

From: [Human Resources](#)
To: [Human Resources](#)
Subject: NOVEMBER 2024 HR/PY Monthly Message
Date: Friday, November 29, 2024 7:00:56 AM
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Upcoming Dates

- ★ **November 29**
Pay date for November
- ★ **December 23-
January 3**
Winter Break
- ★ **December 31**
Pay date for December
- ★ **[2024-25 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

An online newsletter for the staff of Everett
Public Schools

Human Resources and Payroll Monthly Message
November 2024

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INCLEMENT WEATHER REMINDER

Information regarding Inclement Weather for staff are located within each employee groups' [Collective Bargaining Agreement/Handbooks](#) folder on docushare. Please click on the link to review leave options for each employee group noting that each group may have different expected requirements during inclement weather or other related disruptions to building operations. Remember to electronically record your absence using the [Frontline Absence Management](#) system when you are unable to report to work.

PARAEDUCATOR SALARY UPDATES

The Everett Association of Paraeducators Collective Bargained Agreement was approved by the Board on Tuesday, October 22, 2024. As a result, adjustments to individual salary schedule rates and placements will be reflected in the November paychecks for all paraeducator employees and substitutes.

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

Retirement Corner

TRS Rate Update 9/1/2024 – The Department of Retirement Systems (DRS) issued their annual rate adjustments for all employ-ER contributions as follows:

TRS from 9.7% to 9.86%
SERS from 10.93% to 10.51%
PERS from 9.03% to 9.11%

This does not mean that your personal account will be affected as **these are payments the district contributes on your behalf**. Rate changes take place annually after legislative review earlier in the year. The calculation of personal pension payments has not changed.

SEBB Information

[Benefits 24/7](#)

[SEBB Intercom Newsletters](#)

Contact Information

Compensation & Certification
(425) 385-4120 – [Stephanie North](#)
(CHS, HMJA, HWD, GTWY, EIS, CW, FV, MC, SF, TC, WOOD)

(425) 385-4107 – [Terri Odell](#)
(EHS, SEQ/PG, EVGN, NOR, JEFF, MON, PC, SL, VR, WHIT)

(425) 385-4105 – [Kylie Drouillard](#)
(EM, GARF, HAW, JACK, LOW, MAD, departments)

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:

Please review your paycheck – noting updates in the CURRENT MONTH – column on the paystubs. You may also view your position details in the Current Position area of Employee Online menu (Personal Information -> Current Position). The current version of the approved salary schedule can be found online here: <https://www.everettsd.org/Page/24616>. Please take note of any training premium amounts that may change your hourly rate, when comparing your check stub to the schedule amounts.

GETTING READY FOR 2024 TAX RETURNS

Please review your consent to receive your W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) form electronically via Employee Online. As a reminder, with electronic consent, you are not mailed the subject forms, but they are available for download and printing through Employee Online. This provides a layer of security from mail theft and provides quicker access to the completed forms when available.

We may already have your consent on file. **Please check your consent by going to [Employee Online](#) and clicking on “Payroll Information” in the menu, and look for the “Tax Forms” links in the window:**

Tax Forms

1095-C Affordable Care Act (ACA)
W-2

If we have previously received consent, the Opt-Out box (top right side of screen) **will be checked**

A renewed consent is not required.

☒ Opt-Out of receiving paper W-2 forms

If we **have not** received previous consent, the Opt-Out box (top right side of screen) **will not be checked**

☐ Opt-Out of receiving paper W-2 forms

To consent, please check the Opt-Out box on

Title IX/Civil Rights Compliance Officer and ADA Coordinator
Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator
Dave Peters
PO Box 2098, Everett WA 98213
425-385-4063
DPeters@everettsd.org

Gender-Inclusive Schools Coordinator
Joi Odom Grant
PO Box 2098, Everett WA 98213
425-385-4137

JGrant@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>

BOTH the W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) and

save your record



prior to December 31, 2024, to guarantee its effectiveness for this tax year. **IRS rules stipulate that each form must be separately authorized.** Without consent recorded, the documents will be mailed separately and may be delivered on different dates.

The IRS deadline to provide both the W2 and 1095 forms to individuals is January 31, 2025. Employees enrolled in the Uniform Medical Plan (UMP) will additionally have Part III (with dependent coverages) supplied from the district. Employees enrolled in either Kaiser or Premera, dependent information will come from the health carrier itself.

Gather tax documents and keep them for at least three years. Everyone should come up with a recordkeeping system. Whether it's electronic or paper, you should use a system to keep all important information in one place. Having all needed documents on hand before preparing your return helps to file a complete and accurate tax return. This includes:

- Your 2023 tax return.
- Form W-2 from employers.
- Form 1099 from banks and other payers.
- [Forms 1095-A](#) from the marketplace for those claiming the premium tax credit.
- [Form 1099-NEC](#), Nonemployee Compensation

Most income is taxable, including [unemployment compensation](#), refund interest and income from the [gig economy](#) and [digital assets](#). Taxpayers should gather Forms W-2, Wage and Tax Statement, Forms 1099-MISC, Miscellaneous Income, and other income documents before filing their return.

The IRS cautions taxpayers not to rely on receiving a 2024 federal tax refund by a certain date, especially when making major purchases or paying bills. Some returns may require additional review and may take longer. Taxpayers should prepare to file electronically and [choose Direct Deposit](#) for their tax refund – it's the fastest and safest way to file and get

a refund. Even when filing a paper return, choosing a direct deposit refund can save time. Taxpayers requesting a paper check are much more likely to report an issue getting their refund because of non-receipt, forgery, theft or checks returned for a bad address, compared to taxpayers using direct deposit. Need a bank account? Taxpayers without a bank account can learn how to open an account at an [FDIC-Insured bank](#) or with a credit union through the [National Credit Union Locator tool](#). Veterans can use the [Veterans Benefits Banking Program](#) to find participating banks and credit unions that offer free accounts.

To make sure tax forms make it to you on time, please confirm now that the school district, other wage earner employers, banks, and investment companies have your correct mailing address. Taxpayers who have moved should enter address changes in [Employee Online](#), tell the US Postal service, and the IRS. To notify the IRS, mail IRS [Form 8822](#), Change of Address, to the address listed on the form's instructions. If you purchase health insurance through the [Health Insurance Marketplace](#), you should also notify the Marketplace when you move out of the area covered by their current Marketplace plan.

For name changes due to marriage or divorce, notify the [Social Security Administration \(SSA\)](#) so the new name will match IRS and SSA records. Also notify the SSA if a dependent's name changed. A mismatch between the name shown on your tax return and the SSA records can cause problems in the processing of your return and may even delay your refund.

More Important News

RATE CHANGES BEGINNING JANUARY 1, 2025

The **Washington State minimum wage rate will be increasing** to \$16.66 per hour. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$14.16 per hour. More information regarding

workplace rights can be found on the [Washington State Department of Labor & Industries](#) website. As of November 5, 2024, Everett voters approved a local minimum wage of \$20.24 per hour, starting July 1, 2025.

Paid Family & Medical Leave premiums will increase in 2025. Starting Jan. 1, 2025, employee rates will increase from a rate of .00528582% of gross wages, to .00657984% of gross wages – or 53¢ per \$100 of gross wages **to 66¢ per \$100 of gross wages.** Washington's Paid Leave program is funded by premiums collected from employees and employers in Washington state. By law, the Employment Security Department recalculates the premium rate annually in October. The rate is based on program usage and premiums collected the previous year.

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PROPER FOOTWEAR AND WINTER WALKING

Did you know that the “slips/falls” category is the number ONE category for injury claims as most school districts? **Now is the time** to pay attention to what you have on your feet. Winter is a time when you occasionally have to ditch your favorite stylish boots to make sure you have footwear with proper grip that is designed to provide better traction on icy surfaces, such as playgrounds and sidewalks. Your feet are your last line of defense to prevent a slip or fall on snow, ice, and wet surfaces. Making sure you have proper footwear is one of the most important things to consider, and possibly one of the best ways to stay safe. Here are a few tips you can consider when choosing footwear.

Selecting the Proper Footwear

- Tread - Rubber soles are best for avoiding slips on icy surfaces. Avoid leather soles, high heels, and shoes with open backs. Proper non-slip shoes

typically have durable, anti-skid soles, and patterned or grooved tread for added friction on snow, ice, and wet surfaces.

- Lining - Choose fabric that increases insulation to keep feet warm and dry.
- Size and fit – Your shoes need enough room to allow for thick socks and be tall enough to protect ankles from the cold. If needed, wear winter boots to work and change to dress shoes once you are safely indoors.
- Ice Cleats - Although seldom needed, pull-on ice cleats are easy to use and light weight and greatly enhance traction in the snow.

Winter Walking – Tips to Remember

- Wear a heavy, bulky coat that will provide cushion should you fall.
- Wear bright-colored or reflective clothing to ensure drivers can identify you while walking.
- Always use handrails when walking on stairs or any type of angled surface.
- Keep your hands out of your pockets
- Determine the safest path to get to your destination and take it. Do not attempt a short cut to save time.
- Shuffle your feet and take short steps – it reduces your chances of falling.
- Walk like a penguin – knees bent slightly, and feet pointed out slightly.
- Use the wipe off mats at entrances to remove moisture from your shoes.
- Report potentially hazardous areas/unsafe conditions immediately so action can be taken to correct the issue or keep pedestrians out of the area (i.e., slick areas, wet floors, etc.)



Human Resources Department

INSPIRE | **ACHIEVE** | THRIVE

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