

Human Resource Quarterly

June 2025

We're hiring for the 2025-2026 School Year!



- Teachers (all content areas)
- Bus Drivers
- Teacher Assistants
- Custodians
- Secretaries
- Psychologist



REFER YOUR FRIENDS +
FAMILY TO APPLY HERE!

Children turning 19, must be a full-time student to remain on the dental/vision coverage. Prior to the start of each semester you must send a copy of their full-time student schedule to:

bai.studentverification@hubinternational.com

Mark your Calendars!

First Day for Counselors
08/18/2025

New Teacher Induction:
08/18/2025

First Day for Teachers/Teacher Assistants:
08/19/2025

First Day for Students:
08/25/2025

DID YOU KNOW?

All school district employees are required to report any arrest to Human Resources within 72 hours of the incident. Reporting an arrest will **NOT** automatically result in disciplinary action. Each case will be evaluated on the totality of the facts and circumstances.

LEVEL I TEACHERS

Don't forget to apply for your Level II once all qualifications are met. For more information about converting your Level I to Level II click [HERE](#).

Not applying for your Level II in time can result in inactivation of your cert.

EEA: ACT 48 HOURS



Summer is a great opportunity to check your ACT 48 hours to review where you are at in your 5 year process! Not meeting your 180 hours before your expiration date can result in inactivation of your teaching certification.

- To check your Act 48 Hours, click [HERE](#).
- To access free Act 48 courses, click [HERE](#).
- For the most up to date information on Act 48 hours, click [HERE](#).

***Reminder to get college courses added to your Act 48 hours, please contact your university. EPS is not able to upload those hours. 1 College Credit = 30 Act 48 hours**

EEA MEMBERS:

If you would like to switch your number of pays, now is the time! If you are interested in switching from 22 or 26 pays for the upcoming school year please reach out to HR before August 22, 2025.



CREDIT REIMBURSEMENT (EEA/Non-Bargaining)

Credit Reimbursement Requirements

- Prior approval (with Credit Approval form below.)
- Grade of "C" or better required
- Tuition only (based on current per credit cost as established by the Penn West Univ. at Edinboro)
- Max 9 credits per school year

Employees using credit reimbursement must stay in the District for 2 full years after the completion date of their most recent course, or will be required to pay the District back.

- Credit Approval: Click [HERE](#) for the "Request for Credit Approval" **PRIOR** to starting the class.
- Click [HERE](#) for the "request for Reimbursement" form to complete and submit after successful completion of the course.

More information on credit reimbursement can be found in your contract.

*****EEA members leaving EPS between school years must notify Human Resources in a timely manner. Failure to notify HR may result in a 60 day hold.*****