

1601 Avenue D, Snohomish, WA 98290-1799 Human Resource Services Phone 360-563-7233 Board of Directors:
Jay Hagen
Shaunna Ballas
Dr. Sara Fagerlie
Josh Seek
Brandy Hekker

October 21, 2021



Dear

This is to inform you that your request for a 6.5 hour/day leave of absence from October 8, 2021 through June 17, 2022 was formally approved by the Board of Directors at their meeting on October 13, 2021.

#### Leaves Over 60 Days that are Unpaid:

Please note leaves in excess of 60 days that are unpaid are subject to PSE Collective Bargaining Agreement language, Section VIII, Article 8.3.4.

"Employees returning from leave covered under <u>Section 8.3.</u>, <u>Leaves of Absence Without Pay</u>, will be offered a position within the returning employee's job classification comparable (in terms of work assignment, pay and hours) to that occupied before the leave of absence, if available."

In the event a position is not available and your unpaid leave exceeded 60 days, your name will be placed on the District displaced employee list. As positions become available, they will be offered to employees on this list in seniority order.

#### Returning to Work from a Medical Leave:

Depending upon the nature of your leave and/or your work assignment, it may be necessary for Payroll & Benefits Department to provide you with a copy of your job description for your doctor to sign before you can return to work. In many cases, a "note" from your doctor is not sufficient. Given a doctor's busy schedules, it can take up to one week to receive a release to return to work back from their office. Please contact the Payroll & Benefits Department at 360-563-7267 to begin this process approximately ten days before you anticipate returning to work.

It is understood that this leave is not for the purpose of obtaining alternate employment and that you agree to contact the Human Services Department in writing should you declare yourself available for other type of work during the period of your leave.

If you have any questions regarding Collective Bargaining Agreement language, please contact Heidi Ganske in Human Services at 360-563-7229.

Sincerely,

Darryl Pernat

**Executive Director of Human Resource Services** 

DP:tlm

#### Morse, Tami

From:

Sent:

Tuesday, August 31, 2021 8:03 AM

To:

Morse, Tami

Subject:

Re: Important communication regarding COVID-19 proclamation and vaccine

Tami,

If a person is not planning on getting the vaccine or filling out an exemption, what happens to them and when?

#### Thank you

From: SSD Human Resource Services <tami.morse@sno.wednet.edu>

Sent: Monday, August 30, 2021 5:30 PM

To

Subject: Important communication regarding COVID-19 proclamation and vaccine



#### All SSD Staff;

Due to the Governor's Proclamation 21-14.1, dated August 20, 2021, the district is implementing the process of asking its staff to provide proof of vaccination status. Therefore, all staff will need to show proof of vaccination and sign the enclosed attestation form. Regardless of vaccination status, all employees must read, sign, and return the attestation form to Human Resource Services.

If you are vaccinated or intend to get vaccinated, acceptable forms of proof of valid COVID-19 vaccination are:

- CDC COVID-19 Vaccination Card,
- Washington State Certificate of COVID-19 Vaccination, or
- printed record from the Washington State Immunization Information System

Staff have until October 5, 2021 to provide proof of vaccination status and turn in the enclosed attestation form; however, we encourage you to provide proof of vaccination status prior to the start of school on September 8. Staff can do so by:

- Stopping by the RSC reception desk to show proof of vaccination status.
- Transportation staff should show proof of vaccination directly to Veronica Schmidt.
- Coaches may submit proof of vaccination to their AD or stop by the RSC.

The district will also be working on how to collect verification of vaccination at the buildings for those who are not able to present this information at the RSC prior to September 8. All information gathered will be kept confidential.

If you are not planning to be vaccinated and are planning to request religious exemption, please also fill out the attached Accommodation Request Form and return it to Human Resource Services by September 8.

If you are seeking a medical exemption, please indicate so in an email to Tami Morse with the date you expect to receive verification from your medical provider. The district is requesting this information so that we may provide you with the medical exemption form when it is available.

Thank you,
Darryl Pernat
Executive Director of Human Resource Services

#### **Attachments**

- SSD Attestation Vaccination Status Form
- SSD Religious Accommodation Request Form

www.sno.wednet.edu

The Snohomish 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: Civil Rights Coordinator, Title IX Coordinator and ADA – Darryl Pernat, 1601 Avenue D, Snohomish, WA 98290, 360-563-7285, darryl.pemat@sno.wednet.edu; Section 504 Coordinator and Harassment, Intimidation and Bullying – Shawn Stevenson, 1601 Avenue D, Snohomish, WA 98290, 360-563-7314, shawn.stevenson@sno.wednet.edu.

Snohomish School District 201 would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Snohomish School District 201 directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: <u>Unsubscribe</u>

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

Withdraw represent



Dease propare the Server letter decline letter for soft, const to post, dwill give both a up



# SNOHOMISH SCHOOL DISTRICT #201 Employee Leave of Absence Request Form

☐ New Request
☐ Revised Request

Complete this form if you will be off work for more than 5 consecutive work days. Submit completed form to Human Resource Services or Payroll Department. Leaves in excess of 30 days will be taken to the School Board.

Please contact the Payroll & Benefits Department at 360-563-7235 with questions regarding your pay or benefits during your requested leave.

during your requested leave.	with questions regarding your pay or benefits
Name-Printed:	
Grade/Position/Subject:	Location:
Mailing Address:	Location:
City and State:	Zip:
Home Email Address:	Σίρ.
Phone Number:	Sub Required: ☐ Yes ☐ No
Current FTE or Hours/Day: 6.5	Requested leave amount of FTE or Hours/Day:
Do you have a Co-Curricular or Extra-Cu	rricular assignment?
Requested effective dates of leave:	(first day off work) through 17-22 Per HG
Reason:	
○ Self	OR O Family
☐ Maternity/Paternity	leave (doctor's note will be required)
Other (may attach letter	
Employee Signature	10 17/21 Date
For Hu	ıman Resource Services/Payroll Use Only
Received by FIR: Date:	By:
Received by Payroll: Date:  Less than 30 Days Leave Denied	By: Doctor's Note Provided: Yes / No Payroll Approval:
Recommended for approval:  Darryl Pernat, Exe	ecutive Director of Human Resource Services Date
□ Email □ Cert Analyst □ Class Analyst	Payroll Desk DspecSvcs File Date: Date 7/2020



# SNOHOMISH SCHOOL DISTRICT #201 Employee Leave of Absence Request Form

New Request
Revised Request

Complete this form if you will be off work for more than 5 consecutive work days. Submit completed form to Human Resource Services or Payroll Department. Leaves in excess of 30 days will be taken to the School Board.

Please contact the Payroll & Benefits Department at 360-563-7235 with questions regarding your pay or benefits during your requested leave.

	•
Name-Printed:	
Grade/Position/Subject:	Location:
Mailing Address:_	
City and State:	Zip:
Home Email Address:	
Phone Number:	Sub Required: ☐ Yes ☐ No
Current FTE or Hours/Day: 6.5 Requeste	d leave amount of FTE or Hours/Day:
Do you have a Co-Curricular or Extra-Curricular assignment	it? □ Yes □ No
Requested effective dates of leave: 10 8 20 (first day off wo	through (last day off work)
Reason:	
○ Self OR ○ Family	,
☐ Maternity/Paternity leave (doctor's note	will be required)
Other (may attach letter)	
	10 17/21 Date
For Human Resource Ser	vices/Payroll Use Only
Received by HR: Date:By:	
	Doctor's Note Provided: Yes / No
	Payroli Approval:
Recommended for approval:	
Darryl Pernat, Executive Director of	Human Resource Services Date
□Email □Cert Analyst □Class Analyst □Payroll □Sub	Desk □SpecSvcs □File Date:



Darryl Pernat Executive Director of Human Resource Services

1601 Avenue D, Snohomish, WA 98290-1799 Human Services Phone 360-563-7233 Board of Directors: Jay Hagen Shaunna Ballas Dr. Sara Fagerlie Josh Seek Brandy Hekker

Hand deliver via supervisor

October 7, 2021



RE: Request for Religious Accommodation

Dear

The Snohomish School District ("District") has considered your request for a "Religious Accommodation" that would allow you to work at the District during the 2021-2022 school year without providing proof of a COVID-19 vaccination as required by the State of Washington Governor's Proclamation 21-14-1.

Based upon a review of your Religious Accommodation Request Form dated September 8, 2021, and the information you provided to the District during your interactive accommodation process meeting held on September 16, 2021, the District does not believe your request qualifies as a sincerely held religious belief that prevents you from being vaccinated against COVID-19.

Because the District has denied your request for a religious accommodation, you have the following options:

- 1) You may take an unpaid leave of absence for the 2021-2022 school year, effective immediately;
- 2) You may resign from the District, effective immediately or resign effective October 18 2021;
- 3) You may work through October 18, 2021 and then resign;
- 4) You may work through October 18, 2021 and then be terminated by the District;
- 5) You may immediately seek to become fully vaccinated and comply with all the terms and conditions of the Governor's Proclamation 21-14-1;
- 6) Assuming you qualify, you may retire from the District, effective immediately or as of October 18, 2021;
- 7) You may contact Kelli Songstad at the District's Payroll & Benefits department to discuss your leave balances and possible options to remain on leave beyond October 18, 2021; or
- 8) You may appeal the District's determination. If you wish to file an appeal, you must file a written request for any appeal with the District's superintendent within five days of receipt of this letter.

Please be advised that if you remain unvaccinated and wish to continue to work in the District through October 18, 2021, you are directed to follow all of the guidelines set forth below immediately, including:

- 1) Wear a KN-95 mask;
- 2) Maintain a six-foot distance from others to the extent feasible within your job assignment;

- 3) Wipe down workspaces and equipment before and after each use;
- 4) Practice frequent hand washing with warm water and soap;
- 5) Consume food and beverage in a private setting, away from other individuals;
- 6) Complete a daily, online COVID-19 health attestation; and
- 7) Adhere to weekly COVID-19 testing.

Your supervisor will contact you shortly to discuss and help implement these directives. Failure to follow these guidelines could result in disciplinary action being taken against you, up to and including termination.

Due to the great need for the District to be able to properly plan for its future staffing needs, please let me know as soon as possible which alternative you will take now that the District has denied your request for a Religious Accommodation. You should notify the District immediately, and in any event no later than five (5) days from the receipt of this letter. Should you fail to notify the District within five (5) days of receipt of this letter, the District will assume you have resigned from the District and will take all steps necessary to make your resignation official.

Please acknowledge by signing below and return a copy of this letter to the Human Resource Services Department. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,		
00	Jan	

Darryl Pernat

**Executive Director of Human Resources Services** 

Cc: Josh Rosenbach

Acknowleagea:				
Printed Name:_	W <sub>g</sub>	Building:_		*
Signature:_		_ Date:	10/1/24	,2021



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Employee Leave of Absence ECEIVED

Request Form SEP 2.3 2021

Mew Reques

☐ Revised Request

# PAYROLL

Complete this form if you will be off work for more than 5 consecutive work days. Submit completed form to Human Resource Services or Payroll Department. Leaves in excess of 30 days will be taken to the School Board.

Please contact the Payroll & Benefits Department at 360-563-7235 with questions regarding your pay or benefits during your requested leave.

Nome Printed		
Name-Printed:_		
Grade/Position/Subje	ect:Locat	don:
Mailing Address:		
City and State:		Zip:
Home Email Address:	251	
Phone Number:	Sub Required:	: E Yes  No
Current FTE or Hours	/Day: 6-50 Requested leave amount of FT	アード TE or Hours/Dav: ル・ちり
Do you have a Co-Cur	ricular or Extra-Curricular assignment?	
Requested effective d	lates of leave: 9/23/2021 throu	et 10/1/2021
	edical (doctor's note will be required)	(last day off work)
ricason. ya ivi	~	
_	Self OR O Family	
LI M	aternity/Paternity leave (doctor's note will be required)	
□ Ot	her (may attach letter)	
Employee Signa		9/23/21
Employee Sign	Date	
-	For Human Resource Services/Payroll Use Only	
Received by HR:	Date: 9/23/21 By: Diana Steph	
Received by Payroll:	0/23/2021	ctor's Note Provided: (Yes ) No
Less than 30 Days	Leave Denied Payroli Approval:	No Section 2 Marie Language Line 2 Marie Lan
5	12.0.6	6.1.12
Recommended for appro		10/1/21
	Darryl Pernat, Executive Director of Human Resource Servi	ces Date



Darryl Pernat Executive Director of Human Resource Services

1601 Avenue D, Snohomish, WA 98290-1799 Human Services Phone 360-563-7233 Board of Directors:
Jay Hagen
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Josh Seek
Brandy Hekker

Hand deliver via supervisor

October 7, 2021



RE: Request for Religious Accommodation

Dear

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Based upon a review of your Religious Accommodation Request Form dated September 8, 2021, and the information you provided to the District during your interactive accommodation process meeting held on September 16, 2021, the District does not believe your request qualifies as a sincerely held religious belief that prevents you from being vaccinated against COVID-19.

Because the District has denied your request for a religious accommodation, you have the following options:

- 1) You may take an unpaid leave of absence for the 2021-2022 school year, effective immediately:
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- 3) Wipe down workspaces and equipment before and after each use;
- 4) Practice frequent hand washing with warm water and soap;
- 5) Consume food and beverage in a private setting, away from other individuals;
- 6) Complete a daily, online COVID-19 health attestation; and
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Your supervisor will contact you shortly to discuss and help implement these directives. Failure to follow these guidelines could result in disciplinary action being taken against you, up to and including termination.

Due to the great need for the District to be able to properly plan for its future staffing needs, please let me know as soon as possible which alternative you will take now that the District has denied your request for a Religious Accommodation. You should notify the District immediately, and in any event no later than five (5) days from the receipt of this letter. Should you fail to notify the District within five (5) days of receipt of this letter, the District will assume you have resigned from the District and will take all steps necessary to make your resignation official.

Please acknowledge by signing below and return a copy of this letter to the Human Resource Services Department. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,	
Darryl Pernat	
Executive Director of Human Resources Services	
Cc: Josh Rosenbach	
Acknowledged:	
Printed Name:	Building:
Signature:	Date:,2021

Morse, Tami From: Morse, Tami Fridav. September 17, 2021 10:58 AM Sent: To: Subject: RE: Exemption Call me when you're student free so that we can talk about next steps. I'm at 7285. We can do that Thanks, Tami From: Sent: Friday, September 17, 2021 7:06 AM To: Morse, Tami <tami.morse@sno.wednet.edu> Subject: Exemption I would like to withdraw my exemption request. Thank you



Darryl Pernat Executive Director of Human Resource Services

1601 Avenue D, Snohomish, WA 98290-1799 Human Services Phone 360-563-7233 Board of Directors:
Jay Hagen
Shaunna Ballas
Dr. Sara Fagerlie
Josh Seek
Brandy Hekker

September 28, 2021

Delivered via Supervisor

Centennial	Middle	Schoo

Re: Failure to Contact the Snohomish School District

Dear

As you know, the Snohomish School District ("District") is legally required to follow and implement the State of Washington Governor's Proclamation 21-14.1 regarding COVID-19 Vaccinations. This Proclamation requires that all District employees be fully vaccinated against COVID-19 by October 18, 2021 or obtain a religious or medication accommodation.

The District, on August 25, 2021, communicated specific information on your obligation to comply with the Proclamation since it was originally issued on August 18, 2021. Unfortunately, as of this date and time, we do not have clear communication with the District as to your decision on how you will comply with the Proclamation. If for some reason you have not received the District's information regarding your options, you may find additional information on our website or you may contact your local union representative or you may contact Human Services for more information.

Due to the emergent nature of the Proclamation and the District's obligation to comply, the District is now directing you to provide the District with information no later than **October 6, 2021** on how you wish to proceed.

- Are you fully vaccinated? (If so, you need to provide proof of vaccination to Human Services immediately.); or
- Are you planning to become fully vaccinated by October 18, 2021? (Please note, the first vaccine dose must be administered to you no later than Oct. 4, 2021)

For more information, please refer FAO: COVID-19 Vaccination Requirement for School Employees (Updated 9/3/21)

The District's hope is that all employees will agree to voluntarily comply with the Proclamation or will provide the District with reasonable notice of their intent to resign. Failure to follow this directive could lead to discipline, up to and including termination. Please sign and return this document to Human Services.

Thank you,

Darryl Pernat

Executive Director of Human Resource Services

Attachment

Cc: supervisor Employee File

Printed Name:		Building:	
Signature:	e	Date:	2021

# ATTORNEY-CLIENT PRIVILEGED; ATTORNEY WORK PRODUCT

COVID-19 Vaccination - Q&A for Religious Exemption Interviews

Name:		Date: September 16, 2021 @ 12:30 pm
1.	Religi	ous belief, practice, or observance
	0	Please provide more detail about your religious belief/practice that prevents you from receiving a COVID-19 vaccination.
	0	Is this a deeply held conviction you have about what is right or wrong for you to do?
		How long have you held this belief or engaged in this practice?
	_	Have you applied this belief/practice to other decisions in your life?
	0	Do you have any additional religious beliefs or practices that prevent you from receiving a COVID-19 vaccination?
	0	Please explain the following statement(s) in your application form:
2.	Explar	nation of conflict
	0	Please explain specifically how you receiving a COVID-19 vaccination would conflict with your religious belief/practice of
	0	Have you previously received other vaccinations, immunizations, or injections? If so, how does this situation differ?
	0	What is the basis for your (factual) statement that?
		If that were not the case, would you still have a religious objection to receiving a COVID-19 vaccination?
	0	Is the conflict with your religious belief/practice permanent, or possibly temporary?
3.	Accom	modation
	0	The District is considering a number of potential alternative requirements to vaccination that would help prevent COVID-19 transmission and illness. Would you object to any of the following alternative requirements, and if so why?
		<ul> <li>Wearing personal protective equipment General objection – these potential alternative requirements are not easy to use and/or to talk and hear people.</li> </ul>
		KN 95 masks

N 95 masks

• Face shield with a veil/hood

#### ATTORNEY-CLIENT PRIVILEGED; ATTORNEY WORK PRODUCT

COVID-19 Vaccination - Q&A for Religious Exemption Interviews

- Gloves
- Gown
- Social distancing
  - Maintaining six feet of distance from others as much as possible OK
  - Adjustments to work schedule to minimize contact with others OK
  - Reassignment
  - Conducting some meetings via Zoom/remotely
  - Staying alone in classroom, office, or other designated space while eating (or otherwise not wearing required PPE)
- Special environmental protections
  - Wiping down spaces
  - Plexiglass dividers for meetings/observations/testing
- Periodic testing for COVID
  - Weekly testing
  - Testing administered by the District
  - Self-testing with documentation
- [For any religious objections raised to a listed alternative, go over the same questions in the initial application form, and any appropriate follow-up questions consistent with the above.]
- Are there any additional alternative requirements to vaccination you would like to propose? If so, please explain.
- Is there anything specific to your job activities or environment that the District should consider in evaluating alternative requirements to vaccination for you?
  - Are there times on the job when you cannot maintain 6 feet of social distancing with others? If so, what times?

#### RECOMMENDATION:



# ATTORNEY-CLIENT PRIVILEGED; ATTORNEY WORK PRODUCT

COVID-19 Vaccination – Q&A for Religious Exemption Interviews

# SNOHOMISH SCHOOL DISTRICT RELIGIOUS ACCOMMODATION REQUEST FORM – COVID-19 VACCINATION

RECEIVED SEP - 8 2021

Please complete and return to Human Resource Services by September 8, 2021. Human Resource Services will be reaching out to you to schedule a meeting regarding your accommodation request and engage in an interactive dialogue.

Snohomish School District will reasonably accommodate the religious practices of its employees and prospective employees in compliance with federal and state law. However, Snohomish School District is not obligated to grant an accommodation specifically requested by an employee or prospective employee in every circumstance.

every circumstance.	
Employee Name:	
Below, describe the religious belief, practice, or observance that is the accommodation.	e basis for your request for a religious
2. Does your religious pener, practice, or observance lead you to object to a. All medical treatment – Yes/No	o:
<ul> <li>b. All vaccinations – Yes/No</li> <li>c. Only the COVID-19 vaccination — Yes/No</li> </ul>	
Briefly explain how your sincerely held religious belief, practice, or obvaccination requirement.	servance conflicts with the COVID-19
Briefly describe the accommodation you are requesting.	
i. If the request for accommodation is temporary, please identify the anilonger needed:	ticipated date the accommodation is no
certify that I have read and understood the information provided in this roompleted it based on my knowledge, information, and belief. I understanger om my personnel file.	request, and that I have truthfully ad that this form will be stored separately
	9/8/21
Improyee Signature (	ate
Human Resource Services Revie	
Reviewed By:	Date:
Accommodation Request (circle one) – Approved / Denied	

### Ganske, Heidi

From:

Sent:

Wednesday, September 1, 2021 8:53 AM

To: Ganske, Heidi

Subject:

Re: Vaccination Mandates

If a person is not planning on getting the vaccine or filling out an exemption, what happens to them and when?

From: Ganske, Heidi <Heidi.Ganske@sno.wednet.edu>

Sent: Thursday, August 19, 2021 11:33 AM

To:

Subject: RE: Vaccination Mandates

Hi

Thank you for reaching out, your email is appreciated.

We are working through this new information as quick as we can and will be getting additional communications out today to all staff. Could I ask that you wait until that communication is out, then if there are additional questions, let us know?

Heidi

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From

Sent: Thursday, August 19, 2021 9:41 AM

To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu>

Subject: Vaccination Mandates

Heidi,

I am on vacation and just found out about the mandate. I am not going to get vaccinated. It is not fully approved by the FDA. I am not willing to die from the vaccine. I am not willing to accept any of the side effects the vaccine has proven to cause. I don't know what that means for my employment with the school district now. Please advise what I need to do.

Thank you

#### Ganske, Heidi

From:

Sent:

Wednesday, September 8, 2021 12:30 PM

To:

Ganske, Heidi

Subject:

Re: Email from last week

Oh sorry, it was confusing

From: Ganske, Heidi <Heidi.Ganske@sno.wednet.edu> Sent: Wednesday, September 8, 2021 10:59 AM

To:

Subject: RE: Email from last week

No, it is for many things. It advises staff of options, requirements as set forth by the governor and consequences of non-compliance.

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From

Sent: Wednesday, September 8, 2021 10:55 AM
To: Ganske, Heidi <Heidi.Ganske@sno.wednet.edu>

Subject: Re: Email from last week

No I thought that was for vaccinations

From: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >

Sent: Tuesday, September 7, 2021 2:04 PM

To:

Subject: RE: Email from last week

Thank you! Did you fill out an attestation form and return it?

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From:

Sent: Tuesday, September 7, 2021 1:48 PM

To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >

Subject: Re: Email from last week

I filled out a religious exemption.

From: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >

Sent: Tuesday, September 7, 2021 11:29 AM

To:

Subject: RE: Email from last week

Hi

Can you give me a call when it's convenient for you? Thank you,

Heidi

(I'm here at least until 5:30 daily)

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From:

Sent: Tuesday, September 7, 2021 9:11 AM

To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >

Subject: Email from last week

Did you get my email from last week?

#### Ganske, Heidi

From:

Ganske, Heidi

Sent:

Tuesday, October 5, 2021 1:24 PM

To:

Smith, Susan

Subject:

RE: Insurance

Good to know and I'm glad to hear that! Heidi

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From:

Sent: Tuesday, October 5, 2021 1:18 PM

To: Smith, Susan <susan.smith@sno.wednet.edu>; Ganske, Heidi <Heidi.Ganske@sno.wednet.edu>

Subject: Re: Insurance

I won't be needing the continuation coverage.

From: Smith, Susan < susan.smith@sno.wednet.edu>

Sent: Tuesday, October 5, 2021 11:36 AM

To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >;

Subject: RE: Insurance

Heidi and

I just want to confirm that this is indeed correct. If you separate service in October, your benefits will end on October 31<sup>st</sup>. You will then receive paperwork from the Health Care Authority offering continuation coverage. Please do reach out if you have any questions at all.

### Susan Smith

Snohomish School District
Payroll Specialist - Benefits and Retirement
360-563-7267 Phone
360-563-7277 Fax
susan.smith@sno.wednet.edu

From: Ganske, Heidi <Heidi.Ganske@sno.wednet.edu>

Sent: Tuesday, October 5, 2021 8:41 AM

To:

Cc: Smith, Susan < susan.smith@sno.wednet.edu>

Subject: RE: Insurance

Hi

Thank you for reaching out. My heart was so heavy yesterday after our conversation.

Your insurance will end the last day of the month that you separate employment, which will be October 31, unless you should decide to get vaccinated. Based on our prior conversations, I'm assuming that isn't an option, and it is your choice.

You may be able to access COBRA which is access to your current health care plans, but the district no longer pays its portion of the premium. The SEBB website can also answer questions around COBRA as it is administered through them. I am including Susan Smith, who is confidential and is our Benefits Specialist, in case if you have additional questions.

I wish you all the best, Heidi

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From

Sent: Tuesday, October 5, 2021 7:11 AM

To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >

Subject: Insurance

Heidi,

When does my insurance run out?

Thank you

#### Ganske, Heidi

From:

Sent:

Thursday, September 16, 2021 7:07 AM

To:

Ganske, Heidi

Subject:

Re: Exemptions

I can only imagine. I was just curious. I know you aren't the one taking care of it, but I didn't know who to contact. I appreciate your help!

From: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu>

Sent: Wednesday, September 15, 2021 2:18 PM

To

Subject: RE: Exemptions

I'm sorry, I know the waiting is hard. We have scheduled many appointments and are working through the requests as fast as we can.

Thank you!

Heidi

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From:

Sent: Wednesday, September 15, 2021 12:03 PM
To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu>

Subject: Re: Exemptions

No, nothing yet.

From: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu > Sent: Wednesday, September 15, 2021 12:01 PM

To:

Subject: RE: Exemptions

Hi

I'm so sorry but I do not know. Have you had your meeting yet? I know the person working on scheduling them has been working diligently!

Thank you, Heidi

Heidi Ganske Human Services Director, SSD 360-563-7229 Fax 360-563-7367

From:

Sent: Wednesday, September 15, 2021 11:56 AM
To: Ganske, Heidi < Heidi.Ganske@sno.wednet.edu >

Subject: Exemptions

Sorry to bother you but do you have a timeframe of when we will know anything? I would like to know what my future holds.

Thank you