

From: Payroll
To: EPS Mail List
Subject: OCTOBER 2022 HR/PY Monthly Message
Date: Monday, October 31, 2022 7:01:56 AM
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Upcoming Dates

- ★ **October 31**
SEBB Open Enrollment begins
- ★ **October 31**
Paydate for October
- ★ **November 11**
Veteran's Day holiday
- ★ **November 21**
SEBB Open Enrollment ends
- ★ **November 23-25**
Thanksgiving Break
- ★ **November 30**
Paydate for November
- ★ **2022-23 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](#).

Retirement Corner

The Internal Revenue Service recently announced that the amount individuals can contribute to their 401(k) plans in 2023 has increased to \$22,500, up from \$20,500 for 2022. The IRS also issued technical guidance regarding all of the cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2023 in [Notice 2022-55](#), posted on IRS.gov.

Contact Information

Compensation & Certification
(425) 385-4120 – Region 3 Schools
snorth@everettsd.org
(425) 385-4107 – Region 2 Schools (EVA)
kodell@everettsd.org
(425) 385-4105 – Region 1 Schools and Departments
kiboullani@everettsd.org

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 – Kevin Allen, 425-385-4100, kallen@everettsd.org
Section 504 Coordinator – Dana 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://doctranslate.everett.k12.wa.us/doctranslate/everett/everettCollection_21755

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message October 2022

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SEBB OPEN ENROLLMENT

The SEBB Program's annual open enrollment begins TODAY October 31

The School Employees Benefits Board (SEBB) Program's annual open enrollment begins Monday, October 31, 2022, and ends Monday, November 21, 2022, at 11:59 p.m.

Open enrollment is your opportunity to make changes to your health plan benefits. All changes made during open enrollment are effective January 1, 2023.

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

The Kaiser Permanente Washington Options Access PPO 1,2 and 3 plans are closing. This affects around 250 employees. If you are currently enrolled in one of these plans, you will need to enroll in a new plan. If you do not enroll in a new plan during open enrollment, the SEBB program will automatically enroll you in:

- The new KPWA Options **Summit** PPO 1, 2 or 3 – OR
- UMP Achieve 1 if you live in Island, Lewis, Mason, Skagit or Whatcom counties where KPWA Summit PPO coverage is not available

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 31 and November 21, 2022.
- **How do find more information?**
 - Learn about the changes you can make on the Health Care Authority (HCA) website under [Open Enrollment \(SEBB\)](#).
 - Review the [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 benefits fair available 24/7: <https://www.hca.wa.gov/employee-retiree-benefits/sebb-virtual-benefits-fair/virtual-benefits-fair-sebb>
 - Attend an in-person Open Enrollment Lab: **Wednesday, November 9th 3:30 pm - 6:30 pm. Port Gardner Room B**

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

CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

Thank you to all staff who submitted their transcripts, completed clock hour forms and approval forms by the October 10, 2022 deadline for 2022-23 salary advancement. Staff members who submitted completed paperwork on or before the deadline of October 10 will see their salary advancements on their October 31 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>

INTRODUCING FRONTLINE CENTRAL NOVEMBER 7, 2022

Frontline Central is a place to manage employee-related forms and information.

Central's staff directory keeps track of your position & demographic information, all in one place. You will be able to submit paperless employee-related forms to human resources, payroll, your department, or school.

Forms available in Central on November 7

- Retirement and Resignation
- Substitute Feedback

Your login Information has not changed. Continue to use the "Managed Bookmark" in Google Chrome.

Frontline for Employees

Want to know more? Check out these helpful documents.

- ★ [Employee QuickStart Guide](#)
- ★ [Accessing and Completing a Form](#)
- ★ [Popular Questions for Employees](#)

Or the following videos (must be logged into Frontline to watch videos)

- ★ ["My Forms" Walkthrough \[Video\]](#) (2 min)
- ★ [Getting Started for Employees \[Video\]](#) (Start at 1 min)

Please contact [Ingrid Stafford](#) in Human Resources if you have any questions at extension 4114.

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.

GET ENROLLMENT OPENS NOVEMBER 1

The 2022-23 GET enrollment period begins on November 1. At their fall meeting, the WA529 Committee voted to set the unit purchase price for the 2022-23 GET enrollment period at \$116.63, which for the second consecutive year is the same as the current unit payout value. You may [open a new lump sum account](#) until May 31, 2023, and add units to an existing account until June 25, 2023 at this year's purchase price. Enrollment online is free, but you may also use a paper enrollment

process for an additional \$50 fee.

GET is Washington state's 529 prepaid college tuition program. It is governed by federal IRS rules and Washington State law (RCW 28B.95). With GET, you save money by prepaying part or all of your child's college tuition costs now, to avoid paying higher costs in the future. The State of Washington guarantees that the value of your account will keep pace with the cost of resident undergraduate tuition and state-mandated fees at the most expensive public university in Washington (typically the University of Washington or Washington State University). Although the value of your account is determined by tuition costs at UW or WSU, you can use your account nationwide at practically any public or private college, university or vocational school, and the monetary value remains the same. **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.

For more details visit [this information page](#) on the GET website or reach out to the GET Contact Center at 800.955.2318, or by email at getinfo@wsac.wa.gov.

PAID FAMILY MEDICAL LEAVE PREMIUM INCREASE 2023

Paid Family & Medical Leave benefits are an increasingly vital source of support for Washington workers. To keep pace with more people using the program, and as required by law, the premium rate will increase in 2023.

Starting Jan. 1, 2023:

- The total premium rate will be **0.8%**.
- Employers will pay **27.24%** of the total premium and employees will pay **72.76%**.
- The bottom-line result to your paycheck will be an increase from .43932% of gross wages to .58208% of gross wages.



FLU SHOT CLINIC

Seattle Visiting Nurses will be holding a Flu Shot clinic TOMORROW, **Tuesday, November 1 from 2-6 pm** at the Community Resource Center, Gedney Island Room.

Prior registration is strongly encouraged. Walk-ins will be accepted but will be required to complete the registration on their phone prior to receiving their flu shot. No paper registrations will be available.

The flu shot clinic is open to all employees of Everett Public Schools and their families, whether or not you hold benefits through SEBB. Each family member must be registered for an appointment.

Most insurance plans are accepted including Apple Health. If you have insurance, you will not be charged a co-pay or deductible. There is no out-of-pocket expense for insured employees and their covered family members. Uninsured individuals can still receive the flu shot and will be billed \$50 per vaccination. Please note that Seattle Visiting Nurses are unable to accept Cigna, TriCare and Blue Cross Blue Shield insurance plans. You will enter your insurance information during the registration process.

Please [register](#) and be well!

TIPS FOR SECONDARY TRAUMATIC STRESS

Try one self-care tip

About this activity

Compassion is at the heart of your work, and at the heart of you. But excessive demands on your empathy can leave you worn down, numb, dreading your next day, and wishing you could stop the awful and exhausting feeling that you're drowning in the suffering of others. This is secondary traumatic stress, also called compassion fatigue.

More Information

If you find yourself experiencing secondary traumatic stress, you are not alone. School employees, especially educators, tend to experience compassion fatigue at greater rates than those in other professions. This is due to the persistent expectation that you will serve as a caretaker for students with emotionally painful experiences.

Here are some warning signs of secondary traumatic stress:

- Feeling exhausted physically and psychologically
- Difficulty concentrating
- Loss of sleep
- Feeling like you're not as effective or good at your job as before
- Finding yourself becoming more negative or pessimistic
- Difficulty maintaining work/life balance
- Feeling overwhelmed

What can you do if you're experiencing secondary traumatic stress?

With all the current stressors employees are experiencing, we hope at least one of these tips will play a small role in helping you prevent or manage compassion fatigue.

1. Take time for yourself, even for 5 to 10 minutes at a time.
2. Consider making a list of positive coping strategies to use in times of stress. This might include deep breathing, meditation, taking a walk, talking with a friend, watching a funny movie, or relaxing in a hot bath.
3. Engage in outside hobbies
4. Journal. This is an excellent way to process and release emotions that may arise from your line of work. Taking the time to cultivate self-awareness and connect with your personal thoughts and feelings can help prevent suppression of emotions, which can lead to compassion fatigue over time.
5. Surround yourself with a support network of collaborative peers and colleagues. Remember, you do not have to deal with this alone.
6. Connect with friends outside of work. While it is great to have strong relationships with your co-workers, it is equally important to cultivate and maintain healthy relationships outside of work. It can sometimes be difficult for co-workers to avoid talking about work even outside the workplace. Connecting with friends who are not aware of the ins and outs of your work situation can provide much-needed emotional and professional relief.
7. Set emotional boundaries. The challenge is to remain compassionate, empathetic, and supportive of others without becoming overly involved and taking on another's pain. Setting emotional boundaries helps maintain a connection while still remembering and honoring the fact that you are a separate person with your own needs.
8. Speak with a counselor if you find yourself feeling emotionally vulnerable, significantly stressed, or overwhelmed. A counselor can help you process your feelings and implement strategies to help you combat compassion fatigue and maintain a healthy work-life balance.
 - Access the District's Employee Assistance Program at 1-800-523-5668.
 - Contact your SEBB medical plan. Many plans offer access to support for your emotional and mental well-being.

Make self-care a priority.

Self-care is essential. It isn't a luxury. It keeps you mentally and physically healthy. It's not uncommon for those who are constantly concerned with the needs of others to wind up neglecting their own. Adopt the mantra of flight attendants, "Put your own oxygen mask on before helping others."

A good self-care regimen will look different for each person. Consider:

- Keeping a routine schedule of restful sleep
- Maintaining a balance between work and leisure
- Exercising regularly
- Aiming for a balanced, nutritious diet
- Honoring your emotional needs

EARN \$125 OFF YOUR 2023 MEDICAL PLAN DEDUCTIBLE – ACTION REQUIRED BY NOVEMBER 30

SmartHealth is your voluntary wellness program that supports whole person well-being. Participate in activities that support all of you, including managing stress, building resiliency, and adapting to change. As you progress on your wellness journey, you can also qualify for a **\$125 wellness incentive**.

How it works

Level 1 Great Start

Complete your [Well-being Assessment](#) (worth 800 points).

Reward: Learn about your top well-being strengths and top areas for improvement and get customized activity recommendations. You must complete this in order to qualify for the \$125 wellness incentive.

Level 2 Keep Going

Earn 2,000 points (including your Well-being Assessment).

Reward: Subscribers (not spouses or state registered domestic partners) that complete this level by the deadline, **November 30, 2022** for most subscribers, will qualify for the \$125 wellness incentive.*

Level 3 Leading the Way

Earn 4,000 points or more (including your Well-being Assessment).

Reward: Subscribers that complete this level by **December 31, 2022**, will earn better health, bragging rights, and a Level 3 badge!

Go to [SEBB SmartHealth](#) for complete rules and details.

Your deadline to qualify for the \$125 wellness incentive depends on the date your SEBB medical coverage becomes effective. Use the table below to find your deadline. You must take the well-being assessment and earn at least 2,000 points to qualify.

Subscriber type	Deadline
Current SEBB medical plan subscriber	November 30, 2022
New SEBB medical plan subscriber with a medical effective date in January through September 2022	November 30, 2022
New SEBB medical plan subscriber with a medical effective date in October through December 2022	December 31, 2022