

Substitute Handbook

2014-2015



**Seattle Public Schools
Substitute Services
2445 3rd Ave S
Seattle, WA 98124**

Suboffice@seattleschools.org

206-252-0388

TABLE OF CONTENTS

Page 1:	Table of Contents
Page 2:	Substitute Office contact information, Hours of operation, Subfinder access
Page 3-4:	2014 – 2015 CURRENT Substitute Letter w/School Year Information: Links to School Calendar, Maps, Salary Schedule, Timesheet Schedule & form
Page 5:	Subfinder process, Touch tone access, Internet access
Page 6-7:	General Substitute Information & Frequently Asked Questions
Page 8:	Mandatory Adult Sexual Misconduct Training Information
Page 9:	Health Training Information
Page 10:	Clerical Substitute Powerschool Training Information (NEW & Refresher)
Page 11 - 12:	Substitute Services Timesheet
Page 13:	Substitute Rates as of 2014/2015 School Year
Page 14:	2014-2015 School Year Substitute Pay Schedule
Page 15:	2014-2015 School Year Calendar
Page 16 - 17:	District School Contact List as of (2013 – 2014 School Year) will update ASAP w/new schools
Page 18 - 19:	Best Practices for Substitute Teachers
Page 20 - 21:	Workers Compensation
Page 22:	Substitute Professional Development
Page 23 –end	Excerpt from the 2013-2015 Collective Bargaining Agreement – Certificated Non-Supervisory Employees
Page 23 – end	Excerpt from the 2013-2015 Collective Bargaining Agreement – Paraprofessional Staff
Page 23 – end	Excerpt from the 2013-2015 Collective Bargaining Agreement – Seattle Association of Educational Office Professionals (SAEOP)

Check out the Seattle Public Schools – Substitute Website to obtain more information online.

(Also to review updates as applicable)

<http://www.seattleschools.org>. Click on the District tab. Click on the Departments tab.

Click on the Alphabetical Directory – letter S. Click on Subfinder.

Welcome to Seattle Public Schools



Substitute Services

Hours: 7:00 am to 3:30 pm, Monday thru Friday

Telephone: 206-252-0388

Email: Suboffice@seattleschools.org

Subfinder Telephone Access: 1-866-323-1529

Subfinder Internet Access: <https://seattleschools.subfinderonline.com>

SEATTLE PUBLIC SCHOOLS
2014 - 2015 SCHOOL YEAR SUBSTITUTE INFORMATION *
**(Pg 3-4 letter sent to all returning subs for 2014-2015 SY)*

Information for all returning Substitutes:

1. **Letter of Reasonable Assurance for the 2014 – 2015 School Year:** Enclosed you will find a Letter of Reasonable Assurance for the 14/15 school year (SY). **Please return the form by June 30, 2014.** The return of this form will verify that you are interested in working for the Seattle Public School district for the 2014 – 2015 school year (SY). *Failure to return the form will result in termination as a substitute with the Seattle Public School District.*
2. **Substitute Work Requirement for the 2014 – 2015 School Year:** Classified and certificated substitutes must work at least 10 days per school year* to remain on the substitute roster. If you work 9 days or less per school year, you will be automatically purged from Subfinder. If you work 9 days or less you will also have to re-apply, fingerprinted and attend orientation before you will be eligible to substitute again for the Seattle school district. **If you were hired during the middle of the SY (Jan. 2014) you do not need to meet the 10 day requirement until the following SY.*
3. **Current Calendar & Salary Rates:** The calendar and salary rates have not been determined yet by SEA (Union) and the Seattle school district. Once they are available we will update our website and email everyone the changes. The 14/15 school year information **may not** be available until September 1, 2014. On the back of this letter please find the tentative payroll schedule for the 14/15 school year. **The first student day for the 14/15 SY is Wednesday, September 3, 2014.**
4. **Substitute Documents:** Timesheets, general substitute information can be found at <http://www.seattleschools.org>. Click on the District tab. Click on the Departments tab. Click on the Alphabetical Directory – letter S. Click on Subfinder.
5. **District Maps and Building Locations:** Both can be found at <http://www.seattleschools.org>. Click on the link for SCHOOLS. Click on School Directory. Scroll down and find the link to the school you are looking for. For a district map, in the Maps column, click on Attendance Area and print-out a map.

CLERICAL SUBSTITUTES:

If you are a clerical substitute and have not taken PowerSchool (student information system), please sign up for a training. To register for a class click on mysps.seattleschools.org. Log on with your network username and password. Click on Support, Training and QRDs on the left hand side. Click on PowerSchool Training (under Student and Business Systems Training). Click on PowerSchool Training Webpage link. Training will be posted on the website in late May. This training will be one day and will include Basics, Demographics and Attendance. Training in this system will be a necessity to work in the school environment. **Please check your district email for training notifications and updates to the class schedule.**

If you have no home computer access, please use a school computer to access above links to print-out substitute information. If no computer access, call the sub office at 206-252-0388 to request paper copies of substitute information.

TENTATIVE Substitute Pay Schedule for the 2014 – 2015 School Year:

Seattle Public Schools Substitute 14/15 SY Pay Schedule -

To receive monthly payments, you must submit an original, signed timesheet(s) by the following dates:

Payroll has not been finalized and confirmed for the 2014 – 2015 school year. The above schedule may change. Upon finalization of the payroll dates this schedule will be updated.

<http://www.seattleschools.org> website. Click on the *District* tab. Click on the *Departments* tab. Click on the *Alphabetical Directory – letter S*. Click on *Subfinder*. Click on *Timesheet schedule*

PAY DATE	PAY PERIOD	TIMESHEET DUE DATE
September 2, 2014	07/14/14 - 08/10/14	Tuesday, 08/12/14
October 1, 2014	08/11/14 - 09/14/14	Tuesday, 09/16/14
November 3, 2014	09/15/14 - 10/12/14	Tuesday, 10/14/14
December 1, 2014	10/13/14 - 11/09/14	Tuesday, 11/12/14
January 2, 2015	11/10/14 - 12/07/14	Tuesday, 12/09/14

SEATTLE PUBLIC SCHOOLS OUTLOOK EMAIL ACCOUNT

How to Access your Outlook E-Mail Account:

To log on for the first time and change your password you must be using a district computer. After that you can access email from a home computer/device. Here is the link to the Seattle School District Email log in page . <https://edumail.seattleschools.org>

LOGIN NAME for this account is FIRST LETTER OF FIRST NAME, MIDDLE INITIAL, LAST NAME.

The INITIAL PASSWORD for this account is the first two letters of the last name and adding the zip code where the user's pay warrant is/will to be sent. *You will be prompted to change your password immediately.*

The first letter is lower case and the SECOND LETTER is UPPERCASE. The password is case sensitive.

EXAMPLE:

Full Name: Walter H. Magoo (EXAMPLE NAME ONLY)

User Name: whmagoo (first letter of first name, middle initial, last name)

Password: mA98765 (first two letters of last name and zip code)

Email questions? The Techline help number is 206-252-0333. The Techline is open from 7:30 am until 4:00 pm Monday through Friday.

Please direct additional questions to: Suboffice@seattleschools.org Substitute Office 206-252-0388
Address: 2445 – 3rd Ave S. Seattle, WA 98134 or PO Box 34165 Seattle, WA 98124
Mail stop: 33-192 for substitute office. Mail stop: 33-344 for substitute timesheets.

SUBSTITUTE SERVICES

Substitute Services: 206-252-0388 7:00 am – 3:30 pm, Monday – Friday
Email: suboffice@seattleschools.org

SUBFINDER

Seattle Public Schools uses Subfinder to manage employee absences and substitute assignments. This system has several features that you will find beneficial. Subfinder matches employee absences with available substitutes.

PLEASE REVIEW THE SUBFINDER TELEPHONE GUIDE AND INTERNET USER'S GUIDE ONLINE TO COMPLETELY FAMILIARIZE YOURSELF WITH THE SUBFINDER SYSTEM

at <http://www.seattleschools.org>. Click on District, float down click on Careers. Under Quick Links click on Human Resources. Under For Substitutes: you'll find the Telephone Guide and Internet Guide.

Subfinder Touch Tone Access: The telephone number to access Subfinder is: 1-866-323-1529.

Subfinder touch tone access allows you to review current assignments, review/accept future assignments, and view personal information.

Receiving Calls: Subfinder will call to offer assignments that are available for you according to the placement information you gave when your subfinder account was set up. Subfinder will begin calling at 5:45 am until 12:30 pm for current day assignments. Subfinder evening call-out is from 5:00 pm to 9:30 pm.

Job Shopping: Subfinder will allow you to call and "shop" for assignments. You may call Subfinder at any time to review available jobs.

Making Changes: To make changes to your Subfinder profile please email changes to: suboffice@seattleschools.org.

Canceling Jobs: We realize emergencies and illness happen on occasion in which you need to cancel a job. There are no penalties for an occasional canceled job. We ask that you limit this practice to emergency situations. Last minute cancellations put the school in a bind trying to fill the assignment. Please cancel the assignment in Subfinder immediately or call Substitutes Services to assist you in your cancellation and then please call the school to inform them of the cancellation. Subfinder will begin searching right away for another available substitute. Excessive cancellations may cause you to receive a "Letter of Concern" and this may affect your ability to receive future assignments.

Job Number: When you accept an assignment, Subfinder will repeat the Job Number. Make sure when you accept an assignment you stay on the line long enough to hear the Job Number. If you hang-up before the Job Number is given, Subfinder will believe you changed your mind and will offer the assignment to another substitute.

YOU MUST FIRST CALL SUBFINDER FROM A TOUCH TONE TELEPHONE AND RECORD YOUR NAME BEFORE ACCESSING SUBFINDER ONLINE - 1-866-323-1529

Subfinder On-line: The web address is: <https://seattleschools.subfinderonline.com>. Enter your User Name (your user name is your Last name). Enter your Password (your employee ID number). This takes you to the Subfinder welcome page. On the welcome page click on the tutorial to learn how to use Subfinder via the Internet (10 minute video).

Subfinder online allows you to review current assignments, review/accept future assignments, and view personal information.

Subfinder On-line Instructions: To print out online instructions go to the <http://inside.seattleschools.org> website. On the far right, under Subfinder System – Employees click on the link Instructions, on the Human Resources page under Just For Substitutes you will find the Telephone User Guide and Internet User's Guide to print-out.

TIMESHEETS

Please send your timesheets in on a weekly basis – every Friday. Original timesheets are required with original signatures by and School Office Team Member. Do not fax or send in a copy. **Keep a copy for yourself.**

You may mail in your timesheet to the address provided on front of timesheet or you may use an intra-district envelope and send it to our mailstop at MS 33-344. A drop-off box is also available in the lobby of the John Stanford Center.

~~Please fill out the timesheet completely; any incomplete timesheet will be returned and could result in a delay of payment.~~

PAYROLL INQUIRIES

For payroll questions please call Lois Brown, Payroll Specialist at 252-2084 and leave a message. She will review your inquiry and get back to you within 48 hours with her findings. Substitute Services cannot receive payroll inquiries over the telephone or email.

MANDATORY TRAININGS

Adult Sexual Misconduct: What All School Staff Need to Know and Do: Certificated and Classified Substitutes are required to attend the 2-hour training: "Adult Sexual Misconduct: What All School Staff Need to Know and Do". This class is specific to Seattle Public Schools. NO PRE-REGISTRATION REQUIRED (Show up on TIME!). Plan on showing up at one of the class sessions listed (See Enclosed Flyer for class dates and times). Instructors will issue a certificate and attendance will be entered upon completion of the course. If you are a new employee, you will not be "staffed" until this course is completed.

Health Trainings for Care of Students with Life threatening Conditions: Certificated and Classified Substitutes are required to be trained and knowledgeable in the care of students with anaphylaxis, or life threatening allergies. SPS is enrolled in a program whereby all employees can access appropriate training modules with a post test to assure a basic understanding of required and recommended health training. To access this training, go to: <http://www.seattle.wa.safeschools.com/login>. Please read the attached flyer and follow the instructions as outlined. Please access these training modules as soon as possible. If there are problems with registration, please email Shelly Kerby @ shkerby@seattleschools.org.

CLERICAL SUBSTITUTES

PowerschoolTraining: Training is not required to substitute, but is **required** to use PowerSchool in a substitute position at a school. Powerschool is the student information system for Seattle Public Schools. To register for this training please send an e-mail to powerschooltraining@seattleschools.org. Include your name, e-mail address, and phone number along with your request to attend this training. This class is specific to the Seattle Public School district. Please sign up as soon as possible. More information about dates and times are on page 10.

LATE START INFORMATION

Late Start Information: Late starts due to weather or other unscheduled reasons, you need to arrive at your assignment at the regular reporting time – safety permitting. If you need to arrive late please notify Substitute Services and the school that you are assigned.

EMERGENCY INFORMATION

RADIO/TV STATIONS

AM Radio Stations	FM Radio Stations	TV Stations
KCIS 630	KPLU 88.5	KOMO Ch. 4
KIXI 880	KGRG 89.9	KING Ch. 5
KOMO 1000	KSER 90.7	KIRO Ch. 7
KLAY 1180	KMPS 94.1	KCPQ Ch. 13
KGRG 1330	KUOW 94.9	PSETV Ch. 26
KUOW 1340	KIRO 97.3	
KRKO 1380	KCMS 105.3	
KRWM 106.9		

If you have Internet access, you may also go to www.schoolreport.org, the Public Schools Emergency Communication System, to check for announcements.

BADGES

Employee Badges: Substitute's are eligible for a badge after completing 30 calendar days of work. A report to identify substitutes who have worked 30 calendar days is ran on the last day of each month and given to the Security Department. If you have worked 30 calendar days, on the 5th of the month following your 30 calendar days of work, call Security Department at 206-252-0707 to arrange to have a badge processed.

FREQUENTLY ASKED QUESTIONS

What do I need to do to remain active in Subfinder for the following year? Classified and Certificated substitutes must work at least 10 days per school year to remain active on the substitute roster. If you work 9 or less days per school year, you will be automatically purged from Subfinder. You will not be notified. If you are purged, you will have to re-apply and attend orientation before you will be eligible to substitute for Seattle Public Schools.

Do Classified and Certificated substitutes receive benefits for working in a long-term assignment? Classified and Certificated substitutes are eligible for medical, dental and vision benefits after 60 consecutive days in the same assignment. If a Classified Substitute steps out of the assignment before their 60th day the consecutive day count starts over. If the Classified substitutes steps out of the assignment after their 60th day, Medical benefits end and the consecutive day count starts over.

What is the 16-Day contract payment that applies to Certificated substitutes? Certificated substitutes earn contract pay after 16 consecutive days in the same assignment. At the end of each month a report is generated showing who reached 16 days during that month. By the 10th of the following month, individual reports are created and given to the Classification and Compensation department for them to research and do the salary placement. Once this is done, they email out a copy of their report to each substitutes and return the originals to Payroll to input salary placement. Your 16 Day contract pay will be on the next pay warrant and will retroactive back to day one of the assignment.

EXAMPLE:

16 day reached between October 1 and October 30

October 31 – the 16 Day report is generated

November 9 – Individual reports to Classification and Compensation department

November 20 – Payroll salary placement data entry done

December 1 – Pay warrant reflecting 16 day retroactive pay

Do Certificated substitutes earn sick leave? Certificated substitutes earn 1 sick leave day after 20 consecutive days in the same assignment. A sick leave day may be used while in a long-term assignment and after completing 20 consecutive work days. Any unused sick leave days earned is banked and can only be used while in a long-term assignment. You must be in that “new” long term assignment for 20 days before using banked sick days.

Do Classified substitutes earn sick leave? No, Classified substitutes do not earn sick leave.

Can Classified and Certificated substitutes enroll in Professional Development classes? Yes, go to <http://inside.seattleschools.org>. Click on the link for Professional Development for appropriate classes. Please note that enrollment in a Professional Development class is voluntary, you will not be paid to attend such class unless specifically stated you will be paid to attend the class. Substitute Services does NOT manage Professional Development opportunities for substitutes. Do not call or email Substitute Services regarding Professional Development classes.

Do Classified and Certificated substitutes qualify for unemployment insurance? Because scheduled, unpaid periods are predetermined by the negotiated school calendar, these recess periods do not qualify for unemployment compensation. This is due to the fact that you have reasonable assurance that following each of the vacation/recess periods you remain active on our substitute list unless you indicate otherwise to us.

Attendance Policy:

If I work as a substitute one year, will I remain active on the substitute roster the following year? Classified and Certificated Substitutes must work at least 10 days per school year to remain on Substitute roster. If you work 9 or less days per school year, you will be automatically purged from Subfinder. You will not be notified. If you work 9 or less days you will have to re-apply and attend orientation before you will be eligible to substitute for Seattle Public Schools

Adult Sexual Misconduct Prevention 101: What all School Staff Need to Know and Do

Seattle Public Schools places a top priority on providing a safe and secure environment for all students and staff. To add to the many steps our District takes to ensure safety in our schools, training in the prevention, recognition and reporting of adult sexual misconduct is **mandatory for all District staff members who have student contact (or supervise staff that have student contact)**.

This 90 minute training covers a wide range of topics including: how to prevent, prepare for, respond to and recover from inappropriate boundaries and sexual exploitation of students. At the conclusion of the training, we expect that staff will understand how to recognize and report adult sexual misconduct.

September — November 2014 CLASS DATES / TIMES:

Prior registration is NOT required

DAY	DATE	TIME
Tuesday	Sept 2	4pm—5:30pm
Wednesday	Sept 10	4pm—5:30pm
Tuesday	Sept 16	4pm—5:30pm
Tuesday	Sept 23	4pm—5:30pm
Tuesday	Sept 30	6pm—7:30pm
Tuesday	Oct 7	4pm—5:30pm
Wednesday	Oct 15	4pm—5:30pm
Tuesday	Oct 21	4pm—5:30pm
Tuesday	Oct 28	6pm—7:30pm
Tuesday	Nov 4	4pm—5:30pm
Tuesday	Nov 18	4pm—5:30pm
Tuesday	Nov 25	6pm—7:30pm

- **All classes are held at:**
[John Stanford Center for Educational Excellence](#)
2445 3rd Ave. S. Seattle WA 98124
**Check schedule board in lobby for training room listing.*
- **Parking can be difficult — please be sure to leave enough time for travel.**
- **Participants arriving more than 10 minutes late will not be admitted to class.**
- **Questions? Contact:** mandatorytraining@seattleschools.org

(revised 6/23/14)

HEALTH TRAINING INFORMATION

TO: SUBSTITUTES FOR SEATTLE PUBLIC SCHOOLS
FROM: KATHLEEN JOHNSON, STUDENT HEALTH SERVICES PROGRAM MANAGER
SUBJECT: HEALTH TRAINING FOR CARE OF STUDENTS WITH LIFE THREATENING CONDITIONS
DATE: 9/1/2014

Starting Sept 2009 Seattle Public Schools Board passed a policy <http://www.seattleschools.org/area/policies/d/D98.00.pdf> in response to RCW that requires all staff to be trained and knowledgeable in the care of students with anaphylaxis, or life threatening allergies. In SPS we have over 1200 students with this health concern. The training is in addition to a requirement that staff is trained in the care of students with asthma of which there are over 3,000 students with this conditions <http://www.seattleschools.org/area/policies/d/D99.00.pdf>.

SPS is enrolled in a program whereby all employees can access appropriate training modules with a post test to assure a basic understanding of required and recommended health training. The site to access this training is <http://www.seattle.wa.safeschools.com/login> . Once you access the site you log in with your email account name, for me it is khjohnson for example, and then proceed to confirm you are the right person. If you have difficulties logging in contact Shelly Kerby, Environmental Health & Safety Coordinator to get the correct log in at <mailto:shkerby@seattleschools.org>. After you have successfully completed the post test your name will be available to the person assigned to monitor your training or if requested you may print a certificate of completion. As a substitute for SPS you are required to take the asthma and anaphylaxis trainings and it is recommended that you also complete the diabetes and seizure training so you will be prepared for the care of students with these challenges. If you want to take any of the other training modules you are encouraged to do so.

Once trained you will have a basic understanding of the disease and the appropriate emergency response for the anaphylactic student in a class where you are the substitute. In order to carry out the student's Individual Health Plan, IHP, you will need to:

- 1- Identify the school staff that will give the Epi-pen in the event of ingestion of identified allergen or symptoms of anaphylaxis, OR
- 2-See the school nurse and receive the needed annual training from the nurse on how to administer the Epi-pen to the affected student.

Once you have gotten the nurse medication administration training you can safely administer Epi-pen to an anaphylactic student according to their individual plan in other SPS settings. In each classroom's sub folder you should find the care plans of students who have this and other health concerns. The IHP crafted by the school nurse with provider orders for care will identify the condition, how it manifests for that student, and steps to take if a life threatening event may be occurring. School staff is trained annually on how to respond to life threatening conditions. The class room teacher with a student with a life threatening health concern is provided with that student's IHP to guide care. If you have questions please ask the school's nurse or administrator.

Clerical Substitute Powerschool Training

CLERICAL SUBSTITUTES:

PowerSchool is the Student information system for Seattle Public Schools. PowerSchool is used to access student information, take attendance, locate parent and emergency contacts, run reports, and much more. Schools need qualified substitutes who are able to help with tasks in PowerSchool.

Training is not required to substitute, but is required to use PowerSchool in a substitute position at a school. Training is a day and a half of training which includes **PowerSchool Basics, Demographics and Attendance**. Subs **must attend all 3 classes** and will be paid for attending training if they show proficiency in these areas.

Substitutes must have attended an employee orientation and be "staffed" or have approval from HR prior to the training.

Training is being offered in August on August 28 and 29 for new Clerical subs and for substitutes starting the school year in a long term position on August 12 and 13. All training is held at John Stanford Center.

Training for **New clerical substitutes:**

PowerSchool Basics for Office Staff and Update Users	Thur	8/28	8:00-11:00	2030
PowerSchool Demographics	Thur	8/28	11:30-3:30	2030
PowerSchool Attendance (Daily and Meeting	Fri	8/29	8:00-12:00	2030

Training for **new school staff and clerical substitutes in a long term position:**

PowerSchool Basics for Office Staff and Update Users	Tue	8/12	8:00-11:00	2030
PowerSchool Demographics	Tue	8/12	11:30-3:30	2030
PowerSchool Attendance (Daily and Meeting)	Wed	8/13	8:00-12:00	2725

Substitutes may also attend one of the Attendance Refreshers for Daily and Meeting Attendance.

- Elementary Attendance Refresher 8/21, 12:30-3:00
- Elementary Attendance Refresher 8/27, 8:30-11:00
- Elementary Attendance Refresher 9/11, 4:00-6:00
- Meeting Attendance Refresher 8/26, 8:30-11:00

Please email powerschooltraining@seattleschools.org. Include your name, e-mail address, and phone number along with your request to attend this new training. This class is specific to the Seattle Public School district. Please sign up as soon as possible.



**SEATTLE
PUBLIC
SCHOOLS**

SEA CERTIFICATED / CLASSIFIED SUBSTITUTE SERVICES TIMESHEET

Mailing Address:
Seattle Public Schools
Payroll Services MS 33-344
PO Box 34165
Seattle, WA 98124-1165

Intra-District:
Payroll - MS 33-344

NAME: _____

Last, First, Middle Initial (Please Print)

EMPLOYEE ID: _____

SIGNATURE: _____

Please check one:

CERTIFICATED: Report time in 4 or 8 hours increments

CLASSIFIED: Report actual hours worked (do not include lunch)

DAY	DATE	JOB #	ASSIGNMENT/ABSENT EMPLOYEE	LOCATION	PAID HOURS	AUTHORIZATION
M						
T						
W						
TH						
F						
SA						
SU						
INCOMPLETE AND/OR LATE TIMESHEETS MAY RESULT IN A MONTH'S DELAY OF PAYMENT						
TOTAL WORK HOURS TO BE PAID						

Please remember to send your timesheet in on a weekly basis - every Friday. Original timesheets are needed with authorized signatures. Do not fax or send in a copy. Remember to keep a copy for yourself.



CERTIFICATED / CLASSIFIED HR SUBSTITUTE SERVICES TIMESHEET

INSTRUCTIONS:

The HR Substitute Services Timesheet is for Certificated and Classified substitutes. Complete the form as follows:

Name: List your full name

Employee ID: List the Employee ID# listed on your pay stub

Please check one: Check the appropriate box for your substitute classification: **CERTIFICATED** or **CLASSIFIED**

DATE: Fill in the appropriate date (month, day, and year)

JOB #: List the number assigned by Subfinder

ASSIGNMENT/ABSENT EMPLOYEE: Indicate the name of the absent employee or type of assignment such as "open position" or "extra help"

LOCATION: Enter the school and/or department name

PAID HOURS: Certificated substitutes are paid either 4 or 8 hours. Classified substitutes are paid actual hours worked (do not include lunch)

AUTHORIZATION: A School Office Team member or program/department supervisor will verify the information on the form and sign here.

Authorization to Pay (signatures needed to receive pay):

1. Total Your Hours
2. Sign Timesheet
3. School Office Team member or program manager/department supervisor must sign in the authorization column
4. Make a copy for your files. Submit original timesheet to Payroll Services each Friday

2014-15 COMBINED SUBSTITUTE SALARY RATES

CERTIFICATED SUBSTITUTES (CH1)

<u>Number of Days/Hours Worked</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
0.5 - 29.5 days (below 240 hours worked)	\$20.17	\$161
30-59.9 days (at least 240 hours worked)	\$21.08	\$169
60.0 - 89.9 days (at least 480 hours worked)	\$22.01	\$176
90 or more (at least 720 hours worked)	\$23.42	\$187

CLASSIFIED SUBSTITUTES (SU1 and SU2)

<u>Number of Days/Hours Worked</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Paraprofessional Substitutes - (SU1)	\$18.12	\$127
Clerical Substitutes - (SU2)	\$15.87	\$127

Substitutes:

To receive monthly payments, you must submit an original, signed timesheet(s) by the following dates:

**2014 - 2015 School Year
Seattle Public Schools
SUBSTITUTE TIMESHEET AND PAY SCHEDULE**

PAY DATE	PAY PERIOD	TIMESHEET DUE DATE
September 2, 2014	07/14/14 - 08/10/14	Tuesday, 08/12/14
October 1, 2014	08/11/14 - 09/14/14	Tuesday, 09/16/14
November 3, 2014	09/15/14 - 10/12/14	Tuesday, 10/14/14
December 1, 2014	10/13/14 - 11/09/14	Tuesday, 11/12/14
January 2, 2015	11/10/14 - 12/07/14	Tuesday, 12/09/14
February 2, 2015		Tuesday,
March 2, 2015		Tuesday,
April 1, 2015		Tuesday,
May 1, 2015		Tuesday,
June 1, 2015		Tuesday,
July 1, 2015		Tuesday,
August 3, 2015		Tuesday,

**PAYROLL HAS NOT FINALIZED THE 2015 PAYROLL DATES.
THE ABOVE SCHEDULE MAY CHANGE. UPON FINALIZATION OF
THE 2015 PAYROLL DATES THIS SCHEDULE WILL BE UPDATED.**

A copy of the 2014-2015 Timesheet Schedule can be found on our district website at: <http://www.seattleschools.org>. Click on the link for district, float down/click on Careers. Under Quick Links, click on Human Resources, click on link for Substitutes, Click on Timesheet Schedule.

Incomplete and/or late timesheets will result in a month's delay of payment.

Please keep a copy of all timesheets for your records.

Send in Timesheets Weekly to Payroll at: MS 33-344

SCHOOL YEAR CALENDAR

2014 - 2015



AUGUST 2014		Su	M	T	W	T	F	S
							1	2
8/26	**Built in Mand TRI (1 of 2) of 16 hrs	3	4	5	6	7	8	9
8/27	TRI Day (1 of 3), District	10	11	12	13	14	15	16
8/28	TRI Day (2 of 3), Building	17	18	19	20	21	22	23
8/29	Non Work, Non Paid Day	24	25	26	27	28	29	30
		31						

FEBRUARY 2015		Su	M	T	W	T	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
2/16	Holiday - Presidents' Day	15	16	17	18	19	20	21
2/17	Mid-Winter Break	22	23	24	25	26	27	28

SEPTEMBER 2014		Su	M	T	W	T	F	S
9/1	Holiday - Labor Day		1	2	3	4	5	6
9/2	TRI Day (3 of 3), Building	7	8	9	10	11	12	13
9/3	First Day of School for Students	14	15	16	17	18	19	20
9/3	Cert 180-Day Calendar Begins	21	22	23	24	25	26	27
9/24	2-Hr Early Student Dismissal (1 of 5)	28	29	30				

MARCH 2015		Su	M	T	W	T	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
3/25	2-Hr Early Student Dismissal (4 of 5)	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

OCTOBER 2014		Su	M	T	W	T	F	S
					1	2	3	4
10/10	**Built in Mand TRI (2 of 2) of 16 hrs	5	6	7	8	9	10	11
10/29	2-Hr Early Student Dismissal (2 of 5)	12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

APRIL 2015		Su	M	T	W	T	F	S
					1	2	3	4
		5	6	7	8	9	10	11
4/13 to 4/17	Spring Break	12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30		

NOVEMBER 2014		Su	M	T	W	T	F	S
							1	
11/11	Holiday - Veterans Day	2	3	4	5	6	7	8
11/24 to 11/26	Elem P-T Conf, (varies by school)	9	10	11	12	13	14	15
11/26	1 hr early dismissal prior to holiday	16	17	18	19	20	21	22
11/27 & 11/28	Holiday - Thanksgiving	23	24	25	26	27	28	29
		30						

MAY 2015		Su	M	T	W	T	F	S
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
5/25	Holiday - Memorial Day	24	25	26	27	28	29	30
		31						

DECEMBER 2014		Su	M	T	W	T	F	S
			1	2	3	4	5	6
12/19	1 hr early dismissal prior to holiday	7	8	9	10	11	12	13
12/22 to 1/2	Winter Break	14	15	16	17	18	19	20
12/24 & 12/25	Holiday - Christmas, Eve & Day	21	22	23	24	25	26	27
12/31	Holiday - New Years Eve	28	29	30	31			

JUNE 2015		Su	M	T	W	T	F	S
			1	2	3	4	5	6
6/3	2-Hr Early Student Dismissal (5 of 5)	7	8	9	10	11	12	13
6/15	Last Day of School for Students	14	15	16	17	18	19	20
6/15	180-Day Calendar Ends	21	22	23	24	25	26	27
6/16	Optional snow makeup day	28	29	30				
6/17	Optional snow makeup day							

JANUARY 2015		Su	M	T	W	T	F	S
							1	2
1/1	Holiday - New Years Day					3	4	5
1/14	2-Hr Early Student Dismissal (3 of 5)	6	7	8	9	10	11	12
1/19	Holiday - Martin Luther King Day	13	14	15	16	17	18	19
1/30	Day Between Semesters (non-work)	20	21	22	23	24	25	26
	Optional snow makeup day	27	28	29	30	31		

JULY 2015		Su	M	T	W	T	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
7/3	Holiday - Independence Day	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

Two (2) days have been built into the calendar for purposes of Professional Development (to use the 2 scheduled TRI days - 16 hours (**Article II, Section B.1.)). Inclement Weather Make-up - the first makeup day will be 1/30/15, additional days will be added at the end of the year 6/16 and 6/17.

ELEMENTARY SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
NG-201	Adams	252-1300	252-1301	Anne Johnson	Debbie McKagan	6110 - 28th Ave NW	98107
WE-202	Alki	252-9050	252-9051	Shannon Stanton	Barbara Slatt	3010 - 59th Ave SW	98116
NT-278	APP @ Lincoln	252-5914	252-5969	Rina Geoghagan	Beth Lee	4400 Interlake Ave N	98103
WF-203	Arbor Heights	252-9250	252-9251	Christy Collins	Karen Ferraro	3701 SW 104th St	98146
NH-204	Bagley	252-5110	252-5111	Erika Ayer	Randi Olson	7821 Stone Ave N	98103
CE-205	Beacon Hill International	252-2700	252-2701	Po-Yuk Tang	Cheryl Nitta	2025 - 14th Ave S	98144
EF-209	Bryant	252-5200	252-5201	Dan Sanger	Trudy Springer	3311 NE 60th St	98115
CF-211	Coe	252-2000	252-2001	Virginia Turner	Leanne Volk	2424 7th Ave W	98119
WG-215	Concord International	252-8100	252-8101	Norma Zavala	Casey Peplow	723 S Concord St	98108
CW-218	B F Day	252-6010	252-6011	Katie Pearl	Carrie Bauer	3921 Linden Ave N	98103
SM-251	Dearborn Park	252-6930	252-6931	Angela Bogan	Atia Yousuf	2820 S Orcas St	98108
SI-219	Dunlap	252-7000	252-7001	Winifred Todd	Susan Talley	4525 S Cloverdale St	98118
SK-221	Emerson	252-7100	252-7101	Farah Thaxton	Kathy Hailey	9709 - 60th Ave S	98118
	Fairmount Park (Opening 2014)			Julie Breldenbach		3800 SW Findlay St	98126
WK-225	Gatewood	252-9400	252-9401	Connie Aleman	Katy Thomas	4320 SW Myrtle St	98136
CI-226	Bailey Gatzert	252-2810	252-2811	Greg Imel	Carrie Bolden	1301 E Yesler Way	98122
SI-220	Graham Hill	252-7140	252-7141	Laura Morrison	Yedit Bereket	5149 S Graham St	98118
NM-229	Green Lake	252-5320	252-5321	Joanne Bowers	Jennifer Allen	2400 N 65th St	98103
EG-230	Greenwood	252-1400	252-1401	Walter Trotter	Cheryl Kelly	144 NW 80th St	98117
SL-233	Hawthorne	252-7210	252-7211	Sandra Scott	Joyce Shimizu	4100 - 39th Ave S	98118
WL-235	Highland Park	252-8240	252-8241	Ben Ostrom	Janice Shepherd	1012 SW Trenton St	98106
CK-234	John Hay	252-2100	252-2101	Karen Hanson	Wendi Abella	201 Garfield St	98109
EM-266	John Rogers	252-4320	252-4321	Sara Mirabueno	Satomi Manabe	4030 NE 109th St	98125
WJ-119	K-5 STEM @ Boren	252-8450	252-8451	Shannon McKinney	Cindy Baca	5950 Delridge Way SW	98106
CU-288	Kimball	252-7280	252-7281	Jo Lute-Ervln	Nancy Barzen	3200 - 23rd Ave S	98144
WO-239	Lafayette	252-9500	252-9501	Robert Gallagher	Kathleen Brose	2645 California Ave SW	98116
EH-242	Laurelhurst	252-5400	252-5401	Kathy Jolly	Susan Lundh	4530 - 46th Ave NE	98105
NI-243	Lawton	252-2130	252-2131	Neil Gerrans	Laura Thomas	4000 - 27th Ave W	98199
CL-244	Leschi	252-2950	252-2951	Rhonda Claytor	Teresa Stout	135 - 32nd Ave	98122
CM-245	Lowell	252-3020	252-3021	Marion Smith, Jr.	Diane Hutchinson	1058 E Mercer St	98102
NP-246	Loyal Heights	252-1500	252-1501	Wayne Floyd	Kathryn Katzen	2511 NW 80th St	98117
SN-252	Maple	252-8310	252-8311	Pat Hunter	Mary Craig	4925 Corson Ave S	98108
SF-207	Martin Luther King Jr	252-6770	252-6771	Cothron McMillian	Patricia Pattenau	6725 45th Ave S	98118
NT-247	McDonald International	252-2900	252-2901	Dan Golosman	Jane Petrich	144 NE 54 th St	98105
CN-248	McGilvra	252-3160	252-3161	Marla Breuder	Lynne Chelius	1617 - 38th Ave E	98112
CQ-255	Montlake	252-3300	252-3301	Claudia Allan	Tiffany Walker	2409 - 22nd Ave E	98112
CR-256	Muir	252-7400	252-7401	Awnie Thompson	Sonia Larson	3301 S Horton St	98144
NR-259	North Beach	252-1510	252-1511	R. J. Sammons	Cheryl Smith	9018 - 24th Ave NW	98117
NQ-257	Northgate	252-4180	252-4181	Stan Jaskot	Janice Brown	11725 - 1st Ave NE	98125
EK-261	Olympic Hills	252-4300	252-4301	Helen Joung	Joyce Phitts	13018 - 20th Ave NE	98125
EL-262	Olympic View	252-5500	252-5501	Sandra Powell	Teresa Olmsted	504 NE 95th St	98115
CV-974	Queen Anne	252-2480	252-2481	David Elliott	Carla Kirch	411 Boston St	98109
ST-264	Rainier View	252-6700	252-6701	Anitra Pinchback-Jones	Lisa Noyes	11650 Beacon Ave S	98178
WP-267	Roxhill	252-9570	252-9571	Sahnica Washington	Antoinette Felder	9430 - 30th Ave SW	98126
EI-268	Sacajawea	252-5550	252-5551	Barry Dorsey	Doreen Norman	9501 - 20th Ave NE	98115
ES-269	Sand Point	252-4640	252-4641	Dan Warren	Sue Kase	6208 60th Ave NE	98115
WR-273	Sanislo	252-8380	252-8381	Bruce Rhodes	Gail Crandell	1812 SW Myrtle St	98106
WQ-270	Schmitz Park	252-9700	252-9701	Gerrit Kischner	Pamela Jones	5000 SW Spokane St	98116
NN-241	John Stanford International	252-6080	252-6081	Dedy Fauntleroy	JoJean Peters	4057 5th Ave NE	98105
CT-272	Stevens	252-3400	252-3401	Kelley Archer	Val Derosier	1242 18th Ave E	98112
EQ-287	Thornton Creek @ Decatur	252-5300	252-5301	John Miner	Jennifer Evans	7711 - 43rd Ave NE	98115
SP-275	Van Asselt	252-7500	252-7501	Chanda Oatis	Regina Kidd	8311 Beacon Ave S	98118
CS-212	Thurgood Marshall	252-2800	252-2801	Christine Helm (Interim)	Hazel Patu	2401 S Irving St	98144
EN-277	View Ridge	252-5600	252-5601	Terri Skjel	Brenda Reibel	7047 - 50th Ave NE	98115
NX-276	Viewlands	252-4400	252-4401	Michelle Ota	Michele Swartz-Ireland	10525 - 3rd Ave NW	98177
EO-279	Wedgwood	252-5670	252-5671	Chris Cronas	Joann Sparks	2720 NE 85th St	98115
WM-236	West Seattle	252-9450	252-9451	Vicki Sacco	Diane Stuart	6760 - 34th Ave SW	98126
NU-281	West Woodland	252-1600	252-1601	Marilyn Loveness	Marty Phelps	5601 - 4th Ave NW	98107
NV-282	Whittier	252-1650	252-1651	Melissa Schweitzer	Mary Pat Bowman	1320 NW 75th St	98117
SR-286	Wing Luke	252-7630	252-7631	Davy Muth	Andrea Campbell	3701 S Kenyon St	98118

K-8 SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
EC-580	Jane Addams	252-4500	252-4501	Debbie Nelsen	Evelyn Shelby	11051 34th Ave NE	98125
NJ-208	Broadview-Thomson	252-4080	252-4081	Sarah Talbot (Interim)	Lauri McVicar	13052 Greenwood Ave N	98133
NW-289	Catharine Blaine	252-1920	252-1921	Julie Cox	Denae Gordon	2550 - 34th Ave W	98199
CO-249	Madrona	252-3100	252-3101	Mary McDaniel	Signe Roscoe	1121 33rd Ave	98122
SQ-283	Orca	252-6900	252-6901	Tonie Talbert-Euerle	Cynthia Rainwater	5215 46th Ave S	98118
WT-216	Pathfinder (Cooper)	252-9710	252-9711	David Dockendorf	Danielle Otey	1901 SW Genesee St	98106
NS-557	Pinehurst	252-4600	252-4601	Roy Merca	Franchesca DeGuzman	11530 - 12th Ave NE	98125
NC-111	Salmon Bay (Monroe)	252-1720	252-1721	Jen Benkovitz	Karen Putnam	1810 NW 65th St	98117
SG-113	South Shore	252-7600	252-7601	Keisha Scarlett	Elizabeth Ward	4800 So Henderson St	98118
CG-599	TOPS (Seward)	252-3510	252-3511	Chris Scott	Patty Woodward	2500 Franklin Ave E	98102

MIDDLE SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
SE-130	Aki Kurose	252-7700	252-7701	Mia Williams	Deanne Bodeau	3928 S Graham St	98118
WC-103	Denny International	252-9000	252-9001	Jeff Clark	Mary Wilson	2601 SW Kenyon St	98126
EE-134	Eckstein	252-5010	252-5011	Sherri Kokx	Ann Peterson	3003 NE 75th St	98115
NF-135	Hamilton International	252-5810	252-5811	Lucinda Watters	Linda Harveland	1610 N 41st St	98103
WD-107	Madison	252-9200	252-9201	Robert Gary	Jana Lyons	3429 45th Ave SW	98116
NE-118	McClure	252-1900	252-1901	Shannon Conner	Linda Luke	1915 - 1st Ave W	98119
SC-110	Mercer	252-8000	252-8001	Chris Carter	Kate Hodges	1600 S Columbian Way	98108
CC-117	Washington	252-2600	252-2601	Patricia Guenther (Interim)	Tanya Maldonado	2101 S Jackson St	98144
ND-115	Whitman	252-1200	252-1201	Sue Kleitsch	Miste Chandler	9201 - 15th Ave NW	98117

HIGH SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
NA-011	Ballard	252-1000	252-1001	Keven Wynkoop	Vivian Belcher	1418 NW 65th St	98117
ER-023	Center School	252-9850	252-9851	Oksana Britsova	Tracey Lott	305 Harrison St	98109
WA-018	Chief Sealth International	252-8550	252-8551	Aida Fraser-Hammer	Marta Sanchez	2600 SW Thistle St	98126
SA-012	Cleveland	252-7800	252-7801	George Breland	Fely Regan	5511 15th Ave S	98108
CA-013	Franklin	252-6150	252-6151	Jennifer Wiley	Rubina Warner	3013 S Mt Baker Blvd	98144
CB-014	Garfield	252-2270	252-2271	Ted Howard II	Leslie Hurd	400 23rd Ave	98122
NB-020	Ingraham	252-3880	252-3881	Martin Fioe	Mary Smith	1819 N 135th St	98133
EB-022	Nathan Hale	252-3680	252-3681	Jill Hudson	Sandi Mann	10750 - 30th Ave NE	98125
CD-587	Nova @ Meany	252-3500	252-3501	Mark Perry	Karen Podbela	300 20th Ave E	98112
SB-021	Rainier Beach	252-6350	252-6351	Dwane Chappelle	LaNita Thomasson	8815 Seward Park Ave S	98118
EA-017	Roosevelt	252-4810	252-4811	Brian Vance	Marjorie Gamble	1410 NE 66th St	98115
WB-019	West Seattle	252-8800	252-8801	Ruth Medsker	Karen Ross	3000 California Ave SW	98116

ALTERNATIVE SCHOOLS, SPECIAL PROGRAMS, & OTHER BUILDINGS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
31-555	Head Start	252-0960	252-0961	Laura Garcia	Tanielle Jackson	2445 3rd Avenue S	98134
AD-516	Cascade Parent Partnership Prog	252-4720	252-4721	Treena Sterk	Linda Downing	1330 N 90th Street	98103
SH-703	Interagency @ Col Center	252-6816	743-3930	Kaaren Andrews	Martha Ortiz-Williams	3528 S Ferdinand St	98118
AD-605	Middle College (Northgate)	366-7940	366-7941	Cindy Nash	Jennifer Spigner	401 NE Northgate Way #202	98125
AD-605	Middle College (South)	934-6704	394-6708	Cindy Nash		6400 Sylvan Way SW	98126
AD-605	Middle College (U of W)	616-3663	616-3664	Cindy Nash	Lisa Boryboun	UW, Johnson Annex, Rm111	98195
AD-605	Middle College (North)	252-4785	252-4787	Cindy Nash	Donna Ogden	1330 N 90th Street	98103
SD-112	South Lake Alt HS	252-6600	252-6601	Barbara Moore	JoNell Wallace	8601 Rainier Ave S	98118
CD-665	The World School	252-2200	252-2201	Concie Pedroza	Hanh Dang	301 21st Ave E	98112

BEST PRACTICE FOR SUBSTITUTE TEACHERS

Schools and substitute teachers will work in concert to provide the highest level of educational services to students. A climate of respect, congeniality, safety, professionalism, and appreciation is expected in each school. It is the responsibility of the principal to promote and ensure that students, schools, and substitute teacher have a successful educational experience. The Seattle Public Schools is committed to providing substitute teachers with reasonable written instructions and a positive school climate in which to work. To this end, the principal will periodically check substitute teacher plans to assure they are current.

The school/principal will assign staff to officially greet and welcome substitute teachers and to ensure that the following needs are met:

- Assist during check in/check out
- Provide necessary keys
- Give directions to classroom assignment or provide escort
- Provide class list (s)
- Maintain a file of emergency lesson plans for each grade/class
- Give copies of any special schedules for the day
- Provide copies of all emergency drills, security and safety procedures, master schedules and supervisory duty rosters, maps of the building & the like
- Provide a staff identity badge
- Provide procedures for visitors in the building
- Give directions for picking up necessary materials such as attendance sheets, daily bulletins, etc.
- Give the location of the staff lounge/telephone
- Notify regular school staff of absences and names of substitute teachers through daily bulletins, postings in teachers' mailbox area, or announcements, etc.
- Complete and submit to the Coordinator of Substitutive Teaching an evaluation of substitute teachers when requested by the substitute teacher per the Guidelines for Evaluation of Substitute Teachers - see *Appendix Blank*.
- Establish systematic support for helping substitute teachers with lesson plans

Note: It is highly recommended that the principal/designee meet each substitute teacher during the school day and offer her/his help as needed.

Continued on next page

The regularly assigned teachers will provide for substitute teachers:

- A welcoming note
- Copies of student rosters, seating charts, and attendance procedures
- Specific lesson plans for each day's absence and all necessary texts, supplies, materials and equipment for executing the plans – please make provisions for substitutes not certified in your area
- Daily schedule
- Procedures used in the classroom/school
- List of students with special needs and how those needs are met
- List of students in each class who may be helpful
- Discipline procedures used in the classroom and throughout the school
- Supervisory duties (when, where, how)
- Leave the name and location of the person(s) to contact if help is needed
- Leave the name and location of the grade level chairs, department chairs, and other key people in the school
- Ask a building colleague to check with the substitute teacher periodically throughout the day and provide assistance for students who have significant behavioral issues or special needs.

The substitute teacher will:

- Arrive on time and remain 30 minutes past student dismissal time
- Follow any special directions given by the principal
- Implement the specific lesson plan provided by the regularly assigned teacher
- Ask for help whenever needed
- Ensure a positive classroom climate and follow the classroom/school discipline procedures
- Leave note for the regularly assigned teacher as to the progress made on the lesson for each class, behavioral issues, and problems encountered
- Return Substitute Folder and classroom keys to the Main Office
- Inform the principal when inadequate plans are left, there are behavioral issues, or problems are encountered

Substitute teachers will fill the vacancy for which they are assigned. In those cases where enough substitute teachers are not provided to the school by the district, skills of the substitute teacher and circumstances of the classroom should be considered before changing the substitute teacher's assignment. The principal should talk with the substitute before changing the assignment. Whenever possible, the principal will assign substitute teachers to the vacancies of greatest need.

Worker's Compensation Filing Information

IF A JOB INJURY OR DISEASE OCCURS:

(Firm Name) Seattle School District #1 is subject to Washington industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates your employer's compliance with these laws. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by your employer.

IN CASE OF INJURY OR DISEASE:

REPORT YOUR INJURY OR DISEASE to your supervisor (listed below).

Your employer will provide you with a "Self Insured Accident Report" (SIF-2). You must complete this form with your employer if you seek medical treatment.

GET MEDICAL CARE. You have the right to go to the doctor of your choice.

Complete a "Physician's Initial Report" form at your doctor's office. Have your doctor mail this form to your employer's claims administration address listed below. The claims administrator will evaluate your claim for benefits. All medical bills that result from an allowable on the job injury or occupational disease will be paid by your employer. You maybe entitled to wage replacement or other benefits. Your employer will explain this to you.

IMPORTANT:

Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled to workers' compensation benefits for any injury or illness which results from his/her job.

Any false claim filed by a worker may be prosecuted to the full extent of the law.

If you have any questions or concerns, contact your employer's representative (at the claims administration address or phone number below), or call the Department of Labor and Industries, Self Insurance Section (360) 902-6901.

EMPLOYER MUST COMPLETE THE FOLLOWING

Report your injury to:

Your supervisor, principal or manager and
the 24/7 Nurse Hotline at 1/877-764-3574

Claims Administration address:

CorVel Corporation
1/800-275-4463
PO Box 230608
Portland, OR 97281



Quick Tips for Lifting

Most back problems occur over a period of time. Careful attention to lifting on the job and at home and regular exercise to maintain fitness and strength will help you maintain a healthy back. The following principles will assist in lowering your risk of back injury due to lifting.

1. Size up the load.

Test it to see if you can lift it safely. Can you grasp it securely? Good handholds (cut-outs, handles) will make the load easier to lift. Make sure the load is balanced in your hands.



2. Get as close to the load as possible before lifting it...

...and keep it close once you've lifted it. If possible, slide the load towards you before picking it up.



3. Keep the load as close to your body as possible.

If the load is large and cannot be placed between your knees as they are bent, bend at the hips and waist with your knees relaxed. It is more important to keep the load close than it is to bend your knees.



Bad

One solution to lifting a larger load is to get another person to help you.

A better solution is to use mechanical assistance (hand trucks, carts) to avoid lifting altogether.

4. Make sure your footing is secure.

Do not lift objects that obscure vision and footing. Plan ahead and make sure that your travel path is clear of obstructions and that there are no slip hazards such as a wet floor.



Still Bad



Better

5. Do not twist while lifting!

Move your feet so that they point in the direction of the lift as you turn.



6. Lift smoothly and slowly.

Do not jerk the load.

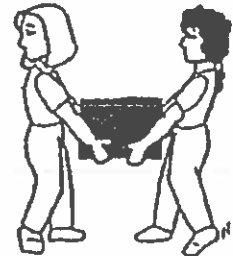
7. Organize the work...

...so as to avoid lifting from the floor or above shoulder level. Items to be handled should be between knee and shoulder height.



8. If you have a lot of lifting to do during the day, try not to do it all at once.

Alternate lifting tasks with lighter work to give your body a chance to recover. Remember, mechanical assistance is just as important for repetitive lifting as it is for heavy lifting.



Get help with large loads

9. Use the same principles when lowering or placing the load after lifting.

10. Try to avoid carrying the load more than 10 feet without getting mechanical assistance.

Use a dolly or cart.

For more information

Division of Occupational Safety and Health
Department of Labor & Industries
PO Box 44640
Olympia, WA 98504-4640

On the Web: www.Lni.wa.gov/Safety
or call 1-800-423-7233

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

Professional Development for Substitutes

SEA-represented substitute employees have various professional development opportunities available to them through the Collective Bargaining Agreement.

All courses offered within Seattle Public Schools are available to substitute employees on a space available basis. Courses offered are listed at:

<http://inside.seattleschools.org/area/pdtraining/index.dxml>

Substitutes can register for individual courses by contacting the department responsible for the training (i.e. Safety and Security, Math, etc.) or Pam Panagiotou:

pcpanagiotou@seattleschools.org.

Substitute employees may request to be reimbursed for up to a maximum of \$500 per employee per year for courses offered outside of Seattle Public Schools. The funds are set aside on a first-come-first served basis and available for substitutes who are actively working and in good standing (defined by employed in the district at least 6 months, worked at least 25% of available student days and no more than 2 unsatisfactory evaluations). In order to be reimbursed for conference attendance, please submit the following documents to Kim Van Atta at MS 32-156:

An Employee Reimbursement Requisition (fill out the top portion only):

http://mysps.seattleschools.org/modules/groups/homepagefiles/cms/3249149/File/forms/accounting/acct_travel_f_generalemployeereimbursement.pdf?sessionId=24fbb5a3f5a4cea67687f234452295a2,

A copy of your conference registration form or confirmation and proof of payment,

A statement of support from the substitute office which indicates the conference is aligned with your current or anticipated work in Seattle Public Schools. E-mail Suboffice@seattleschools.org for the statement of support.

Clerical substitutes who complete PowerSchool training and show proficiency will be paid for attending the training. To register for training, e-mail: PowerSchoolTraining@seattleschools.org. You will be notified of upcoming training dates. Your network login (below) allows you to view scheduled training on the district website: PowerSchool.mysps.seattleschools.org (login required).

Paraprofessional substitutes can access www.paraeducator.com and complete free online training. Training available on the site includes the Washington State Recommended Core Competencies for Paraeducators, Literacy Strategies, Behavior Management and Autism Spectrum Disorder.

Substitutes who are in long-term positions may be paid to attend professional development provided at their school site. If you are in a long-term position, contact kevanatta@seattleschools.org to arrange for payment.

The district does offer other substitute specific training throughout the year. Watch your district e-mail account for announcements about professional development offerings.

Collective Bargaining Agreement

between

Seattle Public Schools

and

Seattle Education Association

Certificated Non-Supervisory Employees

2013-2015

ARTICLE V: SUBSTITUTES

ARTICLE V: SUBSTITUTES

The SPS shall provide every substitute hired into the SPS at the beginning of the school year or thereafter a standard District Orientation Packet which will include a copy of the Agreement, Substitute Handbook, SPS Rules and Regulations Affecting Substitute Certificated employees, a map showing school locations, a list of all school buildings (including addresses and phone numbers) and the phone number of Human Resources. SPS will share with SEA all materials to be included in the packet prior to inclusion. SEA will have the opportunity to respond to the documents and will also be able to suggest documents for inclusion. As a reference for all SPS personnel, "The Best Practices Guideline for Substitute Certificated employees" is found in Appendix N.

1. Types of Substitutes:

- a. **Senior Substitute:** A person eligible to substitute for the SPS, who has served four (4) or more years as a SPS substitute educator or regular employee and who is willing to accept any assignment for which he/she is qualified, shall be called a senior substitute and shall have first priority in assignment. First priority shall mean that any position posted more than 48 hours in advance of the job start time will be open to senior substitutes only. To maintain this designation a Senior Substitute must work 45 days in the prior year and accept assignments for which they are called. (Note: to be eligible to self-pay for medical insurances the senior substitute must work at least 90 days in the prior year). Teachers laid off and not re-employed by the start of the school year, upon application, will be considered a senior substitute.
- b. **Regular Substitute:** A person eligible to substitute for the SPS, who has served fewer than four (4) years as a SPS substitute or regular employee and who is willing to accept any assignment for which he/she is qualified, shall be called a regular substitute.
- c. **Building Designated Substitute:** A person who is specifically employed or assigned as a Building Designated Substitute for a given school year to serve every day as a substitute educator at a specified school or cluster of schools.
- d. **Long-Term Substitute:** A substitute who remains in a single assignment of sixty (60) or more consecutive workdays.

2. Assignment of Substitutes:

- a. Substitutes shall receive consideration for 16-day and/or 60-day assignments, provided an unassigned contracted teacher serving in the contracted substitute pool cannot fill the vacancy.
- b. Except in unusual circumstances, the SPS shall not use substitutes on a continuing basis for more than ninety (90) student days in lieu of regular certificated non-supervisory employees. The district may utilize leave-replacement contracts for those long-term positions where employees are out on leave for one school year or less than one year but greater than ninety (90) student days.
- c. Except in unusual circumstances, building principals/program managers shall not require a substitute to supervise another class during scheduled Preparation-Conference-Planning (PCP) time. In the event that a substitute does supervise another class during his/her scheduled PCP time, he/she shall receive additional compensation from the funds the building has that are generated from the "lack of substitute funds" prorated to the daily rate for the PCP time lost.
- d. Should two (2) or more substitutes be called for the same assignment, the SPS shall pay each substitute called for the full rate of pay for the initial day of the assignment.

ARTICLE V: SUBSTITUTES

- e. A one-half (.5) day substitute assignment shall consist of up to three and one-half (3.5) clock hours.
 - f. An assignment of over three (3) consecutive class periods (or the equivalent if a school has adopted an alternative schedule) at the secondary level or more than three and one-half (3.5) clock hours at the elementary level shall count as a full day of service, except that any student contact period of fifteen (15) or less minutes before or between classes shall not be considered a violation of Item e above.
 - g. In the event a substitute is assigned to two or more buildings in one day, the employee will be paid the contractual mileage.
 - h. When working an assignment in a school with a rotating schedule, and on a day when there is no PCP time, a substitute is entitled to an hour of extra pay if they remain at the school for one hour beyond the contractual day to complete work that would normally have been completed during the preparation time. This only occurs for single day assignments. If the assignment is for multiple days, the teacher's regular extra-long planning time will occur on a separate day and there shall be no extra payment. Substitutes will also be paid an extra hour for those teachers who are working a supplemental .2 FTE contract.
3. Teacher Request for a Specific Substitute: A request for a specific substitute, made by a regular full-time or part-time teacher, shall be honored, if possible, provided:
- a. The name of the substitute requested appears on the Substitute Roster and the substitute is available for the assignment; and,
 - b. The Substitute Services dispatcher receives the request the day preceding the absence of the regular instructor, either by telephone prior to 7:00 p.m. or in writing. Substitute Services will make a reasonable effort to honor requests made after 7:00 p.m.
4. There shall be five (5) classifications of substitute assignments:
- a. Daily assignments up to and including fifteen (15) consecutive workdays. The base rate of pay for daily substitute assignments shall be as indicated in the Salary Schedule for Substitutes in the Appendices of this Agreement.
 - b. Sixteen (16) consecutive workdays or longer assignments. Any assignments that exceed fifteen (15) consecutive workdays shall be paid at the contract teacher rate retroactive to the first day of assignment, except that, when Human Resources knows the assignment to be greater than fifteen (15) consecutive workdays, the contract teacher rate will be paid from the beginning of the assignment.
 - c. After 60 consecutive workdays in the same assignment certificated substitutes shall be eligible for medical and dental benefits. Coverage shall begin on the first of the following month if the eligibility begins between the 1st and 15th of the month. If eligibility begins after the 15th of the month coverage shall begin on the first of the second full month thereafter. Eligibility shall be for a minimum of three (3) months beyond the last day in the assignment so long as the benefits do not extend beyond the end of a budget year.
 - d. Building Designated Substitutes will be paid at the teacher contract rate. They are also entitled to medical and dental insurance benefits and TRI days funded at the same rate as all other regular certificated non-supervisory contracted employees.
-

ARTICLE V: SUBSTITUTES

- e. Substitutes who agree to work in positions that are designated "hard to fill" according to Article IV, Section G, 6, will be paid a substitute rate determined by the Labor Management Committee.
5. Leaves for Substitute:
 - a. A substitute serving in one (1) single assignment up to and including twenty (20) consecutive workdays shall be credited with one (1) day of Sick Leave for each twenty (20) consecutive work days in that assignment. This Sick Leave shall accumulate from year to year and apply to all substitute assignments of twenty-one (21) consecutive workdays or more.
 - b. Substitutes who serve in assignments of twenty-one (21) or more consecutive workdays shall be entitled to Bereavement Leave.
 6. Medical insurance eligibility: When the insurance providers allow participation, senior substitutes shall be eligible to participate on a self paid basis in SPS-sponsored medical insurance plans offered regular employees under the terms of this Agreement. The senior substitute may elect medical only or a medical, dental and vision plan. Eligibility shall be for the subsequent year, following the substitute having worked at least 90 days in the prior year. Senior substitutes may enroll during the fall open enrollment period. If not selected in the fall open enrollment period, the senior substitute has waived their right to enroll for that year. Each senior substitute electing to participate shall make written arrangements, including payment schedule, with the SPS's Payroll Service or its designee.
 7. Substitutes may participate in the hiring process described in Article VIII, Staffing. Substitutes will be given consideration over outside candidates for all certificated positions in their categories. Consideration means that all qualified substitute applicants will be forwarded to the hiring teams and the most qualified substitute applicant, as deemed by the hiring team, may be one of the two internal applicants.
 8. Pay for Extra Work upon Opening of School: Certificated substitutes who work in excess of eight (8) hours the day prior to the opening of school or the first day of school shall be paid on an hourly basis for the extra work. The extra pay shall be equal to one-eighth of the daily rate for each hour worked in excess of eight. Payment for this work is conditioned upon the extra work being approved in advance by the principal/program manager.
 9. Substitutes who work in a long term substitute position will have the right to be included when building surveys are administered.
 10. Substitutes working in long term substitute positions may also take part and will be paid for professional development while they are assigned to the building. Substitutes may also access the Substitute/SAEOP/Paraprofessional professional development fund as outlined in Article II, Section C. 2.c. On early release days, daily substitutes may attend the professional development in the assigned school; attend another district provided professional development experience; or may work with administration doing tasks during their assigned hours.
 11. At the request of the employee, substitutes working in a long-term assignment of sixty (60) continuous days or more will be evaluated by the building principal, program manager, or assigned administrator using the evaluation tool found in Appendix M. Those substitutes, working in a long term assignment for more than ninety (90) days will be observed at least once using the Charlotte Danielson framework and evaluated using Appendix M. A copy of all documentation will be provided to the substitute employee first and then a copy of the evaluation will be sent to the employee's district personnel file.

ARTICLE V: SUBSTITUTES

12. The substitute evaluation process will not be utilized in lieu of personnel issues that could potentially lead to discipline. Any personnel issue will be handled through the procedures outlined in Article III and using the SEA/SPS jointly developed incident report form.

APPENDIX L

GUIDELINES FOR EVALUATION OF SUBSTITUTE TEACHERS

Substitutes may be evaluated by the building principal, program manager, or assigned administrator.

1. Upon completion of a substitute assignment of three (3) weeks or more and at the request of the employee, the building principal, program manager, or assigned administrator will complete an evaluation (see Appendix L for form) and provide a copy to the employee and send a copy to the employee's personnel file.
 2. In the event that an evaluator believes there may be cause to submit an unsatisfactory performance evaluation, the following procedure shall be implemented:
 - a) The evaluator or designee shall make a reasonable effort to contact the substitute within ten (10) working days of the assignment and specify the concern(s) that led to the unsatisfactory rating. In the event the substitute is barred from the building, the principal/program manager or assigned administrator must notify the substitute within ten (10) working days of the assignment.
 - b) All comments and observations used in the evaluation will be documented and made available for review by the substitute upon request.
 - c) The employee may request a conference to review the concern(s), and the conference will be granted by the evaluator.
 - d) The employee may respond in writing to the concern(s), and that response shall be attached to the evaluation in the permanent file.
 - e) If, as a result of investigation and conference with the employee, the evaluator determines that an unsatisfactory evaluation is not appropriate, the unsatisfactory evaluation will be removed from the file.
 - f) If the unsatisfactory evaluation is accompanied by a request to bar the employee from a building, the employee shall have a right to appeal such action to the Executive Director of Human Resources, or his/her designee.
 - g) This procedure does not preclude the substitute's right to exercise the existing grievance procedure.
 3. Employees will receive copies of all evaluations as they are completed.
 4. Nothing in this Appendix shall add to or detract from other existing contractual and/or statutory rights.
-

APPENDIX M

SUBSTITUTE EVALUATION FORM

SUBSTITUTE _____ SCHOOL _____
 GRADE/SUBJECT _____ DATE(S) _____
 Evaluator (please print): _____

In each of the categories below, all questions shall be answered yes or no except in cases where substitutes are not in classroom situations, then check N/A for not applicable, such as:

	Yes	No	N/A
A. Building Support			
Was assigned in his/her endorsement and grade level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were lesson plans provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was substitute folder provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were materials, supplies, etc., provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were school policies regarding student behavior posted or otherwise provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there direct classroom observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Instructional Skill			
Presented subject matter clearly and concisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvised lessons in absence of formal lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions and checked for student understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Classroom Management			
Handled student discipline/attendance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained an environment of learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Professional Responsibility			
Followed lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left written summary of lessons taught	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhered to starting/departure schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercised discretion and appropriate use of language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Satisfactory Unsatisfactory

Evaluator Comments: _____

Substitute Teacher Comments (Optional): _____

(The substitute teacher's signature indicates only that he/she has received this performance evaluation in conference with the person who prepared the report.)

 Signature of Substitute Date Signature/Title of Evaluator Date

Collective Bargaining Agreement

between

Seattle Public Schools

and

Seattle Education Association

Paraprofessional Employees

2013-2015

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

will be added to the classified insurance pool.

SECTION G: Substitute Provisions

1. Classified Substitutes

- a. Employees should notify their school/office of intended absence as soon as possible.
- b. If a substitute is authorized for that position, the school or office, upon being informed of the absence, shall notify Employment Services and request a substitute.
- c. Upon request at the building level, a substitute may be provided by the SPS for instructional assistants who are absent from their places of assignment. Such substitutes will be provided on the basis of availability of funds and qualified personnel. Special efforts will be made whenever possible to provide substitutes for bus supervisors on the first day of absence. Requests for substitutes for bus supervisors should be directed to the Transportation Office or to the School Community Liaison Office as appropriate.
- d. A classified substitute shall be available on a daily basis, except in cases of emergency or personal/family illness, to accept assignments at any District site.
- e. A classified substitute who has served for at least six (6) months or worked a minimum of 160 hours, whichever is less, will be given appropriate consideration for open positions over out-of-District applicants. Consideration means that the most qualified substitute applicant will be forwarded to the hiring team prior to any outside candidate. If there are four or less internal applicants for the position, the two most qualified substitute applicants will be given an interview. Except for career ladder positions, an administrator may also determine that the person working in the long term position has been successfully executing the job functions of the position and can interview for the position if minimum qualifications have been met. A substitute with fewer than six (6) months or 160 hours as a substitute may apply for positions open to out-of-District applicants but will not warrant special consideration.
- f. After sixty (60) consecutive days in the same assignment, classified substitutes shall, on the first (1st) day of the month following the sixtieth (60th) work day, be eligible for health benefits. Eligibility shall be for a minimum of three (3) months or longer if he/she continues in that assignment after the sixtieth (60th) work day. He/she will continue to receive health benefits through the end of the budget year if he/she continues working in the same assignment through the end of the work year.

2. Assignments:

- a. Only the District Substitute Service is authorized to make initial assignments.
 - b. Classified substitutes are released automatically at the end of the workday unless otherwise specified when the initial dispatch is made. If the service of the substitute is needed for an additional day(s), the building/program secretary will inform the substitute as well as the Substitute Service of the retention.
 - c. Except in unusual circumstances, the District shall not use classified substitutes on a continuing basis for more than one semester in lieu of regular classified personnel.
 - d. Except in unusual circumstances for the period beginning one (1) day after classified In-
-

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

person Staffing through the last day of the first (1st) semester, the District shall not use a classified substitute in lieu of regular classified personnel for more than forty (40) working days after a PCR is approved.

3. Request for a Specific Substitute:
 - a. The District will advise employees in writing of the procedure(s) for requesting substitutes.
 - b. A request for a specific substitute made by a regular full-time or part-time employee shall be honored, if possible, provided that:
 - (1) The name of the substitute requested is listed on the substitute roster, is qualified for the assignment, and is available; and,
 - (2) The Substitute Service dispatcher receives the request by telephone or in writing no later than 7:00 p.m. the day preceding the absence of the regular employee. The Substitute Service will make a reasonable effort to honor requests received after 7:00 p.m.
 4. Unavailability:
 - a. A classified substitute who will be unavailable for more than one (1) calendar week or five (5) consecutive working days must provide the Substitute Service with prior written notice specifying the period of unavailability and date of return.
 - b. If a substitute has been unavailable for two (2) calendar weeks or ten (10) consecutive working days and has not contacted the Substitute Service he/she will be removed from the substitute roster and must reapply for placement on the substitute roster.
 5. Rate of Pay:
 - a. Substitute rates of pay are contained in Appendix A-7.
 - b. A classified substitute is paid on an hourly basis. If a substitute is dispatched to a less than full-day assignment and arrives at the assignment late because of late notification, he/she shall have the opportunity to work and receive pay for the regular duration of that assignment so long as that work can be accomplished within the regular workday. Each employee will be guaranteed a minimum of one-half day's pay provided, however, the employee will report for work within a reasonable time frame.
 6. General Information:
 - a. The SPS shall provide every substitute hired into the SPS at the beginning of the school year or thereafter a standard District Orientation Packet which will include a copy of the Agreement, Substitute Handbook, SPS Rules and Regulations Affecting Substitute employees, a map showing school locations, a list of all school buildings (including addresses and phone numbers) and the phone number of Human Resources. SPS will share with SEA all materials to be included in the packet prior to inclusion. SEA will have the opportunity to respond to the documents and will also be able to suggest documents for inclusion.
 - b. When a substitute is hired as a regular District employee into the position in which he/she has been serving as a substitute, the time served as a substitute in that position shall be
-

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

counted in his/her seniority.

- c. A substitute may not be barred from a building/program unless the action is documented and gone through a disciplinary investigation as outlined in Article III and using the SEA/SPS jointly developed incident report form; and/or if the substitute has received an unsatisfactory evaluation using the evaluation found in Appendix H.
- d. A substitute working in a long term position of more than sixty (60) days will be evaluated using the substitute evaluation found in Appendix I, at least once, by the site administrator, if requested.
- e. A substitute serving in one (1) single assignment for more than sixty (60) days, for someone on leave, shall be credited with one (1) day of Sick Leave for each twenty (20) consecutive workdays in that assignment.
- f. Substitutes working in long term substitute positions may, with the approval of the administrator, take part and will be paid for professional development while they are assigned to the building. Substitutes may also access the Substitute/SAEOP/Paraprofessional professional development fund as outlined in Article II, Section C, 2. c.

7. Substitute Unavailability Funds

- a. The SPS shall transfer to the school/program/office budget a sum equal to the appropriate daily substitute rate of pay for each occurrence during the school year when an SEA-represented substitute is requested using the normal process, but no substitute is available for the assignment, except when a substitute is called to cover for workshop attendance or other SPS initiated activities. The transfer of funds to schools/programs/offices will take place no later than two (2) months following the end of each quarter.
- b. Each school/program/office will have an emergency substitute plan in place that equitably distributes the responsibility for covering assignments when an SEA-represented substitute is not available.
- c. Each work year at the school/program/office level, employees in each SEA-represented bargaining unit will determine how to utilize the funds that are generated when they are impacted by substitute unavailability. Employees may decide on a policy to reimburse themselves for additional responsibilities when they are impacted by substitute unavailability, or they may determine another use for the funds.
- d. If employees decide on a reimbursement policy:
 - (1) The reimbursement will be in recognition of added responsibility and work undertaken as a result of substitute unavailability.
 - (2) The total amount available for reimbursement when a classified employee is impacted by the unavailability of a certificated substitute is \$5 less than the daily certificated substitute rate.
 - (3) The total amount of reimbursement available for each occurrence shall not be more than the appropriate daily sub rate less mandatory benefits.
 - (4) The reimbursement structure will be based on blocks of time such as periods, the entire day or percent of a day or class.

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

- (5) The reimbursement structure will be based on an equal division of pay among those impacted, and not on the pay rates or employment status of those impacted.
 - (6) The impacted employee must keep a record of the time(s) he/she is impacted by SEA-represented substitute unavailability.
 - (7) The impacted employee must submit a Substitute Reimbursement Form to Payroll by the 10th of the following month for which reimbursement is being claimed.
8. Substitutes who work in a long term substitute position will have the right to be included when building surveys are administered.

SECTION H: Bus Passes

Upon request, employees may purchase Orca Transit passes from SPS. These passes will be provided on a pre-tax basis through payroll deduction as long as IRS rules allow.

GUIDELINES FOR EVALUATION OF CLASSIFIED SUBSTITUTES

1. Substitutes may be evaluated by the building principal/program manager or assigned administrator.
2. Any comments in the evaluation shall be identified by source, event and time.

If appropriate, the evaluator shall keep documentation including any written statement by witness(es) and such documentation shall be available for review by the substitute.
3. A substitute receiving unsatisfactory evaluation shall be notified by Personnel within fifteen (15) working days upon receipt of the evaluation, and shall have the right to respond in writing and require that such remarks be attached permanently to the unsatisfactory evaluation.
4. Within fifteen (15) working days after receipt of an unsatisfactory evaluation, the substitute may request a conference with the evaluator. The conference shall be held within fifteen (15) working days upon receipt of the request.
5. Any substitute shall have the right to request removal of the unsatisfactory evaluation after a period of four (4) years from the date of the conference.

DEFINITION OF RATINGS

SATISFACTORY

Adequate and acceptable day-to-day performance is attained.

UNSATISFACTORY

Day-to-day performance shows significant limitations. Employee is working at an unacceptable level of performance.

NOTE: All of these definitions are prefaced by the term "generally", conditions and people vary from location to location and the quality of performance similarly varies widely. These definitions are phrased in terms of the typical, generally encountered situation.

PLEASE FORWARD THIS FORM TO EMPLOYMENT SERVICES PERSONNEL DEPARTMENT, AS SOON AS POSSIBLE BUT NO LATER THAN TEN WORKING DAYS AFTER THE END OF THE ASSIGNMENT.

CLASSIFIED SUBSTITUTE EVALUATION FORM

If an evaluation is conducted and if it is possible, and evaluation conference shall be held and a copy of the evaluation provided to each substitute prior to completion of the assignment. Since many substitutes are interested in permanent positions, it is important to both the substitute and the District that the information be accurate and complete.

NAME OF SUBSTITUTE: _____ SCHOOL: _____

SUBSTITUTED IN (Job Title): _____ DATE(S): _____

SUBSTITUTE IS RATED: SATISFACTORY UNSATISFACTORY

In each of the items listed below, all questions shall be answered YES or NO except in cases where not applicable, then check N/A for not applicable.

A. CRITERIA FOR EVALUATION:			
	Yes	No	NA
1. ATTENDANCE AND PUNCTUALITY: Adherence to assigned work hours.			
2. COMPETENCY IN SKILLS: Demonstrated knowledge and/or skills required to perform job.			
3. QUALITY: Demonstrated accuracy, thoroughness and/or completion or required work.			
4. INTERPERSONAL SKILLS: Demonstrated ability to communicate and relate to students, staff and public. Cooperative, courteous and sensitive to others.			
5. ORGANIZATION AND PLANNING: Ability to arrange and prioritize work.			

B. CONDITIONS UNDER WHICH EVALUATED WORK TOOK PLACE							
	Yes	No	NA		Yes	No	NA
1. Was there direct observation?				4. Was work schedule explained?			
2. Was substitute assigned in his/her field?				5. Were materials, supplies provided?			
3. Were duties clearly defined?				6. Were applicable school policies provided?			

COMMENTS: (Comments by the evaluator should indicate specific information on the substitute's caliber of performance. If "UNSATISFACTORY" is checked, an explanation must be provided.)

Signature/Title of Evaluator _____ Date _____ Signature of Substitute (if available) _____ Date _____

(The substitute's signature indicates only that he/she has received this performance evaluation in conference with the person who prepared the report. Substitutes may use reverse side for comments.)

Collective Bargaining Agreement

between

Seattle Public Schools

and

Seattle Education Association

Seattle Association of Educational Office Personnel

(SAEOP)

2013-2015

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

SECTION H: Substitute Provisions

1. Classified Substitutes:
 - a. A classified substitute shall be available on a daily basis, except in cases of emergency or personal/family illness, to accept assignments at any District site.
 - b. A classified substitute who has served for at least six (6) months or worked a minimum of 160 hours, whichever is less, will be given appropriate consideration for open positions over out-of-District applicants. Consideration means that the most qualified substitute applicant will be forwarded to the hiring team prior to any outside candidate. If there are four or less internal applicants for the position, the two most qualified substitute applicants will be given an interview. Except for career ladder positions, an administrator may also determine that the person working in the long term position has been successfully executing the job functions of the position and can interview for the position if minimum qualifications have been met. A substitute with fewer than six (6) months or 160 hours as a substitute may apply for positions open to out-of-District applicants but will not warrant special consideration.
 - c. After sixty (60) consecutive days in the same assignment, classified substitutes shall, on the first (1st) day of the month following the sixtieth (60th) work day, be eligible for health benefits. Eligibility shall be for a minimum of three (3) months or longer if he/she continues in that assignment after the sixtieth (60th) work day. He/she will continue to receive health benefits through the end of the budget year if he/she continues working in the same assignment through the end of the work year.
2. Assignments:
 - a. Only the District Substitute Service is authorized to make initial assignments.
 - b. Classified substitutes are released automatically at the end of the workday unless otherwise specified when the initial dispatch is made. If the service of the substitute is needed for an additional day(s), the building/program secretary will inform the substitute as well as the Substitute Service of the retention.
 - c. Except in unusual circumstances, the District shall not use classified substitutes on a continuing basis for more than one semester in lieu of regular classified personnel.
 - d. Except in unusual circumstances for the period beginning one (1) day after classified In-person Staffing through the last day of the first (1st) semester, the District shall not use a classified substitute in lieu of regular classified professionals for more than forty (40) working days after a PCR is approved.
3. Request for a Specific Substitute:
 - a. The District will advise employees in writing of the procedure(s) for requesting substitutes.
 - b. A request for a specific substitute made by a regular full-time or part-time employee shall be honored, if possible, provided that:
 - (1) The name of the substitute requested is listed on the substitute roster, is qualified for the assignment, and is available; and,
 - (2) The Substitute Service dispatcher receives the request by telephone or in writing no later than 7:00 p.m. the day preceding the absence of the regular employee. The Substitute Service will make a reasonable effort to honor requests received after 7:00 p.m.

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

4. Unavailability:

- a. A classified substitute who will be unavailable for more than one (1) calendar week or five (5) consecutive working days must provide the Substitute Service with prior written notice specifying the period of unavailability and date of return.
- b. If a substitute has been unavailable for two (2) calendar weeks or ten (10) consecutive working days and has not contacted the Substitute Service he/she will be removed from the substitute roster and must reapply for placement on the substitute roster.

5. Rate of Pay:

- a. Substitute rates of pay are contained in Appendix A-4.
- b. A classified substitute is paid on an hourly basis. If a substitute is dispatched to a less than full-day assignment and arrives at the assignment late because of late notification, he/she shall have the opportunity to work and receive pay for the regular duration of that assignment so long as that work can be accomplished within the regular workday. Each employee will be guaranteed a minimum of one-half day's pay provided, however, the employee will report for work within a reasonable time frame.

6. General Information:

- a. The SPS shall provide every substitute hired into the SPS at the beginning of the school year or thereafter a standard District Orientation Packet which will include a copy of the Agreement, Substitute Handbook, SPS Rules and Regulations Affecting Substitute employees, a map showing school locations, a list of all school buildings (including addresses and phone numbers) and the phone number of Human Resources. SPS will share with SEA all materials to be included in the packet prior to inclusion. SEA will have the opportunity to respond to the documents and will also be able to suggest documents for inclusion.
- b. When a substitute is hired as a regular District employee into the position in which he/she has been serving as a substitute, the time served as a substitute in that position shall be counted in his/her seniority.
- c. A substitute may not be barred from a building/program unless the action is documented and gone through a disciplinary investigation as outlined in Article III and using the SEA/SPS jointly developed incident report form; and/or if the substitute has received an unsatisfactory evaluation using the evaluation found in Appendix J.
- d. A substitute working in a long term position of more than sixty (60) days will be evaluated using the substitute evaluation found in Appendix J, at least once, by the site administrator, if requested.
- e. A substitute serving in one (1) single assignment for more than sixty (60) days, for someone on leave, shall be credited with one (1) day of Sick Leave for each twenty (20) consecutive workdays in that assignment.
- f. Substitutes working in long term substitute positions may, with the approval of the administrator, take part and will be paid for professional development while they are assigned to the building. Substitutes may also access the Substitute/SAEOP/Paraprofessional professional development fund as outlined in Article II, Section C.2.c.

ARTICLE IX: SALARY AND FINANCIAL PROVISIONS

7. Substitute Unavailability Funds

- a. The SPS shall transfer to the school/program/office budget a sum equal to the appropriate daily substitute rate of pay for each occurrence during the school year when an SEA-represented substitute is requested using the normal process, but no substitute is available for the assignment, except when a substitute is called to cover for workshop attendance or other SPS initiated activities. The transfer of funds to schools/programs/offices will take place no later than two (2) months following the end of each quarter.
- b. Each school/program/office will have an emergency substitute plan in place that equitably distributes the responsibility for covering assignments when an SEA-represented substitute is not available.
- c. Each work year at the school/program/office level, employees in each SEA-represented bargaining unit will determine how to utilize the funds that are generated when they are impacted by substitute unavailability. Employees may decide on a policy to reimburse themselves for additional responsibilities when they are impacted by substitute unavailability, or they may determine another use for the funds.
- d. If employees decide on a reimbursement policy:
 - (1) The reimbursement will be in recognition of added responsibility and work undertaken as a result of substitute unavailability.
 - (2) The total amount available for reimbursement when a classified employee is impacted by the unavailability of a certificated substitute is \$5 less than the daily certificated substitute rate.
 - (3) The total amount of reimbursement available for each occurrence shall not be more than the appropriate daily sub rate less mandatory benefits.
 - (4) The reimbursement structure will be based on blocks of time such as periods, the entire day or percent of a day or class.
 - (5) The reimbursement structure will be based on an equal division of pay among those impacted, and not on the pay rates or employment status of those impacted.
 - (6) The impacted employee must keep a record of the time(s) he/she is impacted by SEA-represented substitute unavailability.
 - (7) The impacted employee must submit a Substitute Reimbursement Form to Payroll by the 10th of the following month for which reimbursement is being claimed.

8. Substitutes who work in a long term substitute position will have the right to be included when building surveys are administered.

SECTION I: Transit Passes

Upon request, employees may purchase Orca passes from SPS. These passes will be provided on a pre-tax basis through payroll deduction as long as IRS rules allow.

GUIDELINES FOR EVALUATION OF CLASSIFIED SUBSTITUTES

1. Substitutes may be evaluated by the building principal/program manager or assigned administrator.
2. Any comments in the evaluation shall be identified by source, event and time.

If appropriate, the evaluator shall keep documentation including any written statement by witness(es) and such documentation shall be available for review by the substitute.

3. A substitute receiving unsatisfactory evaluation shall be notified by Personnel within fifteen (15) working days upon receipt of the evaluation, and shall have the right to respond in writing and require that such remarks be attached permanently to the unsatisfactory evaluation.
4. Within fifteen (15) working days after receipt of an unsatisfactory evaluation, the substitute may request a conference with the evaluator. The conference shall be held within fifteen (15) working days upon receipt of the request.
5. Any substitute shall have the right to request removal of the unsatisfactory evaluation after a period of four (4) years from the date of the conference.

DEFINITION OF RATINGS

SATISFACTORY

Adequate and acceptable day-to-day performance is attained.

UNSATISFACTORY

Day-to-day performance shows significant limitations. Employee is working at an unacceptable level of performance.

NOTE: All of these definitions are prefaced by the term "generally", conditions and people vary from location to location and the quality of performance similarly varies widely. These definitions are phrased in terms of the typical, generally encountered situation.

PLEASE FORWARD THIS FORM TO EMPLOYMENT SERVICES PERSONNEL DEPARTMENT, AS SOON AS POSSIBLE BUT NO LATER THAN TEN WORKING DAYS AFTER THE END OF THE ASSIGNMENT.

