



## Human Resources and Payroll Monthly Message

July 2021

### Upcoming Dates

- ★ **July 30**  
Paydate for July
- ★ **August 1**  
Deadline for Supp. Days Forms
- ★ **August 31**  
Paydate for August
- ★ **September 7**  
Deadline for paper timesheets for the 2020-21 school year
- ★ **September 10**  
Deadline for Accounting reimbursements for the 2020-21 school year
- ★ **[2020-21 Payroll Calendar](#)**

### Today is Payday!

To view or print your paycheck stub, please log into [Employee Online](#) using your 5-digit Employee ID number and password.

Problems? Contact the help desk at <https://everettsd.service-now.com/> (only works through the Chrome browser).

**Didn't get a payment?** Be sure you have an active direct deposit bank account submitted to the payroll office. If a paper check has been issued, please visit the CRC to pick up your check.

### IN THIS ISSUE:

[Buy Backs and Carry Overs](#)

[National Board Stipends](#)

[Deadlines for 2020-21 Reimbursements and Timesheets](#)

[New Leaders Join Human Resources](#)

### BUY BACKS AND CARRY OVERS

The deadline for receiving EEA personal leave carry over forms was June 30. These days (hours) specified on your form will be added to your personal leave balance **effective September 1** and can be viewed in [Employee Online](#) on the PAYROLL INFORMATION >> LEAVE TRACKING link. Any personal leave remaining on the books, if not carried over, has been cashed out and is included in this July paycheck at the compensation rate of \$150 per 1.0 FTE day. This payout will be reflected in the Earnings portion of your Earning Statement.

Likewise, full year employees on a July-June contract year requesting voluntary vacation buy back will note their submission for days (hours) are also reflected in this July paycheck.

The Pacific Northwest Regional Council of Carpenters members will receive email communication mid-August with instructions on submitting voluntary vacation buy back for contracts ending August 31.

### NATIONAL BOARD STIPENDS

July is also the month when National Board Stipend pay is issued to approximately 190 teachers in our district who have acquired National Board Certification (an advanced teaching credential). Washington State awards a bonus to all eligible

## Shared Leave

To view the eligible list of employees qualified for shared leave donations, [click here](#).

## Retirement Corner

The Human Resources and Payroll office will process many resignation and retirements this June and August. If you are one of them, or have this in your near future, please be aware that if you should have any sick leave or vacation cashouts coming to you, they may have been sent to your VEBA account, depending on your represented group's vote/preference last year. The payroll department would have notified you of the need to enroll prior to the deposit into the account. Those funds are administered by the VEBA Trust organization. More information can be found at [www.veba.org](http://www.veba.org).

## Contact Information

### Compensation & Certification – Certificated

(425) 385-4107

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(425) 385-4120

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### Compensation & Certification – Classified

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### HR Benefits

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### Payroll

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K-12 public school National Board Certified Teachers (NBCT) and a NBCT teaching in a qualifying challenging school may be eligible to receive an additional bonus.

If you would like more information about this certification, you may visit OSPI's website:

<http://www.k12.wa.us/certification/nbpts/default.aspx> or the National Board for Professional Teaching Standards (NBPTS) website at: <http://www.nbpts.org/>.

## DEADLINES FOR 2020-21 REIMBURSEMENTS AND TIMESHEETS

**Friday, September 10**, all paperwork is due to the Accounting department for the 2020-21 school year including, invoices, refunds, work-order postings, debit/credit transfer vouchers, accounts receivable, inter-fund billings, account code change vouchers, employee reimbursements for travel, mileage and miscellaneous expenses. Paper timesheets must be stamped into the Payroll office no later than **Tuesday, September 7**, and all electronic timesheets submitted by employees for processing by that date. **Please plan ahead for these deadlines.**

## More Important News

### NEW LEADERS JOIN HUMAN RESOURCES

Dr. Chad Golden joins the HR department from his role as Director IV Categorical Programs where he has served since 2019. Previously Chad held the position of Director III Early Learning following his first Everett District position as Principal of Penny Creek Elementary beginning in 2012. Before coming to Everett Public Schools, Dr. Golden served as a principal in the Kent and Castle Rock School Districts, as well as TOSA and elementary teacher in Castle Rock. Dr. Golden is a three-time Cougar, having earned his Bachelors, Masters and Doctorate degrees at WSU.

Kevin Allen joins the HR leadership team from his position as Principal at Eisenhower Middle School where he has served

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:

**Title IX/Civil Rights Compliance Officer** – Mary O'Brien, 425-385-4106, [mo'brien@everettsd.org](mailto:mo'brien@everettsd.org)

**Section 504 Coordinator** – Dave Peters, 425-385-4063 [dpeters@everettsd.org](mailto:dpeters@everettsd.org)

**ADA Coordinator** – Randi Seaberg, 425-385-4104, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org)

Address: PO Box 2098, Everett, WA 98213

since 2017. Kevin taught ELA and Social Studies at Cascade and Jackson high schools in the 1990's. He went on to school leadership positions as assistant principal and principal in the Lakewood and Edmonds school districts. He is looking forward to diving into the work of diversity recruitment, grow-your-own programming and overseeing staff wellness initiatives.