



South Kitsap School District

STAFF ORIENTATION

2014-2015



“Nurturing Growth, Inspiring Achievement, Building Community”

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South Kitsap School District

OFFICE (360) 874-7000
FAX (360) 874-7068
www.skitsap.wednet.edu



It is with great pleasure that I welcome you to the South Kitsap School District. As a new employee myself, I can empathize with the myriad of emotions that you are experiencing as a new employee or “newbee” of the South Kitsap School District. Speaking from experience, as “newbees” you will be warmly welcomed by the members of the South Kitsap family of employees. In fact, it is this wonderful sense of “family” that made my decision to return to South Kitsap for this school year an easy one.

Our district’s vision - Nurturing Growth, Inspiring Achievement, Building Community – captures the essence of the South Kitsap School District. I congratulate you on choosing to join the South Kitsap team. In doing so, you have become a member of a very special group of dedicated, skilled, knowledgeable, and caring professionals, who have embraced the district’s vision and who work each day to make this vision a reality for not only our students but also for our staff. As a member of the South Kitsap team, you are the heartbeat of the strong educational programs and support services we provide for the children of our district.

As a district and as a community, we have “declared our interdependence.” This declaration shares two critical beliefs: *All Children are Capable of Success – Without Exception*; and *Success for All Takes Us All!* By choosing our district, you are joining the district’s “Success Team” because what *you* will do every minute, every day makes a positive difference in the lives of our students.

The orientation program and notebook are designed to cover the basic elements of your employment, including many important pieces of information about your salary and benefit packages. The program will also make you aware of important policies and procedures. In an effort to continue to bring important information to you throughout the year, you will receive updates from various departments. Any time you have questions, please don’t hesitate to seek help.

In our recruitment program, we “Search for the Best.” I hope you are as proud of being selected to South Kitsap as we are proud to have you as part of our team. As you and your colleagues get to know each other during this first year, I sincerely hope that bonds will be forged that will endure not only during, but well beyond your career in South Kitsap.

On behalf of the Board of Directors and our community, best wishes for a wonderful first year at South Kitsap. I hope you’ll find time to stop by and say, “hello.” My door is always open.

Sincerely,

Michelle Reid

Dr. Michelle Reid
Superintendent

South Kitsap Community Declaration of Interdependence



We believe:

All children are capable of success, without exception!

A successful child is whole

safe ~ cared for ~ healthy ~ challenged ~ connected ~ hopeful

Success for ALL takes us ALL ~ Each of us is key to their success

Therefore, I commit myself, to the extent that I am capable,
to our shared purpose of ensuring high levels of learning for all students.

	<p>TAKE ACTION!</p> <p>Support our Declaration of Interdependence</p> <ol style="list-style-type: none">1. Sign the Declaration – see below2. Display a window-cling in your car or business3. Tell your friends and family about how to sign on!
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The Declaration of Interdependence is available on the District's website.

(www.skitsap.wednet.edu / Our District / SK Community Declaration of Interdependence / View Declaration and sign)

SOUTH KITSAP SCHOOL DISTRICT

District Overview

South Kitsap School District is the second largest school district in Kitsap County and has the largest high school in Washington. South Kitsap School District serves nearly 10,000 students within its 360 square miles. The district's 16 schools include:

- ✓ ten elementary schools
- ✓ three junior high schools
- ✓ one comprehensive high school
- ✓ one school of choice
- ✓ one alternative learning center

District Vision Statement

- Nurturing Growth, Inspiring Achievement, Building Community

Board of Directors “End” Statements

- End 1 The South Kitsap School District will enable all students to achieve academic success by providing a learning environment that nurtures all students.
- End 2 The South Kitsap School District will enable all students to grow to their full potential while in school and to develop the desire and ability to become lifelong learners.
- End 3 The South Kitsap School District will enable all students to develop the skills they will need to be successful in a rapidly changing world.
- End 4 The South Kitsap School District will inspire and motivate all students.
- End 5 The South Kitsap School District will believe in and practice hope.
- End 6 The South Kitsap School District will honor the unique skills, talents, and interests of all students.
- End 7 The South Kitsap School District will maintain healthy and positive relationships among students, families, and schools.
- End 8 South Kitsap Schools will be the “heartbeat of our community.”

Board of Directors

Five citizens serve on the South Kitsap School District Board of Directors, each representing one of the five director districts that make up the school district. Registered voters within the school district's boundaries elect board members to four-year terms.

The Board's responsibilities are many, including:

- ✓ Adopting policies related to the general governance, goals and philosophy of the school district.
- ✓ Reviewing and approving documents and programs as they pertain to the annual budget, curriculum materials, student learning objectives and educational standards.
- ✓ Soliciting and receiving recommendations and reports from citizen groups on matters of administration and policy.
- ✓ Approving the hiring and dismissal of all employees.

Although the superintendent is responsible for the administration of the school district, the superintendent also serves as the secretary to the Board. The hiring and evaluation of the superintendent is the responsibility of the Board acting, if necessary, as a court of appeal for students or patrons.

Board Meetings

Board meetings are held the first, third and fourth Tuesdays of each month (except holidays) throughout the year. Meetings begin at 6:00 PM. The first meeting of the month is held in the Board Room at the District Office. When school is in session, the second meeting of the month is hosted by one of our schools. The meeting schedule, agendas, and minutes are available on the District's website (www.skitsap.wednet.edu).

SKSD BOARD OF DIRECTORS



Rebecca Diehl
360-265-9640
diehl@skitsap.wednet.edu

Elected in 2013, Rebecca has lived in Port Orchard for 16 years with her husband and four sons. One of her sons is a graduate of South Kitsap High School and three still attend SK schools. Rebecca volunteered in the District and also home schooled her sons for years. She also works as a personal trainer, landlord, and book keeper. Rebecca believes every child is capable of success and encourages the whole community to come together to support our educational system.

Director District No. 4 includes Lund, Bethel, and Parkwood. Ms. Simpson's term expires in 2017.



Christopher Lemke, President
360-876-4087
lemke@skitsap.wednet.edu

Elected to the Board of Directors in November 2009. Mr. Lemke has been active in SKSD for many years and previously served as a school board member from 2001-2005. He is currently retired and previously held several supervisor jobs at Naval Submarine Base Bangor in Silverdale. Mr. Lemke has lived in the South Kitsap area for nearly 30 years. He and his wife Debbie have four children, all of whom are South Kitsap High School graduates.

Director District No. 3 includes Olalla, Mullenix, Long Lake, and Bethel-Burley. Mr. Lemke's term expires in 2013.



Patty Henderson
360-876-0623
hendersp@skitsap.wednet.edu

Mrs. Henderson was elected to the Board of Directors in November 2003. Prior to her present position she was very active as a school and community volunteer. She is a Registered Nurse who, after many years of working, was able to retire and devote time to her family and the school district. She has four children, three of whom graduated from South Kitsap High School, and one teenager still at home.

Director District No. 1 includes Port Orchard, Annapolis, Old Belfair Hwy, and Gorst. Mrs. Henderson's term expires in 2015.



Keith Garton
360-871-7546
garton@skitsap.wednet.edu

Appointed to the Board of Directors in June 1998 and elected in November 1999, Mr. Garton has been active as a school volunteer, and is a math teacher at Peninsula School District. Mr. Garton and his wife have three children, all of whom attended South Kitsap schools.

Director District No. 2 includes Manchester, Colby, Long Lake and Waterman areas. Mr. Garton's term expires in 2015.



Greg Wall, Vice President
wallg@skitsap.wednet.edu

Wall was elected to the Board of Directors in November 2011. Mr. Wall has lived in Port Orchard since 1978. He is a lawyer and a graduate of Gonzaga University Law School. He works in Port Orchard. He is married to Shirley Wall, a teacher at East Port Orchard Elementary School. All three of his sons attended South Kitsap Schools and are graduates of South Kitsap High School. He believes that public schools are the foundation of our democracy and the basis for a successful community.

Director District No. 5 includes Sidney, McCormick Woods, Burley, and Olalla. Mr. Wall's term expires in 2015.



SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth, Inspiring Achievement, and Building Community

Bridge Goals for 2014-2015

To Be Determined

HUMAN RESOURCES

New Employee Orientation

All new employees to the District will complete new employee orientation with Human Resources. Individual or group new employee orientation is coordinated by either the Certificated or Classified specialist. A portion of new employee orientation is completed online prior to orientation:

- **Mandatory Training**
 - ✓ Bloodborne Pathogens
 - ✓ Board Policies and Procedures
 - ✓ Professional Responsibilities
- **Mandatory Forms**
 - ✓ Employment Eligibility Verification Form I-9
 - ✓ W-4
 - ✓ Washington State Retirement Status
 - ✓ Payroll Direct Deposit Form 72
 - ✓ Sexual Misconduct Disclosure Release Form

Conditional Status

All new employees are hired on a conditional status pending completion of the required background and fingerprint checks in accordance with Washington State Law.

Employee Associations

- *South Kitsap Education Association (SKEA)*
 - ✓ teachers
 - ✓ educational staff associates
- *South Kitsap Coaches' Association (SKCA)*
 - ✓ coaches
- *Public School Employees (PSE)*
 - ✓ office staff/clerical
 - ✓ playground
 - ✓ educational support staff
- *Service Employees International Union (SEIU)*
 - ✓ maintenance
 - ✓ food and nutrition services
 - ✓ transportation
 - ✓ warehouse
 - ✓ laundry
 - ✓ courier
 - ✓ custodial
 - ✓ technology
- *South Kitsap Association of Principals (SKAP)*
 - ✓ principals
 - ✓ assistant principals
- *Non-Represented*

Collective Bargaining Agreements

New employees may be represented by a bargaining unit (employee association). If so, work activities are subject to a collective bargaining agreement between the District and employee organization. Collective Bargaining Agreements are available on the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules). This is an extremely important document and it should be read carefully. Some employees and administrators are non-represented. Their work conditions are established by Board policy.

Probation

All new *classified* employees serve an initial probationary period. The length of the probationary period varies according to the applicable collective bargaining agreement. During the probationary period, work performance will be evaluated by the employee's immediate supervisor. The District may discharge an employee during probation, at its discretion. Upon satisfactory completion of probation, employees are considered regular status employees (if the position is permanent) and are subject to all rights and duties contained within the applicable collective bargaining agreement, retroactive to the start date.

Employee Performance Reviews

Certificated (see *SKEA agreement for forms and schedules*)

▪ Summative Track

- ✓ first four (4) years
- ✓ pre-conference
- ✓ observations
- ✓ post-observation conferences
- ✓ final evaluation

▪ Formative Track

- ✓ professional growth focus
- ✓ three years then cycle to summative track for 1 year
- ✓ goal setting conference
- ✓ mid-year review
- ✓ year-end conference

Classified (see *form section*)

- Performance Appraisal for Classified Employees
 - ✓ probationary evaluation
 - ✓ annual evaluation

HUMAN RESOURCES ~ WHOM TO CALL

“A team dedicated to improving student learning by recruiting, hiring, and supporting talented staff.”

2689 Hoover Ave SE, Port Orchard, WA 98366-3013
360-874-7074
360-874-7076 (FAX)

Assistant Superintendent of Human Resources

Misty Dieffenbach, 874-7080

Administrative Hiring

dieffenb@skitsap.wednet.edu

Certificated/Classified Matters

Misconduct & Investigations

No Child Left Behind & Highly Qualified Staff

Collective Bargaining Agreements: SKEA, SEIU, PSE, SKAP, SKCA

Staffing/Allocations

District Hiring Approvals

District Recruitment

Leave Authorizations

Misconduct & Investigations

Substitute Services Management

Executive Assistant

Lynn Finnie, 874-7072

Executive Assistant to Human Resources

finnie@skitsap.wednet.edu

Cares Fair

Legal Support

Public Disclosure

Sexual Harassment

HR Specialist-Certificated

Lalaina Olson, 874-7083

Certification Assignment/Endorsement

olsonla@skitsap.wednet.edu

Certificated Budget

Certificated Evaluation (Placement)

Certificated Postings

Certificated Family & Medical Leave

Certificated Salary Placements

Certificated Seniority Publishing

Certificated Shared Leave Applications

Certificated Staffing/Allocations

No Child Left Behind & Highly Qualified Staff

Work Calendars (SKEA, Administrators)

HR Specialist-Classified Classified Budget Classified Family & Medical Leave Classified No Child Left Behind Classified Job Descriptions & PSE Job Analysis Group Classified Postings Classified Seniority Publishing Classified Shared Leave Applications Classified Staffing/Allocations Collective Bargaining Agreements & Board Policies Updates Drug & Alcohol Testing Program Government Posters Required for the Workplace Work Calendars (PSE, SEIU, Non-Rep) Workers' Compensation Return-to-Work Program	Christine Nystrom, 874-7071 nystrom@skitsap.wednet.edu
HR Specialist-Certificated & Classified Support Annual Reasonable Assurance Letters Bloodborne Pathogens Policy & Annual Training Certification Monitoring Coaches CPR/First Aid Tracking Employee Orientations Employment Security (Unemployment Claims) Employment Verifications Evaluation Tracking Forms Tracking (ATRP, DVR, ATV) Temporary Employees	Bree Malloy, 874-7079 malloy@skitsap.wednet.edu
HR Specialist-Substitute Services Leave Processing (Professional & Personal) Substitute Orientation Substitute Placement Substitute System/Substitute Technical Support Tutors Online Application Support for Substitutes	Anna Tenzler, 874-7070 tenzler@skitsap.wednet.edu
HR Specialist-Employment Services District Recruitment Activities Interview & Hiring Activities Online Application & Questions Online Postings (Classified & Certificated) Student Teacher Assignments District Tests for Classified Positions	Brooke Wood, 874-7074 wood@skitsap.wednet.edu

CERTIFICATED EMPLOYEES

Certificates

All applicable certificates must be current (valid). It is important for certificated employees to monitor the expiration date of their certificates. South Kitsap School District does not maintain a tracking system for the 150 clock hours necessary to renew your certificate. A valid Washington State Teaching Certificate or Temporary Teaching Permit must be registered and on file in Human Resources *prior to your first work day*.

For questions regarding certification issues contact:

- ✓ OSPI Certification
www.k12.wa.us/cert or 360-725-6400
- ✓ Olympic ESD Certification Specialist
360-478-6868

Salary Placement

Salary placement is based on the number of credits and clock hours earned after the first Bachelor's degree as well as the number of verified certificated years of experience. Salary advancement adjustments are based on the following guidelines:

- ✓ Coursework must be completed by October 1st.
- ✓ Official transcripts are due in Human Resources no later than close of business November 1st in order to advance on the salary schedule for the current year.
- ✓ Payments for salary advancement will retro back to the first contracted day of the current school year.
- ✓ New hires have 90 days from their date of hire.
- ✓ A new Payroll Authorization in place of reissuing a new contract.

Transcripts

College/university transcripts must be "official" and sealed.

Credits

Credits must be earned through an accredited college or university. For salary placement all credits are counted in quarter hours (one semester is equivalent to one and one-half quarter credits).

Clock Hours

Ten clock hours are equivalent to one quarter credit. Clock hours must be offered by a Washington State approved clock hour provider and be posted on an ESD transcript to be eligible for salary placement (three hour minimum). Clock hours are applicable only to the *renewal* of a continuing or professional certificate, not to the renewal of an initial or residency certificate. ESD 114 will submit "official" transcripts to the District in October for staff who have submitted new classes for posting since the previous posting cycle. You will receive a copy of this transcript after all new classes have been posted. If you have classes posted at a different ESD, you will need to contact them and ask that they send us an "official" transcript.

Verification of Experience

Certificated experience outside of the South Kitsap School District must be documented on a Verification of Professional Employment Form 187 (see form section). It is the employee's responsibility to submit the form to each of their previous educational employers. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources Forms).

Employment Contracts

Base contracts (180 work days) are issued in late spring for the following year. Supplemental contracts (Added Time and Responsibility-ATRP, Advisor, Dept Head, etc.) are issued in October for the current year. Contracts must be signed and returned to Human Resources within **ten** days. If you have questions regarding your contract, contact Human Resources.

TIME REPORTING & COMPENSATION

Employee Work Calendars

Each employee shall receive the applicable work calendar during new employee orientation. All work calendars are available on the District's website (www.skitsap.wednet.edu / For Staff / under Certificated or Classified link / Staff Calendars).

▪ Classified

- ✓ 180-day (Calendar #1)
- ✓ 193-day (Calendar #2)
- ✓ 205-day (Calendar #3)
- ✓ 210-day (Calendar #4)
- ✓ 220-day (Calendar #5)
- ✓ 260-day (Calendar #9)

▪ Certificated

- ✓ 180-day Teacher's

▪ Administrator

- ✓ Superintendent/Assistant Superintendent (Calendar #10)
- ✓ Non-Represented Supervisory (Calendar #11)
- ✓ SKAP Principal/Assistant Principal (Calendar #34)

Salary Placement

Certificated: Salary placement is based on years of experience and education. Please refer to the SKEA collective bargaining agreement regarding salaries, stipends, and supplemental contracts. The Certificated Employees section of the New Employee Orientation Manual also includes detailed information about transcripts, credits, clock hours, and the approval process. Salary schedules are included in the agreement, and can be obtained from the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules).

Classified: Placement on the appropriate salary schedule is based on position and appropriate collective bargaining agreement. Salary schedules and information regarding compensation can be found within the collective bargaining agreement, and can be obtained from the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules).

Payroll

Payroll staff process two payrolls each month, one for regular status employees and another for substitute employees. Approximately 1500 employees are paid each month totaling more than \$4,500,000. In addition to the payment of wages, payroll staff handles the District's benefit packages, state retirement, and leave reporting.

Please feel free to contact any of the following staff with your payroll questions:

- ✓ Chary Wagner, Payroll Supervisor, 874-7025
- ✓ Laura Ruby, Payroll & Benefits Specialist, 874-7026
- ✓ Angie Schiffner, Payroll & Benefits Specialist, 874-7027
- ✓ Colleen Popochock, Payroll & Benefits Specialist, 874-7028

How Wages are Paid

For regular employees, pay is annualized. This process takes the total amount earned for the year, divided into equal payments over twelve months (September through August). Payday for regular employees is the last business day of each month. Payroll for substitute and temporary employees is the fifteenth of each month.

Paydays for Regular Employees in 2014-2015:

- September 30, 2014
- October 31, 2014
- November 28, 2014
- December 31, 2014
- January 30, 2015
- February 27, 2015
- March 31, 2015
- April 30, 2015
- May 29, 2015
- June 30, 2015
- July 31, 2015
- August 31, 2015

Union Dues

All employees represented by a bargaining unit shall, as a condition of employment, become a member of the association/union or pay a representation fee. See the applicable collective bargaining agreement for specific guidelines to determine which employees are required to become members and pay dues. Dues in the amount set by each bargaining unit will be deducted monthly.

TIME REPORTING & COMPENSATION

Extra Pay - Classified Employees

Overtime is permitted only upon supervisor's advance approval. Approved overtime or extra time is reported on Form 78 (see forms section). Employees must report the actual month/day/year worked, description of work, and hours worked (rounded to the nearest quarter hour). The Form 78 must be signed by the employee and applicable administrative staff prior to being sent to **Payroll** for processing and payment. See the applicable collective bargaining agreement for specific information regarding overtime for classified employees.

Compensatory time is permitted only upon supervisor's advance approval. Approved compensatory time is reported on a Form 362 (see forms section). Employees must report the actual month/day/year worked, description of work, hours worked (rounded to the nearest quarter hour) and compensatory time earned. See the applicable collective bargaining agreement or Form 362 for specific information regarding compensatory time calculations for classified employees. Consistent with Board policy, compensatory time is limited to a total of twenty-four (24) hours of accrued time. All accumulated compensatory time shall be used or cashed out by the end of the fiscal year. The Form 362 must be signed by the employee and applicable administrative staff prior to being sent to Payroll for processing and/or payment.

According to the Fair Labor Standards Act, non-exempt classified employees may not work through their assigned break times or lunch periods (except in the event of an unusual or emergency situation).

Extra Pay – Certificated Employees

Certificated employees complete time records *only* when performing extra duties or extended days as determined by the applicable collective bargaining agreement. The forms section in the back of this manual includes copies of these forms:

- **Additional Time and Responsibility Pay Form 373**
District-determined hours are paid as worked. The remaining hours are paid in equal installments (1/12 each month) throughout the year. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources).
- **Additional Time Verification Record Form 375**
Each certificated employee holding a time driven supplemental contract (i.e. extra days for counselors, librarians, vocational teachers, etc.) is required to complete the Additional Time Verification Record as a condition of the contract. This document should be completed and signed by the employee and applicable administrator prior to being submitted to Human Resources by June 30th annually. Failure to submit the record may result in a deduction of pay for the contract amount. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources).
- **Duty Verification Record Form 376**
Each certificated employee holding a non-time driven supplemental contract (i.e. coaches, department heads, etc.) is required to complete the Duty Verification Record as a condition of the contract. This document should be completed and signed by the employee and applicable administrator prior to being submitted to Human Resources at the end of the assignment. Records are due no later than June 30th annually. Failure to submit the record may result in a deduction of pay for the contract amount. This form is available on the District's website (www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources).



South Kitsap School District Payroll Check History and Leave Balances



With the Skyward Fiscal/HR conversion in August 2011, we are “going green” by providing all employees with electronic access to their Payroll Check History rather than distributing paper. This data will be available for viewing at any time and printable from one’s home computer (if desired).

LOGGING IN

Skyward is now a combined system for student, payroll, fiscal and HR information, so you will use the same login to access any of these areas.

Skyward Employee Access: <http://ea.southkitsap.wa-k12.net/>

Login ID

Your Login ID is provided to you separately, usually your last name with two digits (cbrown01). This is **NOT** your district network account.

Password

You will have chosen your own password after logging in the first time. If you have used Skyward for student records in the past, your password will not have changed.

Forgot your Login/Password?

If you don’t remember your login or password, you can enter your e-mail address and have it sent to you.

- Substitutes/Temporary - use your home e-mail address that Human Resources has on file.
- All Other Employees - use your district e-mail address.



ACCESSING YOUR PAYROLL CHECK HISTORY

At the top of the screen, click the **Employee Information** tab. Other tabs may be available to you depending on your security access.

With the **Employee Information** tab highlighted,

- Click the **Check History** button under the heading for Payroll

A list of paychecks will be displayed. After each monthly payroll process, your check information will be automatically added to this list and available in history forever.

Click on the **Check Number** to see more detail.

Clicking any of these Pays lines will bring up more detail →

Check Information for BOBBI SOCKS

Employer Information	Employee Information
Name: SOUTH KITSAP SCHOOL DISTRICT Address: 1962 HOOVER AVE SE PORT ORCHARD WA 98366-3834	Name: BOBBI SOCKS Address: 33333 SIDNEY AVE #3-210 PORT ORCHARD WA 98367

Check Detail Information	
Check Date: 03/31/2011	Gross Wages:
Check Number: 20	Net Amount:
Check Type: Manual Check	

Taxable Wage Information				
	Federal	State	FICA	Medicare
Gross Wages:				
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:				

Pays					
Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
Conversion	-0.06		-0.06		03/31/2011
ELEMENTARY CERT	0.02	1.00	0.02		03/31/2011
LID DAY		1.00			03/31/2011
Regular Pay		1.00			03/31/2011
T-ATRP	0.04		0.04		03/31/2011
Total:					

Deductions				
Description	Amount	--Decrease Tax--		
		Fed	St	F/M
Other Deduct	-19.44			
Workers' Comp	19.44			
Total:				

Benefits				
Description	Amount	-----Taxable-----		
		Fed	St	F/M
Workers' Comp	70.91			
Total:	70.91			

ACCESSING YOUR LEAVE BALANCES and DETAILS

At the top of the screen, click the **Time Off** tab.

With the **Time Off** tab highlighted,

- Click the **My Status** button
- Click the **My Time Off Status** button

A list of available leave types and balances will be displayed.

Click the **arrow** next to the leave type to see details on how the balances were calculated, *as not all leave taken may be immediately reflected in your balances.*

INSURANCE BENEFITS

Enrollment

Payroll is responsible for enrolling and processing all benefit forms for medical, dental, vision, life, and disability insurance. The annual open enrollment period is September 1st through October 10th (to add, delete, or change your insurance coverage). Annually, employees receive rate information to help them choose a benefit plan. Enrollment forms are available on the District's website (www.skitsap.wednet.edu / For Staff / Nuts & Bolts / Benefits and Salaries / under respective benefit), or through Payroll Services. Due to recent changes in State Law every employee is required to pay some portion of their medical premium. As of the printing of this booklet, these amounts are not known and will be published as soon as possible. The South Kitsap School District Benefits Booklet is updated annually and available in September from Payroll Services, the SKSD website, or the school office.

Eligibility

Employees working 17.5 hours per week or more in a qualifying assignment are eligible for mandatory benefits and retirement. Employees working 1.0 hour per day or more in a qualifying assignment are eligible for medical insurance. Exact benefit eligibility is subject to and determined by hours of work and collective bargaining agreement provisions.

Insurance Providers

A complete outline of current insurance providers and specific plans and their coverage are included in the Benefit Booklet and on the District's website (www.skitsap.wednet.edu).

Medical Insurance (optional)

The district medical plan covers the employee, employee's spouse, and children up to age 26. Medical insurance is optional insurance. Employees electing medical coverage must enroll within 30 days from the date of eligibility. If an employee does not enroll within 30 days, they will have to wait for the next open enrollment period. There may be qualifying events during the school year in which employees may enroll family members. Contact Payroll Services for details.

Dental Insurance (mandatory)

The plan covers the employee, employee's spouse, and dependent children up to age 26.

Vision Insurance (mandatory)

The vision plan covers the employee, employee's spouse, and dependent children up to age 26. This coverage assists with the payment of eye care expenses when prescribed by an ophthalmologist or optometrist.

Life Insurance (mandatory)

A \$50,000 group term life and accidental death and dismemberment coverage is provided to eligible employees. Coverage amounts are reduced beginning at age 65. Dependent group term life insurance is also available on an optional payroll deduction basis.

Long-Term Disability Insurance (mandatory)

LTDI insurance provides the employee with income protection if they become disabled by a covered illness, accidental bodily injury, or pregnancy. If disabled, the long-term disability insurance will provide employees with monthly benefits equal to 60% of your insured earnings, reduced by your income from other sources. There is an elimination or waiting period before benefits become payable (ninety (90) calendar days for each continuous period of disability).

Retirement

Retirement contributions are mandatory and will be deducted from monthly. The deductions are pre-tax, which means they will be deducted from the gross amount reported to the Internal Revenue Service on W-2 statements each year.

Other Optional Benefit Plans

Additional self-funded plans are available, such as short-term disability, supplemental insurance, tax sheltered annuities, deferred compensation, etc. See Payroll Services or the District's website for current plans.

COBRA

If an employee or dependents becomes ineligible for coverage under the District's medical, dental, or vision program, the employee may be eligible to extend coverage under the federal COBRA program. This allows the employee and/or dependents to continue receiving insurance coverage by self-paid premiums. See Payroll Services for details.

LEAVE REPORTING

Attendance

All employees are expected to be at work on time, every day. Late or absent employees must call the department supervisor as soon as possible *in advance* of time to report. In an emergency, someone else may call so necessary arrangements can be made.

Leave of Absence

Requests for leave of absence must be submitted in advance; however, emergency leaves are an exception since the situation is usually of an urgent nature.

The type of leave requested depends on the reason for the leave. Refer to collective bargaining agreement for specific leaves, definitions, and timelines. All collective bargaining agreements are available on the District's website (www.skitsap.wednet.edu / Departments / Human Resources / Bargaining Agreements & Salary Schedules).

A Leave Request is required for the following leaves:

- *Bereavement*
- *Emergency*
- *Legal Leave* (jury duty, witness/subpoena)
- *Personal Leave*
- *Administrators* (personal, sick, vacation)
- *Sick Leave*
 - ✓ Terms determined by the applicable collective bargaining agreement
- *Vacation*
 - ✓ Classified Staff (year-round)
 - ✓ Terms determined by the applicable collective bargaining agreement
- *Professional Leave* (Form 322 – see forms section)
- *Other Leaves* (contact Human Resources directly for information and application procedure)
 - ✓ *Maternity/Parental Leave*
 - ✓ *Family and Medical Leave*
 - ✓ *Leave Sharing Program*
 - ✓ *Job Sharing (certificated)*
 - ✓ *Military Leave*
 - ✓ *Leave Without Pay*

Classified Employees

Please consult your Office Coordinator for leave reporting procedures. Each position is serviced by one of the following:

- Aesop
- Skyward
- Form 59A (*for Transportation and Food Service employees only*)

Certificated Employees

All Certificated Employees will use Aesop for leave reporting. Aesop allows employees to schedule a substitute if needed, see below under 'Substitutes' heading for more details.

Substitutes

Contact immediate supervisor in the event of absence or tardiness, and determine if substitute is needed. If a substitute is needed, it is the employee's responsibility to make the arrangements. Do this online or via phone. If an absence is needed for the same day, call Substitute Services after entering absence in Aesop.

After an employee is hired, Substitute Services will provide employee with an ID and PIN for Aesop, plus all of the instructions needed to access and use Aesop. There are training and reference materials available on Aesop. We strongly recommend viewing the Employee User Guide and watching the Basic Training Video – all accessed from employee's Aesop home page.

For questions regarding the scheduling of a substitute, to obtain Access ID and/or PIN, or for any other substitute questions, please call Anna Tenzler at 874-7070.

e-mail: tenzler@skitsap.wednet.edu



LEAVE REPORTING

Sick Leave Transfer

Pursuant to RCW 28A.400.300(2)(h), sick leave accumulated in a Washington State school district, Educational Service District (ESD), or the Office of the Superintendent of Public Instruction (OSPI) remains on the books and is transferred to another Washington State district, ESD, or OSPI upon employment there.

The verification of employment from the last Washington State school district, ESD, or OSPI should include the sick leave transfer. If not, the employee should send a separate verification to the previous employer for the unused sick leave balance. Upon receipt, sick leave balances are reported to Payroll Services.

Sick Leave Reinstatement

If an employee is rehired and previously worked for South Kitsap School District AND the sick leave was never transferred to another district, ESD, or OSPI, then the previous balance will be reinstated to the employee.

Short-Term Leave Without Pay

Short-term leave without pay is discretionary on the part of the District and applies to leave requests other than those of a medical nature or those covered by contractual language.

- Short-term leave without pay is defined as a full day not to exceed five days in total per qualified event.
- Other applicable leave (e.g. personal leave, possibly vacation) must be used first.
- A request must be submitted consistent with the terms of negotiated agreements or a minimum of 60 calendar days in advance of the event. Extenuating circumstances may be evaluated by the Assistant Superintendent of Human Resources. Approval is dependent on the availability of substitutes. This type of leave takes up a personal leave spot for the day.

- Examples of reasons: (these are possible reasons for leave without pay)
 - ✓ major immediate family event that employee has no control over
 - ✓ graduation
 - ✓ births
 - ✓ events not able to be scheduled at another date
- Recreational trips do not qualify. Recreational trips would be such events that could be scheduled at another date. Such trips should be pre-planned to coincide with non-school days.
- Leave without pay will not be granted for the first five (5) student days and the last five (5) student days of the year. Leave without pay may be taken if the leave is for the graduation of the employee's immediate family as defined below. This provision is limited to the availability of substitutes and prior approval by the Assistant Superintendent of Human Resources. Early communication with the direct supervisor and the Assistant Superintendent of Human Resources must occur to discuss if the leave fits guidelines. Leave must be approved by the Assistant Superintendent of Human Resources before reservations and travel plans are made.
- The immediate family shall be defined as parent, brother, sister (including in-laws), foster relationships of more than one (1) year's duration, and the husband, wife, child, grandparents and grandchildren of the employee or employee's spouse.

****NOTE** – Leave without pay may be extended from five days to 10 days for those with an immediate family member in a war zone.

****NOTE** – Leave without pay may affect retirement, as it will reduce the reported number of days worked for the year.

Emergency Closure or Schedule Change

In case of an emergency school closure or schedule change, staff reporting instructions are issued annually (see forms section) and available on the employee section of the District's website (www.skitsap.wednet.edu).

INJURY REPORTING

WHAT YOU NEED TO DO IMMEDIATELY

Report all workplace injuries to your supervisor immediately and seek medical treatment, if needed. Within 24 hours, complete the SKSD Employee's Accident/Incident Report ([Form 79](#)) and submit to the designated staff in your building or department. This contact person will fax the form to the District Safety Office. By doing so within 24 hours, your supervisor and/or the District Safety Officer, Tom Obrien, will be able to investigate, identify, and correct any unsafe condition that may exist in the workplace. Tom Obrien can be reached directly at 360-874-6001 or via email at obrien@skitsap.wednet.edu.

WORKERS' COMPENSATION PROGRAM - WORK RELATED INJURY OR OCCUPATIONAL DISEASE INVOLVING MEDICAL TREATMENT

South Kitsap School District is subject to Washington State's industrial insurance laws and has been approved by Washington State as a self-insured employer. Self-insured employers must provide all benefits required by law. The Department of Labor and Industries regulates compliance with these laws. Our self-insured program applies to work-related injuries and occupational disease. By being self-insured, the South Kitsap School District assumes the cost of medical charges and compensation expenses, as well as benefits prescribed by law associated with work-related injuries and occupational disease, through our self-insured provider (Olympic Educational Service District 114 Workers' Compensation Trust). Funding for these benefits comes directly from the South Kitsap School District budget; not paid by separate funds or the Department of Labor and Industries.

- **Medical Treatment**

As a Washington worker, you are entitled to treatment from a qualified medical provider of your choice.

- **Medical Provider's Office**

Tell your medical provider this is a work-related injury or occupational disease and that South Kitsap School District is a self-insured employer. Complete a Physician's Initial Report and request that it be sent to our self-insured provider. The claims adjuster will evaluate your claim for eligible benefits.

- **Self Insured Provider**

Olympic Educational Service District 114
Workers' Compensation Trust
Terri Sugg, Claims Adjuster
2530 W 19th St
Port Angeles WA 98363
Phone: 1-800-643-4369

- **Complete the Self Insured Accident Report**

Contact Landa Fuchs in Business and Support Services at 360-874-7013 or via email at fuchs@skitsap.wednet.edu to receive a claim number and instructions to file a claim (SIF-2). She will assist you in this process and submit the completed claim to our self-insured provider. Olympic Educational Service District Workers' Compensation Trust manages claims for South Kitsap School District employees. Terri Sugg is the claims adjuster assigned to our district.

MEDICAL DOCUMENTATION RESPONSIBILITY

All medical provider documents related to your claim must be provided no later than the following business day after your medical appointment. These can be sent to Jenni Ballew, Business and Support Services. She will provide copies to our self-insured provider. If you miss work due to your injury, a written clearance is required from your medical provider before you can return to work. Failure to provide medical documentation may result in a delay of eligible benefits.

RETURN-TO-WORK PROGRAM

South Kitsap School District offers an extensive alternative duty program in our ongoing effort to return injured workers to gainful employment within the restriction necessitated by medical condition. We believe that returning an injured worker to alternative duty can enhance healing and assist the employee's return to full capacity by moving them from a disabling atmosphere to one of wellness. We offer both modified and light duty options. We will evaluate each claim on a case-by-case basis to determine whether modified and/or light duty work is available and appropriate.

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 questions or concerns, contact Business and Support Services (360-871-7013) Olympic Educational Service District, Workers' Compensation Trust (1-800-643-4369), or the Department of Labor and Industries, Self Insurance Section (360-902-6901).

ADDITIONAL RESOURCES

- South Kitsap School District Website
www.skitsap.wednet.edu / For Staff / Nuts & Bolts / Benefits & Salaries
- Department of Labor and Industries
www.lni.wa.gov

Workers' Compensation Filing Information

IF A JOB INJURY OR DISEASE OCCURS:

South Kitsap School District 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 and Safety Office via Accident/Incident Form 79. If medical treatment, contact Landa Fuchs in Business Services (360-874-7013) to file a claim.

Claims Administration address:

Olympic Educational Service District 114
Workers' Compensation Trust
2530 West 19th St
Port Angeles WA 98363

DISTRICT POLICIES & PROFESSIONAL RESPONSIBILITIES

District Policies and Procedures

We operate in accordance with policies established by the Board of Directors. The Board, which represents the local community, adopts policies and approves regulations after careful deliberation. The school administration implements Board policies through specific administrative procedures. All Board Policies and Procedures are available on the District's website at www.skitsap.wednet.edu.

Specific Board Policies and Procedures are reviewed during new employee orientation:

- ✓ 2022 Electronic Information System
- ✓ 3207 Prohibition of Harassment, Intimidation, Bullying and Hazing
- ✓ 3211 Sexual Harassment of or by Students
- ✓ 3421 Child Abuse
- ✓ 4215 Use of Tobacco on School Property
- ✓ 4225 Sexual Harassment of or by Visitors
- ✓ 5010 Equal Opportunity Employment & Affirmative Action
- ✓ 5201 Drug-Free Schools, Community & Workplace
- ✓ 5271 Reporting Improper Governmental Action
- ✓ 5275 Sexual Harassment of or by Employees
- ✓ 5404 Family and Medical Leave Act
- ✓ 5406 Leave Sharing
- ✓ 6895 Pesticide Use on District Property

School Employee Duty to Report Suspected Child Abuse or Neglect

▪ Duty to Report

Per [RCW 26A.400.317](#), A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under [RCW 26.44.030](#). During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

▪ Professional Staff (certificated staff and all administrators)

Per [RCW 26.44.030](#), when a professional school employee has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in [RCW 26.44.040](#). The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report must include the identity of the accused if known.

▪ Sexual Misconduct

1. Per [WAC 180-88-060](#), sexual misconduct is any sexually exploitive act with or to a student. Sexually exploitive acts include, but are not limited to, the following:
 - (a) Any sexual advance, verbal, written or physical.
 - (b) Sexual intercourse, as defined in [RCW 9A.44.010](#).
 - (c) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student.
 - (d) Any activities determined to be grooming behavior for purposes of establishing a sexual relationship.
 - (e) The provisions of (a) through (d) of this subsection shall not apply if at the time of the sexual conduct the participants are married to each other.
2. Indecent exposure, as defined in [RCW 9A.88.010](#).
3. Sexual harassment of another as defined under Board Policy [3211](#), [4225](#), [5275](#).
4. Commission of a criminal sex offense as defined in [RCW 9A.44](#).
5. Sexual abuse or sexual exploitation of any minor as found in any dependency action under RCW 13.34 or in any domestic relations proceeding under RCW 26.

▪ Physical Abuse

Per [WAC 180-88-050](#), "physical abuse" means the willful action by an employee of inflicting or attempting to inflict bodily injury against another, or using physical force in excess of what is necessary to restrain a person from harming self or others. To constitute physical abuse, a school district must possess sufficient information to conclude that the employee engaged in the conduct and that it resulted in the employee leaving a position with the school district. [Exempt from this definition is the authorized use of physical restraints or aversive interventions consistent with [WAC 392-172](#).

Code of Professional Conduct for Education Practitioners

- WAC 181-87 (see attached)

STATE OF WASHINGTON

CODE OF PROFESSIONAL CONDUCT

CHAPTER 181-87 WAC

WAC 181-87-005 PURPOSE

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, non-renewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, nonrenewal of contracts, or other employment action by employers of education practitioners.

WAC 181-87-010 PUBLIC POLICY GOALS OF CHAPTER

The public policy goals of this chapter are as follows:

- (1) To protect the health, safety, and general welfare of students within the state of Washington.
- (2) To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
- (3) To define and provide notice to education practitioners within the state of Washington of the acts of unprofessional conduct for which they are accountable pursuant to the provisions of chapter 181-86 WAC.

PROFESSIONAL ACCOUNTABILITY

WAC 181-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct pursuant to the provisions of chapter 181-86 WAC.

ADMINISTRATIVE PROVISIONS

WAC 181-87-020 APPLICABILITY OF CHAPTER TO PRIVATE CONDUCT

As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations.

WAC 181-87-025 EXCLUSIVITY OF CHAPTER

No act, for the purpose of this chapter, shall be defined as an act of unprofessional conduct unless it is included in this chapter.

WAC 181-87-030 PROSPECTIVE APPLICATION OF CHAPTER AND AMENDMENTS

The provisions of this chapter shall take effect ninety calendar days after adoption and shall apply prospectively to acts of unprofessional conduct committed after such effective date. Unless provided to the contrary, any revision shall take effect six months after adoption and shall apply prospectively from such effective date.

WAC 181-87-035 EDUCATION PRACTITIONER-DEFINITION

As used in this chapter, the term "education practitioner" means any certificate holder licensed under rules of the Professional Educator Standards Board to serve as a certificated employee.

WAC 181-87-040 STUDENT-DEFINITION

As used in this chapter, the term "student" means the following:

- (1) Any student who is under the supervision, direction, or control of the education practitioner.
- (2) Any student enrolled in any school or school district served by the education practitioner.
- (3) Any student enrolled in any school or school district while attending a school related activity at which the education practitioner is performing professional duties.
- (4) Any former student who is under eighteen years of age and who has been under the supervision, direction, or control of the education practitioner. Former student, for the purpose of this section, includes but is not limited to drop outs, graduates, and students who transfer to other districts or schools.

WAC 181-87-045 COLLEAGUE-DEFINITION

As used in this chapter, the term "colleague" means any person with whom the education practitioner has established a professional relationship and includes fellow workers and employees regardless of their status as education practitioners.

ACTS OF UNPROFESSIONAL CONDUCT

WAC 181-87-050 MISREPRESENTATION OR FALSIFICATION IN THE COURSE OF PROFESSIONAL PRACTICE

Any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning any of the following is an act of unprofessional conduct:

- (1) Statement of professional qualifications.
- (2) Application or recommendation for professional employment, promotion, certification, or an endorsement.
- (3) Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit.
- (4) Representation of completion of in-service or continuing education credit hours.
- (5) Evaluations or grading of students and/or personnel.
- (6) Financial or program compliance reports submitted to state, federal, or other governmental agencies.
- (7) Information submitted in the course of an official inquiry by the superintendent of public instruction related to the following:
 - (a) Good moral character or personal fitness.
 - (b) Acts of unprofessional conduct.
- (8) Information submitted in the course of an investigation by a law enforcement agency or by child protective services, regarding school related criminal activity.

WAC 181-87-055 ALCOHOL OR CONTROLLED SUBSTANCE ABUSE

Unprofessional conduct includes:

- (1) Being under the influence of alcohol or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following:
 - (a) Notification to the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance;
 - (b) A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and
 - (c) The education practitioner has had a reasonable opportunity to obtain such assistance.

(2) The possession, use, or consumption on school premises or at school-sponsored activity of a Schedule 1 controlled substance, as defined by the state board of pharmacy, or a Schedule 2 controlled substance, as defined by the state board of pharmacy, without a prescription authorizing such use.

(3) The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.

WAC 181-87-060 DISREGARD OR ABANDONMENT OF GENERALLY RECOGNIZED PROFESSIONAL STANDARDS

Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct:

(1) Assessment, treatment, instruction, or supervision of students.

(2) Employment or evaluation of personnel.

(3) Management of moneys or property.

WAC 181-87-065 ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

(1) An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.

(2) Professional service contract.

WAC 181-87-070 UNAUTHORIZED PROFESSIONAL PRACTICE

Any act performed without good cause that materially contributes to one of the following unauthorized professional practices is an act of unprofessional practice.

(1) The intentional employment of a person to serve as an employee in a position for which certification is required by rules of the Professional Educator Standards Board when such person does not possess, at the time of commencement of such responsibility, a valid certificate to hold the position for which such person is employed.

(2) The assignment or delegation in a school setting of any responsibility within the scope of the authorized practice of nursing, physical therapy, or occupational therapy to a person not licensed to practice such profession unless such assignment or delegation is otherwise authorized by law, including the rules of the appropriate licensing board.

(3) The practice of education by a certificate holder during any period in which such certificate has been suspended.

(4) The failure of a certificate holder to abide by the conditions within an agreement, executed pursuant to WAC 181-86-160, to not continue or to accept education employment.

(5) The failure of a certificate holder to comply with any condition, limitation, or other, order or decision entered pursuant to chapter 181-86 WAC.

(6) PROVIDED, That for the purpose of this section, good cause includes, but is not limited to, exigent circumstances where immediate action is necessary to protect the health, safety, or general welfare of a student, colleague, or other affected person.

WAC 181-87-080 SEXUAL MISCONDUCT WITH STUDENTS

Unprofessional conduct includes the commission by an education practitioner of any sexually exploitive act with or to a student including, but not limited to, the following:

(1) Any sexual advance, verbal or physical;

(2) Sexual intercourse as defined in RCW 9A.44.010;

(3) Indecent exposure as defined in RCW 9A.88.010;

(4) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student;

(5) PROVIDED, That the provisions of this section shall not apply if at the time of the sexual conduct the participants are married to each other.

WAC 181-87-085 FURNISHING ALCOHOL OR CONTROLLED SUBSTANCE TO STUDENTS

Unprofessional conduct includes the illegal furnishing of alcohol or a controlled substance, as defined in chapter 69.50 RCW, to any student by an education practitioner.

WAC 181-87-090 IMPROPER REMUNERATIVE CONDUCT

Any deliberate act in the course of professional practice which requires or pressures students to purchase equipment, supplies, or services from the education practitioner in a private remunerative capacity is an act of unprofessional conduct.

WAC 181-87-093 FAILURE TO ASSURE THE TRANSFER OF STUDENT RECORD INFORMATION OR STUDENT RECORDS

The failure of a principal or other certified chief administrator of a public school building to make a good faith effort to assure compliance with RCW 28A.225.330 by establishing, distributing, and monitoring compliance with written procedures that are reasonably designed to implement the statute shall constitute an act of unprofessional conduct.

WAC 181-87-095 FAILURE TO FILE A COMPLAINT

The intentional or knowing failure of an educational service district superintendent, a district superintendent, or a chief administrator of a private school to file a complaint pursuant to WAC 181-86-110 regarding the lack of good moral character or personal fitness of an education practitioner or the commission of an act of unprofessional conduct by an education practitioner is an act of unprofessional conduct.

OFFICE OF PROFESSIONAL PRACTICES

The Office of Professional Practices, a division under the auspices of the Superintendent of Public Instruction, is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. A nine member professional advisory committee reviews appeals from proposed disciplinary actions. Educators who violate the code may be reprimanded or their license to practice may be suspended or revoked.

The Office of Professional Practices also reviews charges that an applicant for or the holder of professional certification lacks good moral character or personal fitness. These standards are set forth in WAC 181-86-013 and address commission of criminal acts and other behavior which endanger children. Commission of criminal acts may not be directly related to professional conduct but they do reflect upon the trustworthiness of serving as a professional educator.

Complaints or requests for additional information may be addressed to:

Office of Professional Practices
DR. TERRY BERGESON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200

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DS/201/98

ADDITIONAL RESOURCES

District Website

Additional resources available on the Districts website at www.skitsap.wednet.edu include:

- ✓ Absence Reporting
- ✓ Collective Bargaining Agreements
- ✓ Benefits
- ✓ Credits & Clock Hours
- ✓ District Staff Directory
- ✓ Employment Opportunities
- ✓ Job Descriptions (classified)
- ✓ New Employee Orientation
- ✓ Human Resources Forms
- ✓ Policy Manual
- ✓ Professional Links
- ✓ Salary Schedules
- ✓ Seniority Lists
- ✓ Staff Development
- ✓ Student Calendar
- ✓ Travel Policy
- ✓ Staff Calendars

Other Resources


- ✓ Washington State Office of Superintendent of Public Instruction (OSPI) www.k12.wa.us
- ✓ Olympic Educational Service District (OESD) www.oesd.wednet.edu
- ✓ Educational Resources Information Center www.eric.ed.gov
- ✓ Washington Education Association www.washingtonea.org
- ✓ Public School Employees www.pseclassified.org
- ✓ Service Employees International Union www.seiu925.org
- ✓ Department of Retirement Systems www.drs.wa.gov

Staff Development

Staff Development is an ongoing process at South Kitsap. Throughout the school year and during the summer, classes are offered to allow staff to improve their knowledge and skills. For the convenience of all staff, course offerings for classified and certificated staff members will be posted on the employee section of the District's website (www.skitsap.wednet.edu / For Staff / Certificated or Classified / Staff Development).



APPENDIX

 **Letter** from **Misty Dieffenbach**, Assistant Superintendent of Human Resources

Emergency School Closure or Schedule Change Staff Reporting Instructions

FORMS:

(Forms available on website: www.skitsap.wednet.edu / For Staff / Forms Library / Human Resources Forms)

- Employee Name/Address/Telephone Change
- Additional Days/Hours Beyond Regular Contract (Form 78)
- Leave Request (Form 59A)
 - Actual Form is Carbon Copy
 - Form ONLY used for FNS and Transportation Employees
- Professional Leave (Form 322)

Classified only:

- Performance Appraisal for Classified Employees
- Compensatory Time Record Sheet (Form 362)
- Verification of Professional Employment (Form 187B)

Certificated only:

- Verification of Professional Employment (Form 187)
- Additional Time & Responsibility Pay Timesheet (Form 373)
- Additional Time Verification Record (Form 375)
- Duty Verification Record (Form 376)



South Kitsap School District

Nurturing growth, Inspiring achievement, Building community

To: All Employees

From: Misty Dieffenbach
Assistant Superintendent, Human Resources

Re: **Emergency School Closure or Schedule Change
Staff Reporting Instructions**

The purpose of this memo is to provide specific staff reporting instructions during times of altered school schedules due to emergency conditions, including the delay of school due to inclement weather.

These instructions have been in place for some time, and they were reviewed by representatives of all of the employee associations as well as Payroll and Human Resources to ensure consistency with our past practices and collective bargaining agreements.

The District will make every effort to broadcast emergencies and changes to school schedules on the established radio channels, television channels, and web sites. We will operate on either a two-hour late or a no-school basis if the emergency occurs in the morning hours. Early dismissal decisions are always based on the particular situation. Please remember that at times when the ESD emergency communication system is not operating, the District does encounter difficulty in establishing timely communications with the media, so please continue to listen to radio and television channels. You may also access the following web sites.

State School Emergency Information	www.schoolreport.org
South Kitsap Schools	www.skitsap.wednet.edu

Hopefully, you will find these instructions clear and helpful. Should you have any questions, you may contact Human Resources, your association representative, or your immediate supervisor.

Attachment

Emergency School Closure or Schedule Change Staff Reporting Instructions

Certificated Employees (SKEA Unit)

The Collective Bargaining Agreement contains specific language to address reporting procedures for any day that the District operates on an emergency schedule.

1. Emergency Schedule (e.g., Late Start):

“Section 6.2.1 Emergency Schedule In the event the District decides to delay the opening of school(s), **employees should arrive as soon as safely possible, but shall report no later than thirty (30) minutes before the students arrive.** Employees may leave thirty (30) minutes after students are dismissed. If the employee is unable to report prior to the start of the instructional day, he/she may apply for emergency leave. At the beginning of the school year, each building will determine a method of expedient communication to inform employees of any change in the school schedule.”

If the District is on an emergency schedule on a Collaboration Wednesday, collaboration time will be cancelled. Staff should report to work as soon as safely possible, as directed above.

2. School Closure:

On a day when the District determines that schools shall be closed, non-administrative certificated staff members do not report to work. The school day will be made up on the designated make-up days that have been pre-determined on the school calendar. A specific announcement will be made to staff following any closure day to remind staff of the make-up arrangements.

Classified Employees (PSE, SEIU, and Non-Represented)

Emergency Schedule (e.g., late start)

(SEE SPECIAL INSTRUCTIONS BELOW FOR FOOD AND NUTRITION SERVICES, TRANSPORTATION, FACILITIES AND CUSTODIANS)

On any day the District operates on an emergency schedule, classified staff is expected to report to work at their usual time, or as soon as safely and reasonably possible. If an employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee may apply for emergency leave beginning with their usual start time until they report to work (e.g., 7:30 a.m. usual

start time, reports to work at 8:30 a.m. - 1.0 hour of emergency leave requested). Be sure to read the back of these instructions regarding emergency leave.

If the employee has contacted his/her supervisor, and the supervisor approves, then vacation may be used, or the employee may agree with his/her supervisor to make up the time within the pay period. The period of time used for vacation and/or make-up time will begin with the employee's usual start time until they report to work (e.g., 7:30 a.m. usual start time, report to work at 8:30 a.m. - 1.0 hour of vacation and/or make-up time requested).

SPECIAL INSTRUCTIONS-LATE START FOR

Transportation Employees

Dispatchers, Trainers, and Mechanics report at their regular time when schools are delayed two hours late. Bus Drivers are to report two hours late.

Food and Nutrition Employees

When all schools are delayed two hours due to emergency condition, Food and Nutrition staff will receive specific reporting instructions from Food and Nutrition Services on the day of the emergency. This information will be provided through the staff phone tree and by telephone calls from FNS to employees.

Facilities and Custodial Employees

When schools are delayed two hours, facilities employees and custodial employees are to report at their normal time, unless the supervisor has given special reporting instructions.

School Closure

On any day when the District determines that schools shall be closed, classified staff reporting depends on the individual work calendar or *Designated Work Groups* as follows:

- **10-month and 11-month employees (180-220 day work calendars): Do not report to work.** The work day will be made up on the designated make-up days that have been pre-determined on the appropriate work calendar. A specific announcement will be made to staff following any closure day to remind staff of the make-up arrangements.

Designated Work Groups:

10-month and 11-month employees may be identified by the building principal/supervisor as part of a Designated Work Group, regardless of work calendar and will be expected to report to work when schools are closed. These employees will not make up the day on the pre-determined designated work days. In the event the announcement specifically states that the administrative offices are also closed, the Designated Work Groups do not report to work.

If administrative offices are open and a Designated Work Group employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee will make up the day on the designated make-up days that have been pre-determined on the appropriate work calendar.

- **12-month employees (260 day work calendar): All 12-month employees are expected to report to work when schools are closed.** In the event the announcement specifically states that the administrative offices are also closed, 12-month employees do not report to work and are not charged with an absence. If administrative offices are open and an employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee may apply for emergency leave. (Be sure to read the instructions regarding emergency leave below.) If emergency leave is not warranted, 12-month employees may contact their supervisor, and if the supervisor approves, then vacation or personal leave may be used.

Note: The supervisor must have been contacted prior to the employee's absence.

In the event that a decision is made to close administrative offices during the workday, all 12-month employees and Designated Work Groups must leave the workplace for safety reasons. Maintenance and custodial staff may also receive special reporting instructions from supervisors to handle emergency situations.

Administrative Staff

All administrators are expected to report to work at regular times whether school is closed or operates on a late schedule. If you experience difficulty reporting, contact your supervisor. In the event the announcement specifically states that the administrative offices are also closed, administrators do not report to work and are not charged with an absence. Administrators may also receive special reporting instructions from supervisors to handle emergency situations.

Emergency Leave

Staff may apply for emergency leave, but the decision to grant or deny will be made on the merits of each case. In general, all employees should be prepared to report to

work when the District operates on a delayed schedule. Now is a good time to think about your plans in the event of such a condition. For your information, the following examples illustrate leaves that have been granted or denied in the past:

<i>Encountered late ferry/ferry backed up:</i>	<i>Granted</i> (for time needed, e.g. ½ day)
<i>Live across bridge, did not want to drive:</i>	<i>Denied</i>
<i>Road not passable due to accidents, blocking conditions:</i>	<i>Granted</i>
<i>Accident en route to work:</i>	<i>Granted</i>
<i>Ice/snow conditions made driving too hazardous for safe passage:</i>	<i>Granted</i>
<i>Where I live school closed, and my kids were home, no sitter available:</i>	<i>Denied</i>

If you have questions regarding emergency leave conditions, please contact Human Resources for assistance at 360.874.7080.

South Kitsap School District

Human Resources

2689 Hoover Ave SE / Port Orchard WA 98366
(360) 874-7079 / (360) 874-7076 FAX

- ☐ CERTIFICATED
☐ CLASSIFIED
☐ SUBSTITUTE

EMPLOYEE CHANGE FORM Name, Address, Telephone, and/or Email Address

Directions:

Once this form is completed and signed, return to Human Resources through the mail, FAX, or email.
(malloy@skitsap.wednet.edu)

NAME SSN

Type of Change: ☐ NAME ☐ ADDRESS ☐ TELEPHONE ☐ EMAIL ADDRESS

NEW NAME (Please attach a copy of new Social Security card.)

FIRST NAME MIDDLE NAME LAST NAME

Is name change the result of a change in marital status? ☐ YES ☐ NO EFFECTIVE DATE

If YES, contact Payroll Services to determine if changes to benefits or beneficiary are needed.

NEW ADDRESS

Mailing Address Change? ☐ YES ☐ NO

Street Address Change? ☐ YES ☐ NO

Address Address

City State ZIP Code City State ZIP Code

NEW TELEPHONE NUMBER/EMAIL ADDRESS

Primary Phone # Type of phone **Your primary phone number is the number SchoolMessenger will call.**
Secondary Phone # Type of phone

Personal Email Address:

WHERE DATA WILL NEED TO BE CHANGED:

1. Are you a PARENT/GUARDIAN of a South Kitsap School District student? ☐ YES ☐ NO
2. Are you an EMERGENCY CONTACT for a South Kitsap School District student? ☐ YES ☐ NO

Changes made to your employee record will be reflected in student's record.

Employee Signature

Date

This **name/address change** is not forwarded to benefit providers. Please contact the appropriate benefit provider to report name/address change(s).

☐ USPS Standards Verified HR Initials & Date of Change ☐ WESPaC/EdRM ☐ AESOP



South Kitsap School District - PAYROLL

FORM 78

2689 Hoover Ave SE / Port Orchard, WA 98366-3013

(360) 874-7025 / (360) 874-7068 FAX

INDIVIDUAL'S SUMMARY OF ADDITIONAL DAYS/HOURS BEYOND REGULAR CONTRACT

Employee #

Employee's Name

Location

(Please print)

Please indicate **actual** Month/Day/Year worked, description, and **hours**. (All time must be reported in hours.) **ACCOUNT CODE IS REQUIRED**. Check box for rate of pay.

CERTIFICATED PERSONNEL

- ☐ Curriculum Pay (Non-instructional time)
- ☐ Per Diem/Instructional Pay (Instructional time for students)
- ☐ Substitute Pay

☐ Billing to:

CLASSIFIED PERSONNEL

- ☐ Regular Hourly
- ☐ Substitute Pay
- ☐ 1.5 (overtime) Pay

☐ Other:

DATE	DESCRIPTION	TOTAL HOURS (15-min increments)	ACCOUNT CODE

Employee's Signature

Date

Budget Administrator

Date

Building Approval

Date

Form 59A
South Kitsap School District No. 402

LEAVE REQUEST FORM

Note: Please report your sick leave and vacation to your building/location (with the exception of administrators). Other leaves (except professional) must be requested on this form in advance of requested leave. Leave Without Pay (LWOP) may be deducted until Form 59A is properly filed. Upon completion, return the entire form to Human Resources. Whenever possible, Emergency Leave and Leave Without Pay (LWOP) must be submitted in advance of the date(s) of absence.

Please print clearly and press hard

Name: _____

Leave Date(s)

Hours or Days

Employee No: _____ Bldg: _____

Position: _____

Total Hours

Classified, minimum .25 hr

Total Days

Certificated, minimum ½ day

Substitute Needed: ☐ Yes ☐ No

EMPLOYEE UNIT (Check One): ☐ SKEA ☐ PSE ☐ SEIU ☐ SKAP ☐ NON-REPRESENTED
If applying for Family Medical Leave, contact Human Resources.

PLEASE INDICATE TYPE OF LEAVE REQUESTED

Refer to appropriate Collective Bargaining Agreement for usage and restrictions of leave types

☐ **BEREAVEMENT**

- ☐ Immediate Family/Immediate Household Relationship _____
☐ Non-Family/Household

☐ **EMERGENCY** Requires District approval pursuant to negotiated agreements. Please provide details with full explanation. (Deducted from sick leave.)

☐ **LEGAL LEAVE** (Attach a copy of juror or witness/subpoena request to this form.)
☐ Jury ☐ Witness/Subpoena

☐ **LEAVE WITHOUT PAY (LWOP): PRE-APPROVAL REQUIRED**

Do not make travel arrangements prior to approval. Please provide details with full explanation _____

☐ **PERSONAL LEAVE PRE-APPROVAL REQUIRED.** Leave taken without prior approval from Human Resources will result in LWOP and/or disciplinary action.

☐ **ADMINISTRATORS**

☐ Personal ☐ Sick ☐ Vacation

Give **details** or state reason for Emergency Leave or Leave Without Pay (LWOP): _____

Employee's Signature

Date

Supervisor's Signature*

Reviewed Date

**Supervisor's signature does not imply approval, but acknowledges request. Final approval will be in accordance with the terms of the Collective Bargaining Agreements or Board Policy. Leave Requests must be submitted before requested time of leave, except in the event of an emergency.*

Attention Employee: If approved, it is the responsibility of the employee to enter this Leave Request into the Substitute Calling System (HELEN).

Official Use Only

☐ Approved – Sub Needed ☐ Approved – No Sub Needed ☐ Denied (reason) _____

Human Resources _____ Date _____

Form 322
South Kitsap School District No. 402

☐ **Certificated Professional Leave** ☐ **Classified Release Time** ☐ **Temporary/Extra Labor**

Leave Requested By _____ Location _____

Reason for Leave _____

CERTIFICATED EMPLOYEE		DATE ABSENT			INDICATE SUBSTITUTE NEEDS AND INFORMATION				
Employee Name Please print and press hard ☺	LLL	/ /			Sub Needed?			Specified Sub Name <small>If not pre-arranged, specified sub is not guaranteed.</small>	Pre-arranged? (Sub will NOT be called)
		Full Day	AM	PM	Full Day	AM	PM		
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

CLASSIFIED EMPLOYEE		DATE ABSENT			INDICATE SUBSTITUTE NEEDS AND INFORMATION				
		Full Day	AM	PM	Full Day	AM	PM		
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

PURPOSE OF LEAVE (Check appropriate box below)	ACCOUNT CODE – MUST BE COMPLETED <small>(One Code Per Form)</small>							
	PP: Program SS: Sub Program AA: Activity			OBB: Object (Cert= 2000 /Class= 3000) LL: Location PC: Payroll Code			DC: Dept Code CC: Category Code CN: Category #	
	PP	SS	AA	OBB	LL	PC	DC	CC
BUILDING BUDGET								
Teacher	01	99	27	2000	__ __ __	89	__ __	__ __
Office Secretary	01	99	23	3000	__ __ __	89	__ __	__ __
Custodian	97	99	63	3000	__ __ __	89	__ __	__ __
OTHER								
OTHER _____				2000 3000	__ __ __		__ __	__ __

	PP	SS	AA	OBB	LL	PC	DC	CC	CT
BILLABLES									
ASB PO # _____	89	94	91	2000 3000	__ __ __	89	00	00	00
ASB Acct Code _____									
PTA • PTO • PTSO	89	98	91	2000 3000	__ __ __	89	00	00	00
*SKEA • *PSE • *SEIU	89	98	91	2000 3000	__ __ __	89	00	00	00
WEA • NEA • OSPI (voucher required) OTHER _____ (Include billing documentation)	89	98	91	2000 3000	__ __ __	89	00	00	00

<p>Recommending Principal or *Union Approval: _____</p> <p>Administrator Responsible for Budget: _____</p>	<p>Official Use Only</p> <p><input type="checkbox"/> Approved <small>(account code included)</small></p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>
--	---

To view Leave Procedures, please visit www.skitsap.wednet.edu, and select the following links:
For Staff, Forms Library, Human Resources Forms, Leave of Absence Forms, Procedure for Professional Leave

Performance Appraisal for Classified Employees

Evaluation Date

to

Employee's Name

Position

Location

Evaluation Type:☐ Annual☐ Probationary Period☐ Other**Evaluator Instructions:**

1. Check the appropriate rating for each criteria below, include comments in support of the each rating.
2. Any rating of "Needs Improvement" or "Unsatisfactory" will require a written plan of improvement for the ensuing evaluation period.
3. Ratings: **E**= Exceeds Position Requirements **M**=Meets Position Requirements **N**=Needs Improvement **U**=Unsatisfactory

Criteria**Ratings**

CUSTOMER SERVICE/HUMAN RELATIONS/TEAMWORK:
Demonstrates a commitment to provide effective "customer service" to all.
Keeps others informed and takes initiative to continually improve service and support.
Works, relates and communicates professionally with co-workers, supervisors, students and public.
Demonstrates professional behavior and demeanor and acts appropriately in conflict situations.
Conveys and communicates information effectively.

E	M	N *	U *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

DEPENDABILITY:
Adheres to district/department policies and procedures.
Deals appropriately with confidential information.
Can be relied upon to carry out duties with minimal supervision.
Demonstrates reliability in performing assigned duties.
Maintains a good attendance and punctuality record.

E	M	N *	U *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

PROFESSIONAL GROWTH:
Willingly pursues professional growth.
Keeps current on new developments in areas of responsibility.
As experience grows, willingly mentors other employees in areas of expertise.

E	M	N *	U *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

WORK PERFORMANCE:
Possesses job knowledge as identified in job functions.
Demonstrates resourcefulness and ability to assess tasks needed to complete job functions.
Willingly accepts new assignments and methods.
Demonstrates flexibility and is creative with ideas to enhance work performance.
Works thoroughly, accurately and professionally.

E	M	N *	U *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Performance Appraisal for Classified Employees**JOB FUNCTIONS for Paraeducator-Special Education**

- A** Administers first aid, medical assistance, physical support and personal care for the purpose of providing appropriate care for ill, medically fragile and/or disabled children.
- B** Assists students, teachers and other certificated personnel for the purpose of implementing instruction and/or IEP's; developing students' learning, daily living, physical, social, communication, and/or behavior skills and evaluating students' progress on IEP objectives.
- C** Participates in meetings and training for the purpose of sharing information and/or improving employee's skills and knowledge.
- D** Provides clerical and general classroom assistance for staff (e.g. collecting and inputting data, correspondence, copying, filing, preparing and organizing classroom materials) for the purpose of documenting student progress and providing general support for classroom activities related to student learning goals and objectives.
- E** Supervise students in the school setting for the purpose of maintaining and providing a safe and positive learning environment.

Comments/Goals:

(Additional pages may be attached.)

If the employee disagrees with this evaluation, he/she may submit a rebuttal by attaching it to this document or submitting it to the supervisor for placement into the Personnel File, along with this evaluation. Rebuttals received within 30 calendar days of the completion of this form by the supervisor will be deemed timely.

Supervisor Signature

DATE

Employee Signature Implies Receipt of Performance Appraisal

DATE

(within the work year only)

Record time in 15 minute increments. Time and one-half is computed as follows: .25 (15 min.) = .375 / .50 (30 min.) = .75 / .75 (45 min.) = 1.125 / 1.0 (1 hr.) = 1.5.

This form must be submitted to Payroll annually for audit. Forms are due upon completion of the employee's work year and no later than August 31. Each department/building shall retain their records for three years. Accumulated comp time balances, if any, will be cashed out at the end of the year (ACCOUNT CODE REQUIRED). Comp time is not to be taken prior to being earned; however, should a negative balance occur either by taking more time than earned or due to errors, leave without pay will be deducted upon completion of Payroll's audit.

Do Not Write In This Section – Payroll Use Only

South Kitsap School District
COMPENSATORY TIME RECORD SHEET
 For Classified Employees

COMPENSATORY TIME GUIDELINES

1. Enter the date the extra hours were worked and authorized.
2. Enter the number of extra hours worked. Round off to the nearest fifteen minute increment.
 * 15 minutes = .25 * 30 minutes = .50 * 45 minutes = .75 * 60 minutes = 1.0
3. Enter the number of compensatory time earned.
4. Your supervisor's signature is required on each line for extra hours worked.
5. Enter the date the comp time is taken.
6. Enter the number of hours of earned comp time taken.
7. Your supervisor's signature is required on each line for comp time taken.
8. Maintain a running balance of comp time earned, less comp time taken, in the accumulative balance column.
9. Maximum number of accumulated compensatory hours at any one time shall not exceed 24 hours.

PLEASE USE ONLY ONE LINE PER ENTRY.

PSE AND NON-REPRESENTED CLASSIFIED EMPLOYEES:

Compensatory time is calculated using a compensated 40 hour workweek, rather than a compensated 8 hour day (SKSD/PSE CBA Section 6.7 and Board Policy 5302 Section 1.3).

If you are a 40 hour per week employee and the number of hours paid that week exceeds 40, then you will earn comp time at a rate of time and a half. If your regularly scheduled hours are less than 40 hours per week, you will earn straight time for comp hours until the total hours worked exceed 40.

Example 1: You are a 5 hour per day employee (25 hours per week) and worked 4 extra hours in one day (a total of 9 hours that day). You will earn 4 hours of comp time at straight time (25 regular hours + 4 extra hours at straight time = 29 hours that week).

Example 2: You are a 6 hour per day employee (30 hours per week). Monday was a paid holiday and you work 3 extra hours each day that week (a total of 12 extra hours), you will earn 10 hours of comp time at straight time and 2 hours of comp time at time and one half (30 regular hours + 10 extra hours at straight time + 3 (2 extra hours at time and one half) = 43 hours that week). Since Monday was a paid holiday, it is counted within the compensated workweek.

Example 3: You are an 8 hour per day employee (40 hours per week). You will earn time and one half for any extra hour worked that exceeds a total of 40 compensated hours for that week. Paid holidays are included within the 40 hour compensated workweek. (8 hours worked on a compensated holiday = 12 hours of comp time earned). Non-work days are **not** included within the 40 hour compensated workweek (eight hours worked on a non-work day = 8 hours of comp time earned PROVIDED these hours do not put the employee over 40 compensated hours for the week due to other extra hours worked). Paid holidays and non-work days can be found on the employment calendar for your position.

SEIU EMPLOYEES:

Compensatory time is calculated using a compensated 8 hour day, rather than a compensated 40 hour workweek (SKSD/SEIU CBA Section 5.6.2 and Section 5.6.3). If you are an 8 hour per day employee and the number of hours paid that day exceeds 8, then you will earn comp time at a rate of time and a half. This provision does not apply to bus drivers or driver trainers. For bus drivers and driver trainers, overtime is calculated based on a compensated 40 hour workweek. If your regularly scheduled hours are less than 8 hours per day, you will earn straight time for comp hours until the total hours worked for the day exceed 8.

Example 1: You are a 5 hour per day employee and you worked 4 extra hours in one day (a total of 9 hours that day). You will earn 3 hours of comp time at straight time and 1 hour of comp time at time and one half for a total of 4.5 comp hours earned (3 hours comp earned at straight time + 1 hour earned at time and one half = 4.5 comp hours earned).

Example 2: You are an 8 hour per day employee. You will earn time and one half for any extra hour worked that exceeds a total of 8 compensated hours for that day. Paid holidays are compensated days. Non-work days are **not** compensated days. Paid holidays and non-work days can be found on the employment calendar for your position.



South Kitsap School District

Human Resources

FORM 187B

2689 Hoover Ave SE
Port Orchard, WA 98366-3013
(360) 874-7071 / (360) 874-7076 FAX

VERIFICATION OF PROFESSIONAL EMPLOYMENT Classified

ATTN: HUMAN RESOURCES/PERSONNEL

School District

Street Address

City, State, ZIP Code

The individual whose name appears below has recently been hired as a **CLASSIFIED** employee with South Kitsap School District. New hires must have the experience with prior school districts verified for proper placement on the salary schedule. Please provide a copy of the job description for each assignment so we may compare it to the position with our district.

NAME

NAME (If different during employment)

SOCIAL SECURITY NUMBER

Approximate Dates of Employment
For Which Verification is Requested

SCHOOL USE ONLY - PLEASE USE ONE LINE PER SCHOOL YEAR.

SERVICE RECORD

School Year	DATES OF SERVICE FROM (Mo/Day/Year) TO (Mo/Day/Year)	Assignment	Hours Per Day	Days Per Year Scheduled	Days Per Year Worked

PLEASE RETURN COMPLETED
FORM ALONG WITH A COPY OF
THE JOB DESCRIPTION(S) TO:



Christine Nystrom
CLASSIFIED SPECIALIST
SOUTH KITSAP SCHOOL DISTRICT
2689 Hoover Ave SE
Port Orchard, WA 98366-3013
(360) 874-7071

Please indicate the **sick leave balance** available for transfer (hours):

Signature

Date

Printed Name

School District

Title

Phone Number



South Kitsap School District

FORM 187

Human Resources

2689 Hoover Ave SE
Port Orchard, WA 98366-3013
(360) 874-7083 / (360) 874-7076 FAX

VERIFICATION OF PROFESSIONAL EMPLOYMENT Certificated

TO:

Superintendent/Designee

School District/Institution

Street Address

City, State, ZIP Code

The individual whose name appears below must have previous professional employment verified. Please complete the information requested on the attached form. Your assistance in establishing a correct service record for this employee is appreciated.

NAME (First / Middle / Last)

FULL NAME when Last Employed with your Organization

SOCIAL SECURITY NUMBER

Approximate Dates of Employment
For which Verification is Requested

Approximate Dates of
Leave of Absence Periods

Position(s)

Name of School(s) or Department(s)

I authorize you to release all information requested in the "Verification of Employment" to the address listed above for South Kitsap School District.

Employee Signature

Date

Lalaina Olson

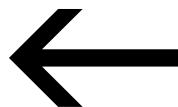
CERTIFICATED SPECIALIST

SOUTH KITSAP SCHOOL DISTRICT

2689 Hoover Ave SE

Port Orchard, WA 98366-3013

(360) 874-7083



Return completed
Verification of
Professional Employment
to this address.

EMPLOYEE NAME

SOCIAL SECURITY NUMBER

FORM 187 - page 2

Instructions for Columns 1-9:

Please follow instructions carefully to ensure full credit.
Please call 360-874-7083 if you need assistance.

South Kitsap School District

2689 Hoover Ave SE
Port Orchard WA 98366

1. List position(s) chronologically by year. Use one line for each calendar year or change in status. List grade level taught.
2. Circle YES or NO.
3. List Start/End Service dates.
- 4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year (i.e., 180 days at 7.5 hours per day).**
- 6/7/8. List the exact number of days (rounded to 1/4 day) and hours this employee was actually paid for services in the listed position. List total hours paid (Column 6 times Column 7).**
9. Write any special comments or notations.

1	2	3	4	5	6	7	8	
Position	Subject Taught	State Education License (Certification) Required	Dates of Service From Month/Day/Yr To Month/Day/Yr	Number of Paid Days in Full-Time Year In Your Institution	Number of Paid Hours in Full-Time Day In Your Institution	Number of Days Paid to This Employee During This Period	Number of Contract Hours <u>Per Day</u> Paid To This Employee During this Period	Total Hours Actually Paid (Column 6 x Column 7)
EXAMPLE 1: Teacher	Math, English/LA,	YES or NO	9/13/86-6/12/87	180	7.5	173	7.5	(173x7.5=1297.50)
EXAMPLE 2: Substitute	Science, Geo, etc.	YES or NO		180	7.5	14	7.5	(14x7.5=105.00)
		YES or NO						
		YES or NO						
		YES or NO						
		YES or NO						
		YES or NO						
		YES or NO						
		YES or NO						
		YES or NO						
		YES or NO						

9) COMMENTS OR NOTATIONS:

➔ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent/Designee

School District/Institution

Print Name

Address

Date

Title

Citz, State, ZIP Code

Phone Number

**South Kitsap School District****Human Resources**

2689 Hoover Ave SE
Port Orchard, WA 98366-3013
(360) 874-7079 / (360) 874-7076 FAX

ADDITIONAL TIME & RESPONSIBILITY PAY TIMESHEET

Employee's Name

Location

PAYMENT OPTIONS

The Building-determined hours are paid as worked. The remaining **117.5** hours for a 1.0 FTE Teacher will be paid according to the option selected by teachers hired prior to the 2001-2002 school year (teachers hired starting with the 2001-2002 school year will be Option 1 only). Indicate the selected payment option and complete the instructions for recording the teacher-determined ATRP (T-ATRP) hours.

- ☐ **Option 1** - I have selected Option 1. My T-ATRP hours will be paid in equal monthly installments throughout the year. (Due in HR no later than 6/30)
- ☐ **Option 2** - I have selected Option 2. **Only available to teachers hired prior to 2001-2002 school year.** My T-ATRP hours will be paid in one lump sum and I am selecting the following month for payment:
- ☐ November (**Due in HR by 11/1**) ☐ March (**Due in HR by 3/1**) ☐ June (**Due in HR by 6/1**)

HOURS WORKED & VERIFICATION

I verify that I have worked the hours of T-ATRP time listed below between 8/1 and 6/30 (for Option 1) or 8/1 and the date this form is submitted (for Option 2, due no later than 6/1):

Code*	Hours Worked		Code*	Hours Worked
A			D	
B			E	
C			F	

Total T-ATRP Hours

* See page 2 for code definition.

Print Form

Employee's Signature

Date

AUTHORIZATION

Supervisor's Signature

Date

Upon completion of this form, and employee and supervisor have signed, please return form to **Human Resources**.

FOR PAYROLL USE ONLY:

Total Hours

Masters

PhD

ADDITIONAL TIME & RESPONSIBILITY PAY TIMESHEET

Instructions

GENERAL

Employees should select the appropriate payment option and complete the number of hours worked. Please use ink, not pencil. ALL timesheets must be submitted to the employee's supervisor for approval prior to submitting to Human Resources for processing.

HOURS AVAILABLE

A maximum of 150 hours of ATRP (which includes: 7.5 hours on August 26th and 7.5 hours at building discretion, 15 hours for PLC-ATRP, and 2.5 hours for the Exchange Day) are available for 1.0 FTE teachers. Partial FTE is pro-rated accordingly. ATRP may be worked in one-half (1/2) hour increments. Time must be worked outside the regular contract day. A teacher may not work more than 4.0 ATRP hours on a school day, or 7.5 ATRP hours on a non-school day, unless supervising a student activity.

T-ATRP CODES

For T-ATRP hours, indicate the service performed using the following codes:

A. Curriculum Development	Developing unit/lessons, IEP development, organization of materials, computer program familiarization, integration of curriculum, collaborative planning, video production
B. Professional Reading	Books, magazines, tapes, journals, materials review
C. Supervision	Sports, activities, concerts, talent shows, field trips, productions (but not open house). When exceeding the maximum daily ATRP hours, written documentation of hours is required per activity.
D. Professional Meetings	Attendance at meetings outside the contract day for which you are not reimbursed (i.e., parent conferences, mentoring, tutoring, district meetings)
E. Professional Training	Conferences, classes, in-services, seminars
F. Professional Preparation	Grading, lesson planning, report card preparation

MASTERS PAYMENT

For those employees who hold a Master's Degree, an additional five hundred and fifty dollars (\$550) annual stipend shall be paid (pro-rated for part-time employees). For those holding a Doctorate Degree, an additional one thousand dollars (\$1,000) annual stipend shall be paid (pro-rated for part-time employees). Option 1: Master's payment is included in the monthly payment. Option 2: Master's payment will be made on the same payment as selected, provided that a minimum of twenty-five hours (pro-rated for part-time employees) is submitted.

**South Kitsap School District****Human Resources**

2689 Hoover Ave SE / Port Orchard, WA 98366-3013
(360) 874-7079 / (360) 874-7076 FAX

ADDITIONAL TIME VERIFICATION RECORD
Supplemental Contract - Monthly Payment Stipends

Instructions: Some employees are issued a supplemental contract that is time driven and payment is made pursuant to the Collective Bargaining Agreement in equal monthly installments over the course of the school year. The purpose of this record, in accordance with the record requirements of the State of Washington as set out by the Auditor's Office, is to provide verification of the additional hours performed as documented on this additional time verification record.

Each employee holding such a contract (i.e., additional time for counselors, deans, librarians, and vocational teachers) shall complete this form at the end of each fiscal year (July 31st annually), or earlier if the services are completed. The form is to be submitted directly to Human Resources. Failure to complete this form may result in a deduction of pay for the contract amount.

Employee's Name**Location****Contract Activity**

(i.e., Counselor, Dean, Librarian, Vocational Teacher)

Complete the following log to document completion of authorized additional time:

Date Worked	Hours Worked		Date Worked	Hours Worked
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total hours worked for the fiscal year (August-July):**Print Form**

The undersigned hereby testifies that this record is accurate and that the employee performed the services noted herein.

Employee's Signature

Date

Supervisor's Signature

Date

Upon completion of this form, and employee and supervisor have signed, please return form to **Human Resources**.



South Kitsap School District
Human Resources

FORM 376

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DUTY VERIFICATION RECORD
Supplemental Contract - Non-Time Driven Record

Instructions: The records requirements of the State of Washington as set out by the Auditor's Office specify that the District must maintain records of work completion for those employees who hold non-time driven supplemental contracts. Each person holding such a contract is required, as a condition of the contract, to complete the following duty verification records. This document is to be submitted at the end of the duty assignment.

For **coaches**, this would be at the end of the sport season for each applicable sport

For **department heads/advisors**, this would be at the end of the school/fiscal year

Failure to submit this time record, may result in a deduction of pay for the contract amount.

Employee's Name

Location

Contract Activity

(i.e., Department Head, Coach, Advisor)

Date Services Began

Date Services Ended

Print Form

The undersigned hereby testifies that this record is accurate and that the employee performed the services noted herein.

Employee's Signature

Date

Supervisor's Signature

Date

Upon completion of this form, and employee and supervisor have signed, please return form to **Human Resources**.