



INSIGHTS

May 2006 Edition
News & Information
from Human Resources
206.433.2281



Classified Employee of the Year Nominations

The Classified Employee of the Year committee met and reviewed all nominations for the Classified Employee of the Year 2005–2006. The awards will be announced at the May 24, 2006 school board meeting which is scheduled for 5:30 p.m. at Shorewood Elementary School.

SUMMER PAYCHECKS PROCESS CHANGE: PLEASE NOTE

Paychecks or automatic deposit statements for all employees will be mailed to their **home address** for the June 30 payroll, and payroll for the months of July and August. This process will eliminate the need for providing self-addressed, stamped envelopes during the summer months.

NOTE: 12-month employees who want their payroll check or statement held in payroll, please complete the form sent to you previously and return to Payroll **no later than 10 days before the payday it affects.**

The checks will be available for pick-up on payday at ERAC/Human Resources between the hours of 7:30 AM and 4:30 PM.

IMPORTANT: To ensure that these checks and statements get to the correct address, it is imperative that employees inform the Human Resources Department immediately of any address changes. Since checks lost in the mail cannot be reissued until five working days after payday, we urge all employees who have not already done so to sign up for automatic deposit of their paycheck. Automatic deposit forms are available in the Human Resources office.



3rd Annual Office Staff In-Service

Mark your calendars!

August 9-10, 2006
7:30–5:00 p.m.

Sylvester Middle School

Due to office staff suggestions from last year's in-service, it has been decided to have a two day training allowing for more time to obtain information.

There will be more exciting information this year, along with outside presenters. You will be able to register electronically soon, so watch for this information in the Professional Development catalog.

*Ignore those who say it can't be done.
–Lessons from the Heart*

F.Y.I.

WHO IS YOUR UNION REPRESENTATIVE?

HEA

Alan Sutliff, President 206-246-4340

Teamsters I— Security & Safety

Shop Stewards

Greg Seth, Shop Steward Security
Eric Bates, Alternate Shop Steward Security

Teamsters II—(TFNS) Transportation, Facilities, Nutrition Services

Shop Stewards

Lisa Barron Custodial
Jack Brady Tyee
John Buff Maintenance/Lock Smith
Tammy Cimmery Nutrition Services
Tina Frair Nutrition Services
*Dane Sashko Maintenance/Grounds
Gregory Jones Vehicle Maintenance
Carla Nakashima Nutrition Services
Susan Nardone Custodial
Edward Smith Custodial
Jerry Wolfe Computer Repair/Info. Svcs.

*Dane Sashko replaces Rick Healy

Teamsters III—Instructional and Administrative Support

Shop Stewards

Alita White, Betty Albright Evergreen Service Area

Karen Slater, Kyra Kelly,
Gary Armstrong Highline Service Area

Patty Zimmerman,
Sue Bailey, Judy Grohman Mt. Rainier Service Area

Rose Clark, David Cremeens,
Maire Dhu Lemley Tyee Service Area

Daniene Giessen, Cathy Schop,
Barb Enghusen ERAC

Ardieta Gunstone,
Tiffany Bock Consolidated Facilities

You Wanted to Know...

BENEFITS—WELLNESS FAIR



Wednesday, August 31, 2006
11:00 a.m.—4:00 p.m.
ERAC Boardroom

Obtain “up-to-the-minute” information concerning your insurance benefits and other services available to you and your family.

Will your medical or other insurance plans be changing?

Are you taking advantage of all benefit options available?

Find the answers to these and other important questions you may have.

Open Enrollment for Medical, Dental and Salary Insurance changes.

OPEN ENROLLMENT

September 1 to October 10, 2006

(Additional information about The Wellness Fair portion participants will be sent at a later date.)

Insights will be published monthly and sent in paper form to all departments/buildings on or around payday. The newsletter will also be included on a monthly basis in District News, the electronic newsletter distributed via the District's Communication Department. Additional and time sensitive news may be included in the District News between monthly publication dates.

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