



## Upcoming Dates

- ★ **March 31**  
Paydate for March
- ★ **April 1-3**  
Network Outage  
beginning 4/1 5:00 pm
- ★ **April 4-8**  
Spring Break
- ★ **April 29**  
Paydate for April
- ★ **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.

### PLANNED NETWORK OUTAGE

*Planned maintenance will be performed on the district network beginning Friday, April 1, through the weekend, impacting access on Saturday, April 2 and Sunday, April 3.*

*Staff should log in prior to Friday afternoon to download W2, pay stub information or ent to wait to access Employee Online on Monday morning.*

*All systems will be fully operational on Monday morning, April 4.*

### An online newsletter for the staff of Everett Public Schools

## Human Resources and Payroll Monthly Message

March 2022

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### EARLY NOTIFICATION TO RETIRE OR RESIGN

As we look ahead to the 2022-23 school year, an important aspect of our planning is staffing.

If your intention is to retire or resign at the end of the school year, please consider early notification to your supervisor and Human Resources. This will assist Human Resources in planning for 2022-23 staffing and to ensure we are able to hire high quality staff for our students. Once you've made your decision, the linked [retirement/resignation form](#) should be completed, signed and returned to Jean Hanson at [jhanson@everettsd.org](mailto:jhanson@everettsd.org).

We sincerely appreciate your consideration. Thank you for all the good work you do for our students!

A common question when it comes to retirement planning, **teachers and school employees in Plans 2 and 3** often ask whether it's better to retire

## Shared Leave

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

## Retirement Corner

Don't wait until something bad happens to you! Updating your **retirement or optional deferred compensation** beneficiary is easy from the [DRS online account](#). After you log into your account, you will see the words "My Account" on the left-hand menu. Select this link to find a list of items you can view or edit. Select "Beneficiary" to view and update your current designation. Once finished, select "Submit."

That's it! Your beneficiary information will stay in your online account. You can update it at any time.

Beneficiary changes for any optional **tax sheltered annuity (TSAs)** should be made directly through your TSA provider.

Beneficiary changes for both **life insurance** and **AD&D insurance** should be submitted using the [MetLife MyBenefits portal](#). You can also call MetLife at 1-833-854-9624 to request a Group Term Life Beneficiary Designation form.

at the end of June (when they stop working) or in September (when their contract ends). Most choose a July 1 retirement date if the last day worked is in June. Why? It all has to do with what's gained from an earlier start to benefits and COLAs (cost-of-living adjustments) compared with what's earned from two extra months of service. Keep in mind, however, your School Employee Benefits Board (SEBB) benefits are affected by this decision as well.

These two scenarios illustrate the differences:

**July retirement scenario** – Let's say you decide your last working day is the last day of school (June 22). The termination date to report to Everett Public Schools (EPS) is June 30. Your first day of retirement to the Department of Retirement Systems (DRS) is July 1. In this circumstance, you'll receive your pension benefits beginning July 1, plus any EPS earned salary for July and August. In addition, your COLA will start July 1 of the following year. What you won't receive is DRS service credit for July and August, and your SEBB benefit coverage will end June 30.

**September retirement scenario** – If your retirement date with DRS starts September 1, your termination date to report to EPS is August 31. Prior to your retirement date, you will earn service credit for July and August, your EPS earned salary payable in each month of July and August, and will continue to receive SEBB health care coverage for the months of July and August. Your COLA won't go into effect until one year and 10 months after your retirement. This is because you must be retired for an entire year before receiving your first COLA payment. And since COLAs only go into effect on July 1, you must wait for the next July 1 after being in a retired status for 12 months.

So what's best? The fact is, this is a personal decision that involves a number of different factors, including the cost of your current employer-supported benefits versus the cost of retiree health care coverage during the last two months of your contract.

In your preparation for retirement, **Department of Retirement Systems** offer [many online seminar opportunities](#) including April 8 during Spring Break.

Whichever you decide, be sure to communicate with the Human Resources Department, DRS, and the Health Care Authority (HCA) on whether you are resigning effective June 30 or August 31.

The Washington State Health Care Authority offers a specific page of information links in [Preparing for Retirement](#). They offer monthly webinars

## Contact Information

### Compensation & Certification

(425) 385-4107 – North Schools  
[todell@everettsd.org](mailto:todell@everettsd.org)

(425) 385-4120 – South Schools  
[snorth@everettsd.org](mailto:snorth@everettsd.org)

(425) 385-4105 – EVA,  
Departments  
[kdrouillard@everettsd.org](mailto:kdrouillard@everettsd.org)

### HR Benefits

(425) 385-4115  
[benefits@everettsd.org](mailto:benefits@everettsd.org)

### Payroll

(425) 385-4160  
[payroll@everettsd.org](mailto:payroll@everettsd.org)

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national 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 – Kevin Allen, 425-385-4100, [kallen@everettsd.org](mailto:kallen@everettsd.org)  
Section 504 Coordinator – Dave Peters, 425-385-4063 [dpeters@everettsd.org](mailto:dpeters@everettsd.org)  
ADA Coordinator – Randi Seaberg, 425-385-4104, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org)

Address: PO Box 2098, Everett, WA 98213

Translated versions of this statement can be accessed at:  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4736>

to explain your available options for retiree health insurance (PEBB), plans available, monthly premiums, and how to enroll.

If you have any questions about your retirement date or COLAs, please contact the [Department of Retirement office](#).

## CLARIFICATION TO EEA MOU FOR SUPPLEMENTARY SUBSTITUTE SUPPORTS

Related to the EEA Memorandum of Understanding (MOU) dated January 10, 2022, please note the following clarifications, specifically compensation for staff who cover a planning period.

- ★ MOU flat rate if subbing during one planning period per day – please enter your time representative of no more than 1 planning period per day  
***Enter time in Timecard Online under “Class Coverage” category and provide activity description of absent teacher you are covering for***
- ★ Partial FTE staff - per diem pay if subbing during time outside of your partial FTE  
***Enter time in Timecard Online under “Extended Day” category and provide activity description of absent teacher you are covering for***

## IS YOUR CERTIFICATE EXPIRING SOON?

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

For questions regarding certification issues, contact OSPI's certification office at (360) 725-6400 or access their recently updated website at: [www.k12.wa.us/certification/default.aspx](http://www.k12.wa.us/certification/default.aspx).

## More Important News

## SUMMER ACADEMY POSITIONS AVAILABLE NOW

Everett Public Schools is hosting [Summer Academy](#) for elementary, middle, and high school students from June 27 – July 29. There are certificated and classified postings for summer programming through [Frontline](#). Support students grow as readers, writers, mathematicians, and learners during the month of July – and grow your own practice! The preparation for Summer Academy includes professional learning and mentorship. If you have questions, please email [summerschool@everettsd.org](mailto:summerschool@everettsd.org). We look forward to having you join us!

## PROFESSIONAL LEARNING OPPORTUNITIES FOR PARAEDUCATORS

- ★ The spring Fundamental Course of Study (FCS) sessions for Paraeducators are available in Frontline. Dates and times for the Zoom FCS classes are limited. Please review the [FCS Schedule](#) for session details.
- ★ [Assistive Technology Project Core](#): Do you work with non/minimally verbal students that utilize picture supports to communicate? Earn up to 4 clock hours for self-paced modules, and an additional 3 clock hours of synchronous Zoom sessions.
- ★ [Interactive Panel Training](#) for Elementary School Paraeducators: This training will provide paraeducators with a basic overview of the new interactive panels placed in our elementary schools.
- ★ Paraeducator Professional Learning Day with [Kyle Scheele](#) on April 15 at Everett's Civic Auditorium, 1:45 to 3:00 pm. Kyle's mission is to empower educators to make a difference and change the world of at least one student. All paraeducators are welcome!

## 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, 2022. 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, 2022, can result in a payroll deduction for the undocumented

hours. If you have misplaced your form, please send a request via email to [HR Records](#).

## DIABETES PREVENTION PROGRAM

Whether you want to lose weight, eat better, move more, or have more energy, the Diabetes Prevention Program powered by Omada®'s science-based approach helps you shift your mindset and change your health.

**All at no cost for eligible members.**

**What you'll get with Diabetes Prevention Program powered by Omada:**

- ✓ **Dedicated health coach.**
- ✓ **Wireless smart scale.**
- ✓ **Interactive weekly lessons.**

**What 'healthy' means is up to you.**

Maybe it's eating the right foods or sticking with your walking routine. Maybe it's being there for the people you love or walking up the stairs without pain.

No matter what 'healthy' means to you, ***you can get there with the Diabetes Prevention Program powered by Omada.***

### [Find out if you're eligible](#)

- **No more food-shaming:** Say goodbye to dieting, calorie counting, and boring meals.
- **Keep stress in check:** Learn realistic ways to manage your stress, mentally and physically.
- **Sleep better:** We'll give you tips that actually help you get better rest.
- **Enjoy how you exercise:** We'll help you get moving how you want to.

If you or your adult family members are at risk for type 2 diabetes, your SEBB medical plan will cover the entire cost of the program, if you are eligible.

**It only takes a few minutes to get started.**

[Learn more](#) about the program.

The SEBB Diabetes Prevention Program is powered by Omada. It's available to members enrolled in Kaiser Permanente or UMP plans.

Premera Blue Cross members have a different program available. Learn more at [Diabetes prevention](#).