

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: June 2020 Payroll Notification to Employees

UNIQUE PAYMENTS

Certificated Staff Supplemental Payments

National Board stipends for qualified staff are included in this month's payment.

Classified Staff Supplemental Payments

Medication Distribution stipends for eligible staff are included in this month's payment.

DEADLINE FOR PAYMENT SUBMISSIONS

Certificated

All Enrichment/Tri Time for the 2019-20 year must be used and submitted for processing no later than **July 15, 2020**.

All 2019-20 school year PERT needs to fall between the dates of 8/29/19 – 8/30/20 and the final deadline to submit approved & signed PERT forms is **August 31, 2020**.

Classified

All Non-Compulsory time for the 2019-20 year must be used and submitted for processing no later than **July 15, 2020**.

OTHER NOTICES

The Admin building will be "closed" on July 3rd in observance of the Fourth of July Holiday.

SEBB will be offering a Limited Open Enrollment opportunity due to COVID: From July 1 to July 31, 2020, eligible employees will have the opportunity to make limited changes to their SEBB benefits. All changes must be received no later than July 31st. To learn more about the allowable changes, including how to make changes, visit hca.wa.gov/sebb-oe.

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.