

**Holiday
vibes!**

Human Resources Newsletter 2023-2024 Winter



Attention Certificated Staff

If you are considering retirement at the end of the 2023-2024 school year, the WVEA contract allows for a one-time stipend of \$1,000 if you notify the HR Department by February 1st. Notification must be a signed letter of retirement, effective at the end of the 2023-2024 contract year. Letters can be emailed directly to your direct supervisor and Traci Cox, coxt@wvsd208.org.

Link to the [WA State Department of Retirement Systems](#)



Helpful Department of Retirement Links:

[New hire plan enrollment \(PERS, TRS, SERS\)](#)

[Retirement Applications](#)

[DCP Enrollment](#)

[Beneficiary Selection](#)

AESOP Users, Tips and Tricks:

- To enter your absences, visit the [District Website](#) and select For Staff; select AESOP – [Absence Management](#).
- If sub is needed, enter your absences as soon as possible
- AESOP can also be accessible via a mobile app to enter absences. Visit the app store on your mobile device and search Frontline Education to download.
- Be mindful of selecting no sub needed if you do not require a sub. Otherwise, subs might show up to work when they are not needed.

If you need assistance, please call the Substitute Coordinator, LeAnne Ries: riesl@wvsd208.org, 509.972.6008, or internally ext. 4008.

Upcoming Spring Newsletter Topics:

- Reasonable Assurance Letters & Cert Notification of Returning Employment
- Leave of Absences Process
- Final Certification Renewal Notice

Baby, it's cold outside!

Breezing Through the Holidays

It may be called "the most wonderful time of the year" but many people experience feeling blue around the holidays or get into a slump after the fun and festivities have ended. The EAP Program is a great tool to use during this time.

To Access:

Visit my.canopywell.com

Log in or register, using company name

Click on the "My EAP Benefits" title

