

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: May 2025 HR/PY Monthly
Date: Friday, May 30, 2025 6:02:07 AM
Attachments: [image002.png](#)
[image003.png](#)
[image001.png](#)



Upcoming Dates

- ★ **May 30**
Paydate for May
- ★ **June 19**
Juneteenth
- ★ **June 20**
Last Day of School
- ★ **June 30**
Paydate for June
- ★ **[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

An online newsletter for the staff of Everett
Public Schools

Human Resources and Payroll Monthly Message
May 2025

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EEA RECEIVING ELECTRONIC CONTRACTS

Beginning May 28 and continuing through the end of the work day on May 30, emails are being delivered to EEA district email and personal email (if we have them on record) accounts notifying staff that contracts are available and authorizations will be collected electronically using [Employee Online](#). When you receive this email, it will include another link to Employee Online and instructions on how to review and approve your contracts (both Base and Supplemental). Keep in mind that if you connect from home you will be required to provide additional authentication into our secured network.

After your approval is accepted and recorded, the contract documents will remain on Employee Online in your profile, so you can access or print them for your files whenever it is convenient for you. HR will NOT need you to print and send a copy of the contract.

Once issued, you have 10 calendar days to accept your contracts. Contracts will be held

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

Retirement Corner

Is it better to retire at the beginning of summer or at the end?

When it comes to retirement for teachers and school employees, a few months can have a big impact. Before deciding on the month you want to retire, you need to understand how [Cost-of-Living Adjustments](#) (COLA) and the Public Employees Benefits Board (PEBB) affect your retirement benefits.

How does COLA affect your benefit?

Starting the first full year after retirement, DRS will adjust your monthly benefit on July 1 every year.

The adjustment, known as a COLA, depends on the Seattle Consumer Price Index (CPI) percentage change, though the COLA is capped at 3% a year. If the CPI is higher than 3%, the additional COLA is banked. When the CPI is less than 3%, we add that amount to your benefit in future years.

How does SEBB/PEBB affect your benefit?

During your school career, the School Employees' Benefits Board (SEBB) covers your health insurance.

As a retired public or school employee you have access to insurance options through the Public Employees Benefits Board (PEBB). To join PEBB, [you must meet qualifications](#) and enroll no later than 60 days after your employer-paid, COBRA or continuation coverage ends.

Under PEBB, you will still be responsible to pay the Health Care Authority (HCA) monthly for your health insurance costs.

How to choose:

- Decide when you want your COLA to start
- Look at the cost of your current employer-paid benefits versus the cost

for any individual whose certificate has not yet been submitted to the [HR Records](#) office. Once HR Records has received confirmation of a completed certificate/permit, you will be issued your electronic contract.

If you experience any challenges accessing your document or you did not receive any district or personal emails "Pending Employee Contract Notification" by June 3, 2025, and feel you should have, please send a message to the HR coordinator from the C&C team who works with your worksite. Coordinators names are listed in the "Contact Information" to the left. They will be monitoring and answering questions.

PARAEDUCATOR CERTIFICATE PREMIUMS

All professional development and certificate records used to assess paraeducator salary premiums are due to the HR Records office 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](#).

HR staff (C&C team) will review submissions for placement on the salary schedule when both of the following situations apply:

1. The employee has provided notice (paper or electronic) of their certificate or completion of the FCS hours, no later than June 30, AND (for non-FCS premiums)
2. No later than August 30, the employee is listed in the OSPI system as having the certificate listed with the status of "I – Issued"

The C&C team must have received communication no later than June 30 and if the certificate is in a pending status, it will be re-checked in July/August to be certain it has been approved. If not in an approved

of retiree health insurance coverage during the last two months of your contract

Retiring in July vs September

Retiring in July

If you separate from employment and end your contract in June you can **retire starting July 1, 2025**:

- You'll receive your pension benefit plus your salary for July and August.
- Your COLA will be applied starting on July 1, 2026.
- Health insurance through SEBB program will end after June 30, 2025, and you will be responsible for your health insurance costs for July and August. However, if you're eligible and meet PEBB's procedural requirements, your retiree insurance coverage will start July 1, 2025.

Retiring in September

If you separate from employment and end your contract in August, you can **retire starting Sept. 1, 2025**:

- Your pension benefit will start in September.
- You missed the COLA, so we will bank it or set it aside until July 2027 when it goes into effect. This means that your COLA in 2027 could be bigger than it would have been if you had chosen to retire in July 2025.
- You'll earn service credit for July and August unless you're in TRS Plan 1.
- You'll continue receiving SEBB program insurance coverage in July and August through your employer.

School employees' healthcare in retirement

If you are planning to receive SEBB benefits

("Issued") status by August 30, the submission will not be accepted, any potential salary increase will not be applied, and a member of the C&C team will notify the employee. If the certificate results in a positive salary adjustment, it will be effective in the regular September paycheck for the upcoming school year.

IMPORTANT REMINDER FOR PARAEDUCATORS: NEW CONTRACT LANGUAGE EFFECTIVE 2025-26 SCHOOL YEAR

As we approach the summer months, we would like to remind all Paraeducators of the new contract provisions that will take effect beginning with the 2025–26 school year.

Under the updated [agreement](#) section 18.7, all Paraeducators will be allocated four (4) hours annually to complete mandatory Vector training and review important District communications, including email. These hours are designated to be used during non-student days, such as over the summer break.

Please note that completing the required training and staying informed of District updates is a professional expectation. Any portion of the mandatory training not completed by October 31 will result in a deduction of the corresponding time (up to four hours) from the employee's pay.

Thank you for your attention to this important update and for your continued commitment to supporting our students and schools.

EMPLOYEE SALARY WORK VERIFICATION FORMS

As the end of the school year approaches, a variety of district salary verification forms must be submitted to the Human Resources Records Office. These forms are necessary to substantiate specific salary payments associated with certain positions.

Please carefully review the list below to

in July and August, you **may not** choose a July retirement date. You will become a September retiree.

Return to work rules for substitutes

You must have a 30-day break in service from the day you retire before you can return to work as a substitute. You may be billed for any days you work before the 30-day break. The only allowable pre-arrangement or guarantee is for those retirees who ask their employers to add them to the substitute list. However, the retirees added to the substitute list are also required to wait 30 days after their retirement date before accepting and performing substitute work.

Summary

When you are eligible for it, the COLA is applied regardless of the month you choose to retire.

As you transition from a working employee to a retiree, you need to consider your health coverage. This is an important decision. It's especially true if you have ongoing care, like prescriptions or treatment.

Reach out to [DRS Customer Contact](#) for more information.

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

determine whether any of the situations apply to your current position(s). If so, ensure the appropriate forms are completed and returned to the Human Resources Records Office by the due dates listed below.

[EEA - 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 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](#).

[EAP - 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](#)
- [EAP Collective Bargaining Agreement Section 18.3](#)
- [Education Data System eCertification portal](#)
- [Paraeducator eCertification User Guide](#)
- OSPI eCertification office for account or portal support: cert@k12.wa.us or

(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

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>

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 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](#).

CERTIFICATE EXPIRING SOON?

If you have an administrative, teaching, ESA or paraeducator certificate 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 ->Credentials.

If you are planning on working during summer school, your certificate must be renewed and be valid before the start of summer school.

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.

**PERSONAL DAY CASH OUT / CARRY OVER and
ADMINISTRATOR / 260-DAY
PROFESSIONAL TECHNICAL
VACATION BUY BACK**

Earlier this month, staff who still carry a personal day balance were emailed notification of the option to carry unused days into the next contract year (2025-26). Please refer to the Personal Leave sections of the respective Collective Bargaining Agreements for details. Completion of the applicable form is required for application of this option. You need to be logged into your IDNumber@apps.everettsd.org browser window in order to authorize entry to these forms.

TEACHERS (EEA)	PARAEDUCATORS (EAP)
EEA Personal Day Carry Over Google Form	EAP Personal Day Cash Out/Carry Over Google Form

NURSES/CAMPUS SECURITY (EHSA)	OFFICE PROFESSIONALS (EAEOP)
EHSA Personal Day Cash Out/Carry Over Google Form	EAEOP Personal Day Carry Over Google Form

TEAMSTERS (TEAM)
TEAM Personal Day Carry Over Google Form

Your entries need to be submitted no later than June 30.

Likewise, certificated and classified administrators and 260-day professional technical staff who meet eligibility requirements, received notice of their annual

opportunity for vacation buy backs on May 13. Submission for these buy back days is collected through [Timecard Online](#) only, and is due no later than June 25. Vacation hours elected for buy back will be posted, and payment will be included, on your July 31 paycheck.

UPCOMING 2025-26 DATES TO REMEMBER

As the close of the current school year approaches, note the following important dates when planning for the 2025-26 school year:

- August 4 – 27 – Classified positions have various return to work dates. Refer to [Docushare](#) for your specific assignments return to work date.
- August 12 – Classified Job Fair at the CRC
- **EEA-only Floating Work Day** – per EEA contract Section 8.04(A)1, one non-instructional contracted workday “shall be worked flexibly whenever an employee chooses and the classroom or workspace is available prior to the first student day to prepare classrooms, workspaces, instruction, and services for students.” This work is not timesheet work, does not replace August 25-26 LID days, and must take place at your assigned location. Failure to work this full contracted day to satisfy the requirement of this section must be documented with a Frontline absence using appropriate leave balances.
- August 25 – All EEA staff and almost all classified staff will return or have returned
- August 27 – First student day
- September 1 – Labor Day holiday

- October 10 – Professional learning day for all staff
- December 22-January 2 – Winter Break
- February 16 – 20 – Mid-Winter Break
- April 6 – 10 – Spring Break
- June 15 – Last student day

All 2025-26 work calendars can be found in [DocuShare](#) with the specific return to work dates for your specific assignment.

More Important News

LEARNING OPPORTUNITIES

Need clock hours? Inspiration? A new idea?

Register for a course during EPS Learns!

We are excited to share the *EPS Learns* professional learning course offerings.

Date of Event: August 21st

Location: Evergreen Middle School

Check out the course catalog now:

https://bit.ly/EPSLearns_CourseCatalog2025

In the catalog you'll find courses about:

- Starting Strong: Planning for Student Success
- College & Career Readiness
- Career & Technical Education
- Diversity, Equity, and Inclusion
- Academics: English Language Arts, Math
- Learning Information Technology
- Multilingual learners
- Special education services

- Visual arts
- Supporting students who are refugees
- Supporting students experiencing trauma or crisis
- Safety

Come for as many sessions as you'd like, earn door prizes, and connect with colleagues!

KAISER PERMANENTE THRIVING SCHOOLS

Schools are passionate about ensuring that all students succeed, but they can't address the health of their employees and students alone. That's why Kaiser Permanente created [Thriving Schools](#). We're committed to serving as a valuable partner in health to schools and districts across the country, helping to ensure that teachers, staff, and students have the support they need to thrive — in learning and in health.

STAY WELL DURING SUMMER BREAK

As the end of the school year nears, we encourage you to make the most of your summer break by prioritizing your well-being. Take time to recharge, practice self-care, build resilience, and focus on yourself.

Attached is a [flyer](#) outlining SEBB wellness resources available to support you. Make sure to explore [SmartHealth](#) and watch for new activities added throughout the summer.

Qualify for a \$125 wellness incentive in 2026!

Eligible subscribers can qualify for a \$125 reduction off their medical plan deductible, or a one-time deposit into their health savings account (HSA) if enrolled in the UMP high-deductible health plan (HDHP). Complete the well-being assessment and other activities to earn a total of 2,000 points

by November 30, 2025.

Learn more about SmartHealth on [HCA's website](#). Visit [Accessing SmartHealth](#) for help logging on.

Thank you for all you do!

The SmartHealth Team

Supporting you on your journey toward living well

