

Annual OP Meeting

2023-2024 School Year

Introduction to [new Org Chart \(Human Resources\)](#)
<https://www.youtube.com/watch?v=HD50uOJeeKQ>

Carlye (on vacation):

- Payroll Calendar
<https://www.everettsd.org/Page/16731>
- Accrual and September pay period deadlines
- Collect and mail in Frontline Absence Weekly Review documents
- Reminders:
 - new benefit web pages
<https://www.everettsd.org/Page/41277>
 - new Leave of Absence document
 - Nurse Triage phone line for injuries (handouts)
<https://www.everettsd.org/Page/14939>

Janea

- PAFs: [Everett Public Schools Documents → Documents → Human Resources → Annual Staffing → 2023-24 Staffing Forms](#)
 - a. Certificated Change in Assignment Form
 - b. Certificated Vacancy Request Form
 - c. Classified Change in Assignment Form
 - d. Classified Vacancy Request Form
- Importance of Hire/Start Dates
- Review Location Changes