

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: FEBRUARY 2025 HR/PY Monthly Message
Date: Friday, February 28, 2025 7:01:26 AM
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An online newsletter for the staff of Everett
Public Schools

Human Resources and Payroll Monthly Message

February 2025

Upcoming Dates

- ★ **February 28**
Paydate for February
- ★ **March 31**
Paydate for March
- ★ **[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

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

Retirement Corner

How to time your retirement: Is it better to retire at the beginning of summer or at the end?

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1095-C FORMS

Paper 1095-C forms were generated this week to Employee Online. As a reminder, this form will not be mailed and will only be available using Employee Online. **It is not necessary to submit form 1095-C with your 2024 taxes.** Taxpayers can prepare and file their returns using other information about their health insurance as these forms are not submitted in the return process.

FAQ: I've covered my dependents on my health insurance plan – why aren't they listed on the 1095? For Kaiser and Premera plans only, these coverages are not “self-insured”. As such, the district does not complete Part III. The health insurance carriers, however, fall under a different category. You will find your dependent coverages on the form you receive directly from your medical provider. For UMP plans only, dependents will be listed on your 1095 from the district.

ANNUAL SICK LEAVE BUY BACK

When it comes to retirement for teachers and school employees, a few months can have a big impact. Your decision will be affected by two things: Cost-of-Living Adjustments (COLA) and healthcare with the Public Employees Benefits Board (PEBB).

Find out more about these two important pieces and see examples of a July or September retirement at the following Department of Retirement website at:

<https://www.drs.wa.gov/school-employees-time-newsfeed/>

Annual Seattle Times Requests

Each year, the Seattle Times requests public records from the Department of Retirement Systems (DRS) about everyone who participates in DRS-covered retirement systems. In January 2025, DRS notified employers about the Seattle Time's [most recent request](#).

Until now, when DRS responded to these requests, DRS did not provide the names of people who DRS had been informed are in certain special categories: victims of domestic violence, sexual assault, sexual abuse, stalking, or harassment, plus people who are part of the Secretary of State's Address Confidentiality Program.

In 2023, legislators passed a bill that **eliminated DRS' ability** to withhold the names and information of people in these special categories when DRS responds to public records requests from traditional media organizations like the Seattle Times. This law is now in effect in [RCW 42.56.250\(1\)\(i\)\(iv\)](#).

Exemptions that applied from past records requests, no longer apply, and when DRS responds to the current Seattle Times request, DRS cannot withhold these names. DRS must provide these names to the Seattle Times unless notified that an individual qualifies for a different Public Records Act exemption that is not related to the special categories listed above.

DRS will not release information if they receive information about other qualifying

Eligible employees who submitted the Annual Buy Back of Accumulated Sick Leave online form to the payroll office by the January 31 deadline, will see the SICK LV BUY BACK value on your paycheck stub this month. *(Only those employees that have accumulated 60 or more sick days as of December 31 were eligible and received notices in January.)* As a reminder, any days redeemed under the buy back program are paid at a rate of one (1) day paid for each four (4) days cashed out (or 25%), in accordance with WAC 392-136-015.

SUMMER ACADEMY POSITIONS AVAILABLE NOW

Everett Public Schools is hosting [Summer Academy](#) for middle and high school students from **July 7 – July 25**. 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! If you have questions, please email summerschool@everettsd.org. We look forward to having you join us!

More Important News

VOLUNTARY TRANSFERS – 2025-2026

Everett Education Association

Per Section 5.11 – Assignment and Transfer, Paragraph D.4.a, the District shall solicit interest and preferences for voluntary transfers for all employees. If you would like to provide Human Resources with your interests and preferences, complete the [Transfer Interest and Preferences](#). Please submit the form to Human Resources by March 31, 2025.

Please note, completing the Transfer Interest and Preferences form does not assure a voluntary transfer. Per Section

Public Records Act exemptions by the end of the day on **Tuesday, March 4, 2025** to drs.pdrnotice@drs.wa.gov.

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:

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>

5.11 – Assignment and Transfer, Paragraph D.4.b, Employees seeking a voluntary transfer for the following school year shall submit a transfer request in response to an internal or external posting.

If you are considering seeking a voluntary transfer for the 2025-2026 school year and are interested in specific schools, watch for any possible vacancies to be posted on the Everett Public Schools website and apply for an internal transfer through the on-line application process at the time the opening is posted. To access the vacancy postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the vacancy postings as well as apply on-line from this site. Certificated positions are posted to this site on Tuesdays and are posted for five days.

If you have any questions regarding the transfer process, please call Mary O'Brien, Human Resources Director, at (425) 385-4106.

Everett Association of Paraeducators

Building and program paraeducators can submit preferences for a change in assignment to their building principal/program manager from March 1 - April 1, 2025. Section 10.6.2. Voluntary Change in Assignment Within a Building or Program states:

a. Preferences for a change in assignment within a building are to be submitted to the building principal between March 1 and April 1 of each year for consideration for the following year.

b. Preferences for a change in assignment within a program are to be submitted to the program manager between March 1 and April 1 for consideration for the following year.

Building principals and program managers must provide the opportunity for

paraeducators to request a change for assignment during the March 1 – April 1, 2025, window. Paraeducators may submit their completed [Paraeducator Assignment Request](#) form directly to the building/program office manager no later than April 1, 2025, for the building principal/program manager to review.

USE IT OR LOSE IT: DEADLINE FOR FSA FUNDS

If you were enrolled in a Medical Flexible Spending Arrangement (FSA) last year, you have a deadline to spend your 2024 funds. You must submit all eligible 2024 Medical FSA claims for reimbursement to Navia Benefit Solutions by March 31, 2025. Per IRS regulations, up to \$640 unclaimed funds can be rolled over if you have a) re-enrolled in an FSA for the 2025 tax year, and b) have at least \$120 remaining at the end of December 31. Outside of those parameters the IRS requires any unused funds in your account be forfeited after March 31. Forfeited funds are returned to the plan administrator, the Health Care Authority, and once returned, you cannot reclaim those funds.

How to submit claims and supporting documentation:

- Online: Log in to your [Navia account](#)
- Email: claims@naviabenefits.com
- Mail: Navia Benefit Solutions, PO Box 53250, Bellevue, WA 98015
- Fax: 1-425-451-7002 or toll-free 1-866-535-9227

TAX ASSISTANCE FOR 2024

Navigating the tax return preparation process can be intimidating if you're filing for the first time. [IRS Free File](#) can help. This program provides free tax preparation, free electronic filing and free direct deposit

for eligible taxpayers.

The IRS Free File income limit for tax year 2024 is \$84,000 for families and individuals. Read more about filing your taxes for free at: <https://www.irs.gov/file-your-taxes-for-free>.

The IRS's Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs offer free basic tax return preparation and more personalized service to a different set of qualified individuals as listed below. The VITA program has operated for over 50 years. VITA sites offer free tax help to people who need assistance in preparing their own tax returns, including:

- People who generally make \$60,000 or less
- Persons with disabilities; and
- Limited English-speaking taxpayers

In addition to VITA, the TCE program offers free tax help, particularly for those who are 60 years of age and older, specializing in questions about pensions and retirement-related issues unique to seniors.

While the IRS manages the VITA and TCE programs, the VITA/TCE sites are operated by IRS partners and staffed by volunteers who want to make a difference in their communities. The IRS-certified volunteers who provide tax counseling are often retired individuals associated with non-profit organizations that receive grants from the IRS.

Before going to a VITA or TCE site, see [Publication 3676-B](#) for services provided and check out [What to Bring](#) to ensure you have all the required documents and information our volunteers will need to help you. Find a VITA or TCE site near you using the [VITA/TCE Locator Tool](#) or call 1-800-906-9887.

Prepare yourself for **next year's** tax return by reviewing the following options to adjust your taxable income:

- Update your W4 Filing Status. As of January 1, 2020, the tax form for withholding allowance has had a dramatic makeover. Knowing how to adjust is more complicated, but can be done. The IRS has provided worksheets to help you calculate where your tax payment should be. In general, higher amounts in boxes 3 and 4b will reduce taxes withheld from your paycheck – lower amounts will increase taxes withheld from your paycheck*. Log into [Employee Online](#) to make your changes electronically. You can change these values any time throughout the year.
- The IRS encourages taxpayers to utilize their [Withholding Estimator](#) to perform a quick “paycheck checkup.” Enter your wage totals either from your pay check stub or your tax return. This tool is more accurate for uncomplicated tax situations.
- If you'd rather pay yourself instead of the government, consider signing up for, or increasing your contributions to one of our [Tax Sheltered Annuity \(TSA\) plans](#), or a [Deferred Compensation Plan \(DCP\)](#). If you are not already enrolled in a [Flexible Spending Account \(FSA\)](#), when open enrollment comes around later this year, consider enrolling in one of the two flexible spending account plans offered. Most, if not all, can benefit from a Health Care FSA, while some can also utilize a Day Care FSA. All the above options are before-tax deductions, which will reduce your taxable income.

You might be surprised to see how an additional \$100 pre-tax payment into a TSA (for example) will reduce your net paycheck by only \$70 – and you will be putting

yourself in a better tax position come next April!

** Please do your homework and/or seek a tax professional's assistance to discuss the best tax solution for you.*

EYEMED AND DAVIS VISION BENEFIT NOTICE

Vision hardware allowances for the SEBB vision plans were reset to renew in odd-numbered years beginning January 1, 2025. The hardware allowance also increased to \$200 in 2025. This reset allowed SEBB members to receive their vision hardware allowance in 2024 and again in 2025. Unfortunately, the benefit did not reset properly in January for SEBB members enrolled in Davis Vision and EyeMed.

Davis Vision and EyeMed have completed the necessary programming changes to correct the errors. Both plans were able to identify some claims that could be automatically reprocessed and refund members' out-of-pocket costs. The plans are sending letters to SEBB members to notify them of the error and how to get claims reprocessed for any out-of-pocket expenses that were eligible for coverage.

If you paid for covered eyeglasses or contacts between January 1 and February 7, 2025 and believe you qualify for reimbursement, please contact your vision plan's customer service. If you paid for eyeglasses or contacts from an out-of-network provider, you can submit a claim for reimbursement using the form available from your vision plan's website.

Davis Vision by MetLife forms can be found on [MetLife's website](#).

EyeMed forms can be located by logging into your account at:
member.eyemedvisioncare.com/hcasebb/en

The SEB Board sincerely apologizes for the inconvenience this may have caused you.