



SEQUIM SCHOOL DISTRICT

Volume VIII, Issue I

March 2017

Payroll/Human Resources Newsletter



**MAKING YOUR BENEFITS
COUNT FOR YOU
TSA (403(b))**

“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 pre tax and post tax 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 Deferred Compensation Program, administrated by the Dept. of Retirement Systems, is a voluntary pre tax retirement savings program. Through a payroll deduction, employees may invest extra funds for their retirement.

For as little as \$30/month, employees can start building retirement security. The monthly deferral amount can be invested into a “Build Your Own Portfolio or One Step Investing.” Your investment earnings grow taxed deferred until they are distributed.

DCP Offers a new percentage option—Now employees can contribute a whole percentage or dollar amount. The advantage of selecting a percentage is that your contribution increases as your salary increases. Changing your contributions is easy and quick online at www.drs.wa.gov and click on the Deferred Compensation link. Please inform the Payroll Office of any changes.

Over the age of 55? A \$6,000 catch up provision is allowed for those individuals over the age of 55.

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

More →



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.

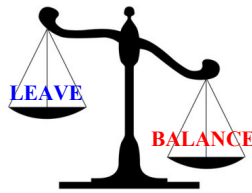
Teachers—receive 2 Personal Days per year (prorated for late hires or LWOP). Unused Personal Days are cashed out in July at the substitute rate.

Custodians/Maintenance—receive 1 Personal Day per year, 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 next year.

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 an 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 August 2017.

Clock hours may now be registered 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