

# Worksite Intent & Legal Assessment



## WORKSITE INFORMATION

Name of Business City of Everett

Address: 2930 Wetmore Ave Suite 10A

City/State/Zip: Everett, WA 98201

Hours of Operation: 8:00 a.m - 5:00 p.m

Website: www.everettwa.gov

Employer Lead Contact: Chelsea Monroe

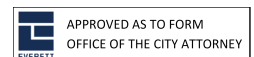
Employer Phone and Email: cmonroe@everettwa.gov

## INDEMNIFICATION

Each party to this agreement shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, agents or officers. No party will be considered the agent of another party and no party assumes responsibility to any other party for the consequences of any act or mission of any person, firm, or corporation not a party to this agreement. Provided, the Employer shall defend, indemnify, and hold harmless the District, including its employees, directors, agents, volunteers, and affiliates, from and against any and all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgements, costs, and expenses (including reasonable attorney's fees and costs) arising from the Employer's negligence or willful misconduct resulting in injury or other harm to the Student.

Worksite Employer  
Signature: 

Date: 06/07/2026



# ASSURANCE OF LEGAL COMPLIANCE

HEALTH AND SAFETY, EMPLOYMENT OF MINOR, FAIR LABOR PRACTICES, AND ANTI-DISCRIMINATION

## Required Background Checks

Pursuant to RCW 28A.400.303, I confirm that any employee who will have unsupervised access to students of Everett Public Schools under this agreement shall be required to have successful completion of a background check through the Washington State Patrol Criminal Identification System, under RCW 4.43.830-834, RCW 10.97.30 & .50, and through the Federal Bureau of Investigation prior to accepting interns from the District and prior to unsupervised access to such students. I confirm that I shall not allow any contact between Everett Public School students and any employee when an employee has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under 9A.64.030 RCW, or violation of similar laws of another jurisdiction. Any failure to comply with this section shall be grounds for the District to immediately terminate the internship. I confirm that the employer, at its own cost, will perform criminal background checks of all individuals providing services under this internship agreement, and as required by applicable and current Washington State and federal law. Background checks are to be processed through Washington State Patrol criminal investigation system and through the Federal Bureau of Investigation under RCW 28A.400.303.

## Transportation

Depending on the internship requirements, student travel with their internship host may occur

## Family Educational Rights & Privacy Act

I confirm that the employer is subject to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and District and Agency agree to abide by the stipulations and requirements of the FERPA rulings, as it exists at the time this form.

## Change of Worksite Supervisor

The Worksite Supervisor may not be substituted without the prior approval of the district.

## Nondiscrimination

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

The following employees have been designated to handle questions and complaints of alleged discrimination: **Title IX/Civil Rights Compliance Officer and ADA Coordinator:**

Chad Golden, 425-385-4100, CGolden@everettsd.org;

**Section 504 Coordinator:**

Dave Peters, 425-385-4063, DPeters@everettsd.org, PO Box 2098, Everett WA 98213

I confirm that this worksite is in compliance with all provisions of local, state, and federal law which are applicable to this business including the following: occupational safety and health (WISHA and OSHA); employment of minors, fair labor practices, and payment of wages; and anti-discrimination, anti-harassment, and anti-retaliation on the basis of any protected characteristic, including race, creed, color, national origin, religion, sex, sexual orientation, marital status, age, honorably discharged veteran or military status, any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other characteristic protected by law. I understand and agree that harassment of any employee/student with regard to any of the protected characteristics listed above, and/or discrimination against any employee/student with regard to recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility, or pay, are strictly prohibited. I further understand and agree that any student performing work at this worksite shall receive a student orientation, which shall include training on safety procedures, accident prevention, and this employer's anti-discrimination, anti-harassment, and anti-retaliation rules and reporting procedures.

APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY  
EVERETT

Worksite Employer



Signature: \_\_\_\_\_

Date: 06/07/2026



Placement	Contact(s)
City of Everett - Animal Shelter	Jason Robertson
City of Everett - Clerk's Office	Marista Jorve
City of Everett - Community Development	Ben Breeden / Kathy Vandermeer
City of Everett - Fire Department	Kurtis Brown / Cindy Dean
City of Everett - Human Resources	Michael Duerr
City of Everett - IT	Chris Fadden
City of Everett - Finance	Mike Bailey & Kandy Bartlett
City of Everett - Library	Abigail Cooley / Melody Leung / Andrea Wallis
City of Everett – Maintenance / Operations	Grant Moen / Jeff Marrs
City of Everett - Mayor's Office	Chelsea Monroe, Simone Tarver, Lisa Syrvaong
City of Everett - Parks & Facilities (Rec Office)	Andie Allred
City of Everett - Parks & Facilities (Urban Forest)	Alberto Vazquez
City of Everett - Planning Department	Yorick Stevens-Wajda
City of Everett - Police Department	Robert Edmonds
City of Everett - Traffic Engineering	Tom Hood / Corey Hert











# EPS Internship Worksite Agreement\_5292026\_SD


Final Audit Report

2026-06-08


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