

From: [Payroll](#)
To: [EPS.MailList](#)
Cc: ["JKink@WashingtonEA.org"](mailto:JKink@WashingtonEA.org)
Subject: APRIL 2024 HR/PY Monthly Message
Date: Tuesday, April 30, 2024 7:04:01 AM
Attachments: [image002.png](#)
[image001.png](#)



An online newsletter for the staff of
Everett Public Schools

Human Resources and Payroll Monthly Message

April 2024

Upcoming Dates



April 30

Paydate for April



May 27

Memorial Day



May 31

Paydate for May



[2023-24 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](#).

IN THIS ISSUE:

[Staff Immunizations](#)
[Paraeducator Records – End of Year Deadline](#)
[Everett Ready – Summer Jobs Posted](#)
[Paraeducator Fundamental Course of Study Resources](#)
[WA529 College Savings Plans](#)
[Time for a Spring \(Dental\) Cleaning](#)
[Wellness Webinars for SmartHealth Points](#)

STAFF IMMUNIZATIONS

All Washington school districts are required to implement written policies and procedures regarding (adult) staff immunization status to help protect staff and students. Our procedure requires us to annually provide each employee with information about the need for immunizations, where immunizations may be obtained, and the potential employment impact upon an employee who does not possess sufficient resistance to an infectious disease in the event of an infectious disease in the workplace.

If an outbreak should occur at one of our schools, **employees who had not notified us of their immunization status will be informed that they needed to be excluded from the school.** To avoid being excluded from your work site, we

Retirement Corner

Do you owe taxes for 2023? Instead of withholding more out of your paycheck in an additional tax payment, consider paying yourself instead of the government! By signing up for, or increasing your contributions to one of our [Tax Sheltered Annuity \(TSA\) plans](#), or a [Deferred Compensation Plan \(DCP\)](#), you will be reducing your taxable wages in Box 1 of next year's W2. Keep in mind that this type of investment will be taxed when you *withdraw* your funds in future years. In the best case scenario, withdrawing these funds in retirement means that you are no longer in a higher wage tax bracket so the taxes you would pay would be significantly less than when you were working.

A Roth investment is the opposite, in terms of taxes. Your Roth deduction **does not** reduce your taxable wages (so you pay tax when you file the next year's federal taxes) but you will not be taxed when you cash in your Roth investment in the future.

SEBB Information

[SEBB 24/7](#)

[SEBB Intercom Newsletters](#)

Contact Information

Compensation & Certification

(425) 385-4120 – Region 3 Schools

snorth@everettsd.org

(425) 385-4107 – Region 2 Schools

todell@everettsd.org

(425) 385-4105 – Region 1 Schools and Departments

kdrouillard@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

ask that you send us updated immunization information. Please review your immunization records on file by accessing [Employee Online](#), then review the Immunization & Clearances section. Updated immunization forms should be sent directly to the human resources department.

Employees are responsible for maintaining evidence that they are immunized against: tetanus-diphtheria, measles, mumps, and rubella. Employees born prior to January 1, 1957 need not provide evidence of immunization against measles since these individuals are considered naturally immune.

To understand how this might affect you, please check your applicable collective bargaining agreement and school district policies and procedures [5155 and 5155 P](#). For immunization information, we suggest you contact your primary health care provider or the [Snohomish County Health District](#).

PARAEDUCATOR RECORDS - END OF YEAR DEADLINE

As the 2023-24 school year comes to a close, all professional learning and Certificate records used to assess paraeducator salary premiums are due no later than **Friday, June 28, 2024**. 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](#)

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, 425-385-4100, cgolden@everettsd.org
Section 504 Coordinator – Dave Peters, 425-385-4063, dpeters@everettsd.org
ADA Coordinator – Chad Golden 425-385-4100, cgolden@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>

- OSPI eCertification office for account or portal support:
cert@k12.wa.us or 360-725-6400

EVERETT READY – SUMMER JOBS POSTED

Everett Ready, a transition program for students enrolled to attend kindergarten in the fall, will be held at all 18 elementary schools

from Monday, August 19 to Thursday, August 22 for 3 hours in the morning with training and planning on Thursday, August 15.

Jobs are posted on Frontline for teachers, paraeducators, and health room assistants (HRAs).

If interested in supporting kindergartners as they launch their educational journey in EPS, [Log in to apply](#) or talk to your school's administrators. The positions are for internal candidates only, at this time.

More Important News

PARAEDUCATOR FUNDAMENTAL COURSE OF STUDY RESOURCES

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

- Paraeducator Certificate Program Overview
- Steps for completing the 28-hour Fundamental Course of Study (FCS) curriculum
- Certificate options and OSPI certification tools
- Frontline Classified Transcript support
- Optional Professional Learning

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, 2024. 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, 2024, 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](#).

WA529 COLLEGE SAVINGS PLANS

Did you know a WA529 plan can cover more expenses than just tuition and support a variety of academic pathways across the U.S. and even abroad? Learn how the Washington 529 College Savings Plans help families save for a variety of college and career training expenses. This 30-minute webinar will guide you through the details of the [Guaranteed Education Tuition \(GET\) Program and DreamAhead College Investment Plan](#). Q&A is provided to help you get your savings started today.

Register now for this informative webinar:

[May 14, 2024 12:00 PM](#)

Everett Public Schools participates in WA529's payroll deduction program. When you are ready to start contributing, please follow the steps below:

- ★ Once your account is established through the WA529 website, complete the [Employee Payroll Deduction Authorization form](#) and return it to the Payroll department. Contributions can be as little as \$20/month.

- ★ If you ever need to make changes to your payroll deduction amounts, use the same Payroll Deduction Authorization Form.
- ★ WA529 payroll deductions are after-tax deductions, as required under Section 529 of the Internal Revenue Code.

TIME FOR A SPRING (DENTAL) CLEANING

As the weather turns warmer, we're all in for spring cleaning—and that includes our teeth!

Did you know that your dental coverage through the School Employees Benefits Board (SEBB) Program always includes free preventive services (like teeth cleanings) with network providers? And if you're enrolled in the Uniform Dental Plan (UDP), you won't even have to pay an annual deductible first to get a cleaning.

These improved benefits became effective January 1, 2024, for UDP members (but review your plan's benefits using the links below):

- Fillings using composite materials are now covered the same as amalgam for back teeth.
- Crowns are covered at 70 percent (increased from 50 percent).
- Deductibles don't apply anymore for children up to age 15.
- TMJ (temporomandibular joint dysfunction) limits increased to \$1,000 annually and \$5,000 lifetime.

Check out your [SEBB dental plan's benefits](#) to add more reasons (besides more sunshine and warmer weather) to smile!

WELLNESS WEBINARS FOR SMARTHEALTH POINTS

- The [Way to Staff Well-being in Schools](#) webinar series – *eligible for SmartHealth points and Clock Hours!*

- This workshop series explores resources and tips to strengthen staff well-being at the individual, collective, and policy level.
 - Our foundational course, *The Way to Staff Well-being in Schools – Creating a Culture of Well-being*, will be offered at 3:30-5:00pm PST on a bi-monthly basis (repeat)
 - Deep-Dive Way to Staff Well-being in Schools. Presented by Kaiser Permanente subject matter experts, offered 4:00-5:00pm PST
 - Be sure to register in advance of our next presentation on [June 12, 2024, 3:30-5:00 pm](#)
- The [Here's to Your Health](#) webinar series – *eligible for SmartHealth points!*
 - Each 30-minute session will focus on how to optimize your personal health. Learning sessions will be held monthly.
 - Be sure to register in advance of our [next presentation](#)
- The [Medicare 101](#) webinar **now eligible for SmartHealth points!**
 - As a reminder, our Medicare 101 webinar is available for you to view on-demand, any time you'd like. Please feel free to share this across your organization.
 - The Medicare 101 webinar is offered by Kaiser Foundation Health Plan of Washington (KPWA) to those currently covered under the School Employee Benefits Board (SEBB) Program as active employees or dependents who are aging

into Medicare, as well as those who may be considering retirement.