

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: MARCH 2025 HR/PY Monthly Message
Date: Monday, March 31, 2025 8:05:43 AM
Attachments: [image002.png](#)
[image001.png](#)



Upcoming Dates

- ★ **March 31**
Paydate for March
- ★ **April 7-11**
Spring Break
- ★ **April 30**
Paydate for April
- ★ **[2024-25 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/>.

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.

Shared Leave

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

Retirement Corner

**An online newsletter for the staff of
Everett Public Schools**

Human Resources and Payroll Monthly Message March 2025

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EMPLOYEE SALARY WORK VERIFICATION FORMS

As spring break draws closer, the end of the school year does as well! There are a variety of district salary verification forms due to be returned to the Human Resources Records office to substantiate different salary payments, related to specific positions. Please review the list below to see if any situation applies to positions you may hold, and forms that need to be submitted to the Human Resources office by the end of this school year.

Supplemental Days/Extended Work Year Verification

(applicable to Counselors, Librarians, Psychologists, Student Advisors, Athletic Directors and CTE Instructors)

If you hold a supplemental contract for additional days or hours worked, you may

Is Your Pension Enough? Your retirement needs are unique. Not unlike your family tree that can show you where you got your brown eyes and curly hair, you also have a pension DNA. Unfortunately, there isn't a money tree you can reference for personal financial matters but there *are* ways to estimate what you'll need in retirement. There's no need to be left worrying if your pension is enough.

Review more of your retirement options within the following Department of Retirement article at: <https://www.drs.wa.gov/is-your-pension-enough-newsfeed/>

SEBB Information

[Benefits 24/7](#)

[SEBB Intercom Newsletters](#)

Contact Information

Compensation & Certification
(425) 385-4120 – [Stephanie North](#)
(CHS, HMJA, HWD, GTWY, EIS, CW, FV, MC, SF, TC, WOOD)

(425) 385-4107 – [Terri Odell](#)
(EHS, SEQ/PG, EVGN, NOR, JEFF, MON, PC, SL, VR, WHIT)

(425) 385-4105 – [Kylie Drouillard](#)
(EM, GARF, HAW, JACK, LOW, MAD, departments)

Benefits
(425) 385-4115
benefits@everettsd.org

Payroll
(425) 385-4160
payroll@everettsd.org

Everett Public Schools 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:

Title IX/Civil Rights Compliance Officer and ADA Coordinator
Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator
Dave Peters
PO Box 2098, Everett WA 98213
425-385-4063
DPeters@everettsd.org

submit the verification form of your completed hours to the Human Resource office at any time before **August 1, 2025**. Forms were sent earlier this year to eligible employees. Equal installments for the supplemental and extended day pay have been included in your monthly payroll warrant. Failure to complete and return this verification form by August 1, 2025, can result in a payroll deduction for the undocumented hours. If you have misplaced your form, please send a request via email to [HR Records](#).

Paraeducator Certificates

All professional development and Certificate records used to assess paraeducator salary premiums are due no later than **Monday, June 30, 2025**. All Certificate requests with OSPI should allow time for review and corrections in case of errors. Records may be submitted electronically or by in-district mail to [HR Records](#).

Everett Public School's [paraeducator professional development website](#) contains a variety of resources. Additional helpful links for paraeducators:

- [Paraeducator Certificate Program](#)
- [Education Data System eCertification portal](#)
- [Paraeducator eCertification User Guide](#)
- OSPI eCertification office for account or portal support: cert@k12.wa.us or 360-725-6400

EASA and Administrator Supplemental Days Verification

Any EASA member who has provided mentoring services this school year is required to submit their mentor activity form no later than **June 15, 2025**. If you have misplaced your form, please send a request via email to [HR Records](#). Administrators receiving a supplemental contract for additional days may submit the verification form to the Human Resource office at any time before **June**

Gender-Inclusive Schools Coordinator

Joi Odom Grant
PO Box 2098, Everett WA 98213
425-385-4137

JGrant@everettsd.org

Address: PO Box 2098, Everett, WA 98213

Translated versions of this statement can be accessed at:
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4736>

15, 2025. Forms were sent earlier this year with your contract to eligible employees. Equal installments for the supplemental and extended day pay have been included in your monthly payroll warrant. Failure to complete and return this verification form by June 15, 2025, can result in a payroll deduction for the undocumented hours. If you have misplaced your form, please send a request via email to [HR Records](#).

VOLUNTARY TRANSFERS – 2025-2026

Everett Education Association

Per Section 5.11 – Assignment and Transfer, Paragraph D.4.a, the District shall solicit interest and preferences for voluntary transfers for all employees. If you would like to provide Human Resources with your interests and preferences, complete the [Transfer Interest and Preferences](#). **The deadline to submit this form has been extended to April 15, 2025.**

Please note, completing the Transfer Interest and Preferences form does not assure a voluntary transfer. Per Section 5.11 – Assignment and Transfer, Paragraph D.4.b, Employees seeking a voluntary transfer for the following school year shall submit a transfer request in response to an internal or external posting.

If you are considering seeking a voluntary transfer for the 2025-2026 school year and are interested in specific schools, watch for any possible vacancies to be posted on the Everett Public Schools website and apply for an internal transfer through the on-line application process at the time the opening is posted. To access the vacancy postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the vacancy postings as well as apply on-line from this site. Certificated positions are posted to this site on

Tuesdays and are posted for five days.

If you have any questions regarding the transfer process, please call Mary O'Brien, Human Resources Director, at (425) 385-4106.

Everett Association of Paraeducators

Building and program paraeducators can submit preferences for a change in assignment to their building principal/program manager from March 1 - April 1, 2025. Section 10.6.2. Voluntary Change in Assignment Within a Building or Program states:

a. Preferences for a change in assignment within a building are to be submitted to the building principal between March 1 and April 1 of each year for consideration for the following year.

b. Preferences for a change in assignment within a program are to be submitted to the program manager between March 1 and April 1 for consideration for the following year.

Building principals and program managers must provide the opportunity for paraeducators to request a change for assignment during the March 1 – April 1, 2025, window. Paraeducators may submit their completed [Paraeducator Assignment Request](#) form directly to the building/program office manager **no later than April 1, 2025 (tomorrow)**, for the building principal/program manager to review.

CERTIFICATE EXPIRING SOON?

If you have an administrative, teaching, or ESA certificates expiring on June 30 (or this calendar year), please **be sure you have provided a copy** of your renewed certificate to HRRecords@everettsd.org. OSPI does not provide a copy to districts. You can double-check to see if the HR office has received and recorded your renewed certificate date in [Employee Online](#), menu

path Personal Information ->Education
and Skills ->Credentials.

For questions regarding certification
issues, contact OSPI's certification office
at (360) 725-6400 or access their recently
updated website at:

www.k12.wa.us/certification/default.aspx.

BEST PRACTICES FOR LEAVES OF ABSENCE

Circumstances that lead to an absence for
six (6) or more days will require an official
[Leave of Absence](#) authorization submitted
to the Benefits office. This could be
planned, or unplanned...consecutive work
days, or intermittently for the same
reason. If you are covered under a
Collective Bargaining Agreement or
Handbook, your group has detailed leave
benefits available to you under different
absence categories such as: illness,
personal, maternity/paternity, or vacation.
The first thing you want to do is to review
these options available as it will be
important to know how these might apply
to your situation. For the benefit of your
students and work team, reaching out to
the [Benefits](#) office is imperative to get this
process going for you. Coordination and
communication from medical providers
may also add extra complexity. Thirty (30)
days advanced notice for items such as
surgeries, new baby, or other planned
situations can help your co-workers plan
for your absence and avoid any possible
payroll overpayment.

Outside of an official Leave of Absence,
absences must be entered into Frontline
and must be directed to a balance of leave
(example: Illness, Personal or Vacation).
Human Resource [Policy 5320.8](#), has been
established to provide for **leaves of
absence without pay** only in very specific
circumstances. **Frontline absences
entered using "leave without pay" (i.e.
having no balances of leave available)**

require an explanation which will be subject to human resources review and should not be presumed to be approved until this review is completed. The use of any unauthorized leave without pay could result in disciplinary action. Therefore it is important to stay on top of your leave balances without going beyond what has been granted to you at the beginning of the school year. If you have a situation that would benefit from the protection of an official Leave of Absence (as described above), please reach out the [Benefits](#) office.

More Important News

LEARNING OPPORTUNITIES – FRIDAY CRC PROFESSIONAL LEARNING SERIES

This series continues, offering a fantastic opportunity for staff to enhance their skills, share knowledge, and stay updated with the latest trends.

Details of the series:

- ★ Dates: Select Fridays
- ★ Time: 2:30-3:30
- ★ Location: CRC

Registration Instructions: Please register for the series through [Frontline Professional Growth](#). Simply search the catalog using the keywords “**CRC Professional Learning**” to find and sign up for the sessions.

MEASLES IMMUNIZATION & RECORDKEEPING

In the event of a measles exposure or outbreak in one of our buildings, it is critical that all staff have their immunization records on file or readily available. The health department will mandate that all staff and students who are identified as being exposed be

excluded from school settings for a minimum of 21 days unless they can show proof of full immunity, which is 2 doses of Measles, or medical documentation of a previous illness from this disease. Ensuring your immunization status is up to date will help protect you and reduce disruptions to our school community.

Please take the necessary precautions to keep yourself and others safe. If you want to **verify** whether your vaccination record is on file, go to **Employee Online** and log in. Next, from the **Menu**, go to **Personal Information** and then click on **Immunization and Clearances** under the **Education and Skills** header. Click on the arrow next to **Immunizations and Clearances**. Scroll down to **MEAS – MEASLES** and click on the arrow next to the title. If a date is listed next to “**Recorded Date**” your measles immunization is on file. If there is no date listed, you need to provide the information by emailing a copy of your immunization record (with dates of immunization) to HRRecords@everettsd.org, or have your immunization record readily available in the event of a measles outbreak.

Steps to Stay Healthy

- **Practice Good Hygiene:** Wash hands frequently with soap and water for at least 20 seconds.
- **Stay Home When Sick:** If you are experiencing flu-like symptoms, please use appropriate leave and avoid coming to work to prevent spreading illness.
- **Cover Coughs and Sneezes:** Use a tissue or your elbow to reduce the spread of germs.
- **Disinfect Common Areas:** Regularly clean and disinfect frequently touched surfaces.
- **Stay Up to Date on Immunizations:** Ensure that your vaccinations, including the measles

(MMR) vaccine, are current.

Thank you for your cooperation in maintaining a healthy learning and working environment.

WAYS TO STRESS LESS

While we can't get rid of stress completely, we do have ways to get ahead of it and learn to control it before it controls us. Learn to recognize stressful situations and build positive coping strategies for life's many ups and downs.

Take a moment to breathe

When stress strikes, try a few minutes of deep breathing. Breathe in for a count of 5, hold for 5, and exhale for 5. Repeat 10 times or until you start feeling more calm, grounded, and focused.

Recognize stress

Stress comes in different forms, from minor issues to major conflicts. Whether it's balancing work and personal life, staying organized, or seeking support, the following article will help identify your stress triggers and provide options to help mitigate: [Managing Job Stress](#)

Sweat stress away

Exercise is a great way to combat stress. Getting active relieves tension in your body and releases feel-good brain chemicals that fight the effects of stress. As an [option to all district staff](#), you can join any one of the six Snohomish County YMCA locations using promo code **SDEMP20** to save 20% off membership fees and \$0 join fee.