

**From:** [Payroll](#)  
**To:** [EPS.MailList](#)  
**Subject:** June HR/PY Monthly Newsletter  
**Date:** Monday, June 30, 2025 6:01:08 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[Retirement planning checklist.pdf](#)  
[YMCA Discount Flyer.pdf](#)  
[image001.png](#)

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## Upcoming Dates

- ★ **June 30**  
Paydate for June
- ★ **July 4**  
Independence Day
- ★ **July 31**  
Paydate for July
- ★ **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](#)

An online newsletter for the staff of Everett  
Public Schools

Human Resources and Payroll Monthly  
Message  
June 2025

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## SUMMER VISITS TO THE COMMUNITY RESOURCE CENTER

Summer hours for the CRC building have been established and many staff at the CRC building are out of the office enjoying their summer break time. We highly recommend calling ahead and making an appointment to be sure we can provide you the best assistance during this time.

**Summer administrative office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday beginning June 23, 2025 through August 1, 2025.**

[here](#).

## Retirement Corner

### Ready to Start Dreaming About Retirement?

Whether retirement is just around the corner, you're aiming for an early exit, or you're curious how life changes (like a new marital status) could impact your plans — DRS has tons of great tools to help you get started.

- Go to the [DRS website](#) to learn how a specific life event could affect your retirement.
- Attend a [Nearing Retirement](#) seminar.
- Watch an informational [video](#).
- Use the [retirement planning checklist](#) to start planning for retirement.

It's never too early to plan your next adventure!

## 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](mailto:benefits@everettsd.org)

**Payroll**  
(425) 385-4160  
[payroll@everettsd.org](mailto:payroll@everettsd.org)

Everett Public Schools does not discriminate in any programs or

## UPCOMING 2025-26 DATES TO REMEMBER

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
- November 26 – Non-work day for all staff
- November 27- 28 – Thanksgiving Break
- December 22-January 2 – Winter Break

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](mailto:CGolden@everettsd.org)

**Section 504 Coordinator**

Dave Peters  
PO Box 2098, Everett WA 98213  
425-385-4063  
[DPeters@everettsd.org](mailto:DPeters@everettsd.org)

**Gender-Inclusive Schools Coordinator**

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

[JGrant@everettsd.org](mailto: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>

- 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.**

## **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 **today, June 30**. 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 **today, 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 ("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.

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](mailto:cert@k12.wa.us) or 360-725-6400

## EMPLOYEE SALARY WORK VERIFICATION FORMS

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 the designated date.

### Supplemental Days/Extended Work Year Verification

*(applicable to Counselors, Librarians, Psychologists, Student Advisors, Athletic Directors, ML Coaches, Dual Language Teachers 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](#).

## DID YOU RENEW YOUR EXPIRING

## CERTIFICATE?

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](mailto: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.

If you did not renew your certificate by the June 30 expiration date, the renewal process becomes a bit more difficult. Contact your HR coordinator regarding the steps you are taking to renew your certificate.

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](http://www.k12.wa.us/certification/default.aspx).

## PERSONAL DAY CASH OUT / CARRY OVER

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](mailto:IDNumber@apps.everettsd.org) browser window in order to authorize entry to these forms. All forms need to be submitted no later than **today, June 30**.

TEACHERS (EEA)	PARAEDUCATORS (EAP)
<a href="#">EEA Personal Day</a>	<a href="#">EAP Personal Day</a>

<a href="#">Carry Over Google Form</a>	<a href="#">Cash Out/Carry Over Google Form</a>
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NURSES/CAMPUS SECURITY (EHSA)	OFFICE PROFESSIONALS (EAEOP)
<a href="#">EHSA Personal Day Cash Out/Carry Over Google Form</a>	<a href="#">EAEOP Personal Day Carry Over Google Form</a>

TEAMSTERS (TEAM)
<a href="#">TEAM Personal Day Carry Over Google Form</a>

## More Important News

### LEARNING OPPORTUNITIES

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

Date of Event: August 21<sup>st</sup>

Location: Evergreen Middle School

Check out the course catalog now:  
[https://bit.ly/EPSLearns\\_CourseCatalog2025](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!

## **STAY HEALTHY AWAY FROM HOME**

Enjoy your time off this summer! Whether you're on the go around town or traveling across the country, take these easy steps to stay healthy.

### **Be Prepared**

- Pack for the weather. Don't forget sunglasses and a hat.
- Always bring sunscreen that's SPF 30 or higher to help protect your skin.
- Refill your prescriptions before long trips.
- If you're leaving the country pack any over-the-counter medications you often use.

## **SPECIAL MEMBERSHIP DEAL FROM THE YMCA**

We want to take a moment to recognize the heart and dedication you and your staff bring to your classrooms and schools every single day. Your commitment to educating and inspiring the next generation is truly the foundation of a thriving community—and we're so grateful for you.

At the Y, we value the impact you make in the lives of young people. To show our appreciation, we're offering a special membership deal exclusively for Snohomish County school district educators and staff.

Here's our offer just for you:

- \$0 Join Fee

- 20% off monthly membership fees (an annual savings of up to \$400!)
- 20% off Before and After-School Care

Sign up [online](#) with code SDEMP20 or stop by any of our six Snohomish County locations. Just bring your school district ID on your first visit to verify your employment.