



SEQUIM SCHOOL DISTRICT

Volume IV, Issue I

March 2018

Payroll & Benefits Newsletter



and



HEY! Check your Collective Bargaining Agreement and Employee Access for available leave as there have been changes

Para Educators receive 3 Personal Days per year (prorated for late hires or LWOP), unused Personal Days are cashed out in July at the hourly rate.

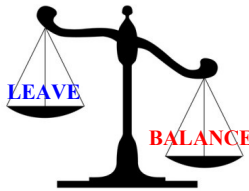
Teachers—receive 2 Personal Days per year (prorated for late hires or LWOP). Personal Leave may be accrued up to a maximum of 5 days. Employees have the option of cashing out 2 unused Personal Leave Days in July at the substitute rate.

Custodians/Maintenance receive 1 Personal Day per year, 2 days for new hires after the 2013-2016 contract ratification. Personal Leave days are “use it or lose it”, as there is no roll over to the

Secretaries receive 3 days per year (prorated for new hires or LWOP), to a maximum of 4 days. Any excess will be cashed out at Step 1, Range A of Schedule A at the end of the fiscal year.

Administrators and Non represented receive 2 days per year (prorated for new hires or LWOP), to a maximum of 4 days. Any excess is rolled over to sick leave at the end of the fiscal year, if applicable.

Teamsters receive 2 Emergency Days per year, (prorated for new hires or LWOP). Unused days are accumulated to a maximum of 4, with a roll-over to sick leave at the end of the fiscal year, if applicable.



- General Information
- Retirement-WA State Department of Retirement Systems
- Insurance Benefit Information
- Health Savings Account
- VEBA
- FMLA
- COBRA
- Flexible Spending Account
- 403(b) and Roth 403(b) Annuities
- Para Educator Education Incentive Opportunity
- Inspirus Credit Union



In order to give our employees up to date information we've updated our Payroll/Benefits page on the Sequim School District website. The new website is www.sequimschools.org.

To navigate to Payroll, hover over the Departments tab, choose Business Operations, and select Payroll or click [here](#).

Updated information is found by simply clicking on a subject located on the left side of the webpage. Inside each of these pages you will find links to important payroll forms and informational websites.

“Attract what you expect, Reflect what you desire, Become what you respect, Mirror what you admire”
Unknown

More →



Are you planning for retirement? Now is the time, young or old. The Department of Retirement is providing live webinars so that employees can plan and make informed decisions regarding their future.

Sponsored by the Education & Outreach team at the Dept of Retirement:

March 6th

- 8:30 a.m.—Plan 2 (PERS, SERS, and TRS)
- 1 p.m.—Getting ready for retirement (within two (2) years)

March 7th

- 12:30 p.m. - Plan 3 distributions (PERS, SERS, and TRS)
- 4 p.m.—Plan Choice (PERS, SERS and TRS)

March 8th

- 8:30 a.m.—Applying for Retirement (tutorial)
- 11:30 a.m.—Washington State Deferred Compensation Program
- 3:00 p.m.—Purchasing an additional benefit (PSC, annuities)

Access the webinar information at the Department of Retirement website click [here](#)

Information is also available on Medicare and returning to work after retirement.



EMPLOYEE ACCESS

- Access www.sequimschools.org
- Login into Skyward with User Name and Password
- Click on Employee Information
- Click on Payroll
- Click Check History

Deadline for extra pay and timesheets is the last day of the month

KEEP CALM AND DO YOUR TIMESHEETS

Deadline for any payroll changes is the 10th of the month (i.e. W4, Direct Deposit, etc.)

Address changes should be reported to the Payroll Office as it does affects your retirement and W2 information, and important mailings from the district.

PAYROLL and BENEFITS OFFICE

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The Sequim School District 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 Coordinators, Civil Rights Compliance Coordinators: Randy Hill, 601 N. Sequim Ave., Sequim, WA 98382, 360-582-3609, rhill@sequim.k12.wa.us, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3261, rhill@sequim.k12.wa.us and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401, mduchow@sequim.k12.wa.us