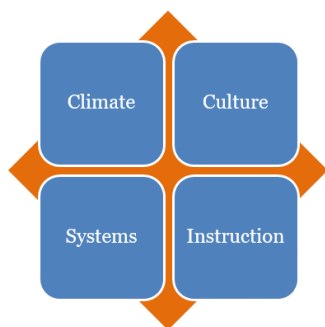


# New Administrator's Guide 2022-23



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An electronic copy of the New Administrator Guide 2021-22 is available on DocuShare under Everett Public Schools Documents - Departments - Human Resources - New Administrator Orientation

# JOIN US

## District Offerings

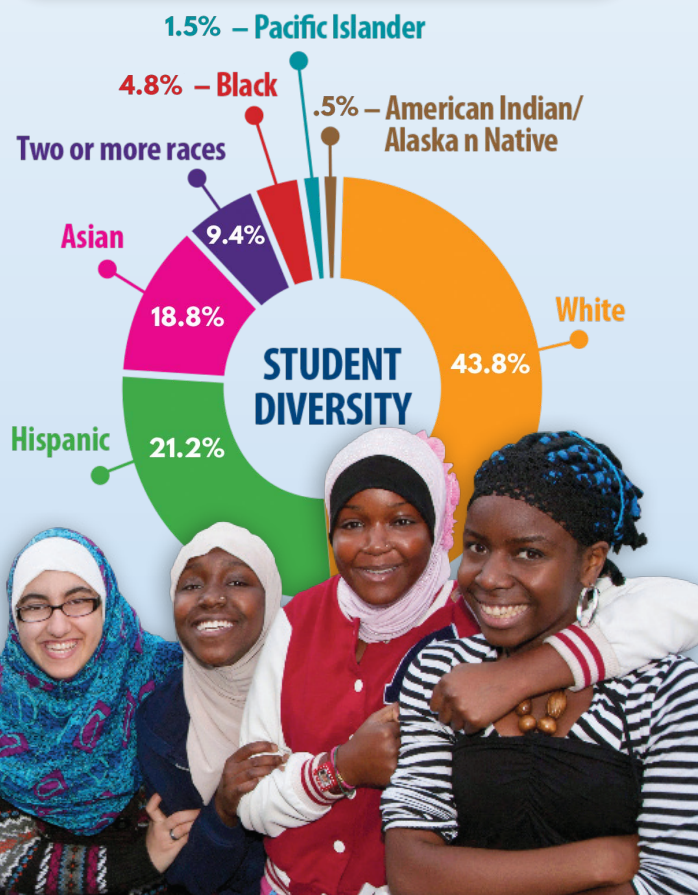
- Strong academic performance
- Collaborative staff
- Family involvement
- Modern, updated facilities and technology
- High employee satisfaction

## Community Offerings

- Strong financial support
- Growing diversity
- Welcoming environment
- Recreational and cultural opportunities
- Affordable housing
- Two vibrant cities

### How to join our team:

- » Fill out an application at: [www.everettsd.org](http://www.everettsd.org)
- » Call Human Resources at: 425-385-4100



Located on Puget Sound 20 miles north of Seattle, Everett Public Schools serves **Everett, Mill Creek and Bothell cities**, growing communities with strong civic pride.

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

### Designated to handle inquiries about nondiscrimination policies are:

- Title IX/Civil Rights Coordinator – Kevin Allen, 425-385-4100
- Section 504 Coordinator – Dave Peters, 425-385-4063
- ADA Coordinator – Randi Seaberg, 425-385-4104



3900 Broadway  
Everett, WA 98201  
425-385-4000  
[www.everettsd.org](http://www.everettsd.org)

### Our Mission

*Inspire, educate and prepare each student to achieve to high standards, contribute to our community and thrive in a global society.*



**Join** Everett Public Schools, where students achieve and learn to become contributors to our community and the world.

Join us  
Присоединиться к нам  
Tham gia với chúng tôi  
Únete a



# DISTRICT AT A GLANCE


**27** SCHOOLS



**20,335** STUDENTS



**41** %



**Our student population** makes Everett Public Schools the twelfth largest school district in Washington state.

**Over 100 languages** are spoken by **students** in Everett Public Schools with more being added every year. Schools celebrate and embrace diversity in our district.

**38.3% of our students** qualify for free lunch or reduced-price lunch.

## District Priorities

- K-12 STEM (Science, Technology, Engineering, Math)
- Early learning and WaKIDS
- 21st Century Skills
- Continuous improvement
- Danielson's Instructional Framework
- AVID
- Diversity, Equity & Inclusion
- Strong music, visual and performing arts and athletics programs
- Family Engagement

## Outstanding Benefits

- Competitive salaries (highest paid in state for 40 years)
- Excellent health benefits
- Advancement opportunities
- Opportunities to earn additional compensation
- OSPI BEST Program
- New teacher support
- Staff Affinity Groups

## Core Values

**Learning** – We believe each student has the ability to learn to high standards.

**Equity** – We honor and support each student's right to learn and achieve.

**Integrity** – We act in good faith, serving others with honesty and dignity. We serve as stewards of the public trust.

**Passion** – We are passionate about teaching and learning.

**Respect** – We value differences among people and treat one another with respect.

**Diversity** – We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength.

**Collaboration** – We believe in learning and working together, the value of diverse views and the power of collective wisdom.

## Professional Learning

- Early career mentoring and professional development
- Multiple staff development opportunities for all, including SEL and DEI Learning Improvement Days
- Partnerships with colleges and universities

## Strong Community Partnerships

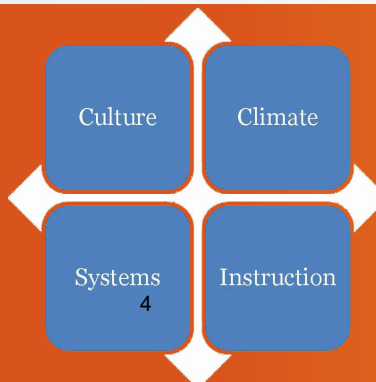
Our community partners, which include our families, our area's businesses and nonprofits, educational institutions and civic and social service organizations, are essential to our ability to achieve the mission and the vision. With their support, we strive for each Everett Public Schools' student to graduate and succeed.

- Cities of Everett, Mill Creek and Bothell
- Everett Community College
- Everett Public Schools Foundation
- Familias Unidas
- Frontier Communications
- NAACP of Snohomish County
- Natural Leaders
- Opportunity Council
- UW-Bothell
- Providence Health and Human Services
- PTSA Council
- Refugee Forum
- Snohomish County
- The Boeing Company
- United Way
- WorkSource
- YMCA
- Western Washington University



**93.9%**

**GRADUATION RATE**  
Avg 4 year rate



## THE HISTORY OF EVERETT

Everett is the county seat of and the largest city in Snohomish County, Washington. It is 25 miles north of Seattle and is one of the main cities in the metropolitan area and Puget Sound region. Everett is the seventh-largest city in the state. The city is primarily situated on a peninsula at the mouth of the Snohomish River along Port Gardner Bay, an inlet of Possession Sound, and extends to the south and west.

A consortium of East Coast investors seeking to build a major industrial city acquired land in the area and filed a plat for "Everett", which they named in honor of Everett Colby, the son of investor Charles L. Colby. The city was incorporated in 1893, shortly after the arrival of the Great Northern Railway, and prospered as a major lumber center with several large sawmills.

Everett became the county seat in 1897 after a dispute with Snohomish contested over several elections and a Supreme Court case. The city was the site of labor unrest during the 1910s, which culminated in the Everett massacre in 1916 that killed several members of the Industrial Workers of the World. The area was connected by new interurban railways and highway bridges in the 1920s, transforming it into a major commercial hub, and gained an airport at Paine Field in 1936.

The city's economy transitioned away from lumber and towards aerospace after World War II, with the construction of Boeing's aircraft assembly plant at Paine Field in 1967. Boeing's presence brought additional industrial and commercial development to Everett, as well as new residential neighborhoods to the south and west of the peninsula that was annexed by the city. Boeing remains the city's largest employer, alongside the U.S. Navy, which has operated Naval Station Everett since 1992.

Everett remains a major employment center for Snohomish County, but has also become a bedroom community for Seattle in recent decades. It is connected to Seattle by Interstate 5 and various public transit services at Everett Station, including the Sounder commuter train, Amtrak, and commuter buses. Everett stages several annual festivals and is also home to minor league sports teams, including the Everett Silvertips at Angel of the Winds Arena.

## **THE HISTORY OF MILL CREEK**

The City of Mill Creek began as a planned residential community in the early 1970s located north of the I-405 Tech Corridor and south of Everett. Over the years, however, the area experienced a great deal of growth and quickly became an urbanized community and officially became the City of Mill Creek in 1983. In the early 1990s, the City began planning for a Town Center as a focal point for Mill Creek. After nearly a decade of planning and community involvement the construction of the Mill Creek Town Center began in July of 2002.

This creek that bisects the Town Center was informally named Smokehouse Creek because it flowed behind a business named “Larry’s Smokehouse”, which closed its doors in the 1990’s. In anticipation of the Mill Creek Town Center, former Council Member Jon Pazevic suggested that the creek be officially named Mill Creek, after the name of the city. In December of 2000, the Washington State Board on Geographic Names granted the City of Mill Creek, a Mill Creek, to formalize the City’s geographic identity and relevance in reinforcing the City’s name.



## Human Resources Contact Information

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### **Executive Director**

Chad Golden  
[cgolden@everettsd.org](mailto:cgolden@everettsd.org)  
425/385-4109

### **Executive Assistant**

Jean Hanson  
[jhanson@everettsd.org](mailto:jhanson@everettsd.org)  
425/385-4103

### **Director – HR Partner, Region 3**

Mary O'Brien  
[Mo'brien@everettsd.org](mailto:Mo'brien@everettsd.org)  
425/385-4106

### **Director – HR Operations**

Mandy Shinn  
[mshinn@everettsd.org](mailto:mshinn@everettsd.org)  
425/385-4129

### **HR Specialist**

Alyssa Harrell  
[aharrell@everettsd.org](mailto:aharrell@everettsd.org)  
425/385-4101

### **Director – HR Partner, Region 1 & Departments**

Randi Seaberg  
[rseaberg@everettsd.org](mailto:rseaberg@everettsd.org)  
425/385-4104

### **Director – HR Partner, Region 2**

Kevin Allen  
[kallen@everettsd.org](mailto:kallen@everettsd.org)  
425/385-4168

### **Director – Diversity, Equity & Inclusion**

Joi Grant  
[jgrant@everettsd.org](mailto:jgrant@everettsd.org)  
425/385-4137

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**EVERETT ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL (EAEOP) 8/31/22**

---

President:	Sukawt Al-Mansouri	425-385-7001	<a href="mailto:SAIMansouri@everettsd.org">SAIMansouri@everettsd.org</a>
Vice President:	Colleen Denny	425-385-4186	<a href="mailto:CDenny@everettsd.org">CDenny@everettsd.org</a>
PSE Representative:	Nicki Lenssen / PSE	360-393-9040 (cell)	<a href="mailto:nlenssen@pseofwa.org">nlenssen@pseofwa.org</a>
	PO Box 798	253-876-7451	
	Auburn, WA 98071		

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**EVERETT ASSOCIATION OF PARAEDUCATORS (EAP) 8/31/21**

---

President:	Laura Rogers	425-385-5641	<a href="mailto:LRogers@everettsd.org">LRogers@everettsd.org</a>
		425-343-7553 (cell)	
1st Vice President:	Jill Jackson	425-385-6103	<a href="mailto:JJackson@everettsd.org">JJackson@everettsd.org</a>
PSE Representative:	Nicki Lenssen / PSE	360-393-9040	<a href="mailto:Nlenssen@pseofwa.org">Nlenssen@pseofwa.org</a>
	PO Box 798	253-876-7451 (cell)	
	Auburn, WA 98071		

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**EVERETT ASSOCIATION OF SCHOOL ADMINISTRATORS (EASA)**

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Co-President:	Celia O'Connor-Weaver	425-302-9290	<a href="mailto:coconnor@everettsd.org">coconnor@everettsd.org</a>
Co-President			

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**EVERETT COACHES & EXTRACURRICULAR ASSOCIATION (ECA) 8/31/19**

---

President	Jeff Russell (Everett High)	425-239-2739	<a href="mailto:JRussell@everettsd.org">JRussell@everettsd.org</a>
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**EVERETT EDUCATION ASSOCIATION (EEA) 8/31/21**

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President:	Jared Kink	425-259-0622	<a href="mailto:Jkink@washingtonea.org">Jkink@washingtonea.org</a>
	2710 Grand Ave	206-779-4080 (cell)	
	Everett, WA 98201		

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**PILCHUCK UNISERV COUNCIL (TEACHER'S REPRESENTATIVE - EEA)**

---

Representative:	Adam Goldstein	360-318-3384 (cell)	<a href="mailto:Agoldstein@washingtonea.org">Agoldstein@washingtonea.org</a>
	Arden Watson	425-258-3697 (office)	<a href="mailto:Awatson@washingtonea.org">Awatson@washingtonea.org</a>
	2710 Grand Ave		
	Everett, WA 98201		

---

**EVERETT LICENSED NURSES' ASSOCIATION (ELNA) 8/31/21**

---

President:	Laura Peterson	425-385-5265	<a href="mailto:LPeterson2@everettsd.org">LPeterson2@everettsd.org</a>
Representative:	Adam Goldstein / Pilchuck	360-318-3384 (cell)	<a href="mailto:Agoldstein@washingtonea.org">Agoldstein@washingtonea.org</a>
	Uniserv	425-258-3697 (office)	

---

**PACIFIC NW REGIONAL COUNCIL OF CARPENTERS (PNWRCC) 8/31/21**

---

Steward:	Andrew Solheim	425/330-8853 (cell)	<a href="mailto:asolheim@everettsd.org">asolheim@everettsd.org</a>
		425/385-5221 (office)	
Representative:	Paul Galovin	425-272-3233 (cell)	<a href="mailto:PGalovin@nwcarpenters.org">PGalovin@nwcarpenters.org</a>
	PNWRCC		

---

**SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU 925) 8/31/21**

---

President:	Brian Holmes	425-290-2821	<a href="mailto:BHolmes@everettsd.org">BHolmes@everettsd.org</a>
Organizer/Representative:	Grant Engle, SEIU Local 925		<a href="mailto:GEngle@seiu925.org">GEngle@seiu925.org</a>

---

**TEAMSTERS (VAN/BUS DRIVERS) 8/31/20**

---

Steward:	Kim Meacham		<a href="mailto:KMeacham@everettsd.org">KMeacham@everettsd.org</a>
	John Ravetto		<a href="mailto:JRavetto@everettsd.org">JRavetto@everettsd.org</a>
Organizer/Representative:	Tami Brady, Teamsters	425-252-3800 x228	<a href="mailto:tbrady@teamsters38.org">tbrady@teamsters38.org</a>
	Local 38		
	2601 Everett Ave		
	Everett, WA 98258		

---

**EVERETT ASSOCIATION OF PROFESSIONAL-TECHNICAL EMPLOYEES (EAPT)**

---

Co-President:	Senja Yakovleff	425-385-4213	<a href="mailto:SYakovleff@everettsd.org">SYakovleff@everettsd.org</a>
Co-President:	Kari Johnson	425-385-5273	<a href="mailto:KJohnson5@everettsd.org">KJohnson5@everettsd.org</a>

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# Everett School Dist 2

## Are you aware of your 403(b) benefit?

### THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries.

We recommended that all employees visit our education page which can be found here: <https://www.omni403b.com/Employees/Education>

### WHY SAVE WITH 403(b)?

- > You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- > Investment gains in the plan are not taxed until distributed.
- > Retirement assets can be carried from one employer to another in most cases.

#### Future retirement savings value assuming 6% growth.

Monthly Contributions	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

### HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available on the right. Click the link below to print and complete a Salary Reduction Agreement:

<https://www.omni403b.com/SRA>

### HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2021, you may contribute up to \$19,500 if you are 49 years of age and below and up to \$26,000 if you are 50 years of age and over. You may also be entitled to additional catchup provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at 877-544-6664 for further details.

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$19,500.00	\$26,000.00	\$3,000.00	\$58,000.00	\$58,000.00	\$64,500.00

## Looking for Help?

Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com/PlanDetail>

### New accounts may be opened with following approved service providers

AIG RETIREMENT SERVICES FORMERLY VALIC  
AMERIPRISE FINANCIAL RIVERSOURCE  
ASPIRE FINANCIAL SERVICES  
EQUITABLE FORMERLY AXA  
GLOBAL ATLANTIC FINANCIAL GROUP  
HORACE MANN LIFE INS CO  
INDUSTRIAL ALLIANCE SEC BEN  
INVESCO OPPENHEIMERFUND  
LINCOLN INVESTMENT PLANNING  
NY LIFE INS ANNUITY CORP  
PENSERV SMARTSAV FORMERLY FORESTERS  
PLANMEMBER SERVICES CORP  
ROTH AIG RETIREMENT SERVICES FORMERLY VALIC  
ROTH ASPIRE  
ROTH EQUITABLE FORMERLY AXA  
ROTH LINCOLN INVESTMENT  
ROTH PENSERV SMARTSAV FORMERLY FORESTERS  
ROTH SECURITY BENEFIT  
ROTH VANGUARD FIDUCIARY TRUST CO  
SECURITY BENEFIT  
THRIVENT FINANCIAL FOR LUTHERANS  
VANGUARD FIDUCIARY TRUST CO  
VOYA FINANCIAL RELIARSTAR  
WADDELL REED INC

# Everett School Dist. #2

## Are you aware of your 403(b) benefit?

### THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministers.

### WHY SAVE WITH 403(b)?

- > You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- > Investment gains in the plan are not taxed until distributed.
- > Retirement assets can be carried from one employer to another in most cases.

### Sample: Future retirement savings value assuming 6% yield on invest.\*\*

Monthly Contributions	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

### HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at:

### HOW MUCH CAN I CONTRIBUTE ANNUALLY?

You may contribute up to \$19,500 in 2020. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$19,500.00	\$26,000.00	\$29,000.00	\$57,000.00	\$57,000.00	\$63,500.00

## Looking for Help?

Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com>

<https://www.omni403b.com/PlanDetail.aspx?tml=7632>

### New accounts may be opened with following approved service providers

AIG RETIREMENT SERVICES (FORMERLY VALIC)  
AMERIPRISE FINANCIAL/RIVERSOURCE  
ASPIRE FINANCIAL SERVICES  
AXA EQUITABLE LIFE INSURANCE COMPANY  
FORESTERS FINANCIAL (FIRST INVESTORS)  
GLOBAL ATLANTIC FINANCIAL GROUP  
GREAT AMERICAN INSURANCE GROUP  
HORACE MANN LIFE INS. CO.  
INDUSTRIAL ALLIANCE - (SEC.BEN.)  
INVESCO OPPENHEIMERFUNDS  
LINCOLN INVESTMENT PLANNING  
NY LIFE INS. & ANNUITY CORP.  
PLANMEMBER SERVICES CORP.  
ROTH - AIG RETIREMENT SERVICES (FORMERLY VALIC)  
ROTH - ASPIRE  
ROTH - AXA EQUITABLE  
ROTH - FORESTERS FINANCIAL (FIRST INV.)  
ROTH - LINCOLN INVESTMENT  
ROTH - SECURITY BENEFIT  
ROTH - VANGUARD FIDUCIARY TRUST CO.  
SECURITY BENEFIT  
THRIVENT FINANCIAL FOR LUTHERANS  
VANGUARD FIDUCIARY TRUST CO.  
VOYA FINANCIAL (RELIASTAR)  
WADDELL & REED INC.





# **BENEFITS DEPARTMENT**

**[Benefits@everettsd.org](mailto:Benefits@everettsd.org)**

**425-385-4115**

Linda Conti- North Region

[lconti@everettsd.org](mailto:lconti@everettsd.org)

425-385-4128

Nidhie Mahajan South Region

[nmahajan@everettsd.org](mailto:nmahajan@everettsd.org)

425-385-4116

The benefits department is your main contact for 3 major areas: Health insurance enrollment, leaves of absence, and Workers Compensation.

## **HEALTH INSURANCE:**

For all school employees in the state of Washington who meet eligibility criteria, health insurance benefits are administered by the Washington State Healthcare Authority / School Employee Benefits Board, or SEBB. First launched on January 1<sup>st</sup>, 2020, SEBB provides school employees with benefits including; Medical insurance, dental insurance, vision insurance, life and accidental death and dismemberment insurance, long term disability insurance, optional life and long-term disability, optional Flexible Spending Arrangement or Health Savings Account. You can read more about plans offered through the SEBB Program and how to enroll in the enrollment guide, here: <https://www.hca.wa.gov/assets/pebb/20-0049-school-employee-enrollment-guide-2022.pdf>.

Or visit the school employee's website, here: <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>

## **IMPORTANT NOTES ABOUT SEBB:**

- **DO NOT DELAY!** While enrollment is not necessary challenging, the enrollment process is TIME CONSUMING and may need to be broken up over several days. Begin the process as soon as possible to avoid frustrations.
- Your dependents will need to be verified if you wish to carry them on your coverage. This means you will need to upload various documents to prove your relationship.
- If you are transferring from another Washington State school district and will not have a break in service of greater than a full calendar month, you will have uninterrupted coverage.

## **LEAVES OF ABSENCE:**

Absences that will reach a 5<sup>th</sup> consecutive day need prior approval through the benefits department. The type of leave will determine which forms will be required. Please reach out to us to discuss the type of leave that will best suit your or your employee's needs.

## **ON-THE-JOB INJURIES:**

Safety and health standards should be incorporated into all aspects of the district's operations. Employee safety is important to us. Employees who are injured at work are required to submit an Accident/Incident Report whether medical care is sought or not. The accident/injury must be reported to a supervisor, the Human Resources Department and [The Puget Sound Workers' Compensation Trust](#) the third-party administrator managing the District's employee Accident/Incident Reports and work injury claims, immediately. Visit our On-The-Job Injuries page for more information: <https://www.everettsd.org/Page/14939>

## **EMPLOYEE ASSISTANCE PROGRAM:**

Everyone needs a little help now and then. Change can create stress. Routine can create stress. Life is full of challenges and surprises, ups and downs, highs and lows. It's natural to feel sometimes like there's just too much to handle. You're not alone. [Magellan Health Services](#) provides EAP services for all employees and their families. Enrollment in a medical plan is not required for this service. **Professional Consultation** Call 1-800-523-5668

The benefits office is here to serve you! Never hesitate to reach out with questions.

## Hiring Quick Guide – Start to Finish

Employment Services

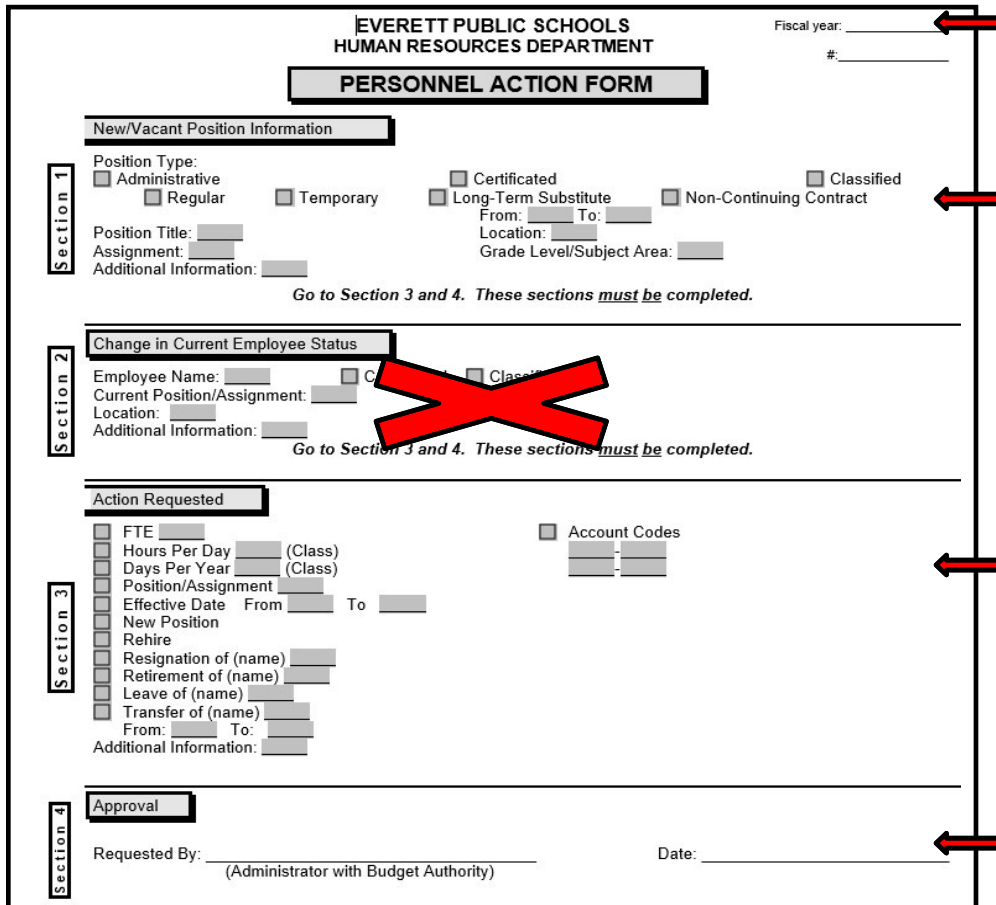
Documents Needed	External Certificated	External Classified	Internal Certificated	Internal Classified
<a href="#">Personnel Action Form (PAF)</a>	(1) HR approved PAF required for each open position	(1) HR approved PAF required for each open position	(1) HR approved PAF required for each open position	(1) HR approved PAF required for each open position
<a href="#">Date Stamped Candidate List for Screening</a>	<b>1 (Upload Portal: 2-C)</b>	<b>1 (Upload Portal: 2-C)</b>	---	<b>1 (Upload Portal: 2-C)</b>
<a href="#">Rubric for Classified Applicants</a>	---	(1) Rubric for every applicant that will be interviewed <b>(Form 1-B)</b>	---	(1) Rubric for every applicant that will be interviewed <b>(Form 1-B)</b>
<a href="#">Classified Screening Tally Sheet</a>	*See Interview Tally Sheet	<b>1 (Form 2-A)</b>	---	<b>1 (Form 2-A)</b>
<a href="#">Interview Questions &amp; Uploading Interview Materials</a>	All interview questions or testing materials for every interviewed candidate must be uploaded <b>(1 Upload Portal: 2-C)</b>	All interview questions or testing materials for every interviewed candidate must be uploaded <b>1 (Upload Portal: 2-C)</b>	*Must complete conversation(s) with all internal applicant(s)	All interview questions or testing materials for every interviewed candidate must be uploaded <b>1 (Upload Portal: 2-C)</b>
<a href="#">Confidentiality and Ethics Form</a>	(1) for each interviewer completed for school year <b>(Form 2-E)</b>	(1) for each interviewer completed for school year <b>(Form 2-E)</b>	---	(1) for each interviewer completed for school year <b>(Form 2-E)</b>
<a href="#">Telephone Reference Checks</a>	(2) total reference checks. Both within the last 3 months and 1 of the 2 must be from a recent supervisor. <b>(Form 3-A)</b>	(2) total reference checks. Both within the last 3 months and 1 of the 2 must be from a recent supervisor. <b>(Form 3-A)</b>	---	(1) if transferring to a new building/supervisor, none if staying under the same supervisor. <b>(Form 3-B or 3-D)</b>
<a href="#">Interview Tally Sheet</a>	<b>1 (Form 2-B)</b>	<b>1 (Form 2-B)</b>	---	<b>1 (Form 2-B)</b>
<a href="#">Hiring Recommendation Form</a>	Depending on position <b>(Forms 4-A or 4-B)</b>	Depending on Position <b>(Forms 4-C, 4-D, 4-E, 4-F, 4-G, or 4-N)</b>	---	Depending on Position <b>(Forms 4-C, 4-D, 4-E, 4-F, 4-G, or 4-N)</b>

# Personnel Action Form (PAF)

Employment Services

**Step 1:** Open Fillable PAF by [clicking here](#). Employment Services recommends downloading the form so that your signature can be saved for future use.

**Step 2:** Type in the necessary fields of PAF as indicated below:



**EVERETT PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**PERSONNEL ACTION FORM**

Fiscal year: \_\_\_\_\_  
#: \_\_\_\_\_

**Section 1: New/Vacant Position Information**

Position Type:  
☐ Administrative  
☐ Regular  
☐ Temporary  
☐ Certificated  
☐ Long-Term Substitute  
☐ Non-Continuing Contract  
☐ Classified

Position Title: \_\_\_\_\_  
 Assignment: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Grade Level/Subject Area: \_\_\_\_\_

*Go to Section 3 and 4. These sections must be completed.*

**Section 2: Change in Current Employee Status**

Employee Name: \_\_\_\_\_  
 Current Position/Assignment: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_

*Go to Section 3 and 4. These sections must be completed.*

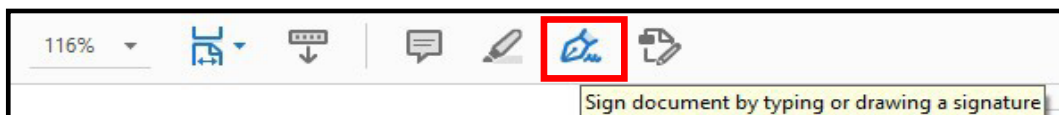
**Section 3: Action Requested**

☐ FTE \_\_\_\_\_  
☐ Hours Per Day \_\_\_\_\_ (Class)  
☐ Days Per Year \_\_\_\_\_ (Class)  
☐ Position/Assignment \_\_\_\_\_  
☐ Effective Date From \_\_\_\_\_ To \_\_\_\_\_  
☐ New Position  
☐ Rehire  
☐ Resignation of (name) \_\_\_\_\_  
☐ Retirement of (name) \_\_\_\_\_  
☐ Leave of (name) \_\_\_\_\_  
☐ Transfer of (name) \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_

**Section 4: Approval**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Administrator with Budget Authority)

**Step 3:** Create an electronic signature by clicking on the **Sign Document** icon. This can only be accessed in Adobe Acrobat, so make sure the document has been downloaded to access this tool.

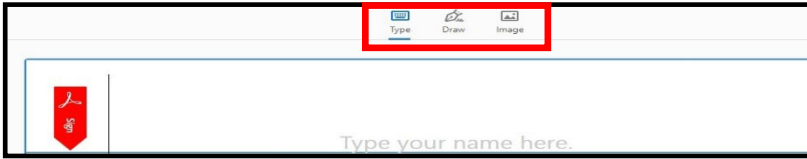


**Step 4:** Click Add Signature





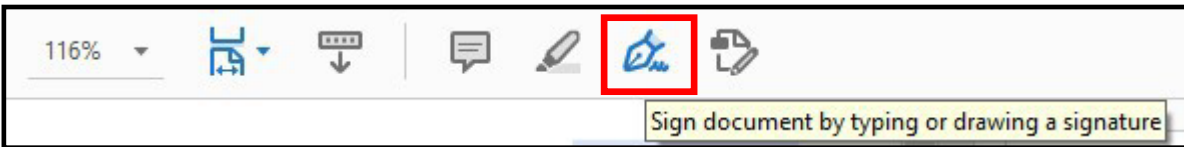
**Step 5:** Click Type or Draw or Image (you can type your name or draw with your mouse, or select a saved signature)



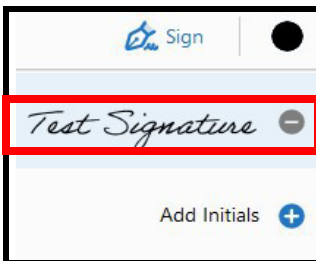
**Step 6:** Once you have made your signature – make sure you check the box Save Signature and then click Apply. This will make it so once you open a PAF at a later date, you can utilize your signature.



**Step 7:** Click on the **sign document** icon to locate all saved signatures.



**Step 8:** Your saved signature will display. Select it and drag signature on signature line and then **save** document



**Step 9:** Save the PAF and send it to the HR Director depending on the position you would like to hire for.

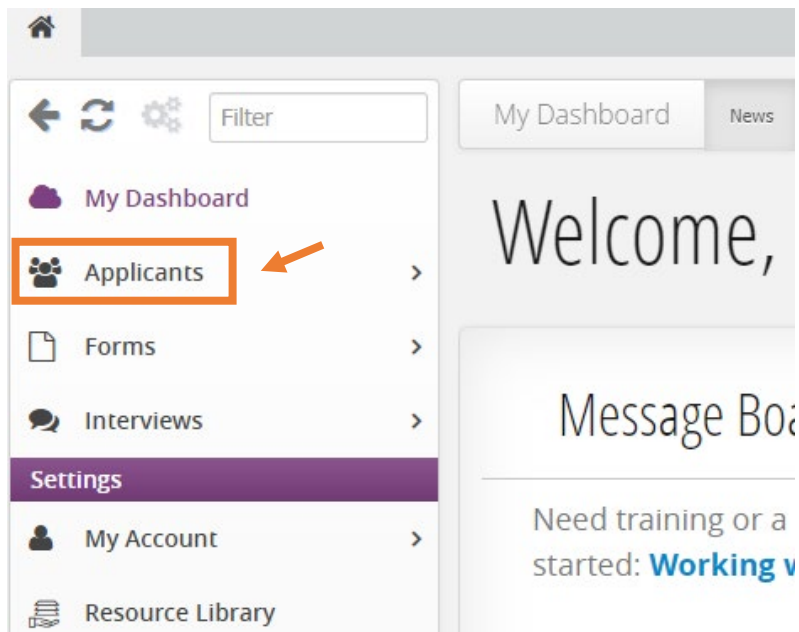
- **Certificated and Classified Staff:** Mandy Shinn
- **Coaches:** Randi Seaberg

Once Personnel Action Forms are approved, there is a posting schedule depending on the position:

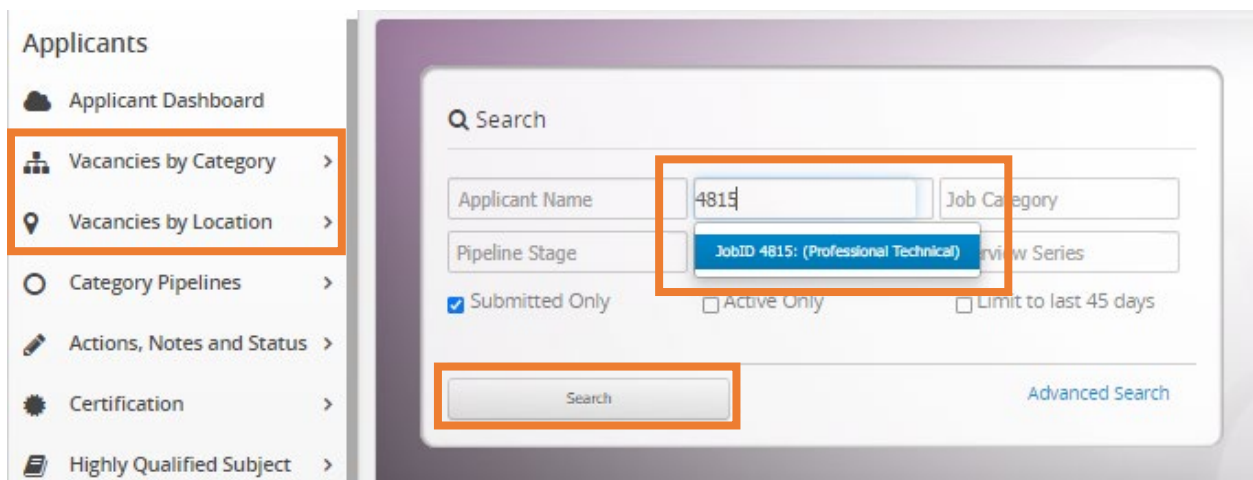
- **Certificated Vacancies:** Will be posted each Tuesday and will remain open through Sunday of that week, then will automatically close at 4pm.
- **Classified Vacancies:** These will be posted based on Thursdays and will remain open based on Union Requirements
  - EAP (Paraeducators): Must be open a minimum of 7 business days
  - EAEOP (Office Personnel): Must be open a minimum of 7 business days
  - PNWRCC (Trades): Must be open a minimum of 7 business days
  - SEIU (Custodians, Food Services, Grounds, and Technicians): Must be open a minimum of 5 business days
  - ELNA (Nurses): Must be open a minimum of 5 business days
  - ECEA (Coaches): Must be open a minimum of 7 days
  - Non-Represented (Professional Technical & Other): Must be open a minimum of 7 business days
- Certificated PAFs received before 12:00pm on Monday will post on Tuesday.
- Classified PAFs received before 12:00pm on Wednesday will post on Thursday.

## How to Create a Date Stamped Candidate List:

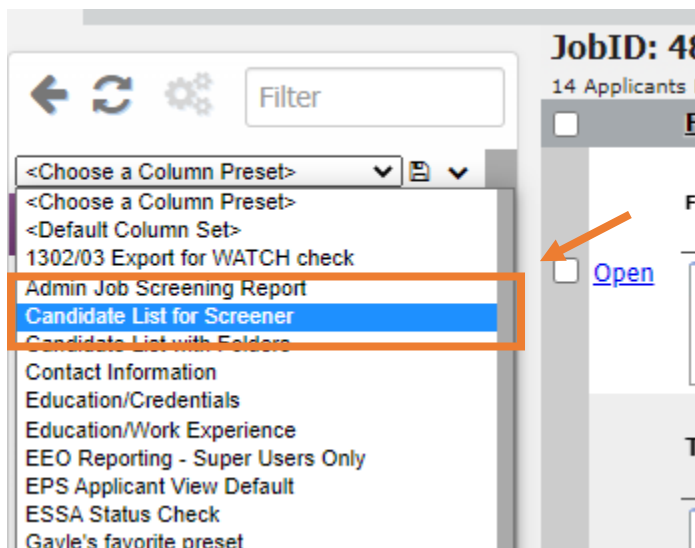
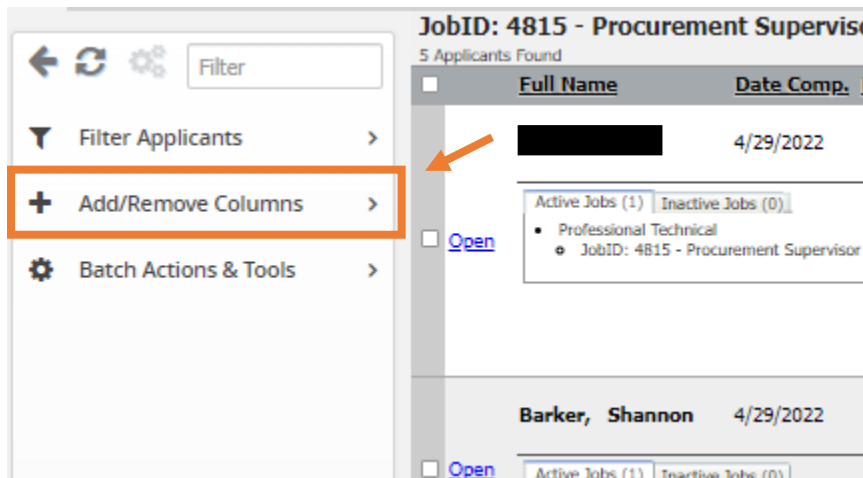
Log in to Frontline Recruiting and Hiring and select “Applicants”



Locate the job you are hiring for and search for the applicants. This can be done by entering in the JobID. If you don't know the JobID, you can search by clicking on Vacancies by Category or Vacancies by location and finding the job opening in those lists.



Once the list of applicants is visible, Employment Services recommends changing the view of the list to condense it as much as possible. To do this click on + Add/Remove Columns, and select the Candidate List for Screener.



To create the time stamped list, click on the small purple printer icon in the top right corner

**JobID: 4815 - Procurement Supervisor - CRC - Finance & Business Services**  
5 Applicants Found

	AppNo	Full Name	Employee ID	Home/Cell Phone	JobFit Overall	TeacherFit Overall	Recommendation
<input type="checkbox"/>	<a href="#">Open</a>	38,716			5		
<input type="checkbox"/>	<a href="#">Open</a>	38,821			4		
<input type="checkbox"/>	<a href="#">Open</a>	35,516			5		Classified Complete
<input type="checkbox"/>	<a href="#">Open</a>	38,725			4		Certificated Complete
<input type="checkbox"/>	<a href="#">Open</a>	38,792			6		Classified Complete

Select the destination as “Save as PDF” with the Layout as a Landscape.

AppNo	Full Name	Employee ID	Home/Cell Phone	JobFit Overall	TeacherFit Overall	Recommendation
<a href="#">Open</a>	38,716			5		
<a href="#">Open</a>	38,821			4		
<a href="#">Open</a>	35,516			5		Classified Complete
<a href="#">Open</a>	38,725			4		Certificated Complete
<a href="#">Open</a>	38,792			6		Classified Complete

Print 1 page

Destination  Save as PDF

Pages All

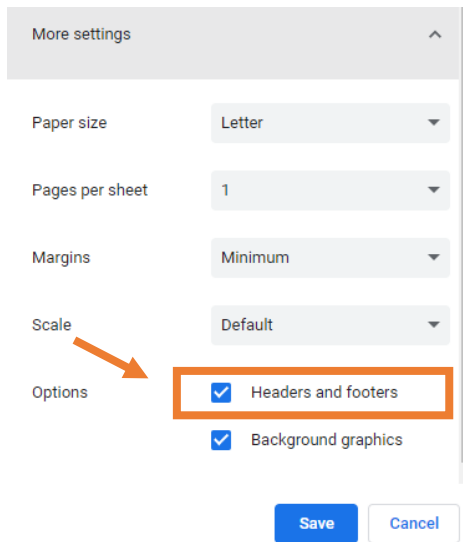
Layout Landscape

More settings ▼

Save Cancel



**To make sure its time stamped, go to More Settings, and check the box for “Headers and Footers”**

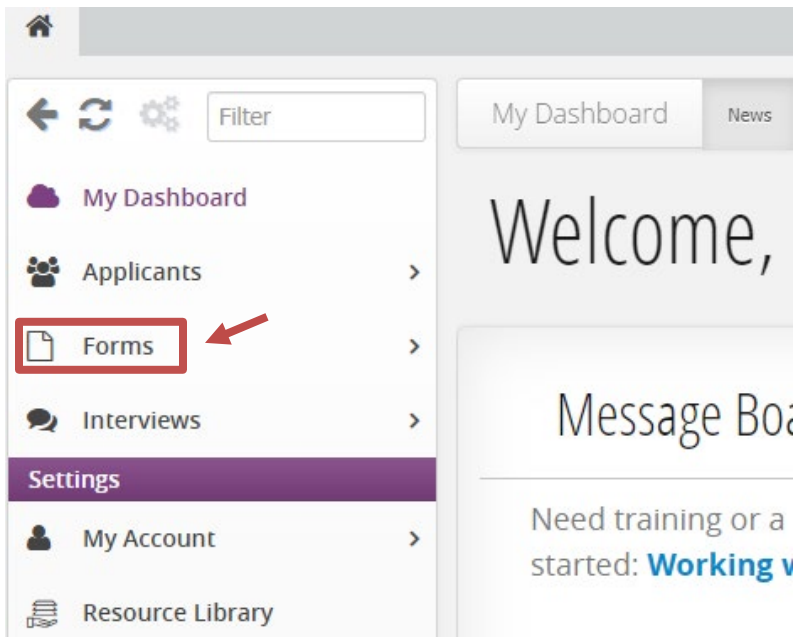


The image shows a 'More settings' dialog box with a light gray header and a white body. The settings are organized into sections: 'Paper size' (Letter), 'Pages per sheet' (1), 'Margins' (Minimum), 'Scale' (Default), and 'Options'. An orange arrow points from the 'Options' label to the 'Headers and footers' checkbox, which is checked and highlighted with an orange border. The 'Background graphics' checkbox is also checked. At the bottom are 'Save' and 'Cancel' buttons.

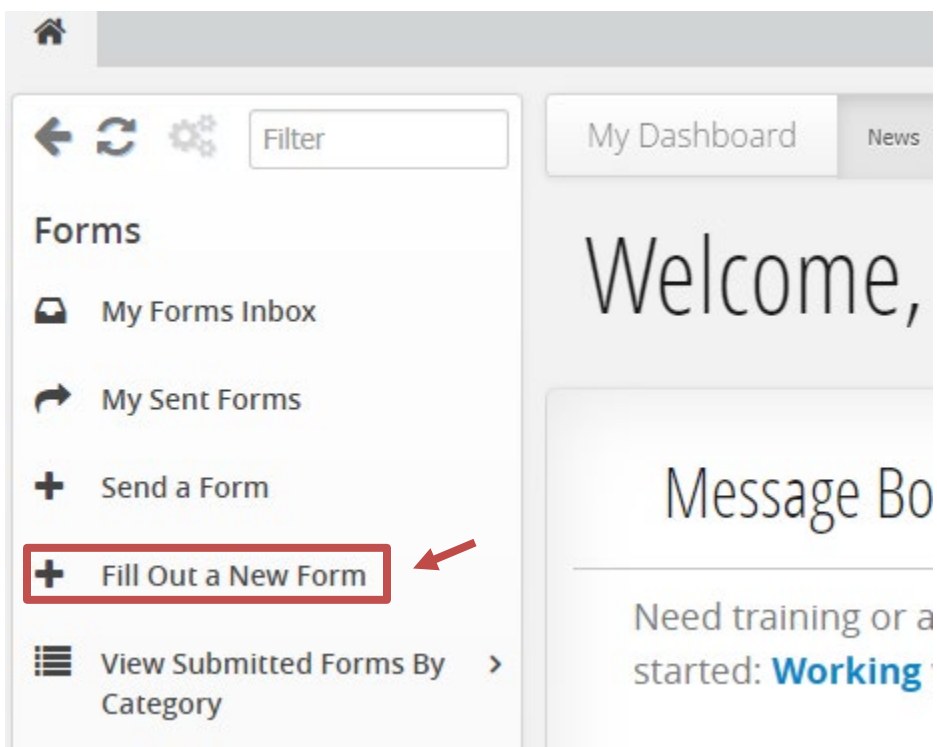
More settings	
Paper size	Letter
Pages per sheet	1
Margins	Minimum
Scale	Default
Options	<input checked="" type="checkbox"/> Headers and footers
	<input checked="" type="checkbox"/> Background graphics
<div>Save Cancel</div>	

**Save the document with the JobID# to upload to the job prior to submitting the hiring recommendation to Employment Services**

**1. Log in to Frontline Recruiting and Hiring and select “Forms”**



**2. Fill Out a New Form**




### 3. Select 1-B Rubric & Screening Form and then click Continue with Selected Forms

Search	Type	Workflow
<b>Applicant Screening</b>		
<input type="checkbox"/> 1-A: Rubric & Screening Form - Certificated (including Substitutes) - <a href="#">preview</a>	Standard Form	Single-Step
<input checked="" type="checkbox"/> <b>1-B: Rubric &amp; Screening Form - Classified - <a href="#">preview</a></b>	Standard Form	Single-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - <a href="#">preview</a>	Standard Form	Multi-Step

**Continue with Selected Forms »**

### 4. Add the job posting number and the associated applicant then click next

**Fill Out a New Form**Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [1-B: Rubric & Screening Form - Classified](#) Deliver to: [Me](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

\* Select associated **job posting**

Enter job id, title, or location





and

Select associated **applicant**


Enter last name, first name, or appno

« Prev**Next »**

**5. Rate the applicants Resume, Letter of Introduction, Confidential References, Education/Training & Transcripts, and Experience on a scale of 1 - 4.**

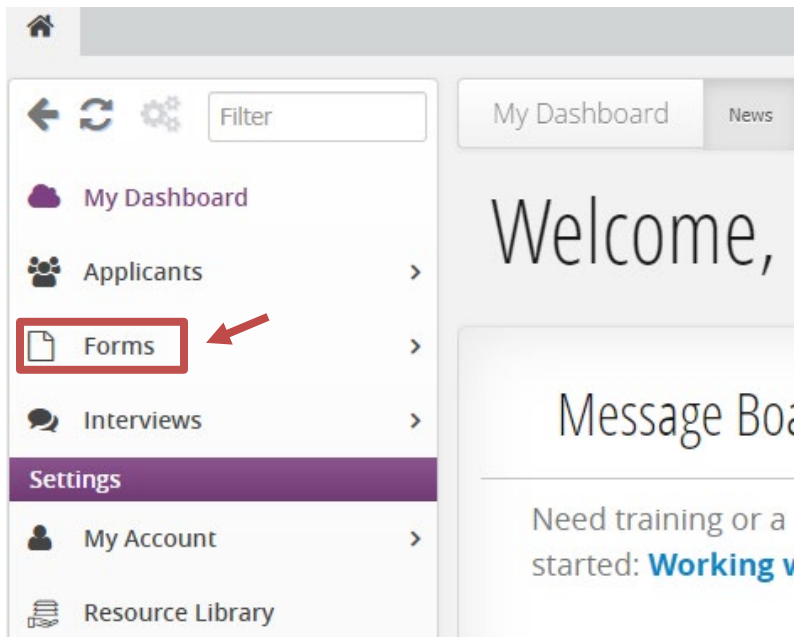
	Unsatisfactory (1)	Basic (2)	Strong (3)	Outstanding (4)	
<b>Résumé</b>	<ul style="list-style-type: none"> <li>Handwritten, typed or computer generated</li> <li>Unbalanced margins</li> <li>Format detracts from strengths and information not relevant</li> <li>Fonts distract from readability</li> <li>Excessive spelling errors</li> <li>Excessive grammar errors</li> <li>Information does not clearly demonstrate ability to perform job</li> <li>Action phrases rarely or not at all used to describe duties and responsibilities</li> <li>No extra information given to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>Typed or computer generated</li> <li>Somewhat balanced margins</li> <li>Format highlights strengths and relevant information</li> <li>No variation in fonts and/or point size</li> <li>Frequent spelling errors</li> <li>Frequent grammar errors</li> <li>Information demonstrates ability to perform some of job</li> <li>Action phrases sometimes used to describe duties and skills</li> <li>Minimal information given to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>Typed or computer generated</li> <li>Balanced margins</li> <li>Format highlights strengths and relevant information</li> <li>Appropriate fonts and point size</li> <li>Minimal spelling errors</li> <li>Minimal grammar errors</li> <li>Information demonstrates ability to perform most of job</li> <li>Action phrases occasionally used to describe duties and skills</li> <li>Extra information given to strengthen resume and qualifications</li> <li>Resume reflects current information</li> </ul>	<ul style="list-style-type: none"> <li>Typed or computer generated</li> <li>Balanced margins w/eye appeal</li> <li>Format highlights strengths and relevant information</li> <li>Appropriate fonts and point size</li> <li>No spelling errors</li> <li>No grammar errors</li> <li>Information demonstrates ability to perform all of job</li> <li>Action phrases consistently used to describe duties and skills</li> <li>Relevant information given to strengthen resume and qualifications</li> <li>Resume reflects current information</li> </ul>	 
<b>Letter of Introduction</b>	<ul style="list-style-type: none"> <li>Handwritten</li> <li>Unbalanced margins</li> <li>Does not include proper letter format (heading, opening, body, closing)</li> <li>Hard-to-read fonts and point size</li> <li>Excessive spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>Typed or computer generated</li> <li>Somewhat balanced margins</li> <li>Missing several parts of proper letter format (heading, opening, body, closing)</li> <li>Hard-to-read fonts and point size</li> </ul>	<ul style="list-style-type: none"> <li>Typed or computer generated</li> <li>Balanced margins</li> <li>Proper letter format (heading, opening, body, closing)</li> <li>Appropriate fonts and point size</li> <li>Minimal spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>Typed or computer generated</li> <li>Balanced margins</li> <li>Proper letter format (heading, opening, body, closing)</li> <li>Appropriate fonts and point size</li> <li>No spelling errors</li> </ul>	 

**6. Mark whether you recommend this applicant as a substitute and then submit the form**

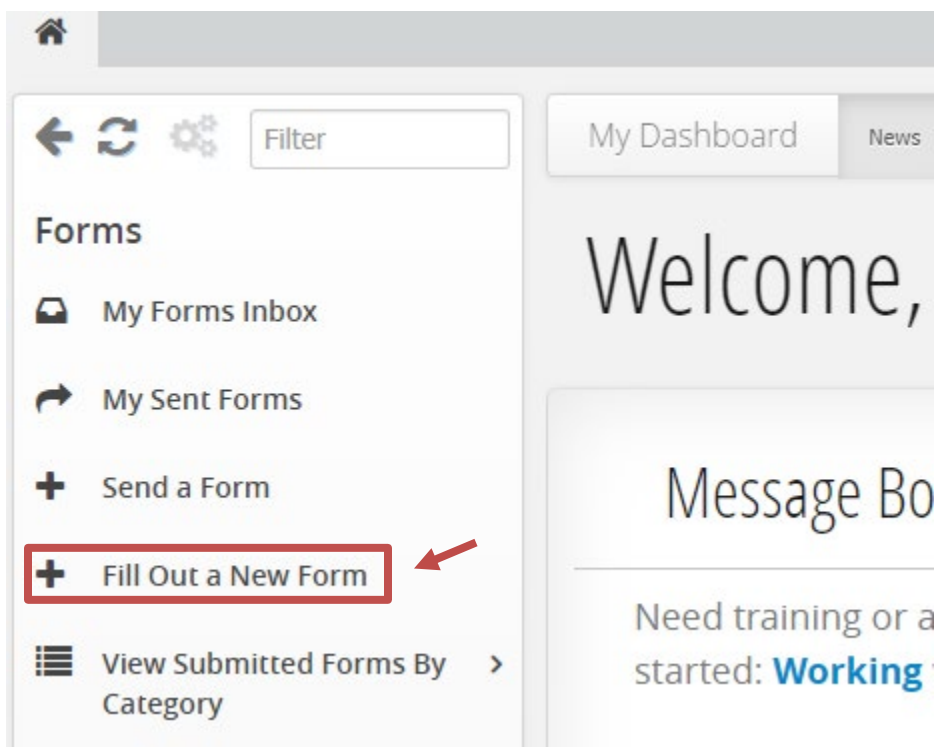

 Substitute Recommendation?
 ☐ Yes ☐ No

Save as Draft
 Submit Form

## 1. Log in to Frontline Recruiting and Hiring and select “Forms”



## 2. Fill Out a New Form






### 3. Select 2-A Screening Tally Sheet and then click Continue with Selected Forms

Search		Type	Workflow
<b>Applicant Screening</b>			
<input type="checkbox"/>	1-A: Rubric & Screening Form - Certificated (including Substitutes) - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/>	1-B: Rubric & Screening Form - Classified - <a href="#">preview</a>	Standard Form	Single-Step
<input checked="" type="checkbox"/>	<b>2-A: Screening Tally Sheet (1-10 candidates) - <a href="#">preview</a></b>	Standard Form	Multi-Step
<input type="checkbox"/>	2-A: Screening Tally Sheet (1-30 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/>	2-B: Interview Tally Sheet - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/>	2-C Upload Paper: Interview /Screening - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/>	2-E Confidentiality and Ethics - <a href="#">preview</a>	Standard Form	Multi-Step
		<b>Continue with Selected Forms »</b>	

### 4. Add the job posting number and click next

**Fill Out a New Form**Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [2-A: Screening Tally Sheet \(1-10 candidates\)](#) Deliver to: [Me](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

\* Select associated **job posting**

Enter job id, title, or location

« PrevNext »

### 5. Add the date you started screening candidates

**Date Screening Completed**

05/06/2022

Team (across) Candidate (below)		

**6. Select screening criteria that is specific\* to narrow down your applicants and add it to the “Additional Notes/Screening Criteria” section**

**\*Screening criteria cannot be too general or so specific that you screen out qualified candidates. If you need help with screening criteria, please reach out to the employment services team or your HR director.**

[illegible]

## 7. Steps to fill out form:

- Add every applicant that meets your screening criteria to the candidate column
- Enter in the score for each applicant from the Classified Rubric (1-B)
- Note who will be interviewed
- Use the interview notes section for any additional information that is relevant (Candidate didn't respond to invite for interview, Candidate withdrew application, Candidate was hired for another position, etc....)

★ Date Screening Completed 05/06/2022

Candidate (below)						Total Score	Interview?	Interview Notes
Linnea Mulvaney	13						<input type="radio"/> Yes <input checked="" type="radio"/> No	
Sarah Jones	15						<input checked="" type="radio"/> Yes <input type="radio"/> No	
Kylie Drouillard	14						<input checked="" type="radio"/> Yes <input type="radio"/> No	

## 8. Submit Form

★ Date Screening Completed 05/06/2022

Team (across)	Candidate (below)		
	Linnea Mulvaney	13	
	Sarah Jones	15	
	Kylie Drouillard	14	

★ Additional Notes/Screening Criteria:  
Screened all internal candidates with scores of 14 or higher

Save as Draft Submit Form

## INTERVIEW QUESTIONS

Decide on a set of interview questions per job posting. These can be located through Frontline, or by contacting Employment Services for pre-approved questions.

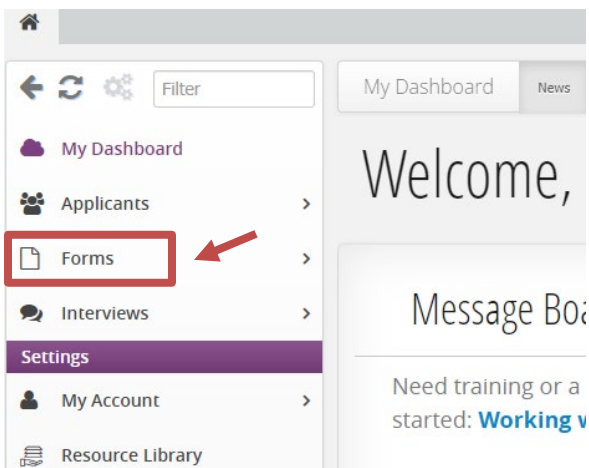
### In Frontline your Interview Question Options are:

- Certificated Interview Questions Form A
- Certificated Interview Questions Form B
- Job Fair – Interview Questions

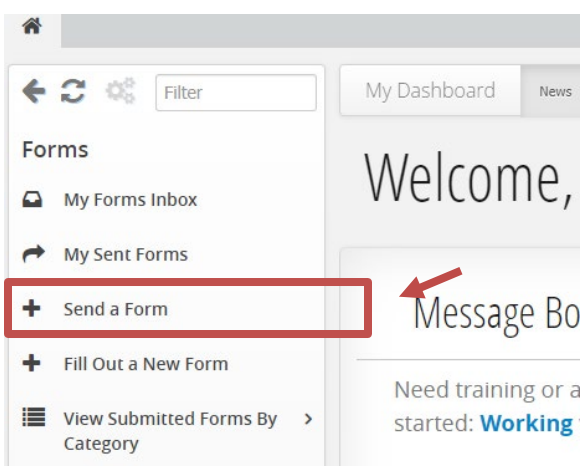
**All interviewers must use the same set of questions for accurate and fair scoring.**

Also, if you wish to use the Job Fair – Interview Questions, and decide to create your own additional questions, these must be approved by Human Resources prior to using.

**Log in to Frontline Recruiting and Hiring and select “Forms”**




### Fill Out a New Form



Select the interview questions you would like to utilize and continue with the selected form

Certificated Interview Questions		
<input type="checkbox"/> Certificated Interview Question Form A - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> Certificated Interview Question Form B - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> Job Fair - Interview Questions - <a href="#">preview</a>	Standard Form	Single-Step
<a href="#">Continue with Selected Forms »</a>		

Select the associated applicant then click next



### Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [3-A: EPS Telephone Reference Check - Certificated](#) Deliver to: [Me](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

\* Select associated applicant

« Prev

**Next »**

1. Enter in all the information from the interview, digitally sign the form, and then submit the form



[Click to Digitally Sign](#)

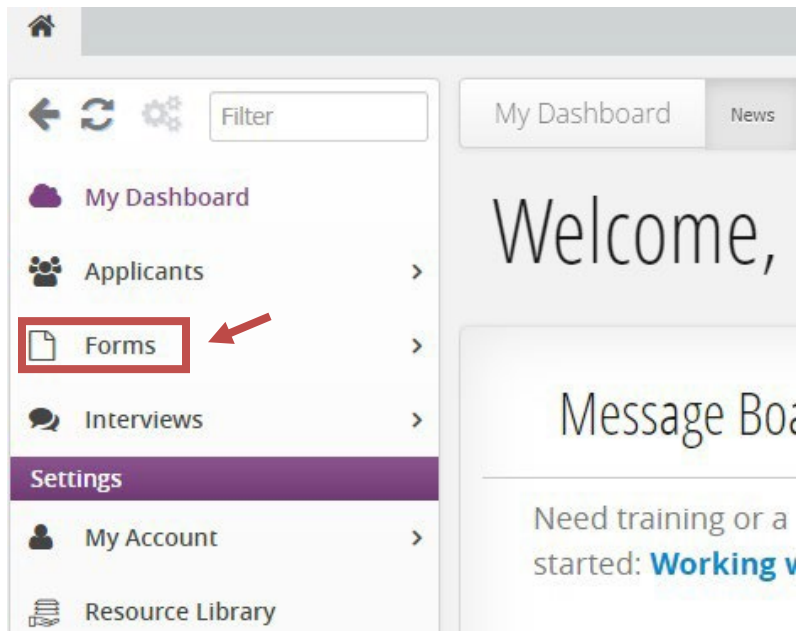
Save as Draft

**Submit Form**

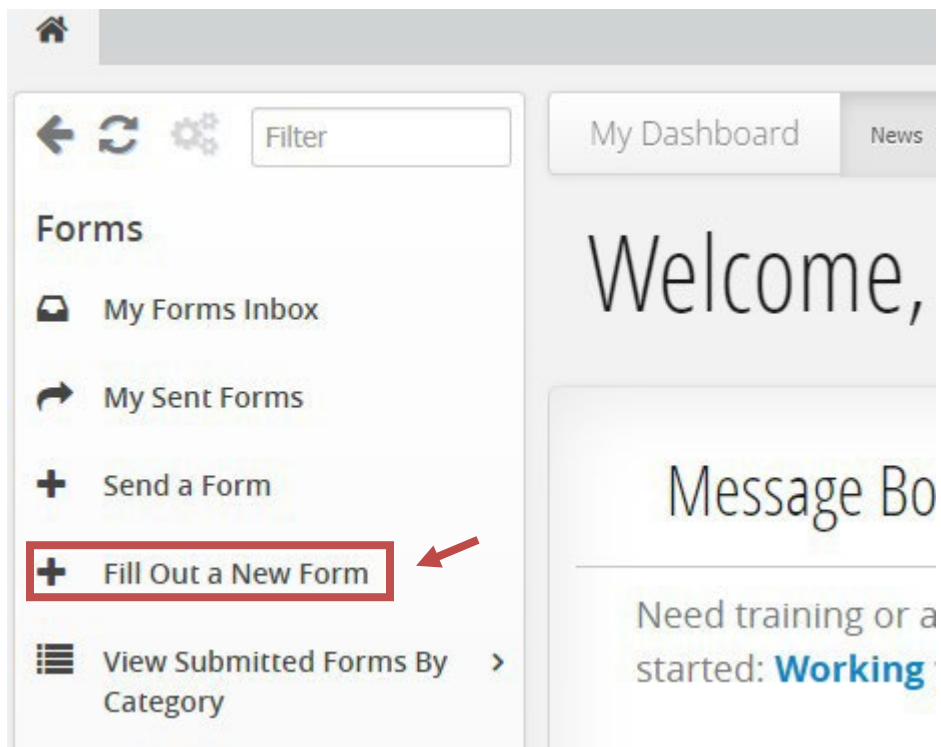


## UPLOADING INTERVIEW QUESTIONS

**Log in to Frontline Recruiting and Hiring and select “Forms”**




**Fill Out a New Form**



## Select 2-C Upload Paper: Interview /Screening and then click Continue with Selected Forms

Search	Type	Workflow
<b>Applicant Screening</b>		
<input type="checkbox"/> 1-A: Rubric & Screening Form - Certificated (including Substitutes) - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - <a href="#">preview</a>	Standard Form	Multi-Step
<input checked="" type="checkbox"/> <b>2-C Upload Paper: Interview /Screening - <a href="#">preview</a></b>	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - <a href="#">preview</a>	Standard Form	Multi-Step
<b>Certificated Interview Questions</b>		
<input type="checkbox"/> Certificated Interview Question Form A - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> Certificated Interview Question Form B - <a href="#">preview</a>	Standard Form	Single-Step
<b>Continue with Selected Forms »</b>		

## Add the job posting number



### Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each con

Form: [2-C Upload Paper: Interview /Screening](#) Deliver to: [Me](#) Context: [edit](#)


This form can be linked to other items. Required items are marked with an \*.

\* Select associated **job posting**

and

Select associated **applicant**

**Add as many files as you need, sign your name, and then submit form**

 Please answer the questions below.

Upload signed and dated paper copy of Candidate List for Screening


Add a File

Upload all paper interview materials, including questions and answers.  
(be sure to include both sides if double sided).

Add a File

Upload any assessment materials.

Add a File

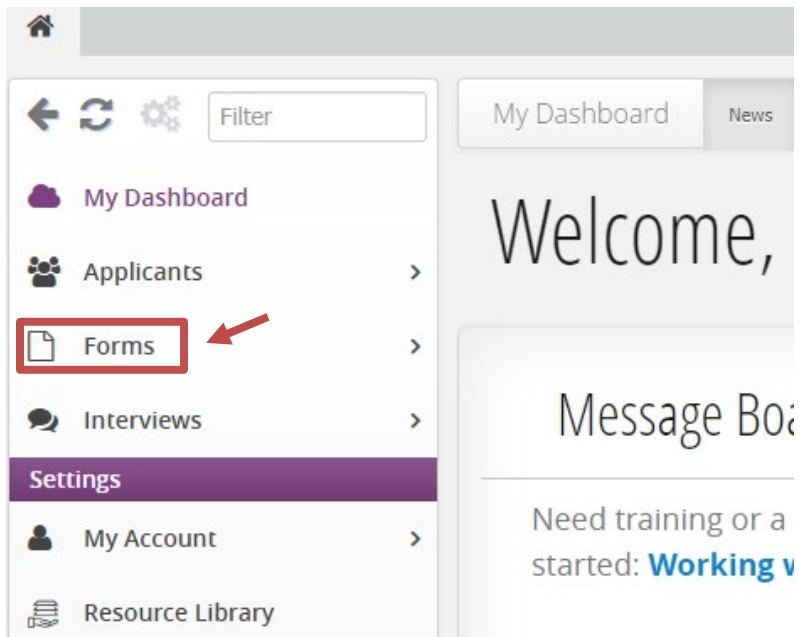


Sign to Confirm

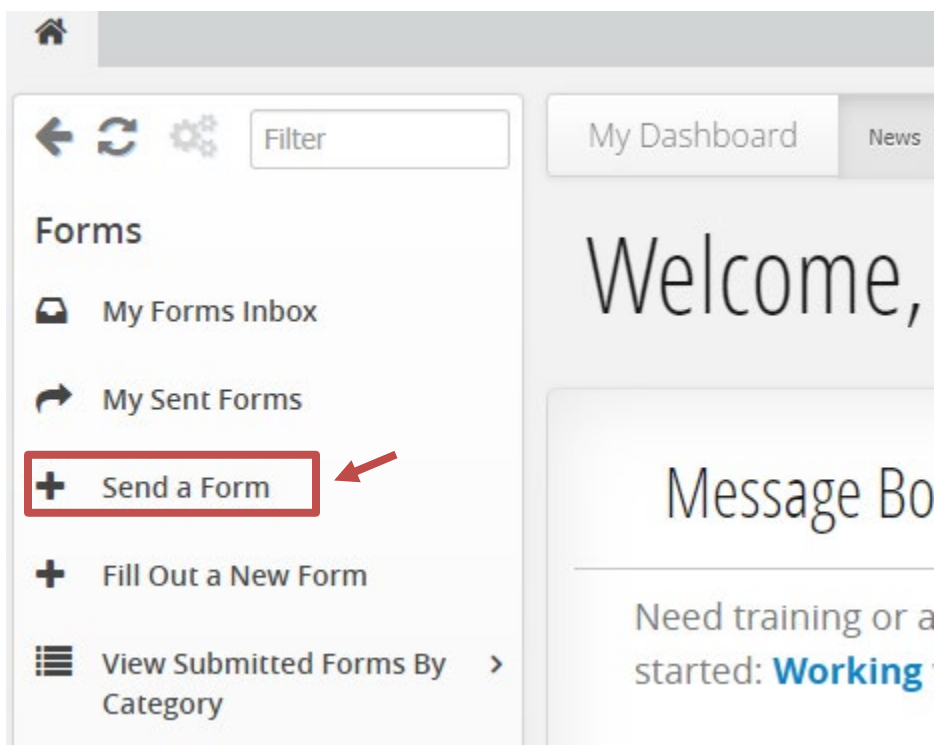
Save as Draft

Submit Form

## 1. Log in to Frontline Recruiting and Hiring and select “Forms”



## 2. Send a Form



### 3. Select 2-E Confidentiality and Ethics Form and then click Continue with Selected Forms

Applicant Screening		
<input type="checkbox"/>	1-A: Rubric & Screening Form - Certificated (including Substitutes) - <a href="#">preview</a>	Standard Form Single-Step
<input type="checkbox"/>	1-B: Rubric & Screening Form - Classified - <a href="#">preview</a>	Standard Form Single-Step
<input type="checkbox"/>	2-A: Screening Tally Sheet (1-10 candidates) - <a href="#">preview</a>	Standard Form Multi-Step
<input type="checkbox"/>	2-A: Screening Tally Sheet (1-30 candidates) - <a href="#">preview</a>	Standard Form Multi-Step
<input type="checkbox"/>	2-B: Interview Tally Sheet - <a href="#">preview</a>	Standard Form Multi-Step
<input type="checkbox"/>	2-C Upload Paper: Interview /Screening - <a href="#">preview</a>	Standard Form Multi-Step
<input checked="" type="checkbox"/>	<b>2-E Confidentiality and Ethics - <a href="#">preview</a></b>	Standard Form Multi-Step


Certificated Interview Questions		
<input type="checkbox"/>	Certificated Interview Question Form A - <a href="#">preview</a>	Standard Form Single-Step
<input type="checkbox"/>	Certificated Interview Question Form B - <a href="#">preview</a>	Standard Form Single-Step
<input type="checkbox"/>	Job Fair - Interview Questions - <a href="#">preview</a>	Standard Form Single-Step

EPS Internal forms		
<input type="checkbox"/>	4-A: Hire Recommendation Form: Certificated - <a href="#">preview</a>	Standard Form Multi-Step
<input type="checkbox"/>	4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - <a href="#">preview</a>	Standard Form Multi-Step

Continue with Selected Forms »

### 4. Select “Other Email” and add the everettsd email for each interview panel member\* with a comma between each person. Then click “Next”

\*Interview panel members who have not previously filled out this form must complete it. This form is valid for (1) school year.



## Send Form

Choose the recipient(s) of the form

Form: [2-E Confidentiality and Ethics](#) Deliver to: [<workflow>](#) Context: [edit](#)

☐ **Me** (You will be immediately sent to the form)

☐ **Applicant Tracking User** (Select one or more recipients of this form; a separate invitation and form will be delivered to each user selected.)


☒ **Other Email**

Enter email address; multiple allowed, separate with commas

« Prev

Next »

## 5. Click “Finish and Deliver”




### Send Form

Author the message sent to each recipient

Form: [2-E Confidentiality and Ethics](#) Deliver to: [lmulvaney@everettsd.org](mailto:lmulvaney@everettsd.org) Context: [edit](#)

**From:**

**Subject:**



Dear ,

A form has been routed to you. Please click the link below to open the form:

[FormLink]

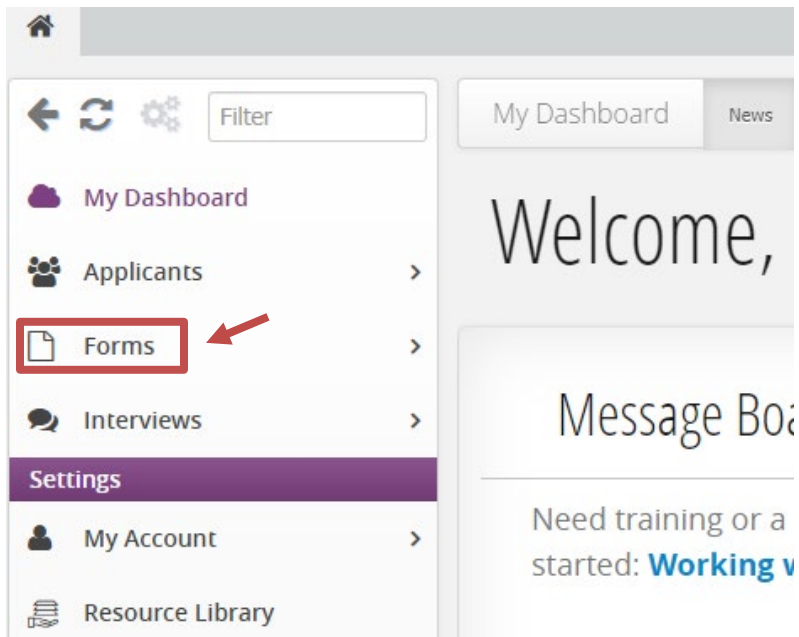
Thanks,

☐ Receive email notification on submission?

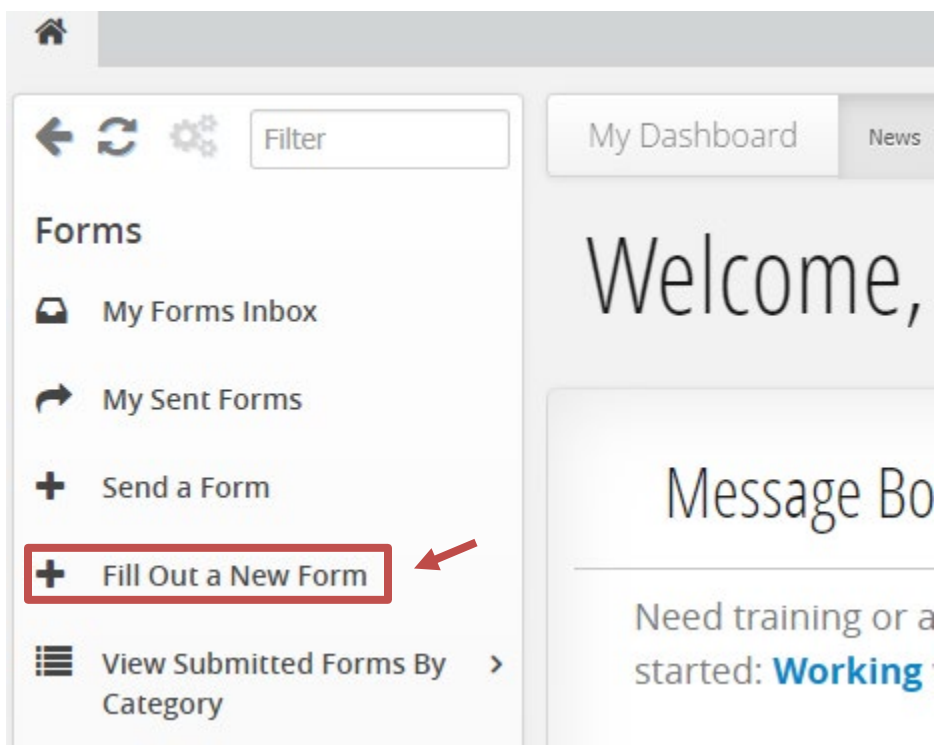
« Prev

**Finish and Deliver**

## 1. Log in to Frontline Recruiting and Hiring and select “Forms”



## 2. Fill Out a New Form





3. Select 3-A or 3-B depending on whether it is for a Certificated or Classified position the click Continue with Selected Form

Telephone References			
<input checked="" type="checkbox"/>	3-A: EPS Telephone Reference Check - Certificated - <a href="#">preview</a>	Reference Survey	Multi-Step
<input type="checkbox"/>	3-B: EPS Telephone Reference Check - Classified - <a href="#">preview</a>	Reference Survey	Multi-Step
<input type="checkbox"/>	3-C: EPS Telephone Reference Check - Administrative - <a href="#">preview</a>	Reference Survey	Multi-Step
<input type="checkbox"/>	3-D: EPS Telephone Reference Check - Athletics - <a href="#">preview</a>	Reference Survey	Multi-Step
<input type="checkbox"/>	3-E: Upload Paper: Telephone Reference Survey - <a href="#">preview</a>	Reference Survey	Single-Step
Volunteer Forms			
<input type="checkbox"/>	Copy Of Volunteer Athletics - Approval and Extra Requirements - <a href="#">preview</a>	Standard Form	Single-Step

**Continue with Selected Forms »**

4. Select the associated applicant then click next

**Fill Out a New Form** Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [3-A: EPS Telephone Reference Check - Certificated](#) Deliver to: [Me](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

\* **Select associated applicant**

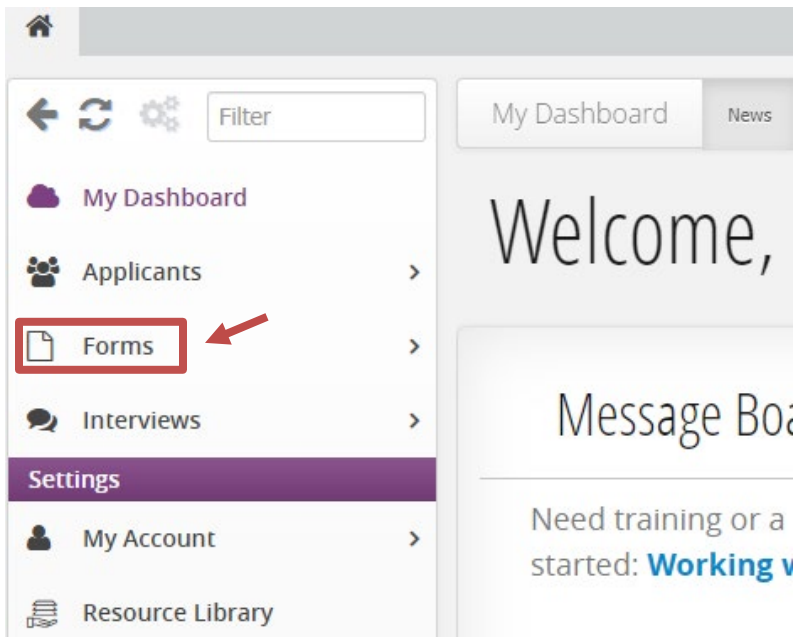
« Prev **Next »**

5. Enter in all the information from the reference, digitally sign the form, and then submit the form

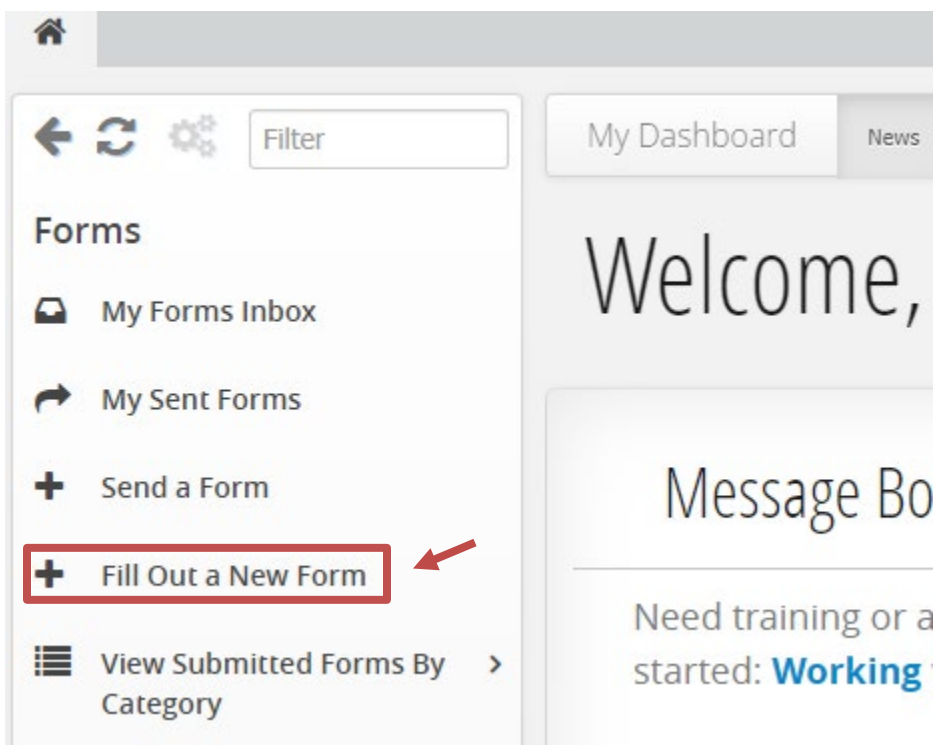
Click to Digitally Sign

Save as Draft **Submit Form**

## 1. Log in to Frontline Recruiting and Hiring and select “Forms”




## 2. Fill Out a New Form



### 3. Select 2-B Interview Tally Sheet and then click Continue with Selected Forms

Search	Type	Workflow
<b>Applicant Screening</b>		
<input type="checkbox"/> 1-A: Rubric & Screening Form - Certificated (including Substitutes) - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - <a href="#">preview</a>	Standard Form	Multi-Step
<input checked="" type="checkbox"/> <b>2-B: Interview Tally Sheet - <a href="#">preview</a></b>	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - <a href="#">preview</a>	Standard Form	Multi-Step
<b>Certificated Interview Questions</b>		
<input type="checkbox"/> Certificated Interview Question Form A - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> Certificated Interview Question Form B - <a href="#">preview</a>	Standard Form	Single-Step
<input type="checkbox"/> Job Fair - Interview Questions - <a href="#">preview</a>	Standard Form	Single-Step
		<b>Continue with Selected Forms »</b>

### 4. Add the job posting number and click next

**Fill Out a New Form**Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [2-B: Interview Tally Sheet](#) Deliver to: [Me](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

**\* Select associated job posting**

Enter job id, title, or location

« Prev **Next »**

**5. Once the Interview Tally Sheet loads, follow the below instructions depending on what type of position you are filling (Certificated or Classified) to complete the form**

[illegible]

## CERTIFICATED PROCESS

- Document the screening criteria that was used in the “Screening Criteria/Additional Notes” section
- Screening criteria must be specific\* to narrow down your applicants
- Add every applicant that was interviewed to the candidate column
- Enter in every interview panel member across the top and add their scores for each applicant that was interviewed
- Total the score(s)
- Use the Candidate notes section for any additional information that is relevant\*\* (Candidate didn’t show to interview, Candidate withdrew application, Candidate was hired for another position, etc....)

**CLASSIFIED PROCESS**

- Add every applicant that was interviewed to the candidate column.
- Enter in every interview panel member across the top and enter in the score for each applicant based on the interview questions used
- Total the score
- Use the Candidate notes section for any additional information that is relevant\*\* (Candidate didn't show to interview, Candidate withdrew application, Candidate was hired for another position, etc....)

\* Screening criteria cannot be too general or so specific that you screen out qualified candidates. If you need help with screening criteria, please reach out to the employment services team or your HR director.

**\*\* The candidate with the highest interview score is typically who is recommended to be hired. If another applicant is selected, HR will need documentation as to why the highest scoring candidate wasn't selected.**

## 6. Submit Form

Interview team across top row  
Candidates in left column

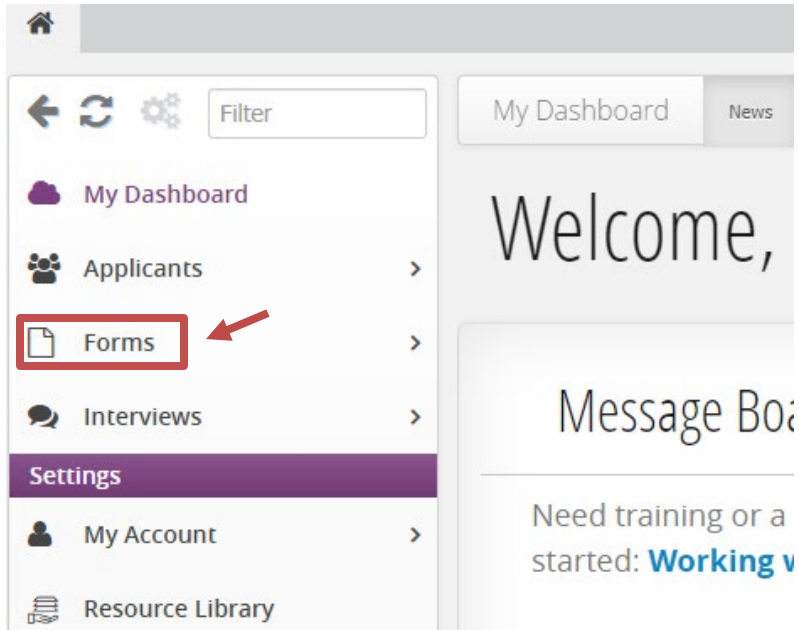
Team (across) Candidates (below)	John	Joe	Julie	Jessica	Total Score	Average Score	Candidate Notes
Sarah Jones	10	11	8	12	41		
Kylie Drouillard	11	9	10	12	42		

\* Screening Criteria/Additional Notes:  
Interviewing internal candidates with screening score 14 or higher

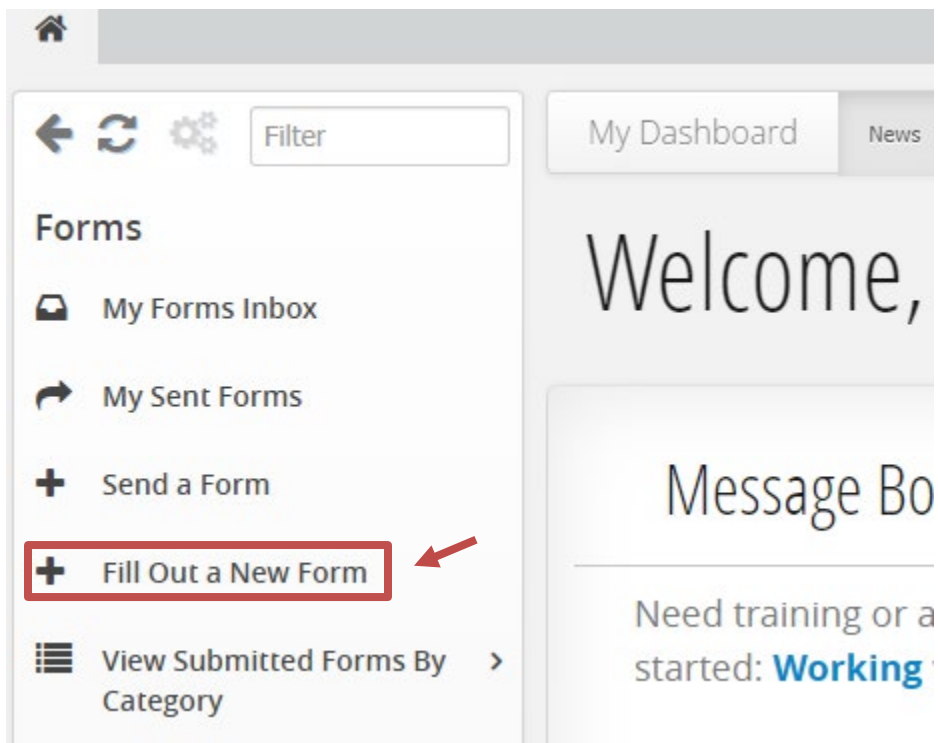
Save as Draft

Submit Form

## 1. Log in to Frontline Recruiting and Hiring and select “Forms”



## 2. Fill Out a New Form



3. Go to EPS Internal forms to locate the appropriate hiring recommendation form for the type of position needed. Check the box for what you need then “Continue with Selected Form”

EPS Internal forms		
<input type="checkbox"/> 4-A: Hire Recommendation Form: Certificated - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-C: Hire Recommendation Form: Paraeducator - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-D: Hire Recommendation Form: SPECIAL EDUCATION Paraeducator - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-E: Hire Recommendation Form Classified (non-para positions) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-F: Hire Recommendation Form: Coach - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-G: Hire Recommendation Form: ECEA Club Advisors (ONLY) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-H: Hire Recommendation Form: INTERNAL Summer School Teacher - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-I: Hire Recommendation Form: EXTERNAL Summer School Teacher - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-J: Hire Recommendation Form: INTERNAL Summer School Paraeducator - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-K: Hire Recommendation Form: EXTERNAL Summer School Paraeducator - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-L: Hire Recommendation Form: INTERNAL Summer School Classified (non-para positions) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-M: Hire Recommendation Form: EXTERNAL Summer School Classified (non-para positions) - <a href="#">preview</a>	Standard Form	Multi-Step
<input type="checkbox"/> 4-N: Hire Recommendation Form: Maintenance - <a href="#">preview</a>	Standard Form	Multi-Step

[Continue with Selected Forms »](#)

4. Add the job posting number and the associated applicant then click next

**Fill Out a New Form** [Cancel](#)

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [1-B: Rubric & Screening Form - Classified](#) Deliver to: [Me](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

\* Select associated **job posting** —

and

Select associated **applicant** —

« Prev [Next »](#)



5. Fill out the required items marked with an asterisk, sign the document, and submit form

**\* Hours/Day**

**Interview Team Members**  
Use box below to list additional members if more than 6

**\* Candidates Interviewed**  
Use box below to list additional applicants if more than 6

**\***

**Candidate Recommending: test tester**

**\* Desired Start Date**

**Reasons for Recommendation** **Reasons**

1. **\***

2.

3.

4.

5.

**\* Have you uploaded all hiring materials listed below to the job posting? If the answer is no, please go to the forms section to upload accordingly before moving forward with this form. (Forms -> Fill Out A New Form -> Select Form to Complete)**

☐ Yes

**\* Please use the check boxes below to indicate that the **required** hiring materials have been completed:**

☐ 2-A Screening Tally Sheet Completed and Submitted

☐ 2-B Interview Tally Sheet Completed and Submitted

☐ 2-C Candidate list for screening Scanned and Uploaded

☐ 2-C Interview Questions Scanned and Uploaded

☐ 3-A-D Telephone References Completed and Submitted

☐ 2-E Confidentiality and Ethics Form (for any non-administrative employees on the interview team)

**\* Hiring Administrator Signature**

**Hiring Administrator Notes:**

# **HRIS:**

## **HR Information System overview for NEW EMPLOYEES**

### **2022 - 23**

PO Box 2098  
Everett, WA 98213  
[www.everettsd.org](http://www.everettsd.org)  
*Revised 06.27.2022*





3900 Broadway, Everett, WA 98201  
[www.Everett.k12.wa.us](http://www.Everett.k12.wa.us)

June 30, 2022

Welcome to Everett Public Schools. I hope the very best for you and a wonderful new school year!

You will have many "new systems" to learn in the coming months, I hope to help with that learning curve. As the System Support Analyst in Human Resources, I'll assist you with each of the software systems on the next page. Frontline has many trainings in the Learning Center, We have information and user guides on each system available in [Docushare](#).

I am excited to meet with you and review the HR systems with you. I am available for training at your convenience. We can include any of your team, other administrators or your office manager if that makes sense to how your building/department responsibilities are set up for professional development.

I look forward to meeting with you at your convenience, please schedule some time in Outlook with me.

Have a fantastic summer!

Sincerely,

*Ingrid Stafford*

Ingrid Stafford  
System Support Analyst 425-385-4114  
[istafford@everettsd.org](mailto:istafford@everettsd.org)

# **Welcome to Everett Public Schools!**

We have several information systems within Human Resources that are integral to your employment At Everett Public Schools. Within this document are training briefs for these systems.

## **Frontline - Absence Management** – absence substitute management system

- How to create an absence
- Managing your personal information
- Accessing absence management on the phone

## **Frontline - Professional Growth** – Professional Development system

- Setting up your account
- Registering for professional development activities

## **Vector Training (formerly SafeSchools)** - Online mandatory safety training

- How to log into your account
- Taking your mandatory trainings

## **HR Contacts**

## ABSENCE REPORTING

- All staff members are required to report their absence no later than the day of the absence via the Frontline absence management system even if a substitute is not required.
- Office staff cannot create your absence on your behalf.
- If not reported on the day of the absence, an [absence verification form](#) is required.

## REASON CODES FOR ABSENCES

- |   |   |
|---|---|
| 1. Illness  | 9. Bereavement (Verification form required)             |
| 2. Serious Family Illness (Verification form required)    | 10. Religious Holiday                                   |
| 3. Personal Day (EEA)                                     | 11. Military Leave                                      |
| 4. Vacation (prior approval required) (EAEOP/SEIU/TRADES) | 12. Association/Union (Prior approval required)         |
| 5. Subpoena/Court   | 13. L&I Disability                                      |
| 6. Jury Duty (Verification form required)                 | 14. Birth/Adoption                                      |
| 7. Emergency (Verification form required)                 | 18. DRA Testing   |
| 8. Unpaid Leave (Prior approval required)                 | 19. SWA Release   |
|   | 27. Witness/District Court (Verification form required) |
|   | 32. Personal Day (Classified) (Prior approval required) |

## UNPAID LEAVE

Any unpaid leave must be pre-approved by the immediate supervisor prior to the leave being taken. A [Payroll Absence Verification Form](#) is required for this type of leave.

## LONG-TERM LEAVE & WORK RESTRICTIONS

When an employee is on a long-term leave (medical, personal, childcare, etc.) they **may not** work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district, attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about leave of absence requests please contact the Benefits.

- Benefits Coordinators:
  - Nidhie Mahajan 425-385-4116
  - Linda Conti 425-385-4128
- [benefits@everettsd.org](mailto:benefits@everettsd.org) 425-385-4115

Questions about absence reporting contact substitute services,

- Substitute Coordinators:
  - [subservices@everettsd.org](mailto:subservices@everettsd.org) 425-385-4111
  - Shelly Gross 425-385-4289
  - Catherine Adams 425-385-4124

## ADDITIONAL ABSENCE REPORTING TIPS

- Confirm your work schedule and location every year. You can do this by clicking on "Create an Absence". Request changes with your building office manager or contact [subservices@everettsd.org](mailto:subservices@everettsd.org) 425-385-4111.
- Schedules with multiple locations or classifications must enter an absence for each schedule, select alternate schedule in the drop down menu.
- Ensure the absence times are correct for both the employee and the substitute, even though certificated subs are paid in full and half days increments, the times need to reflect the actual time absent for the employee and hours worked for the substitute.
- Receive email confirmations of absences and cancellations by updating your e-mail address in your Frontline profile.
- When creating an absence, create a [variation for multiple absence reasons](#), within the same absence.
- Update your '[Preferred Substitute List](#)' and '[Five Favorite Substitutes List](#)' in Frontline via your preferences.
- Within your Frontline profile, you can review or cancel absences and review the assigned substitute.
- [Add relevant files](#) to your Frontline profile, which will be available to every absence created automatically (Seating Charts, Classroom expectations, etc.)
- Refer to your school/department office manager for school schedules when reporting less than a full day absence.
- Certificated long-term subs (21+ days) **must** be approved by Human Resources **prior** to placement.

## Contact Information

Substitute Services  
Human Resources  
6:30am – 4:30pm  
425-385-4111  
[Subservices@everettsd.org](mailto:Subservices@everettsd.org)

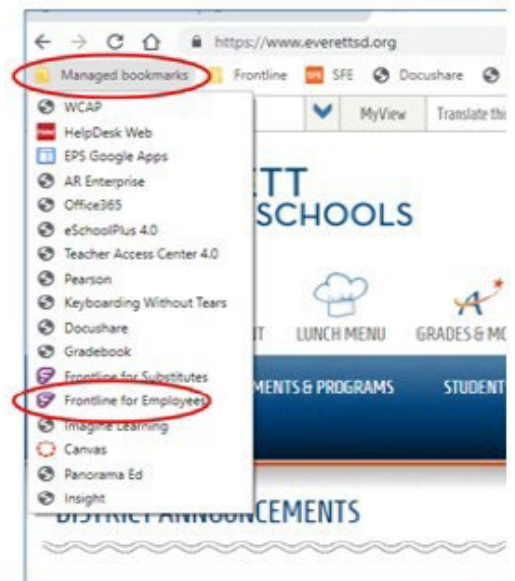
**All staff members are required to report their absence via the Frontline absence management system even if a substitute is not required**

## LOGGING IN ON THE WEB

**Frontline for Employees** (Managed Bookmarks in Google Chrome)

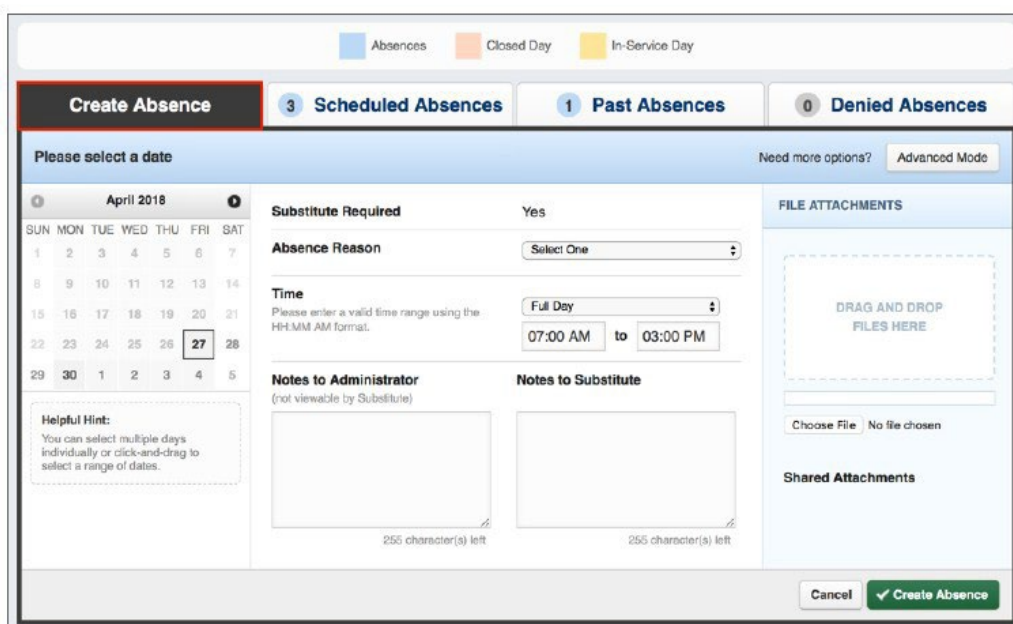
<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No login credentials will be required within the district network.



## CREATING AN ABSENCE

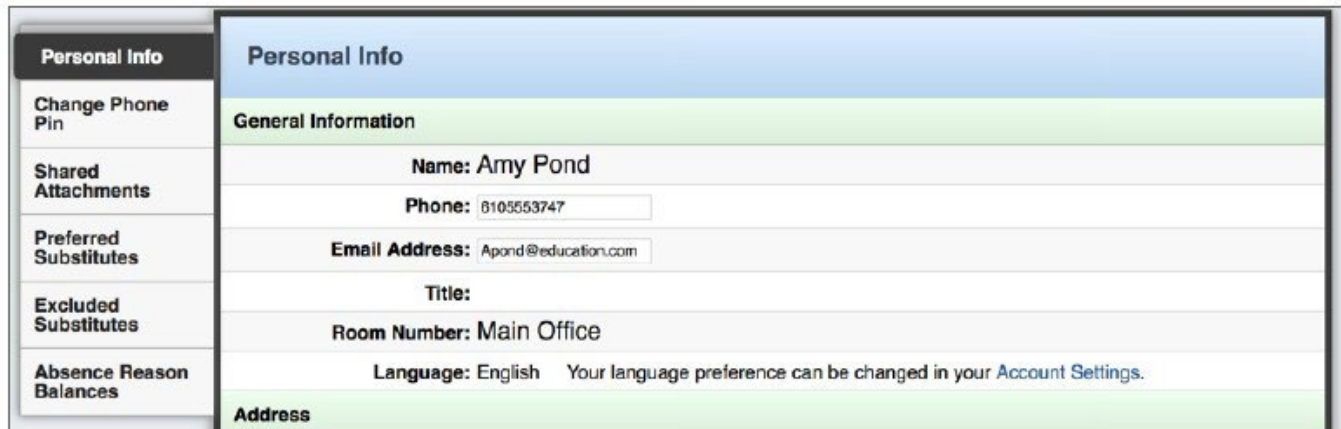
You can enter a new absence from your Absence Management home page under the Create Absence tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**. Use the 'Advanced Mode' button to create a variation (i.e. [multiple absence reasons](#) or locations in the same absence series.)



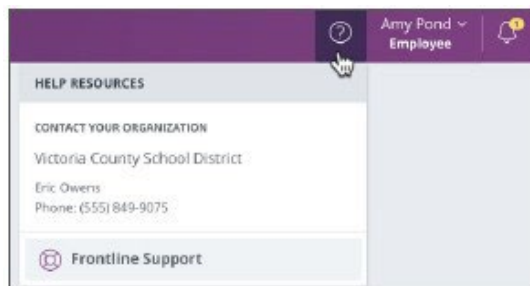


## CREATING AN ABSENCE

Using the “Account” option, you can manage your personal information, change your PIN number, [upload shared attachments](#) (lesson plans, classroom rules, etc.), manage your [preferred substitutes](#), and more.



The screenshot shows a web interface for 'Personal Info'. On the left is a sidebar with links: 'Personal Info', 'Change Phone Pin', 'Shared Attachments', 'Preferred Substitutes', 'Excluded Substitutes', and 'Absence Reason Balances'. The main area is titled 'Personal Info' and contains a 'General Information' section with the following fields: 'Name: Amy Pond', 'Phone: 8105553747', 'Email Address: Apond@education.com', 'Title:', and 'Room Number: Main Office'. Below this is a 'Language' field set to 'English' with a note: 'Your language preference can be changed in your Account Settings.' At the bottom is an 'Address' section.



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select Frontline Support. This opens a knowledge base of help and training materials. You may also contact Human Resources at ext. 4111 or 4114

## Absence Management via the Phone

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



## Frontline: Professional Growth

### Navigating Your Info and Learning Plan

When logging into Frontline: Professional Growth, you will see options to view **My Info** and **Learning Plan** on the Navigation Bar.

**My Info**, you will be able to:

- Update your profile information, view your **User Profile**. This includes your notification settings, your email address, your assignment location, department (where applicable) and subject area
- View **My Portfolio** to see classes you've taken.
- Click on completed activity to complete required course evaluation.

▼ 2 Meeting(s)

#	Date	Time	Locat
1.	Tue Jul 10, 2018	9:00 am to 12:00 pm	here
2.	Mon Jul 23, 2018	9:00 am to 12:00 pm	there

test

Evaluation Required

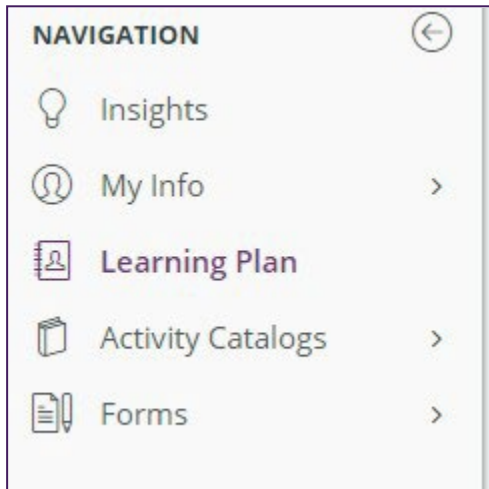
▼ Ap,



## Frontline: Professional Growth

### Navigating Your Info and Learning Plan

To find additional professional development information, select **Learning Plan** from your navigation menu.



From Learning Plan tab, you will find:

- **Wait List**- if you have signed up for an activity, but the class list was full, you will automatically be added to the wait list.
- **Pending Prior Approval** – sometimes an instructor may want to restrict who can take an activity. If the instructor is still monitoring, your name will be here until approved or denied.
- **Approved and/or In-Progress** – all upcoming and in- progress activities will be listed here.
- **Instructor has Confirmed or Awaiting Final Credit** this is for sessions awaiting attendance. If these are empty, it means you've been marked as attended.
- **Recently Completed** is where you will find activities that have recently ended.
- The clipboard icon identifies an evaluation is required. Select **Manage** next to the activity and then select the evaluation to complete it.

My Requests - Dean Sample - TEST ACCOUNT

Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In-Progress (0 Record(s))			
-- no records --			
Instructor Has Confirmed Attendance (0 Record(s))			
-- no records --			
Awaiting Final Credit (0 Record(s))			
-- no records --			
Denied (0 Record(s))			
-- no records --			
Recently Completed (2 Record(s))			
Manage	test test 18073199	07/10/2018	07/23/2018
Manage	Test course 06/01/2018	06/01/2018	06/01/2018

View My Portfolio for full list

Details

18073199

Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

s): SUSAN MCCOARD

eting(s)

Date	Time	Location
Tue Jul 10, 2018	9:00 am to 12:00 pm	here
Mon Jul 23, 2018	9:00 am to 12:00 pm	there

al Status

Administrator	Approval Type	Comments
	Final Approval	

If you have any questions regarding the approval of this request, ple

Team Room Summary

cent Discussion

cent File

No discussion topics have been added to the Team Room.

No files have been added to the Team Room.

View/Print Form

Team Room

2 - CLASSIFIED COURSE EVALUATION (Anonymous)

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

CATALOGS

District Catalog

Calendar

In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for professional development offerings or use the Calendar option to browse by date.

Catalog: Everett Public Schools

Search Options

Search Term(s)

Search

All Events

All Programs

Between:

05/30/2018

and

04/30/2019

Advanced Search Options

Purpose:

All

Goal:

All

You can search by date, content area, purpose, etc. Be sure to select **search**. After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

Catalog: Everett Public Schools

Search Options

first aid

Search

All Events

All P

Between:

07/05/2018

and

06/30/2019

Advanced Search Options

Search Results (1 - 20 of 20)

1. Coaches Only First Aid/CPR/AED Certification 18061803

Program: District Catalog

Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.org

Dates: 8/14/2018

\*\*\*Coaches Only\*\*\* Provide coaches with the mandatory First Aid, CPR and AED c

2. First Aid / CPR 18062002

Program: District Catalog

Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. We regret tha

seating. If your position is not required to have First Aid/CPR certification you will b

Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves ins

breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pri

stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

\*Sessions are held twice per month on Mondays, except on Holidays.

First Aid / CPR 18062002

Program: District Catalog

Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Dates: 9/3/2018

First Aid

1 Meeting(s)

#	Date	Time
1.	Mon Sep 3, 2018	4:30 pm to 7:30 pm

First Aid/CPR is a required course for positions considered high risk. We regr

seating. If your position is not required to have First Aid/CPR certification you

Rescuer duties; understanding privacy issues; rescuer and victim safety; glov

breathing problems; adult/child choking; bad allergic reactions; epinephrine p

stroke, seizures, shock; bleeding you can see practice sessions; wounds; adu

\*Sessions are held twice per month on Mondays, except on Holidays.

Purposes

CLOCK HOURS

Categories

Human Resources HMR

Goals

5. Current or anticipated assignme

Buildings

All

Departments

All

Grades

All

Groups

All

Instructors

SUSAN MCCOARD (SMccoard@

INGRID STAFFORD (iStafford@e

MYRNA WEISS (JWeiss@everett

Joan Weiss

Registration Options

Sign Up Now

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To review your schedule, click on Learning Plan from the Navigation bar.

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

All activities for which you have signed up will appear under Approved and/or In-Progress

Approved and/or In-Progress (3 Record(s))

Manage	Updating Your Classroom Website LITS 18052501	07/24/2018	07/24/2018		In-District PD Request Form
Manage	test 05/15/2018	05/16/2018	05/17/2018		
Manage	HMR - Sample Activity TEST - 18052199	05/01/2018	05/03/2018		In-District PD Request Form

Instructor Has Confirmed Attendance (0 Record(s))

You can also use the Calendar view to find an Activity.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

CATALOGS

District Catalog

Calendar

While you can search by day or month, we find that the **LIST** view is the most user friendly (shown below). Selecte **Blended Activity**, **District Catalog** and **EPS Online Catalog** to see all of Everett’s courses

Professional Development

Personal Calendar

My Calendar

[+] Add Event

District Catalog

Blended Activity

District Catalog

EPS Online Catalog

Online Courses

Calendar - Everett Public Schools

<< Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar >>

Add Event | Search | Print

June 2022

DAY MONTH [LIST]

Wednesday, June 1, 2022

7:30a-8:30a SLE ILT September - June 2021-22 21111902 [10]

3:30p-5:30p MS/ HS EL Meeting 21102002 [2]

8:25a-9:25a TCE Staff Meeting 2021-2022 21102022 [8] \*\*\*\*Wait List Only\*\*\*

3p-4:30p WOE Extended Staff Meetings 21111001 [8]

8:25a-8:55a EME EQUITY STAFF MEETING 22011412 [5]

3p-4p NMS Staff Meetings Mar - June NMS Staff Meetings Dec-Feb 21111903 [4]

8a-9a PCE Instructional Leadership Team 21121606 [3]

2:10p-3:30p EVG MTSS - 4/2022 - 7/2022 21092612 [3]

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# Frontline Professional Growth

## Catalog Manager

**Frontline Professional Growth** manages all of EPS professional development learning activities. FPLG organizes registrations, evaluations, transcripts, workshop payroll timesheets, and employee evaluations. It makes it easy to track the learning activities of your staff and self.

### At A Glance

- FPLG = Frontline Professional Growth
- URL: <https://login.frontlineeducation.com/sso/everettsd>
- PD = Professional development
- Training manual in [DocuShare](#)
  - Activity proposal
  - Pre-registration
  - Attendance

### Clock hours & OSPI

Everett Public Schools is approved by OSPI as an in-service education agency to provide clock hours for professional development.

- OSPI requirements for sessions offering clock hours:
  - Prior approval required
  - 1-hour minimum meeting, then in 30-minute increments
  - Agenda
  - Objective, intended outcome, and Washington State standards listed
  - Participant completed course evaluation

### FAQs

#### Course Proposal Detail

1. What is a CHIP? Clock Hour Instructor Planning is a session proposed in FPLG
2. When is a CHIP proposal required? Any course offering clock hours must be in FPLG.
3. Can I propose a session that has already occurred? [Prior](#) approval is required for a session offering clock hours. Request approval for a course in the past from the Director of Professional Development in Academics office.
4. Can participants get paid extra time if the session is after school and/or not during the workday? Yes, FPLG can pay additional hours through the *Credits* field in FPLG. *Hours* are for PD Hours.
  - a. FPLG Value for Hours vs. Credits

**H**ours = Professional development **H**ours

**C**redits = Paid hours (**C**ash)

# Professional Growth

## EPS Professional Development System

<https://login.frontlineeducation.com/sso/everettsd>

### Attendance

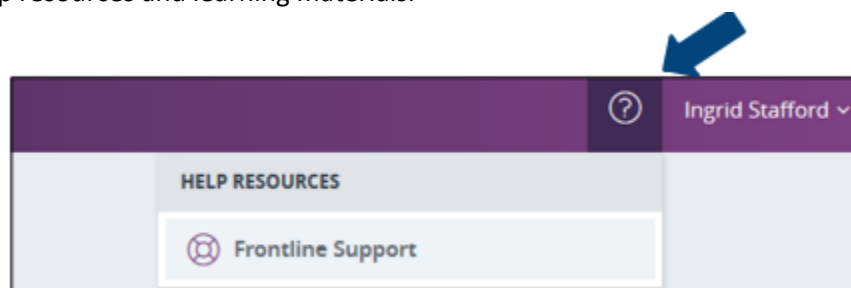
1. Course attendance is required within 2 business days of each session and on final attendance.
2. If the roster needs changes after attendance is complete and the course has been archived? Contact [pd@everettsd.org](mailto:pd@everettsd.org) before making any changes to an archived course. Courses are archived when completed and Frontline records are in Employee Online. HR updates EO records monthly. Adding a participant to a roster or changing attendance status after a course is archived may result in missed pay or clock hour errors to the participants records.

### General information

1. What if someone missed registering in FPLG and wants clock hours?
2. Participant completes the [Registration Correction Request](#) FPLG Forms. The instructor approves and updates the course attendance.
3. Do I need to print the sign in sheet always? For all in-person meetings the sign in sheet from Frontline Professional Growth should be used. It includes important session details for record keeping and verifies PG registration.
4. What do I do with the sign in sheet after class? Use it to verify attendance, then upload to the [Team Room](#) along with the agenda.
5. Do we need an agenda for every session? Yes. The agenda is an OSPI requirement if offering clock hours. This agenda [template](#) may be helpful if your course agenda isn't final.
6. Do all professional development offerings need to be in FPLG? Yes, if offering clock hours or workshop pay.
7. Can the instructor add participants to the roster or change attendance details after attendance is completed? No, it's likely the session details have been exported to Employee Online, any changes made will not be exported again, resulting in missed credits. The participant can submit the [Registration Correction Request](#) form to request the correction be made.

### Frontline Support Resources

Log into Frontline Professional Growth, click the ? to open the Learning Center in a new browser tab where you can review help resources and learning materials.



Questions: Email [pd@everettsd.org](mailto:pd@everettsd.org)

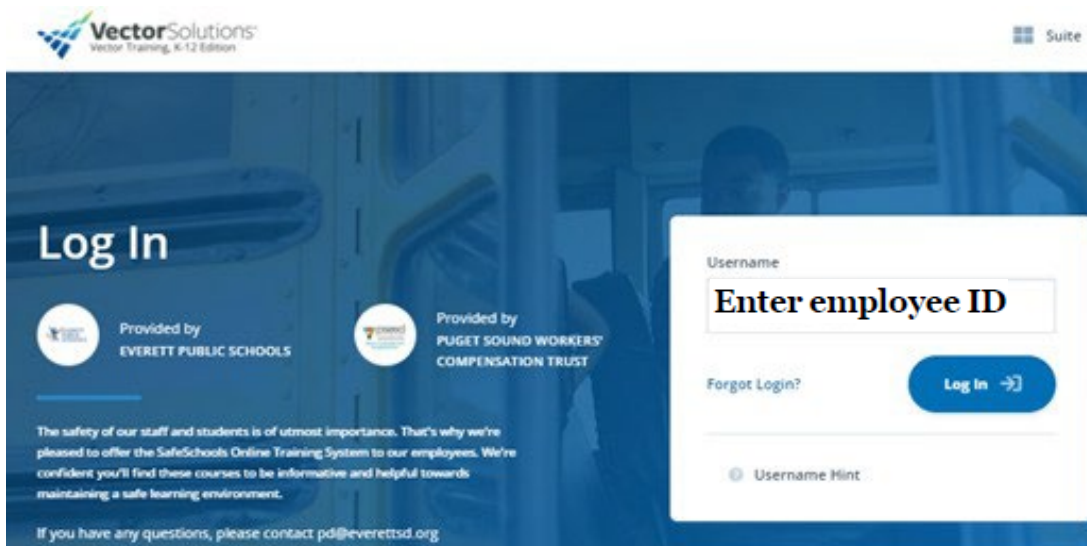


The district requires all employees be trained on the following topics through *Vector Training*. These trainings are a condition of employment and should be completed during the scheduled work day for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If they are unable to complete the training during their regular work day, it is up to the supervisor to allocate additional time.

<https://everett-wa.safeschools.com/training/home>

- Every year, the law requires each staff member to receive training in:
  - ***Bullying: Recognition & Response*** (25 minutes) [RCW 28A.300.285](#)
  - ***Health Emergencies Overview*** (25 minutes) [RCW 28A.210](#)
  - ***Staff Handbooks & District Policies and Procedures*** (15 min)
  - ***McKinney-Vento Homeless Assistance Act*** (10 min)
  - ***Bloodborne Pathogen Exposure Prevention (High-risk)*** (21 min)
  - ***Staff Handbooks & District Policies and Procedures*** (15 min)
- Every three years, which included the 2020-21 school year, the law requires each staff member to receive training in:
  - ***Boundary Invasion Training*** (25 minutes) [WAC 392-190](#)
  - ***What Every Coach Must Be Told*** (45 min – coaches only)
- Upon new employment to the district, in addition to the trainings listed above, it is required each new staff member receive training in the following:
  - ***What Every Employee Must Be Told*** (66 min) [WAC 181-87 RCW 28a.400 RCW 26.44.030 RCW 28A.400.317 RCW 42.41 RCW 9A.36.078](#)
  - ***What Every Coach Must Be Told*** (45 min - coaches only)
  - ***Back Injury and Lifting*** (20 min) [RCW 28A.320.125](#)
  - ***Bloodborne pathogen Exposure Prevention*** (21 min) [OSHA 1910.1030](#)
  - ***District Employee Handbook*** (15 min)

Log into [Vector Training](#) using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>



A list of mandatory trainings are assigned to you according to your hire status and assignment. Click on a course title to begin the training. You must finish each section of the course to complete it, including the quiz. To avoid past due notices, complete all trainings assigned by the due date.

**Vector Solutions**  
Vector Training, K-12 Edition

English 06762

## My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

**Mandatory Training**

- Bullying: Recognition & Response**  
K-12 Washington Primer  
Bullying continues to be a pressing problem in schools today, the effects...  
[Certificate](#)
- McKinney-Vento Homeless Assistance Act Training**  
Custom  
[Certificate](#)
- Responding to Civil Rights Complaints in Everett Public Schools**  
Custom  
[Certificate](#)

Note: When reviewing the staff and/or district handbooks it is important to FOLLOW ALL steps through completion.

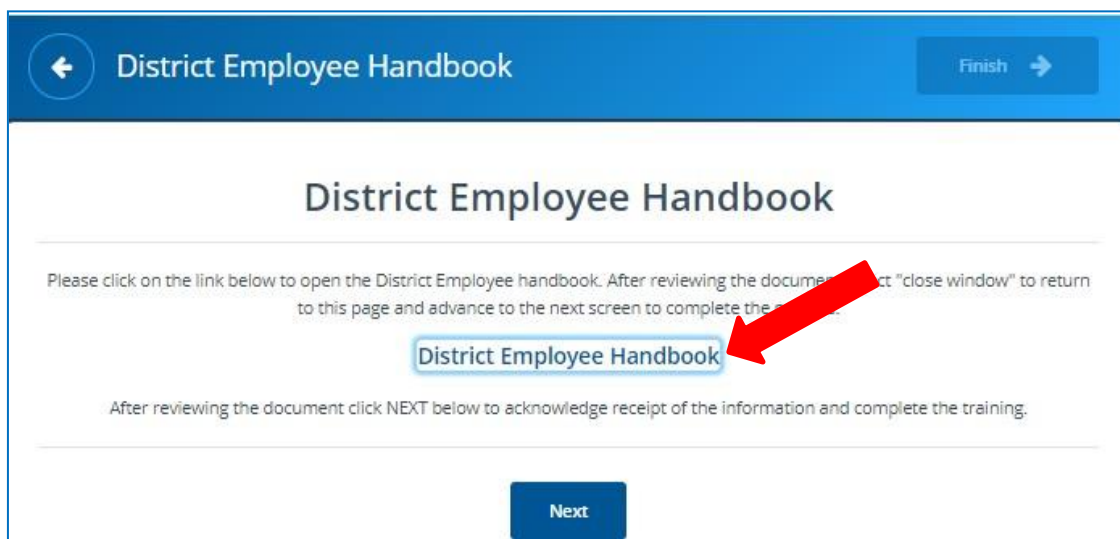
1. Click the title (is a link) to review the training document
2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.
3. After you "close window" click NEXT to acknowledge receipt of the information and complete the training.
4. Read acknowledgment and place a check in the space to agree

#### Hints:

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions

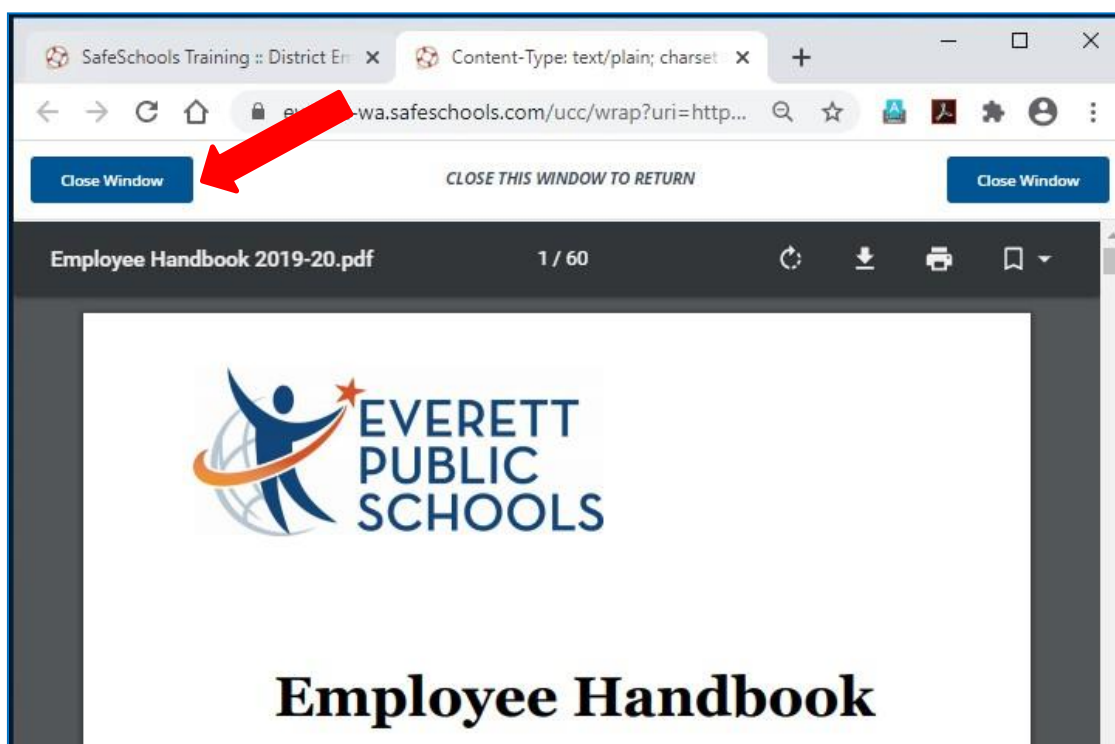
Note: When reviewing any EPS custom trainings, including staff or district handbooks it is important to FOLLOW ALL steps below through completion.

1. Click the title link to review the training document



The screenshot shows a web interface for the "District Employee Handbook" training. At the top, there is a blue header bar with a back arrow, the title "District Employee Handbook", and a "Finish" button with a right arrow. Below the header, the title "District Employee Handbook" is centered. A paragraph of text instructs the user to click a link to open the handbook, review it, and then click "close window" to return to the page and advance to the next screen. A red arrow points to a button labeled "District Employee Handbook". Below this, another paragraph instructs the user to click "NEXT" to acknowledge receipt of the information and complete the training. At the bottom, there is a blue button labeled "Next".

2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.



3. After you "Close Window" click NEXT to acknowledge receipt of the information and complete the training.

District Employee Handbook

Please click on the link below to open the District Employee handbook. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.

District Employee Handbook

After reviewing the document click NEXT below to acknowledge receipt of the information and complete the training.

Next

#### Helpful hints

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions

Vector Solutions  
Vector Training, K-12 Edition

06762

District Employee Handbook

Finish

Previous

I acknowledge receipt of the information provided in the district employee handbook. I understand it is my responsibility, as well as the expectation of the district, that I have read and understand the content. This includes the technology policy and procedures outlining acceptable use of district technology.

☒ I agree to abide by all district policies and procedures.

Professional Development

[pd@everettsd.org](mailto:pd@everettsd.org)

425-385-4127



## Administrator Access for reporting

<https://everett-wa.safeschools.com/login> to access Vector Training

**LOG IN**

Provided by  
EVERETT PUBLIC SCHOOLS

Provided by  
PUGET SOUND WORKERS' COMPENSATION TRUST

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

If you have any questions, please contact [pd@everettsd.org](mailto:pd@everettsd.org)

Username  
**Employee ID**

**LOG IN**

[Forgot Login?](#) [Username Hint](#)

WELCOME, **Your Name**

Position: **ELEMENTARY SCHOOL PRINCIPAL** Location: **LOWELL ELEMENTARY**

This isn't me.

Password  
**Employee ID**

**LOG IN**

[Forgot Password?](#)

**Confirm Login**

Your administrative and/or reporting privileges require that you supply a password before continuing.

Select **Reports** in left navigation menu. Recommended “Compliance by Person”. The report provided will show all past due trainings. You will receive a monthly email as well.

**Compliance By Person**

Location: **LOWELL ELEMENTARY**

Position: **All Positions**

Library: **SafeSchools** ▼

Assignment Category: **All Course Categories** ▼

Course: **All Courses** ▼

Completions: **Past Due Assignments** ▼

Detail Level: **Summarize by Person** ▼

**Generate**



## HR Information Systems (HRIS) Overview

### Frontline Education Systems

Login: Single Sign On

#### **Frontline Absence Management** Questions? Contact Substitute Services at ext. 4111

Ensure qualified substitutes cover every absence, accurately compensate each employee for their time, stay compliant with labor laws and know where all your employees are during a drill or emergency. FLAM can effectively manage employee attendance.

- Save time reporting on absence trends
- Reduce paperwork and manual data entry
- Track employee schedules
- Ensure there's a qualified substitute when needed

[Docushare training guides](#)

#### **Frontline Professional Growth** Questions call ext. 4114 or 4127

Addresses all our unique professional growth needs including planning, managing and track every aspect of the professional learning process to impact student learning. FLPG provides a catalog of goal-aligned learning opportunities as well as the evaluation tools that identify relevant professional learning.

- Online Course Registration
- Provides custom transcripts
- Automatically assigned absences in Frontline Absence for approved out-of-classroom PD
- Track progress toward state and district requirements

[Docushare training guides](#)

#### **Frontline Recruit & Hire** Questions call Employment Services ext. 4112 or 4113

Manages the entire hiring process online so we can focus on higher priorities: attracting and identifying the best candidates, and quickly bringing them on board. Instead of spending time digging through paperwork and wrestling with complex processes, we get the time and insights needed to make actionable decisions.

- Proactively recruit more applicants
- Identify and quickly hire the best candidates
- Quickly get applicants screened, interviewed and hired

[Docushare training guides](#)

### Vector Training Questions call ext. 4127 or 4114

Login: Employee ID

Questions call ext. 4114 or 4127

[Docushare Guides](#)

### Employee Online (Payroll/HR System)

Login: Employee ID / Password: Same as network login

Questions call ext. 4116 or 4121

### HR Systems Information for the New Employee includes basic new employee training

- Absence reporting
- Leave of absence information
- Vector Training safety training
- Professional Development course registration in Frontline Professional Growth
- HR contacts

# HR Contact

## **Frontline Systems**

Ingrid Stafford—System Support Analyst 425-385-4114

## **Absence Management**

425-385-4111

Shelly Gross—Substitute Coordinator 425-385-4289

Catherine Adams - Substitute Coordinator 425-385-4214

## **Professional Growth**

Michelle Olson— Admin Assistant 425-385-4127

## **Vector Training Online**

Ingrid Stafford—System Support Analyst 425-385-4114

Michelle Olson— Admin Assistant 425-385-4127

## **Employment Services**

Linnea Mulvaney—Admin Assistant 425-385-4113

Sarah Jones—Admin Assistant 425-385-4112

## **Benefits**

Nidhie Mahajan— Benefits Coordinator 425-385-4116

Linda Conti—Benefits Coordinator 425-385-4128

## **Help Desk**

425-385-4357

- 0000 Strategic Planning  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-190>
- 1000 Board of Directors  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-193>
- 2000 Instruction  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-196>
- 3000 Students  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-197>
- 4000 Community Relations  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-198>
- 5000 Human Resources  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-199>
- 6000 Management Support  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-200>



**COMMUNITY RESOURCE CENTER  
CATERING OPTIONS**

**Ingallina's**

[www.ingallina.net](http://www.ingallina.net)

Sandwich Box Lunches

\$12.45 Salad Box Lunches

\$12.95 Various Party

Platters

Gluten Free Box Lunches also available

They are located in Seattle, but are happy to deliver to the CRC.

**The Catering  
Company**

[www.ordercatering.com](http://www.ordercatering.com)

(425)825-7230

Large menu including buffets, platters and box lunches

Sandwich box lunches \$12.00

Salad Box Lunches

\$12.00 GF Available

They will deliver

**Panera Bakery**

[www.panerabread.com](http://www.panerabread.com)

Breakfast and Lunch

Items Sandwich Platters

Box Lunches (Salad or Sandwich)

\$10.99 Will deliver

**Avocado's**

10822 Evergreen Way

425-322-5690

[www.avocadosmexican.com](http://www.avocadosmexican.com)

Provides wonderful buffet

meals. Delivery and set up

**Taco Del Mar**

[www.tacodelmar.com](http://www.tacodelmar.com)

Everett Location (425)303-0300

Burrito Box Lunches

\$9.95

Taco Bar \$8.00 pp

**Delite Bakery – close by!**

**3713 Broadway**

425-249-2295

Will do orders of breakfast pastries, donuts, croissants Call Melissa or email her for large quantities [melissadespi@hotmail.com](mailto:melissadespi@hotmail.com)

**Subway**

1-877-360-2283

[www.subway.com](http://www.subway.com)

Box Lunches

Sandwich Platters

**Lombardi's**

Josh Pederson (425)252-1886

[evt@lombardisitalian.com](mailto:evt@lombardisitalian.com)

Box Lunch \$11.50

Also will do buffet style catering

**Red Rock Subs**

[www.redrocksubs.com](http://www.redrocksubs.com)

(425)252-2786

Sandwich Platters

**Amante Pizza & Pasta**

[www.amantepizzaandpasta.com](http://www.amantepizzaandpasta.com)

(425)512-8803

Lunch and

dinner Will

deliver

**JOA Teriyaki Grill**

[www.joateriyaki.com](http://www.joateriyaki.com)

**Kindred**

**Kitchen** Box

Lunches 425-409-2696

[www.kindredkitchen.com](http://www.kindredkitchen.com)

**Karl's Bakery**

425-252-1774

[www.karls-bakery.com](http://www.karls-bakery.com)

Cold and hot

breakfasts

Box Lunches, sandwich & fruit

trays and hot meals

**Shawn O'Donnells**

(425)293-6039

[www.shawnodonnells.com](http://www.shawnodonnells.com)

Can cater any event of any size, has diverse buffet style menus offering breakfast, lunch, dinner, hors d'oeuvres, can customize menus. Pricing ranges from \$10 up to \$30 per person.

**Barry's Catering**

Kris Barry (425)252-5036

[www.barryscatering.com](http://www.barryscatering.com)

Box Lunch \$11.00

Also will do buffet style catering

**Celebrations****Catering**

[www.celebrationscs.com](http://www.celebrationscs.com)

Kristan Sanchez

**Firehouse Subs**

Sub Platters, Salad Platters, Box Lunches, Dessert Platters. Will do catering delivery and on-site set up

[www.FirehouseSubs.com](http://www.FirehouseSubs.com)

**Jimmy Johns**

[www.jimmyjohnson.com](http://www.jimmyjohnson.com)

425-258-6132 Broadway

Location 425-423-7600 Everett

Mall Location Party Platters

Box Lunches

**Taco Time**

Order Online

[https://tacotimenw.com/cateri](https://tacotimenw.com/catering/)

[ng/](https://tacotimenw.com/catering/) Taco bars and box lunches

for orders of 20 or more

Soups and salads for orders of 10 or more

**Georgio's Subs**

425-290-3450

Sandwich Platters, Box Lunches, Salad Bowls,

Soup, Cookie Platters

**QFC**

(425)259-6061

**Safeway**

(425)252-1911



## Miscellaneous Community Contacts

Angel of the Winds Arena at Everett Public Facilities District (Office) 2000 Hewitt Ave, Suite 200	Angelofthewindsarena.com 425-322-2645 1-866-332-8499
Assistance League of Everett Thrift Store Operation School Bell (Clothing Bank) 5107 Evergreen Way, Everett, WA 98203	425-252-3011 x102 425-252-3011 x105 or 425-252-8671
Boys and Girls Club Extended Care Program North Everett Branch South Everett Branch Cascade Branch	425-258-2436 425-259-5147 425-267-9526 425-239-7488
City of Everett	425-257-8700
City of Mill Creek	425-745-1891
Compass Health – (Youth Mental Health)	425-349-7300
Durham School Services (Bus transportation) 1304 80th St SW, Everett 98203	425-258-9251 FAX 425-258-3133
Early Childhood Ed & Assistance Program (ECEAP) Garfield Hawthorne Lowell Madison Silver Lake	425-385-4068 or 4628 425-385-4730 425-385-4650 425-385-5320 425-385-5958 425-385-6960
Employee Assistance Program – (EAP) Magellan Health Services	1-800-523-5668 www.MagellanHealth.com
Everett Education Association / Pilchuck UniServ 2710 Grand Ave., Everett, WA 98201	425-259-0622 FAX 425-339-2147
Everett Public Schools Foundation P. O. Box 3112, Everett, WA 98213-1112	Kay Fantin, Executive Director 425-385-4693
Opportunity Council, Child Care Aware, and Early Achievers	425-385-4139, 425-385-4126
PTSA Council Office 3900 Broadway, Everett, WA 98201	425-385-4122
YMCA Extended Care Program	425-258-9211 x161
Translations for messages in five languages	425-385-4011
(CRC) Community Resource Center 3900 Broadway, Everett 98201 PO Box 2098, Everett 98213	425-385-4100

### **Everett Community College**

<https://www.everettcc.edu/>

Entry Advising Center 425-388-9339 Rainier Hall, Room 108

Satellite Offerings:

- Washington State University
- Western Washington University
- Eastern Washington University

### **Edmonds Community College**

<https://www.edcc.edu/default.html>

Advising 425-640-1458; Lynnwood Hall, First Floor

[advising@edcc.edu](mailto:advising@edcc.edu)

Satellite Offerings:

- Central Washington University

### **University of Washington Bothell Campus**

<https://www.uwb.edu/>

425-352-5000

[uwbinfo@uw.edu](mailto:uwbinfo@uw.edu)

### **Skagit Community College**

<https://www.skagit.edu/>

Advising (360) 416-7654; Lewis Hall, L-113

[counselingandadvising@skagit.edu](mailto:counselingandadvising@skagit.edu)

### **Columbia College**

<https://www.ccis.edu/nationwide/marysville/about/contact.aspx>

425-259-4481

### **University of Washington Seattle Campus**

<https://www.washington.edu/>

206-543-2100

## **Community Resources**

- City of Everett Information  
<https://everettwa.gov/>
- Everett Tourism  
<https://www.thisiseverett.com/>
- Mill Creek Chamber of Commerce  
<https://millcreekchamber.com/>
- Mill Creek Town Center Business Association  
<https://millcreektowncenter.biz/>
- City of Mill Creek Community Events  
[https://millcreektourism.com/events/city\\_events](https://millcreektourism.com/events/city_events)
- City of Mill Creek Parks and Trail Map  
<https://cityofmillcreek.com/parks>
- Service Club Contacts  
Rotary: <https://www.millcreekrotary.org/>  
Kiwanis: <https://www.facebook.com/Kiwanisofmillcreek/>  
Lions Club: <https://www.millcreeklions.org/>

## **Faith Based Organizations**

- Church Finder  
<https://www.churchfinder.com/>
- Jubilee  
<https://jubilee-cogic.org/>
- Temple Beth Ore  
<https://templebethor.org/>
- New Life Church  
<https://newlifeeverett.org/>

## **Personal Wellness**

- Roots Salon  
<https://www.rootssalon.net/contact-us>
- Salon Tagua  
<http://salontagua.com/>
- Invante Hair Salon  
<http://invantehairsalon.com/>
- Bella Dolce Salon and Spa  
<https://www.belladolchesalon.com/>
- Studio Donna Salon Spa  
<http://studiodonna.com/>
- Zebedee's Barber  
425-355-6550
- Weldon Barber  
<https://weldonbarber.com/mill-creek/>
- Columbia Athletic Clubs  
<https://www.columbiaathletic.com/>
- Everett Family Branch – YMCA  
<https://ymca-snoco.org/our-locations/everett-ymca/>
- Mill Creek Family Branch – YMCA  
<https://ymca-snoco.org/our-locations/mill-creek-ymca/>
- Orange Theory  
<https://www.orangetheory.com/en-us/locations/washington/everett/12902-bothell-everett-highway/>
- LA Fitness  
<https://www.lafitness.com/Pages/clubhome.aspx?clubid=286&Mill+Creek-Washington+GYM>

## **Additional Resources**

- **Bella Cleaners**  
4925 Evergreen Way  
Everett  
425 / 252-9354
- **Emmanuel Shoe Repair**  
7606 Beverly Blvd  
Everett  
425 / 353-8030
- **Department of Licensing / Washington State**  
<https://www.dol.wa.gov/>
- **Department of Motor Vehicles / Washington State**  
<https://www.dol.wa.gov/vehicleregistration/>
- **Department of Transportation / Washington State**  
<https://wsdot.wa.gov/>

## **Local Sports Teams**

- **Everett Aqua Sox Baseball**  
<https://www.milb.com/everett>
- **Everett Silvertips Hockey**  
<https://everettsilvertips.com/>

## **Realtors**

- ReMax  
<https://www.remax.com/real-estate-agents/everett-wa>
- Windermere  
<https://windermereeverett.com/>
- Century 21  
<https://www.century21northhomes.com/>

## **Financial Institutions**

- Bank of America  
<https://locators.bankofamerica.com/wa/everett/financial-centers-everett-7705.html>
- BECU (Boeing Employee Credit Union)  
<https://www.becu.org/locations/EFC>
- Coastal Community Bank  
<https://www.coastalbank.com/>
- Inspirus/Gesa Credit Union  
<https://www.inspiruscu.org/>

*\*These are only suggested resources for your convenience. This list is not exhaustive and is only intended to get you started with your transition to Everett.*