

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: July 2025 HRPY Monthly Newsletter
Date: Thursday, July 31, 2025 6:30:54 AM
Attachments: [image002.png](#)
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[image001.png](#)



Upcoming Dates

- ★ **July 31**
Paydate for July
- ★ **August 1**
Deadline for Suppl. Days Forms
- ★ **August 21**
EPS Learns
- ★ **August 29**
Paydate for August
- ★ **[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](#).

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

July 2025

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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,

Retirement Corner

Are you nearing retirement? Getting ready for retirement can be a little intimidating. There are decisions to make and applications to fill out. That's why [attending a free seminar](#) is a great way to get the information you'll need to retire with confidence.

The DRS Nearing Retirement seminars are designed for people within five years of retiring. They run from 9:00 am - 1:30 pm and are available online.

Upcoming Seminars

Saturday, August 2 [sign up](#)

Saturday, October 4 [sign up](#)

Friday, December 5 [sign up](#)

See the [DRS Nearing Retirement Seminar page](#) for seminar materials.

Basic retirement plan information will not be provided at a seminar, but it's important to understand the basics of your plan prior to attending. To brush up, review your online [Plan webpage](#) or select your retirement plan to watch a recorded webinar video that's available on-demand:

[TRS Plan 1](#)

[Plan 2: PERS, SERS, TRS](#)

[Plan 3: PERS, SERS, TRS](#)

[Plan 3 withdrawals](#)

[DCP withdrawals](#)

Are you in PEBB or SEBB? If so, you are eligible for PEBB retiree health care. Attend a free [HCA PEBB webinar](#).

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)

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 - 26 – EEA and EAP Learning Improvement Days
- 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
- 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.

EEA - NATIONAL BOARD STIPENDS

Approximately 160 teachers in our district who have acquired National Board Certification (an advanced teaching credential) will receive their stipend in this month's paycheck. Washington State awards a bonus to all eligible 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: <https://ospi.k12.wa.us/certification/national-board-certified-teachers/washington-state-national-board-certification-nbct-spotlight> or the National Board for Professional Teaching Standards (NBPTS) website at: www.nbpts.org.

EEA - EMPLOYEE SALARY WORK VERIFICATION FORMS

(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

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>

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](#).

BUY BACKS AND CARRY OVERS

Personal leave carry over requests have been processed and days (hours) specified on your requests, if available, 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. For EEA only, 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 Wages portion of your check stub on Employee Online. For non-EEA cashouts, please refer to the Personal Leave sections of your respective Collective Bargaining Agreement for payment details.

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.

Employees represented under the 2021-2025 Pacific Northwest Regional Council of Carpenters collective bargaining agreement will receive email communication in mid-August with instructions regarding voluntary vacation buy back with instructions and timelines.

EAP – MANDATORY PROFESSIONAL DEVELOPMENT DAYS

Effective this school year, three (3) mandatory

professional development (PD) days have been included to the work calendars of all EAP staff. All EAP employees are required to work **6.5 hours** on the following dates, regardless of their regular work schedule:

- **August 25**
- **August 26**
- **October 10**

If an employee is unable to attend any of these mandatory PD days, their absence **must be entered into Frontline**.

DEADLINES FOR 2024-2025 REIMBURSEMENTS AND TIMESHEETS

Tuesday, September 9, all paperwork is due to the accounting department for the 2024-25 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.

Timecard Online entries are due for submission no later than September 1. All **paper** timesheets must be stamped into the Payroll office no later than Tuesday, September 9, for processing for the September paydate. Please plan ahead for these deadlines.

Any additional accrued pay will be deposited into employee accounts on the regular September pay date, which will be Tuesday, September 30, 2025.

More Important News

EPS CLASSIFIED JOB FAIR – AUGUST 12

Do you know anyone interested in a job opportunity? Invite them to join our team this year! The Everett Public School Human Resources team is hosting this year's JOB FAIR on Tuesday, August 12, from 3:00 pm to 7:00 pm at the Community Resources Building. We are hiring for the following teams:

- Para Educator
- Custodial
- Food & Nutrition
- Classified Substitute

- Maintenance

Aspiring applicants are highly encouraged to apply before the job fair. There will be application support between the hours of 1:00 pm and 3:00 pm. Visit www.everettsd.org/Jobs to see current openings.

LEARNING OPPORTUNITIES

EPS Learns is next month!

Date of Event: August 21st

Location: Evergreen Middle School

Audience: Courses Offered for All Staff

Check out the course catalog now:

https://bit.ly/EPSLearns_CourseCatalog2025

New courses were added:

- ★ Reimagining Resilience series... understanding and supporting behaviors that disrupt learning
- ★ Highly Capable Classroom series
- ★ PE Collaboration
- ★ Unlocking the History of the Tulalip Tribes

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!

WIN A WASHINGTON EXPERIENCE FROM SMARTHEALTH!

Twenty (20) lucky SmartHealth participants will win \$500 gift certificates to use for a Washington experience. It could be you!

Winners can choose a \$500 gift card from one of the following businesses:

- Hotels.com
- Airbnb
- REI
- Washington State Parks store

How do I enter?

First, complete your [SmartHealth well-being assessment](#). Then, report completion of the Washington Experience Giveaway featured activity. The sooner you complete these steps, the more chances you have to win.

When are the deadlines?

Three separate drawings will be held. The following are deadlines to be entered into each drawing:

- Drawing 1: August 30, 2025
- Drawing 2: September 30, 2025
- Drawing 3: October 31, 2025

Please note that you only need to enter once to be eligible to win any of the drawings.

Who is eligible to win the gift cards?

[PEBB](#) and [SEBB](#) subscribers who are eligible to qualify for the SmartHealth \$125 wellness incentive are eligible to win.

Review the [FAQs](#) for more details.

