



SEQUIM SCHOOL DISTRICT

Volume VIII, Issue I

March 2017

Payroll/Human Resources Newsletter



“Participating and contributing to a voluntary retirement savings plan can help you bridge any financial gaps to help you meet your retirement needs and goals.”

The Sequim School District has approved 403(b) vendors that are available to employees to participate in voluntary pretaxed and post taxed payroll contributions. Our third party vendor, TSA provides helpful information for all participants and representatives to assist during the enrollment process and contributing to each plan sponsor. <https://www.tsacg.com>

TSA provides an online calculator that you can input some basic information to generate a calculated worksheet showing how much each person can potentially contribute voluntarily to their personal 403 (b) and/or 457(b) account.

The 2017 basic limit is \$18,000.00, and some individuals can take advantage of the additional catch-up contribution amount. An additional \$6,000 can be contributed if an individual turned 55 by 12/31/17.

The online calculator is accessible on the TSA website at all times:
<https://www.tsacg.com/calculations/mac-calculator/>



Be Smart and Save Now!



The Department of Retirement has just released its new online tool to help you ensure your remaining benefit will quickly go to the right person(s) down the road. Now you can update your beneficiary choices, including mailing addresses and benefit percentages, within online account access at www.drs.wa.gov. Login and go to “My Account” and View/Edit Beneficiary.



DRS
www.drs.wa.gov
1.800.547.6657
Empowerment Retirement
1.888.327.5596

Empowerment Retirement is the new record keeper for SERS & TRS Plan 3 members. Participants in the Deferred Compensation Program have been served by Empowerment Retirement since 2010.

Combining record keeping services under one provider will provide customers with a one stop access to their member account and comprehensive retirement planning information.

May 31, 2016 will be the last day that you can view your Account History Access with your old ICMA-RC account. If you would like copies of past statements or account history, download them before the end of May.

“Coming together is a beginning. Keeping together is progress. Working together is success.” More →
Henry Ford



It's a Leave for All

Check your Collective Bargaining Agreement and Employee Access for available leave

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.

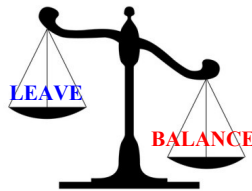
Teachers—receive 2 Personal Days per year (prorated for late hires or LWOP). Unused Personal Days are cashed out in July at the substitute rate.

Custodians/Maintenance—receive 1 Personal Day per year, two days for new hires after the 2013-2016 contract ratification.

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 rollover to sick leave at the end of the fiscal year, if applicable.



TEACHERS AND ADMINISTRATORS.....ARE YOUR CERTIFICATES EXPIRING JUNE 30, 2017?



It is important that you start the process to update as soon as possible. If you are taking classes this spring then you may want to apply for a “Sub” certificate (no expiration date). All clock hours must be submitted to the Olympic ESD to be placed on the ESD transcript. Call Angela Wageman at 360.405.5801.

Remember you must have a valid certificate registered in the Human Resources office by July 1, 2017, in order to be in the classroom on the first day of school in September 2017.

Clock hours may now be resigtered online via pdEnroller at: <https://www.pdenroller.org/>

Clock hours are used to:

- Renew Continuing and Professional certificates (150 clock hours, 15 quarter credits or 10 semester credits from a regionally accredited college or institution are required each renewal cycle)
- Salary enhancement (move up on the pay scale)

\$\$ PAYMENT FOR CLOCK HOURS \$\$



Clock hours are not considered earned until paid for and authorized by OESD 114. Send all forms with appropriate payment to: Olympic ESD, Attn: clock Hour Payments, 105 National Ave N., Bremerton WA 98312

SPONSORED BY THE OESD 114
 \$2.00 Clock Hour
 \$10.00 Late Fee if paid 90 days past the program ending date.

NOT SPONSORED BY THE OESD 114
 \$3.00 Processing Fee ONLY
 NO Late Fee
 NO Per Clock Hour Fee

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 or Paul Wiencke, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3261, pwiencke@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