



Upcoming Dates

- ★ **May 31**
Paydate for May
- ★ **June 22**
Last day of school
- ★ **June 27**
First day of summer school
(most programs)
- ★ **June 30**
Paydate for June
- ★ **[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.

Shared Leave

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

Human Resources and Payroll Monthly Message May 2022

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EEA RECEIVING ELECTRONIC CONTRACTS

Beginning **June 3, 2022 through the end of the work day on June 6, 2022**, emails will be delivered to EEA district email accounts notifying staff that contracts will be available and authorizations will be collected electronically using [Employee Online](#). When you receive this email, it will include another link to Employee Online and instructions on how to review and approve your contract.

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

Once issued, you have 10 calendar days to accept your contracts. That expiration date is **June 16, 2022.**

Retirement Corner

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

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

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

NEW THIS YEAR: some groups (like EEA) have language in a renewed bargaining agreement, replacing the annual vote. If not built into your group’s agreement, annual voting is a continued necessity to adhere to group membership requirements allowing for tax-free contributions. Voting to elect [funding](#) into a VEBA account for your group, results in automatic enrollment for you when the account is first funded. Funding can happen in a variety of ways; the most typical means of funding by our employee groups are in cases of sick leave and/or vacation cash outs. Your group can

If you experience any challenges accessing your document or you did not receive an email to your district account on June 6, 2022, and feel you should have, please send a message to todell@everettsd.org (Region 1) or snorth@everettsd.org (Region 2 and EVA) or kdrouillard@everettsd.org (departments) where the HR team will be monitoring and answering questions.

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

Earlier this month, EEA and EAP staff **who still carry a personal day balance** were emailed notification of the option to carry unused days into the next contract year (2021-22). Please refer to the Personal Leave sections of the respective Collective Bargaining Agreements for details. Completion of the applicable form is required for application of this option. You need to be logged into your IDNumber@apps.everettsd.org browser window in order to authorize entry to these forms.

[EEA Personal Day Carry Over Google Form](#)

[EAP Personal Day Cash Out/Carry Over Google Form](#)

[ELNA Personal Day Cash Out/Carry Over Request Google Form](#)

Your entries need to be submitted no later than **June 30.**

Likewise, certificated and classified administrators and 260-day professional technical staff were notified of the annual opportunity for vacation buy backs. Submission for these buy back days is collected through [Timecard Online](#) only, and is due no later than **July 5**. Vacation hours elected for buy back will be reduced and the payment will be included on your July 31 paycheck.

LAST CALL FOR EXPIRING CERTIFICATES

Many administrative, teaching, and ESA certificates expire on June 30 of each year. Please check your certificate expiration and apply early for renewals. **If you are**

elect to vote on any qualified funding option, or none at all.

The following short webinar virtual trainings are upcoming and available for registration. You'll learn about your health reimbursement arrangement (HRA), including what you can use it for and how to easily get your money. Highlights: plan features, using your HRA, covered expenses, investment options, personalized help

Just click on the date and time that works best for you.

- ★ TUE, 6/7 @ 4 PM [Click here.](#)
- ★ THU, 6/9 @ 4:30 PM [Click here.](#)
- ★ MON, 6/13 @ 4 PM [Click here.](#)
- ★ TUE, 6/14 @ 4:30 PM [Click here.](#)
- ★ THU, 6/16 @ 4 PM [Click here.](#)

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

Contact Information

Compensation & Certification

(425) 385-4107 – North Schools

todell@everettsd.org

(425) 385-4120 – South Schools

snorth@everettsd.org

(425) 385-4105 – EVA, Departments

kdrouillard@everettsd.org

HR Benefits

(425) 385-4115

benefits@everettsd.org

Payroll

(425) 385-4160

payroll@everettsd.org

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

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.

SUMMER ACADEMY POSITIONS STILL AVAILABLE

Everett Public Schools is hosting [Summer Academy](#) for elementary, middle, and high school students from June 27 – July 29. There continues to be several 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. We look forward to having you join us!

More Important News

SUPPLEMENTAL DAYS/EXTENDED WORK YEAR VERIFICATION FORMS

(applicable to Counselors, Librarians, Psychologists, Student Advisors, Athletic Directors and CTE Instructors)

If you hold a supplemental contract for additional days or hours worked, you may submit the verification form of your completed hours to the Human Resource office at any time before August 1, 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

Title IX/Civil Rights Compliance Officer – Kevin Allen, 425-385-4100, kallen@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

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

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

PARAEDUCATOR FUNDAMENTAL COURSE OF STUDY RESOURCES

Everett Public School's [paraeducator professional development website](#) contains a variety of resources, including:

- ★ General paraeducator training requirements
- ★ Steps for completing the 28-hour Fundamental Course of Study (FCS) curriculum
- ★ Certificate options and OSPI certification tools
- ★ Frontline Classified Transcript support

PARAEDUCATOR RECORDS - END OF THE YEAR DEADLINE

It is hard to believe, but the 2021-22 school year is quickly coming to a close. All professional development and Certificate records used to assess paraeducator salary premiums are due no later than **Thursday, June 30, 2022**. All Certificate requests with OSPI should allow time for review and corrections in case of errors. Records may be submitted electronically or by in-district mail to Human Resources, Community Resource Center (CRC) c/o Anne LaRue, alarue@everettsd.org.

Helpful links for paraeducators:

- ★ [FCS Continuing Ed clock hour form](#)
- ★ [Paraeducator Certificate Program](#)
- ★ [Education Data System eCertification portal](#)
- ★ [Paraeducator eCertification User Guide](#)
- ★ OSPI eCertification office for account or portal support: cert@k12.wa.us or 360-725-6400

FREE COUNSELING OPPORTUNITY WITH CITY U

City University of Seattle is offering individual, group, and relationship counseling to adults working and residing in Washington State treating issues related to COVID fatigue,

grief, anxiety, depression, homesickness, racial trauma, and academic struggles.

Free to K- 12 school district employees, university employees, & currently enrolled college students. Sliding Scale: Pay what you can.

TELEHEALTH SESSIONS 7-DAYS \ WEEK. For appointments or questions please email counseling@cityu.edu.

SELF-CARE AND SCORE TICKETS TO THE GAME WITH SMARTHEALTH

As the school year ends, we want to encourage you to use the summer to recharge, practice self-care, build resiliency, and focus on your well-being. There are [free SEBB wellness resources](#) available to support you.

Additionally, [SmartHealth](#) is sending four eligible PEBB and/or SEBB members to see the **Seattle Storm** or **Seattle Seahawks**! SmartHealth will hold two random drawings for eligible PEBB and SEBB subscribers who complete their well-being assessment by the deadline. Subscribers who have already completed the well-being assessment will automatically be entered into the drawings. Learn all the [details and read the FAQs](#).

- ★ To be eligible for the **Seattle Storm** ticket drawing, you must be an eligible [SEBB](#) subscriber and complete your SmartHealth well-being assessment between January 5, 2022 and **June 17, 2022**.
- ★ To be eligible for the **Seattle Seahawks** ticket drawing, you must be an eligible [SEBB](#) subscriber and complete your SmartHealth well-being assessment between January 5, 2022 and **July 17, 2022**.

If you haven't tried the new SmartHealth experience yet, get started today.

- ★ **To get started on your desktop**, [log into SmartHealth](#) and enter your email address and password. You will be asked to set up additional account security.
- ★ **To get started on a mobile device**, first **delete** the existing Limeade app and download the Limeade ONE app for [iOS](#) or [Android](#).

If you need help, call SmartHealth customer service at 1-855-750-8866 or email support@limeade.com.

What is SmartHealth?

SmartHealth is a voluntary wellness program that supports your whole person well-being. With SmartHealth, there are activities for everyone, no matter where you are on your wellness journey. As you progress on your journey, you can earn points, achieve levels, and [qualify for the SmartHealth wellness incentive](#). Watch the [video](#) to learn more about SmartHealth.

The SmartHealth Team

Supporting you on your journey toward living well

