business planning and development. *For example, the plan may use information about your claims to review the effectiveness of wellness programs.*

The amount of health information used or disclosed will be limited to the “minimum necessary” for these purposes, as defined under the HIPAA rules. The plan may also contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

### **How the plan may share your health information with the Everett School District**

The plan, or its health insurer or HMO, may disclose your health information without your written authorization to Everett School District for plan administration purposes. Everett School District may need your health information to administer benefits under the plan. Everett School District agrees not to use your health information other than as permitted or required by the plan documents and by law. Human Resources administrators, benefits staff, and payroll staff are the only Everett School District employees who will have access to your health information for plan administration functions.

Here is how additional information may be shared between the plan and Everett School District, as allowed under the HIPAA rules:

- The plan, its insurer, or HMO may disclose “summary health information” to Everett School District, if requested, to obtain premium bids to provide coverage under the plan or to modify, amend, or terminate the plan. Summary health information summarizes participants’ claims information but removes names and other identifying information.
- The plan, or its insurer or HMO, may disclose to Everett School District information on whether an individual is participating in the plan or has enrolled or dis-enrolled in an insurance option or HMO offered by the plan.

In addition, you should know that Everett School District cannot and will not use health information obtained from the plan for any employment-related actions. However, health information collected by Everett School District from other sources, for example, under the Family and Medical Leave Act, Americans with Disabilities Act, or workers’ compensation, is *not* protected under HIPAA (although this type of information may be protected under other federal or state laws).

### **Other allowable uses or disclosures of your health information**

In certain cases, your health information may be disclosed without authorization to a family member, close friend, or other person you identify who is involved in your care or payment for your care. Information describing your location, general condition, or death may be provided to a similar person (or to a public or private entity authorized to assist in disaster relief efforts). You will generally be given the chance to agree or object to these disclosures (although exceptions may be made, for example, if you are not present or if you are incapacitated). In addition, your health information may be disclosed without authorization to your legal representative.

The plan is allowed to use or disclose your health information without your written authorization for the following activities:

Workers compensation	Disclosures to workers’ compensation or similar legal programs that provide benefits for work-related injuries or illness without regard to fault, as authorized by and necessary to comply with such laws.
Necessary to prevent serious threat to health or safety	Disclosures made in the good faith belief that releasing your health information is necessary to prevent or lessen a serious and imminent threat to public or personal health or safety. Disclosures should be made to someone reasonably able to prevent or lessen the threat (including: disclosures to the target of the threat); includes disclosures to assist law enforcement officials in identifying, or apprehending an individual, because the individual has made a statement admitting participation in a violent crime that the plan reasonably believes may have caused serious physical harm to a victim, or where it appears the individual has escaped from prison, or from lawful custody.
Public health activities	Disclosures authorized by law to persons who may be at risk of contracting or spreading a disease or condition; disclosures to public health authorities to prevent or control disease or report



	child abuse or neglect; and disclosures to the Food and Drug Administration to collect or report adverse events or product defects.
Victims of abuse, neglect, or domestic violence	Disclosures to government authorities, including social services or protected services agencies authorized by law to receive reports of abuse, neglect, or domestic violence, as required by law. If the plan believes the disclosure is necessary to prevent serious harm to you or potential victims, you will be notified of the disclosure if informing you will not put you at further risk.
Judicial and administrative proceedings	Disclosures in response to a court or administrative order, subpoena, discovery request, or other lawful process (the plan may be required to notify you of the request, or receive satisfactory assurance from the party seeking your health information, that efforts were made to notify you, or to obtain a qualified protective order concerning the information).
Law enforcement purposes	Disclosures to law enforcement officials required by law or pursuant to legal process. To identify a suspect, fugitive, witness, or missing person; disclosures about a crime victim if you agree or if disclosure is necessary for immediate law enforcement activity; disclosure about a death that may have resulted from criminal conduct; and disclosure to provide evidence of criminal conduct on the plan's premises.
Decedents	Disclosures to a coroner or medical examiner to identify the deceased or determine the cause of death. Also to funeral directors to carry out any duties.
Organ, eye, or tissue donation	Disclosures to organ procurement organizations or other entities to facilitate organ, eye, or tissue donation and transplantation after death.
Research purposes	Disclosures subject to approval by institutional or private privacy review boards, subject to certain assurances and representations by researchers regarding necessity of using your health information and treatment of the information during a research project.
Health oversight activities	Disclosures to health agencies for activities authorized by law (audits, inspections, investigations, or licensing actions) for oversight of the healthcare system, government benefits programs for which health information is relevant to beneficiary eligibility, and compliance with regulatory programs or civil rights laws.
Specialized government functions	Disclosures about individuals who are armed forces personnel or foreign military personnel under appropriate military command; disclosures to authorized federal officials for national security or intelligence activities; and disclosures to correctional facilities or custodial law enforcement officials about inmates.
HHS investigations	Disclosures of your health information to the Department of Health and Human Services (HHS) to investigate or determine the plan's compliance with the HIPAA privacy rule.

The plan is not required to agree to a requested restriction. If the plan does agree, a restriction may later be terminated by your written request, by agreement between you and the plan (including an oral agreement), or unilaterally by the plan for health information created or received after you are notified that the plan has removed the restrictions. The plan may also disclose health information about you if you need emergency treatment, even if the plan has agreed to a restriction.

### **Right to receive confidential communications of your health information**

If you think that disclosure of your health information by the usual means could endanger you in some way, the plan will accommodate reasonable requests to receive communications of health

information from the plan by alternative means or at alternative locations. If you want to exercise this right, your request to the plan must be in writing, and you must include a statement that disclosure of all or part of the information could endanger you.

### **Right to inspect and copy your health information**

With certain exceptions, you have the right to inspect or obtain a copy of your health information in a “designated records set” (a group of records maintained by or for a covered entity that is the medical and billing records about individuals; enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan). You do not have a right to inspect or obtain copies of psychotherapy notes or information compiled for civil, criminal, or administrative proceedings. In addition, the plan may deny your right to access, although in certain circumstances you may request a review of the denial.

If you want to exercise this right, your request to the plan must be in writing. Within 30 days of receipt of your request (60 days if the health information is not accessible on site), the plan will provide you with:

- The access or copies you requested.
- A written denial that explains why your request was denied and any rights you may have to the denial reviewed or file a complaint.
- A written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plan expects to address your request.

The plan may provide a summary or explanation of the information instead of access to or copies of your health information. If you agree in advance and pay any applicable fees, the plan may also charge reasonable fees for copies or postage.

If the plan does not maintain the health information but knows where it is maintained, you will be informed of where to direct your request.

### **Right to obtain a paper copy of this notice from the plan upon request**

You can obtain a paper copy of this privacy notice upon request. Individuals who agreed to receive this notice electronically may request a paper copy anytime.

### **Changes to the information in this notice**

The plan must abide by the terms of the current privacy notice. This notice takes effect on April 14, 2003. The plan reserves the right to change the terms of its privacy policies as described in this notice at any time and make new provisions effective for all health information that the plan maintains. This includes health information that was previously created or received, not just health information created or received after the policy is changed. If changes are made to the plan's privacy policies described in this notice, you will be provided with a revised privacy notice via in-district mail or US mail.

### **Complaints**

If you believe your privacy rights have been violated, you may complain to the plan and to the Secretary of Health and Human Services (HHS). You will not be retaliated against for filing a complaint. To file a complaint, obtain a complaint form from the complaint manager by calling the benefits office at 425-385-4115.

### **Contact**

For more information on the plans privacy policies or your rights under HIPAA, contact the benefits office at 425-385-4115.

### **Special enrollment rights**

Under the special enrollment provisions of HIPAA, you may be eligible, in certain situations, to enroll in a School Employee Benefits Board (SEBB) sponsored medical plan during the year, even if you previously declined coverage. This right extends to you and all eligible family members.

You will be eligible to enroll yourself (and eligible dependents) if, during the year, you or your dependents have lost coverage under another plan because:

- Coverage ended due to termination of employment, divorce, death, or a reduction in hours that affected benefit eligibility.
- Employer contributions to the plan stopped.
- The plan was terminated.
- COBRA coverage ended.
- The lifetime maximum for medical benefits was exceeded under the existing medical coverage option.

To enroll in a School Employee Benefit Board (SEBB) sponsored medical plan during the year, you must notify the plan within 60 days of the loss of coverage. If you do not do so within 60 days, you will be required to wait until the next open enrollment period.

If you gain a new dependent during the year because of marriage, birth, adoption, or placement for adoption, you may enroll that dependent, as well as yourself and any other eligible dependents, in a plan even if you previously declined medical coverage.

### **Right to amend your health information that is inaccurate or incomplete.**

With certain exceptions, you can request that the plan amend your health information in a “designated records set.” The plan may deny your request for several reasons. For example, your request may be denied if the health information is accurate and complete, was not created by the plan (unless the person or entity that created the information is no longer available), is not part of the “designated records set” or is not available for inspection (e.g., psychotherapy notes or information compiled for civil, criminal, or administrative proceedings).

If you want to exercise this right, your request to the plan must be in writing, and you must include a statement to support the requested amendment. Within 60 days of your receipt of your request, the plan will:

- Provide a written denial that explains why your request was denied and any rights you may have to disagree or file a complaint.
- Provide a written statement that the time for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plan expects to address your request.

### **Right to receive an accounting of disclosures of your health information**

You have the right to a list of certain disclosures of your health information the plan has made. This is referred to as an accounting of disclosures. You may receive an accounting of disclosures if the disclosure is required by law, in connection with public health activities, or in a similar situation listed in the table earlier in this notice unless otherwise indicated below.

You may receive information on disclosures of your health information going back for six years from the date of your request but no earlier than April 14, 2003 (the date HIPAA privacy rules became effective). You do not have a right to receive an accounting of any disclosures made:

- For treatment, payment, or healthcare operations
- To you, about your own health information
- Incidental to other permitted or required disclosures.
- Where authorization was provided
- To family members or friends involved in your care (where disclosure is permitted without authorization)

- For national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances

Your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the agency's or official's request. If you want to exercise this right, your request to the plan must be in writing. Within 60 days, the plan will provide you with the list of disclosures or a written statement that the period for providing this list will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plan expects to address your request. You may make one request in any 12-month period at no cost. The plan may charge a fee for any subsequent requests. You will be notified in advance of any fees and can change or revoke your request.