

From: Payroll
To: EPS,MailList
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An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

October 2024

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Upcoming Dates

October 28
SEBB Open Enrollment begins

October 31
October Paydate

November 11
Veteran's Day holiday

November 25
SEBB Open Enrollment ends

November 27-29
Thanksgiving Break

November 29
Paydate for November

[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

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](#)

OPEN ENROLLMENT HAS BEGUN

The SEBB Program's annual open enrollment begins October 28

Now through November 25th
Changes effective January 1st, 2025

Changes you can make

During annual open enrollment you can:

- Change your medical plan.
- Change your dental plan.
- Change your vision plan.
- Add or remove dependents.
- Attest to the spouse or state-registered domestic partner coverage premium surcharge for 2025, if required.
- Enroll in the Flexible Spending Arrangement (FSA), Limited purpose FSA, or Dependent Care Assistance Program (DCAP) through Navia Benefit Solutions.
- Enroll in medical coverage, if waived.
- Waive your medical coverage if you are enrolled in other employer-based group medical, TRICARE plan or Medicare.

Learn more about the changes you can make on the [SEBB open enrollment webpage](#) and in the [Intercom newsletter](#).

What if I don't want to make a change?

- You may need to respond to the spouse or state-registered domestic partner coverage premium surcharge. You will receive a letter if you need to respond.
- **If you have a DCAP or FSA, you need to enroll in these benefits for 2025. To enroll into the FSA or DCAP for 2025, please visit [Navia website](#) . Learn more about [FSAs](#) and [DCAP](#).**
- You are not required to make a change if the above does not apply to you, however, we highly recommend logging into your [Benefits 24/7](#) account to verify your account information is correct.

How to log into Benefits 24/7?

- Go to <https://benefits247.hca.wa.gov/auth>.
- Benefits 24/7 requires a Secure Access Washington (SAW) login, you can use an existing SAW login or create a SAW login by clicking on [Benefits 24/7](#).
- Having issues logging into Benefits 24/7? Please call 866-335-0043.

CERTIFICATED STAFF: SALARY ADVANCEMENT AND CERTIFICATE RENEWALS

Thank you to all staff who submitted their transcripts, completed clock hour forms and approval forms by the October 10, 2024 deadline for 2024-25 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](#).

CERTIFICATE RENEWALS: The Office of the Superintendent of Public Instruction (OSPI) has issued the following announcement regarding the **requirement for educators to apply now to renew their certificates on or before January 1, 2025, for those educators who have a certificate expiring on June 30, 2025.**

Due to a change in renewal processes adopted by the Professional Educator Standards Board, educators **must now apply to renew their certificate six months prior to the expiration date**

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 Odum 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-4738>

listed on their certificate. Any application to renew a certificate submitted on January 2 or after, will be considered late.

Applying late will have an impact on the educator as those educators will not be able to start counting clock hours for their next renewal until after their next certificate is issued. With this being the case, the OSPI Certification Department strongly advises all educators to apply to renew on time, if at all possible.

- This process change will allow educators and districts significantly greater time to plan for staffing needs, as well as allowing OSPI's Certification Department more time to work with educators and districts to resolve challenges that occur during an educator's renewal process.
- The goal of this process change is to eliminate the chance that an educator will have a gap in their certificate's validity or that an educator might be in danger of starting the school year without their certificate being renewed.
- Washington State school districts must still verify that educators hold a valid and current Washington State certificate issued by the Superintendent of Public Instruction for positions in which a certificate is needed (RCW 28A.410.070).
- Certificates will not be issued to any educator who has not applied for a certificate or certificate renewal.

Refunds will not be granted or issued to individuals who submit incorrect applications or who apply when it is not necessary for them to do so. Refund information is located in WAC 392-194-002.

It is the employee's responsibility to be aware of their certificate(s) expiration date, take the necessary steps to renew in a timely manner, and forward a copy of their renewed certificate to HRRecords@everettsd.org upon completion with OSPI.

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). Enrollment information was sent via email to your [district email address](#). The email includes a letter of understanding with your **90-day deadline** period from your date of hire and the Plan Choice Guide. The booklet provides a thorough understanding of each plan and what factors to consider in selecting the plan best suited for you. The enrollment form can be found at the end of the Plan Choice Guide, please be sure to complete and return the forms required before your 90-day deadline. **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.

More Important News

TAKING A LEAVE OF ABSENCE – WHAT DOES THAT MEAN?

Now, more than ever, when we feel under the weather we are staying home to prevent the spread of germs. Most companies, the state, and our own organization recognize the need and provide paid leave benefits for all district employees. What happens if we experience a need for more than a few days away from work responsibilities? Any circumstance that leads to an absence for six (6) or more days will require an official [Leave of Absence](#) authorization submitted to the Benefits office. This could be planned, or unplanned...consecutive work days, or intermittently for the same reason. If you are covered under a Collective Bargaining Agreement or Handbook, your group has detailed leave benefits available to you under different absence categories such as: illness, personal, maternity/paternity, or vacation. The first thing you want to do is to review these options available as it will be important to know how these might apply to your situation. For the benefit of your students and work team, reaching out to the [Benefits](#) office is imperative to get this process going for you. Coordination and communication from medical providers may also add extra complexity. Thirty (30) days advanced notice for items such as surgeries, new baby, or other planned situations can help your co-workers plan for your absence and avoid any possible payroll overpayment.

GET ENROLLMENT OPENS NOVEMBER 1

The 2024-25 GET enrollment period begins on November 1. The unit purchase price for the current GET enrollment period has been set at \$123.76. You may [open a new lump sum account](#) until May 31, 2025, and add units to an existing account until June 25, 2025 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.

NEVER TOO LATE TO BECOME TOBACCO FREE

The Great American Smokeout is coming up on Thursday, November 21. If you or someone you know is thinking about quitting, this is a powerful day to take that first step. [There are resources available](#) to help, many of which are free or [covered by your health insurance](#). See below for coaching resources and medications that can assist you in taking the first step. Either is effective but coaching and medication together greatly increase your chance of quitting.

Quitlines and support via coaching

A Quitline is a toll-free number you can call or text for one-on-one confidential counseling from a Quit Coach (often someone who used to use tobacco). You may also be eligible for free [medication](#) through the [Washington State Quitline](#) to help you quit smoking, vaping, or using other tobacco products.

By calling a Quitline, you get connected with a quit coach and together, you create a quit plan. You can contact a Quitline numerous times if you'd like, there's no limit!

Population Served	Quitline or Coaching Resource	Contact Info
Everyone, Washington State	Getting Help to Quit Tobacco	Call 1-800-QUIT-NOW (1-800-784-8669) Visit quitline.com Text READY to 200-400
Cantonese, Mandarin, Korean, and Vietnamese speakers nationwide	Asian Smokers Quitline	Mandarin or Cantonese: 1-800-838-8917 Korean: 1-800-556-5564 Vietnamese: 1-800-778-8440
LGBTQ+	Outlast Tobacco Quitline	Call 1-800-QUIT-NOW (1-800-784-8669) Text QUITNOW to 333888
Veterans	Veterans Quitline	Call 1-855-QUIT-VET (1-855-784-8838)