



Upcoming Dates

- ★ **October 29**
Paydate for October
- ★ **November 11**
Veteran's Day holiday
- ★ **November 22**
SEBB Open Enrollment ends
- ★ **November 24-26**
Thanksgiving Break
- ★ **November 30**
Paydate for November
- ★ **[2021-22 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/>.

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.

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

October 2021

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SEBB OPEN ENROLLMENT

The SEBB Program's annual open enrollment began October 25

The School Employees Benefits Board (SEBB) Program's annual open enrollment begins Monday, October 25, 2021, and ends Monday, November 22, 2021.

Open enrollment is your opportunity to make changes to your health plan benefits. All changes made during open enrollment are effective January 1, 2022.

>>NO ACTION IS NECESSARY IF YOU WANT TO KEEP YOUR MEDICAL, DENTAL AND VISION BENEFITS<<

YOU WILL BE AUTOMATICALLY ENROLLED IN EMPLOYEE-PAID LONG-TERM DISABILITY (LTD). If you don't want employee-paid LTD you MUST opt out. If you do not opt-out you will be enrolled. Opt out via [SEBB My Account](#).

Shared Leave

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

Retirement Corner

The Washington State Department of Retirement Systems (DRS) recently reached out to promote National Retirement Security Week. This annual event encourages you to take a look at your retirement goals and determine if you're on target to reach those goals.

As a school district employee here in Washington, you're probably enrolled in one of the pension retirement plans administered by DRS. All of these plans offer a path to successful retirement. Especially when you grow your retirement income through a Deferred Compensation Plan (DCP) in addition to your pension. Whether you are early in your career or nearing retirement, there are steps you can take now to ensure your retirement is on the right path. We encourage you to take advantage of the tools we offer. [Click on this link](#) to ensure you're using every opportunity to reach your retirement goals.

Contact Information

Compensation & Certification

(425) 385-4107 – Region 1

todell@everettsd.org

(425) 385-4120 – Region 2

snorth@everettsd.org

(425) 385-4105 – CRC & Departments

kdroullard@everettsd.org

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

- ***What changes can you make?*** You can change your medical, vision or dental plans. You can add or delete dependents. **If you have a Flexible Spending Account (FSA) or a Dependent Care Assistant Program (DCAP) account you must re-enroll during open enrollment at <http://sebb.naviabenefits.com>.**
- ***How do I make changes?*** Log in to [SEBB My Account](#) and submit your changes between October 25 and November 22, 2021.
- ***How do find more information?***
 - Learn about the changes you can make on the HCA website under [Open Enrollment \(SEBB\)](#), *What changes can I make?* You can also read the article on page 3 of your [October Intercom newsletter](#).
 - Join a Facebook live support event on [HCA's Facebook](#) on Tuesday, November 2 at 4 p.m. Learn about plan changes, get answers to your open enrollment questions, and more.
 - Attend a virtual open enrollment drop-in session:
 - **Thursday, November 4:** 2-5 pm, <https://everettsd.zoom.us/j/94018584067>
 - **Wednesday, November 17:** 2-5 pm, <https://everettsd.zoom.us/j/92155572343>

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

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

The SEBB Program is offering employees a help line (1-855-648-3100) during the annual open enrollment. This line is intended for questions about using SEBB My Account regarding topics such as screen navigation and document uploads. The line will be available Monday through Friday from 8 a.m. to 5 p.m. **only during open enrollment, from October 25 through November 22.**

CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

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

Thank you to all staff who submitted their transcripts, completed clock hour forms and approval forms by the October 10, 2021 deadline for 2021-22 salary advancement. Staff members who submitted completed paperwork on or before the deadline of October 10 will see their salary advancements on their October 29 pay stub.

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

EVERETT PUBLIC SCHOOLS HOSTING TWO EMPLOYMENT EVENTS

Thursday, November 4 there will be an Employment Open House/Application Support Drop-In time at the Community Resource Center from 3 to 5 p.m. At this event applicants can speak with Human Resources staff about positions in the district and any employment questions they may have. Computers will be available, and staff will be there to help them fill out an application.

Wednesday, November 10 there will be a Job Fair at the Community Resource Center from 4 to 6 p.m. This event will also have application support.

We are currently hiring for:

- Paraeducators and Substitute Paraeducators
- Health Room Assistants and Substitute Health Room Assistants
- Office Professionals and Substitute Office Professionals
- Food & Nutrition Professionals and Substitute Food & Nutrition Professionals
- Registered Nurses and Substitute Nurses
- Custodians and Substitute Custodians
- Master Mechanics
- Drivers
- Substitute Teachers
- Emergency Substitute Teachers

Please invite anyone you know who may be interested in working with us at EPS!

More Important News

NEW EMPLOYEES – MAKING YOUR RETIREMENT PLAN CHOICE

If you are a new employee, working in a retirement-eligible position, you have the opportunity to choose between two retirement plans (Plan 2 or Plan 3). A retirement information packet was sent out to all new, retirement-eligible employees to their home address. If you do not choose Plan 2 or Plan 3 within 90 days of your hire date, you will automatically default to Plan 2 with a contribution rate set by the Department of Retirement Systems (DRS). You can check your October pay stub (deduction and contribution totals) to determine if your plan choice has been activated. Please contact our [Retirement Specialist](#) should you have any follow up questions.

OPTIONAL LONG TERM CARE (LTC) EXEMPTION APPLICATION

Please know that the payroll office is receiving exemption letters and will hold these until the beginning of 2022. The tax will not be in place until January, so while you have some time before it needs to be received, do not delay in sending a copy of your exemption letter to the payroll office because retroactive refunds are not allowed if we didn't have your exemption in place before payroll.

As a reminder, a personal Long Term Care plan must be in place prior to November 1 in order to qualify for an exemption. The exemption application process is managed **entirely** by the Employment Security Department and is governed by [WAC 195-905](#). If you intend to apply for the exemption, please access the following website: <http://www.wacaresfund.wa.gov/private-insurance/>

GET (GUARANTEED EDUCATION TUITION) ENROLLMENT REOPENS NOVEMBER 1

GET opens to new enrollments and unit purchases on November 1, with a \$114.01 unit purchase price. Enrollment materials, including the GET enrollment guide, program details, and the enrollment form are available on the GET website. Beginning November 1, current and new customers can start a new enrollment application or add new units to existing accounts [online](#).

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

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

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

EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

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

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

Employees can call the toll-free number listed below to speak confidentially with a trained, compassionate professional. Employees are also encouraged to visit [Magellan Health](#)

Members (instructions for registering) for information on hundreds of health and wellness topics, including:

- Adjusting to change
- Alcohol or drug dependencies
- Child or elder care
- Family or parenting issues
- Grief
- Marital or relationship issues
- Pre- and post-natal concerns
- Self-improvement
- Stress
- Work/life balance

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

Professional Consultation Call 1-800-523-5668

Magellan Health Services brochure



Join SmartHealth's "Give a little, help a lot" event

When we give back and help others, we can make a difference at home, at work, and in our communities. Whether you help a neighbor, donate to an organization, volunteer your time, or simply show acts of kindness, it all matters. By giving back, we help others and ourselves.

Give back

Join the *Give a little, help a lot* event in [SmartHealth](#). The event runs from October 1 through November 30, 2021. You can earn 200 SmartHealth points by participating.

Don't miss out

You still have time to qualify for the \$125 wellness incentive by completing your well-being assessment and earning 2,000 SmartHealth points by November 30, 2021. [Learn more about SmartHealth for details.](#)

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 incentive.

Be well,

The SmartHealth Team
Supporting you on your journey toward living well