

Payroll & Benefits Department
200 North Bernard Street
Spokane, WA 99201-0206

phone (509) 354-7333
fax (509) 354-7325
www.spokaneschools.org



TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: December 2018 Payroll Notification to Employees

STAFF NOTICES

Unique Payments for Classified Staff

Annual non-twelve month employee stipends are included in this month's payment.

Employee Benefits

The new benefit deduction amounts and any benefit plan changes made during open enrollment are reflected on this month's paycheck. The new pooling rate will be displayed on your paystub in the "Additional Information" section.

FSA open enrollment period ends on December 31, 2018. Information on enrolling with Rehn & Associates is available on our Payroll & Benefits webpage at [2019 FSA Enrollment with Rehn & Associates](#).

REMINDER: The Administration Building will be closed December 24 through January 1, 2019. We will reopen on Wednesday, January 2, 2019.

January Reminders

Washington State minimum wage increases January 1, 2019 to \$12.00 per hour.

There are new IRS maximum allowable contribution limits for 403(b) and 457 plans for 2019. The District's 2019 Universal Availability Notice describing this voluntary, tax-advantaged, retirement savings program, including eligibility and the program's limits and approved plan vendors are included on pages 2 and 3. You can find additional information on our Payroll & Benefits webpage under [Retirement Information](#).

Starting January 2019, the Washington Paid Family & Medical Leave program will begin. More information regarding this state program is available by visiting the Washington State Employment Security website at <https://www.paidleave.wa.gov/>.

Your 2019 flexible spending (FSA) deductions will begin on your January paycheck.

Department of Retirement Systems Service Credit

Certificated and classified staff, working less than half-time, and substitutes may be eligible to purchase retirement service credit for time worked. For additional information, contact the Department of Retirement Systems (DRS) at 1-800-547-6657.

2019 Notice to Eligible Employees of Opportunity to Make Elective Deferrals to the Spokane Public Schools' 403(b) Plan

The Spokane Public School District (the "District") sponsors the Spokane School District #81 403(b) Plan (the "Plan"). Eligible employees of the District can voluntarily elect to defer a portion of their compensation to the Plan to supplement their retirement savings.

Participation in the Plan does not reduce any District benefits based on full salary, such as the State Retirement, Social Security, life insurance, disability, or survivor benefits.

Eligibility

All employees of the District who receive compensation reportable on a Form W-2 are eligible to participate in the Plan.

Contributions

An employee can elect to defer a portion of his or her compensation to the Plan on a pre-tax basis whereby Federal income tax is deferred on the contributions and any earnings thereon until distributed from the Plan. Distributions are taxed as ordinary income for Federal tax purposes. Other penalties and fees may be assessed based on the specific investments' conditions.

Investment Options

Employees can invest their contributions to the Plan among the investment options offered by an approved vendor under the Plan. The list of approved vendors appears at the end of this notice.

Contribution Limits

Annual contributions to the Plan are limited per IRS regulations. For the 2019 calendar year, the annual limit is \$19,000 for participants under age 50 and \$25,000 for participants who become age 50 or older during the calendar year.

Certain employees with at least 15 years of service may be eligible for an additional \$3,000 catch-up contribution. You should check with your tax advisor and your investment provider to determine if this applies to you.

Enrollment Information

Employees may enroll at any time by submitting an approved Salary Reduction Agreement to the 403(b) Coordinator in the Payroll & Benefits Department. Your participation will begin at the start of the payroll period following the date the Payroll & Benefits Department processes your completed Salary Reduction Agreement.

Employees may change the amount or stop contributions at any time. To make a change, complete a new Salary Reduction Agreement and submit it to the Payroll & Benefits Department. The change will take effect on the next available payroll period after the Salary Reduction Agreement is processed.

For More Information

If you have any questions about our plan or how you can begin to save more for your retirement years, contact Debby Brown at DebbyBr@spokaneschools.org or by phone at (509) 354-7281.

Spokane Public Schools Approved 403(b) TSA Plan Vendors

Ameriprise Financial Services	North American Company for Life and Health
Ameritas Life Insurance	Oppenheimer Funds
Aspire	Plan Member
AXA – Equitable	Security Benefit Group (NEA Valuebuilder)
Forresters Financial	Symetra Financial
Franklin Templeton	Thrivent Financial for Lutherans
Great American Financial Resources	VALIC
Horace Mann Companies	Vanguard
Lincoln Financial Group	VOYA Financial
Lincoln Investment Planning	Waddell& Reed Financial Services
Met Life	Western United Life Assurance Company
National Life Group	