

# Substitute Orientation/Handbook

**2017 - 2018**



**Seattle Public Schools  
Substitute Services  
2445 3<sup>rd</sup> Ave S  
Seattle, WA 98124**

**[Suboffice@seattleschools.org](mailto:Suboffice@seattleschools.org)**

**206-252-0388 – Sub Office**

**206 252-0215 – HR Front Desk**

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Dear Substitute,

Welcome to Seattle Public Schools! Whether you are new to the District or a returning substitute, we want to take this opportunity to thank you for choosing to work in our District and provide valuable service to our students. We appreciate the experience and expertise that you bring as a substitute to ensure quality education, safety, and success for every student, every day!

At Seattle Public Schools, you will find beautiful and diverse school communities, with a commitment to meet each child's needs for growth socially, emotionally and academically. Working as a substitute is a rewarding profession that allows you to get to know their students and identify strengths, challenges and passions as well as effective strategies in and out of the classroom. In addition to teaching in the classroom, substitutes play an important role in providing valuable services in our school offices, supervising students and a variety of other responsibilities, which support students, and staff in our schools.

This Substitute Handbook will provide you with a variety of tools and necessary information to be a successful substitute. We look forward to sharing the excitement of working with the students and our staff this school year!

Thank you in advance for your valuable contribution to the District!

We wish you all the Best,

The Substitute Services Team

Human Resources | John Stanford Center for Educational Excellence ★ 2445 3<sup>rd</sup> Avenue South 98134 ★ [www.seattleschools.org](http://www.seattleschools.org)  
Mailing Address: MS 33- 157 ★ PO Box 34165 ★ Seattle, WA ★ Tel: 206.252.0030 ★ Fax: 206.252.0366

## Navigating SPS Website

Website address: [www.seattleschools.org](http://www.seattleschools.org)

At the top of the page click on **Staff**, then **MySPS** and under, **Links and Resources**, click on **Aesop login for all users**.

To access the “inside” web pages you will need to use your district username and password. The preferred browser to use is Internet Explorer.

Your login name for a District computer is the first letter of your FIRST NAME, your MIDDLE INITIAL and your LAST NAME.

The INITIAL PASSWORD for this account is the first two letters of your last name and your zip code (the same zip code you provided the district on your application).

The first letter of your password is LOWER CASE and the second letter is UPPER CASE. The password is case sensitive.

EXAMPLE:

Full Name: Walter H. Magoo

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

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

*You will be prompted to change your password immediately.*

If you have problems or questions please contact the **TechLine** at **206-252-0333**. The TechLine is open Monday through Friday from 7:30 am until 4:00 pm.

## SEATTLE PUBLIC SCHOOLS 2017 - 2018 SCHOOL YEAR SUBSTITUTE INFORMATION

1. **Substitute Work Requirement for the 2017 – 2018 School Year:** Classified and certificated substitutes must work at least **10 days per school year** to remain on the substitute roster for the 2018-19 SY. Failure to comply will result in termination on 6/30/2018.
2. The Seattle Public School district uses **AESOP**, a tool that enables schools to automatically call in or search for substitute teachers online. Substitutes can enter days of availability and school preferences directly into Aesop and have access 24 hours a day, seven days a week to the system via phone or Internet. This access makes it possible for substitutes to proactively control their schedules by checking the system to identify jobs that are entered substantially in advance or in the middle of the night for the next day. For detailed information about Aesop, training tutorials, and login instructions, go to: <http://www.seattleschools.org> at the top right corner, click on **Staff** then **MySPS** and under, **Links and Resources**, click on **Aesop login for all users**.
3. **Salary Rates:** Substitute salary rates are included in this handbook on page 19. They can also be found on our website. **The first student day for the 2017-18 SY is Wednesday, September 6, 2017.**
4. **District Maps and Building Locations:** <http://www.seattleschools.org>. Click “Substitute” for maps and other important information for substitutes.

**COLLECTIVE BARGAINING AGREEMENTS (CBA):** The collective bargaining agreements can be found on the internal pages of our Substitute website under **Tasks and Resources for Substitutes**. They are under the Seattle Education Association.

- Certificated Non-Supervisory Employees: Substitute Section begins on p. 56
- Paraprofessional Employees: Substitute Section begins on p. 71
- SAEOP (Clerical): Substitute Section begins on p. 73

## SEATTLE PUBLIC SCHOOLS OUTLOOK EMAIL ACCOUNT

It is extremely important for you to maintain a Seattle School District email account so that you receive communications from the Substitute Office. **Initial set-up must be on a District computer.**

How to login to your Outlook E-Mail Account:

Your login name for a District computer is the first letter of your FIRST NAME, your MIDDLE INITIAL and your LAST NAME.

The INITIAL PASSWORD for this account is the first two letters of your last name and your zip code (the same zip code you provided the district on your application).

The first letter of your password is LOWER CASE and the second letter is UPPER CASE. The password is case sensitive.

EXAMPLE:

Full Name: Walter H. Magoo

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

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

*You will be prompted to change your password immediately.*

If you have problems or questions please contact the **TechLine** at **206-252-0333**. The TechLine is open Monday through Friday from 7:30 am until 4:00 pm.

### AESOP

**AESOP** is a Substitute Management and Placement System. Please go to MySPS portal to review the online tutorials and acquaint yourself with Aesop's many unique features. We are sure you will agree it is a user-friendly program. These tutorials are short in length and can be viewed as many times as necessary.



**Aesop Phone**

**1-800-942-3767**



**SPS Aesop Web**

<https://mysps.seattleschools.org/cms/one.aspx?portalId=25907&pageId=26550271>

## **Accepting Substitute Assignments: Questions & Expectations**

### **How will I get jobs?**

1. The automated call system may call you at home during one of the scheduled evening call-out periods, (between 5:00pm to 9:30pm) or morning call-out periods, (starting at 5:00am until the job is filled). You can set your own call preferences, refer to our Inside portal for Training Resources.
2. You may call the automated call system at (800) 942-3767 to listen for open jobs.
3. You may log in to Seattle Public Schools internal portal:  
<https://mysps.seattleschools.org/cms/one.aspx?portalId=25907&pageId=26550271>
4. You may be called directly by either the Suboffice or the School Staff to be pre-arranged for an assignment.

If you use the phone system, please remember to write down the job number.

### **What happens if I need to cancel a job?**

Sometimes it is necessary to cancel out of a job due to an illness of yourself or a family member. Please try to avoid canceling on the day of the assignment. If you must cancel more than 12 hours of the start of the sub assignment, **you** can cancel the job in Aesop. If you cancel within 12 hours of the start of the sub assignment, it is essential for you to call the substitute office at 206 252-0388 to alert us of the late cancellation as well as the school so they are also made aware. See MOU on page 24.

### **What do I do if I get a call for a job and the start time has already passed?**

Aesop may call you after a job has actually begun. This means we are still looking for someone to fill the job. You may accept the job, and then call the school to let them know you can take the assignment. You are expected to arrive within one hour from the time you accepted the assignment in the system.

### **What hours am I expected to work?**

We expect our *employees* to enter the hours they *need* a SUB to work, however we know this is not always common practice. Classified Subs get paid for the hours worked so this often does not present a problem for them, but for Certificated Subs, if you are scheduled to work more than 3.5 hours, you are expected to be available to work for 8 hours since you would be paid for 8 hours. This includes student early release days. If you can only work 4 hours due to prior commitments, then perhaps you should choose an assignment scheduled for 3.5 hours or less. The school can also choose to release you early if they do not need your assistance.

## **What do I need to know about working in a long-term assignment?**

If you are a Certificated Substitute and you work 16 consecutive days or more in the same assignment, you are entitled to contract pay, **please notify the Suboffice**. You can also acquire earned sick leave and after 60 consecutive days, you qualify for benefits.

If you are, a Classified or Clerical substitute and you work 60 or more consecutive days in the same assignment you could qualify for Benefits. If you are covering for someone who is on a leave of absence, you could also acquire earned sick leave. **Please notify the Suboffice**.

### **Failing to report for an assignment, you have agreed to:**

Sometimes substitutes forget to record an assignment they have accepted. This can sometimes lead to an empty classroom, unsupervised playground, or a shortage of support staff. It is essential that you keep an active and visible calendar of the jobs you have accepted. Not showing up for an assignment can result in an incident report.

### **Timeliness is essential:**

Unless you accept a same day assignment, you are expected to arrive **ON TIME**. If you are running late please contact the school and/or the Suboffice, failure to do so may result in an incident report. If you accept an assignment the day of, you are expected to arrive within one hour from the time you accepted the assignment in the system.

### **We are interested to know if you know ASL.**

Please let the Suboffice know if you know American Sign Language. We often have requests from our Special Ed Department for this skill.

### **We are interested to know if you are Bilingual.**

Please email the Suboffice and let us know if you are bilingual, and what languages you are fluent so we can update our records. We often have requests from our ELL and International Program department.

### **How do I get an Employee Badge?**

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



## **Where can I find Timesheets? What is the Process?**

You can print timesheets from our website. Go to the MySPS portal, under Links and Resources, click on Aesop Login for all users, on the left side of the page click on “Substitutes” and scroll down to Forms.

Timesheets must be complete and approved by an Administrative staff person or designee at the School/Department where you are working at the end of each workday of the sub assignment. Please mail timesheet(s) to the address provided on the front of the timesheet or use an intra-district envelope and send it to Payroll Services at MS 33-344. Drop-off boxes for Substitute Timesheets are available in the John Stanford Center lobby and at Payroll Services. Original copies of timesheets are required. Payroll does not accept scanned timesheets, faxed timesheets or copies of timesheets. We suggest that you retain copies of your timesheets for your records. Please remember to send your timesheet in on a weekly basis – every Friday. **Incomplete and / or late timesheets may result in a month’s delay of payment.**

Timesheets received **after** the payroll deadline will be processed for payment on the following payroll period. Substitute Services sends a monthly email reminder to your district outlook account reminding you of the timesheet processing deadlines.

Errors, missing, or illegible information may cause a delay in the processing of timesheet(s). An example of a properly completed timesheet can be found on page 18.

## **Whom do I contact if I have questions about my paycheck?**

Please email [Payroll@seattleschools.org](mailto:Payroll@seattleschools.org) with your specific question. The Payroll Office will respond to your email within 48 hours.

## **How would I qualify for Medical Benefits?**

Certificated (Teachers, Nurses, and Counselors): – After sixty (60) consecutive workdays in the same assignment, certificated substitutes shall be eligible for medical and dental benefits. Coverage shall begin on the first of the following month if the eligibility begins between the 1<sup>st</sup> and 15<sup>th</sup> of the month. If eligibility begins after the 15<sup>th</sup> of the month coverage shall begin on the first of the second full month thereafter. Eligibility shall be for a minimum of three (3) months beyond the last day in the assignment.

Classified: (Clerical, Paraprofessional) – After sixty (60) consecutive days in the same assignment, classified substitutes shall, on the first (1<sup>st</sup>) day of the month following the sixtieth (60<sup>th</sup>) work day, be eligible for health benefits. Eligibility shall be for a minimum of three (3) months or longer if he/she continues in that assignment after the sixtieth (60<sup>th</sup>) workday. He/she will continue to receive health benefits through the end of the budget year if he/she continues working in the same assignment through the end of the work year.

## When do I qualify for 16-Day contract pay?

Certificated substitutes are eligible for contract pay after 16 consecutive days in the same assignment. The Classification and Compensation department determines the salary placement and notifies the substitute via district email. To qualify for contract pay you need to submit to Classification and Compensation department an **official sealed transcript** identifying a BA, any post BA credits/or degree and verification of experience outside of Seattle Public Schools. Send to: Mail Stop 33-385. Payroll starts the process of 16-day pay at the end of the month in which it was earned. You will be compensated for your 16-day assignment retroactive back to day one of the assignment on the 1<sup>st</sup> payroll of the following month. **The deadline to provide all salary placement materials for a salary adjustment within that SCHOOL YEAR must be RECEIVED no later than June 30 of that school year, in which a 16-day Sub assignment was performed, in order to be eligible for retroactive pay to the start of the 16-day assignment.** For any questions concerning contract placement, contact [hrcompensation@seattleschools.org](mailto:hrcompensation@seattleschools.org). Any other questions, contact the [suboffice@seattleschools.org](mailto:suboffice@seattleschools.org).

## Will I ever qualify for Unemployment Insurance as a Substitute?

Because scheduled, unpaid periods are predetermined by the negotiated school calendar, these recess periods **do not** qualify for unemployment compensation. This is because you have reasonable assurance that following each of the vacation/recess periods you remain active on our substitute list unless you indicate that you would like to be removed from the sub list or have worked less than 10 days in the school year.

## How do I earn Sick Leave?

Certificated Substitutes (Teachers, Nurses, Counselors) serving in one (1) single assignment up to and including twenty (20) consecutive workdays shall be credited with one (1) day of sick leave for each twenty (20) consecutive work days in that assignment. This sick leave shall accumulate from year to year and apply to all substitute assignments of twenty-one (21) consecutive workdays or more. Substitutes who serve in assignments of twenty-one (21) or more consecutive workdays shall be entitled to Bereavement Leave. One day missed within the first twenty (20) days of an assignment will not be counted against a substitute's progress toward a consecutive day requirement. **IMPORTANT NOTE:** If you have worked as a long-term substitute in previous years and have an earned sick leave balance available, those sick leave hours can be used but **only** in another long-term substitute assignment (at least 16 days). Contact the Substitute Office if you have questions.

Classified substitutes serving in one (1) single assignment for more than sixty (60) days, for someone **on leave**, shall be credited with one (1) day of Sick Leave for each twenty (20) consecutive workdays in that assignment. One (1) missed day within the first twenty (20) days of an assignment will not be counted against a substitute's progress toward a consecutive day requirement. The Substitute Services keeps track of sick leave days earned as a sub, which you are eligible to use only as a substitute employee with the District.

### **What is the process for taking Professional Development Classes?**

Go to <http://mysps.seattleschools.org/>. Near the top of the page, there is a drop-down menu for Calendars. Click on the Professional Development calendar to see upcoming classes. Please note that enrollment in a Professional Development class is voluntary, you will not be paid to attend such class unless specifically stated you will be paid to attend the class. To register for an advertised course, contact Pam Panagiotou at [pcpanagiotou@seattleschools.org](mailto:pcpanagiotou@seattleschools.org) with the name and date of the course you would like to attend. Substitute Services does NOT manage Professional Development opportunities for substitutes. Do not call or email Substitute Services regarding Professional Development classes.

### **What is Schoology for Substitutes?**

There is a Schoology Group where substitutes can find resources and share ideas. To join the group, log on to Schoology, click on Groups. In the lower left, click Join. Enter the access code **QRKHC-C64X7**. Click Join. Your membership needs to be approved, so it may take up to 24 hours before you can enter the group

### **How do I get Step Increases?**

Certificated and Classified substitutes both receive step increases based on the number of hours worked over the course of a school year. See page 19 for the break down.

### **How do I contact the Substitute Office?**

Phone: 206-252-0388  
Email: [Suboffice@seattleschools.org](mailto:Suboffice@seattleschools.org)  
Address: 2445 3<sup>rd</sup> Ave S. Seattle, WA 98134 MS: 33-192  
Or PO Box 34165 Seattle, WA 98124, MS: 33-192.  
Mail Stop: 33-344

### **What are the Substitute Services Office Hours?**

Monday – Friday, 7:00 am – 3:30 pm

### **What do I need to do to remain active in Aesop for the following year?**

Accept Substitute assignments and work for at least 10 days during the school year. In early June, a “Letter of Assurance” will be sent out for you to sign and return letting us know if you want to remain a sub for the next school year. If you have **not** worked the required 10 days, you will be terminated regardless of your interest to remain a SUB the following school year.

### **Whom do I contact if I have questions about the information contained in this Handbook?**

Email your questions to the Suboffice: [Suboffice@seattleschools.org](mailto:Suboffice@seattleschools.org) .

### **11 Tips for Making a Good 1<sup>st</sup> Impression**

1. Be mindful of your body language and posture.
2. Modulate your pitch and tone of voice.
3. Choose your words wisely.
4. Dress the part.
5. Make eye contact.
6. Know your audience.
7. Come prepared.
8. Be authentic.
9. Put your phone away.
10. Make a connection.
11. Do not forget to follow up. Ask for feedback.

## MANDATORY TRAININGS

**Adult Sexual Misconduct: What All School Staff Need to Know and Do:** Certificated and Classified Substitutes are required to complete after hire.

**Health Trainings for Care of Students with Life threatening Conditions:** Certificated and Classified Substitutes are required to be trained and knowledgeable in the care of students with anaphylaxis, or life threatening allergies. SPS is enrolled in a program whereby all employees can access appropriate training modules with a posttest to assure a basic understanding of required and recommended health training. To access this training, go to <http://www.seattle.wa.safeschools.com/login>. Currently we have five trainings: Blood borne Pathogen, Diabetes, Asthma, Life-Threatening Allergies and Seizures. Please read the attached flyer and follow the instructions as outlined. Please access these training modules as soon as possible. If there are problems with registration after the end of September, please email Shelly Kerby @ [shkerby@seattleschools.org](mailto:shkerby@seattleschools.org).

## INCLEMENT WEATHER PRACTICE

**Late Start Information:** If there is the school has a Late starts due to weather or other unscheduled reasons, you still need to arrive at your assignment at the **regular** reporting time – safety permitting. If you need to arrive late, please notify Substitute Office **and** the school that you are schedule to work.

## SEATTLE EMERGENCY INFORMATION

### RADIO/TV STATIONS

AM Radio Stations:

KOMO 1000, KGNW 820, KJR 950, KIRO 710, KTTH 770, KKOL 1300, KVI 570

FM Radio Stations:

KEXP 90.3, KUOW 94.9, KnKX 88.5, KISW 99.9, KPWK 93.3, KMPS 94.1, KZOK 102.5, KING 98.1, KHTP 103.7, KNHC 89.5, KCMS 105.3, KNDD 107.7, KBKS 106.1, QMV 92.5, KKWF 100.7, KPLZ 101.5, KJAQ 96.5, KRWM 106.9, KVRQ 98.9

TV Stations:

KOMO 4, KING 5, KCTS 9, KONG 16, FOX 13

To register for emergency Alerts and notifications go to <http://www.seattle.gov/emergency-management>

During an emergency go to [www.seattle.gov](http://www.seattle.gov) for the latest information.

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## HEALTH TRAINING INFORMATION

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**TO:** SUBSTITUTES FOR SEATTLE PUBLIC SCHOOLS  
**FROM:** MARIE DEBELL, STUDENT HEALTH SERVICES PROGRAM MANAGER  
**SUBJECT:** HEALTH TRAINING FOR CARE OF STUDENTS WITH LIFE THREATENING CONDITIONS  
**DATE:** 9/1/17

Starting in September 2009, District Policy [No. 3420](#) was created in response to RCW that requires all staff to be trained and knowledgeable in the care of students with anaphylaxis, or life threatening allergies. In SPS, we have over 1200 students with this health concern. The training is in addition to a requirement that staff is trained in the care of students with asthma of which there are over 3,000 students with this conditions described in [Procedure 3419](#).

SPS is enrolled in a program whereby all employees can access appropriate training modules with a posttest to assure a basic understanding of required and recommended health training. The site to access this training is [SafeSchools](#). Once you access the site, you log in with your email account name, for me it is mdebelt for example, and then proceed to confirm you are the right person. If you have difficulties logging in contact Shelly Kerby, Environmental Health & Safety Coordinator to get the correct log in at [Shkerby@seattleschools.org](mailto:Shkerby@seattleschools.org). After you have successfully completed the posttest your name will be available to the person assigned to monitor your training or if requested you may print a certificate of completion. As a substitute for SPS you are required to take the asthma, blood borne pathogen exposure prevention and anaphylaxis trainings and it is recommended that you also complete the diabetes and seizure training so you will be prepared for the care of students with these challenges. If you want to take any of the other training modules, you are encouraged to do so.

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

1. Identify the school staff that will give the Epi-pen in the event of ingestion of identified allergen or symptoms of anaphylaxis.

OR

2. See the school nurse and receive the needed annual training from the nurse on how to administer the Epi-pen to the affected student.

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

## PowerSchool Training for Clerical Substitutes

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

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

**Day 1:** PowerSchool Basics and Attendance, 8:00-3:30

**Day 2:** PowerSchool Demographics, 8:00-12:00

### **Dates:**

- August 15 and 16, 2017
- August 31 and September 1, 2017
- September 19 and 20, 2017

New school staff have priority for the first training. Clerical Substitutes should register for the later trainings if possible.

After the start of school, PowerSchool training for new Clerical subs is offered every month during the school year. **Substitutes must have attended an employee orientation and be "staffed" or have approval from HR prior to the training.**

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



## Professional Development for Substitutes

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

All courses offered within Seattle Public Schools are available to substitute employees on a space available basis. Courses offered are listed at <http://mysps.seattleschools.org/> choose the Professional Development calendar from the Calendars tab to view upcoming scheduled courses.

Substitutes can register for individual courses by contacting the instructor responsible for the training.

**Substitute employees** may request to be reimbursed for up to a maximum of \$500 per employee per year for courses offered outside of Seattle Public Schools. The funds are set aside on a first-come-first served basis and available for substitutes who are actively working and in good standing (defined by employed in the district at least 6 months, worked at least 25% of available student days and no more than 2 unsatisfactory evaluations). In order to be reimbursed for conference attendance, please submit the following documents to **Kim Van Atta at MS 32-156. All forms and receipts must be received by the Accounting Department within sixty (60) days of payment by the employee. Please plan accordingly to allow for enough processing time:**

An Employee Reimbursement Requisition (fill out the top portion only):  
[http://mysps.seattleschools.org/UserFiles/Servers/Server\\_25823/File/Forms/Business%20&%20Finance/Accounting/acct\\_generalemployeereimbursement.pdf](http://mysps.seattleschools.org/UserFiles/Servers/Server_25823/File/Forms/Business%20&%20Finance/Accounting/acct_generalemployeereimbursement.pdf)

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

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

**Paraprofessional and certificated substitutes** can access [www.paraeducator.com](http://www.paraeducator.com) and complete free online training. Training available on the site includes the Washington State Recommended Core Competencies for Para educators, Literacy Strategies, Behavior Management and Autism Spectrum Disorder. For certificated teachers who need clock hours, the Puget Sound Educational Service District offers clock hours for many of the courses found on this site.

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

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



# FOUR STEPS TO PROPER LIFTING

## 1. SIZE UP THE LOAD

- Use a hand truck if possible.
- Get help if you need it.
- Check for slivers, nails, exposed staples.
- Use gloves if necessary.
- Make sure you have a clear path to where you are moving it to.



## 2. LIFT

- Bring the load as close to you as possible before lifting.
- Lift with your legs, not your back.
- Keep your head up, your back straight and bend at your hips.



## 3. MOVE

- Keep the load close to your body.
- Look where you are going.
- Shift your feet to turn, don't twist your body.



## 4. GET SET AND LOWER

- When setting a load down, let your leg muscles carry it down.
- Make certain your fingers and toes are clear before setting the load down.



## WHAT YOU SHOULD KNOW ABOUT AN ON-THE-JOB INJURY OR Illness

This information concerns work related injuries or illness:

If you are injured or become ill during the course of your employment, it is your responsibility to notify your principal, program manager or supervisor immediately and to complete an Incident/Injury or Occupational Illness Report as soon as possible. Call the 24/7 Nurse Hotline at 1-877-764-3574 for medical assistance.

Seattle School District #1 is a self-insured employer. This means that the District is responsible for payment of all qualified work related claims. The District retains a third party administrator (TPA) to administer the claims. You must be given a self-insured form to establish a Workers' Compensation Claim as an employee of the District. If medical care is needed a claim packet will be sent to you from CorVel after you contact the 24/7 Nurse Hotline. Your workers' compensation claim will not be considered until you complete and submit the appropriate forms. Upon receipt of the required form, an investigation will be made and you will be notified of the determination.

You may choose any physician who is recognized by state regulations as qualified to treat your condition and who is reasonably convenient to you. The District pays all approved medical costs for a valid claim on your behalf. To transfer from one physician to another, you must request the change in writing and the request must be approved before the transfer can take place.

If your treatment physician authorized time away from work because of the injury or illness, you must provide that authorization in writing before time loss benefits are paid. The day of the injury and the first three days following are considered a waiting period and you will not receive time loss payments for those days unless you are unable to work for at least 14 days immediately following your injury. (Some bargaining contracts contain different provisions.) Your attending physician must certify continued time loss in writing on a regular basis.

For more information regarding an on-the-job injury, visit the benefits website at [www.ourpasswordpage.com](http://www.ourpasswordpage.com). Use **sps** as the password and click on Workers' compensation.

SEA CERTIFICATED / CLASSIFIED SUBSTITUTE SERVICES TIMESHEET



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



Intra-District:  
Payroll – MS 33-344

NAME: Santa Claus EMPLOYEE ID: 001225

SIGNATURE: *Santa Claus*

Last Name, First Name, Middle Initial

Please check one:

CERTIFICATED: Report time in 4 or 8 hours increments  ASSIGNMENT / ABSENT EMPLOYEE  CLASSIFIED: Report actual hours worked (do not include lunch)

DAY	DATE (m/d/yyyy)	JOB CONFIRMATION #	ASSIGNMENT / ABSENT EMPLOYEE	LOCATION	PAID HOURS	AUTHORIZATION
M	9/11/2017	263706688	Kris Kringle	Adams Elementary	8	<i>Kris Kringle</i>
T	9/12/2017	263706688	Kris Kringle	Adams Elementary	8	<i>Kris Kringle</i>
W	9/13/2017	263706688	Kris Kringle	Adams Elementary	8	<i>Kris Kringle</i>
TH						
F						
SA						
SU						
TOTAL PAID HOURS					24	

Please remember to send your timesheet in on a weekly basis – every Friday. Incomplete and / or late timesheets may result in a month's delay of payment. Original timesheets are needed with authorized signatures. Do not fax or send in a copy. Remember to keep a copy for yourself.

## CERTIFICATED

### CERTIFICATED SUBSTITUTES - TEACHING

Salary Schedule	Grade	Days Worked	Hours Worked	Hourly Rate	Daily Rate
CH1	1	0.5 - 29.5	Up to 240.0	\$23.75	\$190.00
CH1	2	30 - 59.9 days	240.1 – 480.0	\$24.82	\$198.56
CH1	3	60.0 - 89.9 days	480.1 - 720.0	\$25.92	\$207.36
CH1	4	90 or more	720.1 or more	\$27.58	\$220.64

### CERTIFICATED SUBSTITUTES - NURSES

Salary Schedule	Grade	Position	Hourly Rate	Daily Rate
CH5	1	Certificated Substitute Nurse	\$35.33	\$282.64

## CLASSIFIED

### PARAPROFESSIONAL SUBSTITUTES

Salary Schedule	Grade	Days Worked	Hours Worked	Hourly Rate	Daily Rate
SU1	1	1-59 Days	Up to 420.0	\$21.34	\$149.38
SU1	2	60-90 Days	420.1 – 630.0	\$22.41	\$156.87
SU1	3	91-120 Days	630.1 – 840.0	\$23.47	\$164.29
SU1	4	121+ Days	840.1 or more	\$24.54	\$171.78

### CLERICAL SUBSTITUTES

Salary Schedule	Grade	Days Worked	Hours Worked	Hourly Rate	Daily Rate
SU2	1	1-59 Days	Up to 480.0	\$18.70	\$149.60
SU2	2	60-90 Days	480.1 – 720.0	\$19.64	\$157.12
SU2	3	91-120 Days	720.1 – 960.0	\$20.57	\$164.56
SU2	4	121+ Days	960.1 or more	\$21.51	\$172.08

### CLASSIFIED SUBSTITUTES - NURSES

Salary Schedule	Position	Hourly Rate	Daily Rate
SU3	Classified Nurse Substitutes	\$28.27	\$226.16

2017-2018 Rates Effective 9/1/2017 w 2.3% pass through and 4.5% contractual increase

# School Year Dates

## 2017-18 School Year Calendar Dates

**Early release Wednesdays:** Students will be released 75 minutes early every Wednesday, except for the first day of school. This is to support improved teacher collaboration and student academic performance.

The school calendar is negotiated between Seattle Education Association and the district. To learn more about the weekly early release, school bell schedules, and our calendar development process, please visit our [School Year Schedule Update announcement](#).

### First and last day of school, breaks and no-school days

**Wed., Sept. 6, 2017** First day of school (regular school hours apply)  
**Mon., Sept. 11, 2017** Kindergartners first day of school (three-day delayed start)  
**Fri., Oct. 13, 2017** State-In-Service Day (no school)  
**Fri., Nov. 10, 2017** Veterans Day (no school)  
**Nov. 20-22, 2017** Elementary Conference Days (no school for elementary and K-8 students)  
**Nov. 23-24, 2017** Thanksgiving Break  
**Fri. Dec. 15, 2017** 1-hour early dismissal (holiday break)  
**Dec. 18, 2017 – Jan. 1, 2018** Winter break including New Year's Day (no school)  
**Mon., Jan. 15, 2018** Martin Luther King Jr. Day (no school)  
**Wed., Jan. 31, 2018** Day between Semesters (no school) \*possible snow make-up day (1 of 3)  
**Feb. 19 – 23, 2018** Mid-winter break including Presidents' Day (no school)  
**April 9 -13, 2018** Spring break (no school)  
**Mon., May 28, 2018** Memorial Day (no school)  
**Fri., June 22, 2018** Last day of school (1-hour early dismissal)  
**June 25 and 26, 2018** Possible Snow Make-Up days

### School Term Dates

**Semesters** (K-8, Middle and High Schools)

- **Tues., Jan. 30, 2018** End of Semester 1
- **Fri., June 22, 2018** End of Semester 2

**Quarters** (K-8, Middle and High Schools)

- **Thurs., Nov. 9, 2017** End of Quarter 1
- **Tues., Jan. 30, 2018** End of Quarter 2
- **Fri., April 6, 2018** End of Quarter 3
- **Fri., June 22, 2018** End of Quarter 4

**Trimesters** (Elementary and K-8)

- **Fri., Dec. 1, 2017** End of Trimester 1
- **Fri., March 16, 2018** End of Trimester 2
- **Fri., June 22, 2018** End of Trimester 3

**Seattle Public Schools Directory 2017-2018**

**High Schools**

<b><u>MS</u></b>	<b><u>School</u></b>	<b><u>Phone</u></b>	<b><u>School FAX</u></b>	<b><u>Nurse FAX</u></b>	<b><u>Principal</u></b>	<b><u>Secretary</u></b>	<b><u>Address</u></b>	<b><u>Zip</u></b>
NA-011	Ballard	252-1000	252-1001	743-3106	Keven Wynkoop	Vivian Belcher	1418 NW 65th	98117
ER-023	Center School	252-9850	252-9851	743-3112	Barbara Casey	Tracey Lott	305 Harrison St.	98109
WA-018	Chief Sealth International	252-8550	252-8551	743-3172	Aida Fraser-Hammer	Donna Veenhuizen	2600 SW Thistle.	98126
SA-012	Cleveland	252-7800	252-7801	743-3113	George Breland	Fely Regan	5511 15 <sup>th</sup> Ave. S.	98108
CA-013	Franklin	252-6150	252-6151	252-6344	Jennifer Wiley	Rubina Warner	3013 S. Mt. Baker Blvd.	98144
CB-014	Garfield	252-2270	252-2271	743-3121	Ted Howard II	Leslie Hurd	400 23 <sup>rd</sup> Ave.	98103
EB-022	Nathan Hale	252-3680	252-3681	743-3152	Jill Hudson	Sandi Mann	10750 - 30 <sup>th</sup> Ave. NE	98125
NB-020	Ingraham	252-3880	252-3881	743-3130	Martin Floe	Mary Smith	1819 N 135 <sup>th</sup> St.	98133
SB-021	Rainier Beach	252-6350	252-6351	743-3162	Keith Smith	LaNita Thomasson	8815 Seward Park S	98118
EA-017	Roosevelt	252-4810	252-4811	743-3165	Kristina Rodgers	Marjorie Gamble	1410 NE 66 <sup>th</sup> St.	98115
WB-019	West Seattle	252-8800	252-8801	743-3186	Brian Vance	Amy Huber	3000 California Ave. SW.	98116

**Middle Schools**

<b><u>MS</u></b>	<b><u>School</u></b>	<b><u>Phone</u></b>	<b><u>School FAX</u></b>	<b><u>Nurse FAX</u></b>	<b><u>Principal</u></b>	<b><u>Secretary</u></b>	<b><u>Address</u></b>	<b><u>Zip</u></b>
ED-590	Jane Addams	252-4500	252-4501	743-3198	Paula Montgomery	Karen Putnam	11051 34th Ave. NE	98125
WC-103	Denny International	252-9000	252-9001	743-3117	Jeff Clark	Mary Wilson	2601 SW Kenyon St	98126
NK-136	Eagle Staff	413-2300	413-2301	743-3200	Marni Campbell	Angela Collins	1330 N 90th St.	98103
EE-134	Eckstein	252-5010	252-5011	743-3119	Treena Sterk	Ann Peterson	3003 NE 75 <sup>th</sup> St.	98115
NF-135	Hamilton International	252-5810	252-5811	743-3127	Tipton Blish	Sandy Adams	1610 N. 41 <sup>st</sup> St.	98103
SE-130	Aki Kurose	252-7700	252-7701	743-3102	Mia Williams	Deanne Bodeau	3928 S. Graham St	98118
WD-107	Madison	252-9200	252-9201	743-3142	Robert Gary	Jana Lyons	3429 45 <sup>th</sup> Ave. SW	98116
NE-118	McClure	252-1900	252-1901	743-3145	Shannon Conner	Linda Luke	1915 - 1 <sup>st</sup> Ave. W	98119
CD-139	Meany	413-2100	413-2101	743-3201	Chanda Oatis		301 21st Ave. E	98112
SC-110	Mercer	252-8000	252-8001	743-3148	Chris Carter	Kate Hodges	1600 S Columbian Way	98108
CC-117	Washington	252-2600	252-2601	743-3183	Susan Follmer	Tanya Maldonado	2101 S. Jackson St.	98144
ND-115	Whitman <b><u>K-8 Schools</u></b>	252-1200	252-1201	743-3188	Sue Kleitsch	Miste Chandler	9201 - 15 <sup>th</sup> Ave. NW	98117

<u>MS</u>	<u>School</u>	<u>Phone</u>	<u>School FAX</u>	<u>Nurse FAX</u>	<u>Principal</u>	<u>Secretary</u>	<u>Address</u>	<u>Zip</u>
NW-289	Catharine Blaine	252-1920	252-1921	743-3109	Ryan LaDage	Sarah Bradley	2550 - 34 <sup>th</sup> Ave. W	98199
WJ-119	Boren STEM	252-8450	252-8451	743-3197	Ben Ostrom	Cindy Baca	5959 Delridge Way SW	98106
NJ-208	Broadview-Thomson	252-4080	252-4081	743-3110	RJ Sammons	Lauri McVicar	13052 Greenwood Ave. N	98133
NY-136	Licton Springs@EagleStaff	413-2400	413-2401	743-3160	Lisa Allphin	Franchesca DeGuzman	1330 N 90th St.	98103
CO-249	Madrona	252-3100	252-3101	743-3143	Mary McDaniel	Tana Leybold	1121 33 <sup>rd</sup> Ave.	98122
SQ-283	Orca (Whitworth)	252-6900	252-6901	743-3158	Toni Talbert-Euerle	Cynthia Rainwater	5215 46 <sup>th</sup> Ave. S.	98118
WT-216	Pathfinder (Cooper)	252-9710	252-9711	743-3159	David Dockendorf	Danielle Otey	1901 SW Genesee St.	98106
NC-111	Salmon Bay (Monroe)	252-1720	252-1721	743-3168	Neil Gerrans	Britta Bowman	1810 NW 65 <sup>th</sup> St.	98117
SG-113	South Shore	252-7600	252-7601	743-3175	Kristin DeWitte	Dena Parmer	4800 So. Henderson St.	98118
CG-599	TOPS (Seward)	252-3510	252-3511	743-3179	Amy Schwentor	Janice Runner	2500 Franklin Ave. E.	98102
NS-263	Hazel Wolf @ Pinehurst	252-4610	252-4611	743-3131	Debbie Nelsen	Evelyn Shelby	11530 12th Ave. NE	98125

### Elementary Schools

<u>MS</u>	<u>School</u>	<u>Phone</u>	<u>School FAX</u>	<u>Nurse FAX</u>	<u>Principal</u>	<u>Secretary</u>	<u>Address</u>	<u>Zip</u>
NG-201	Adams	252-1300	252-1301	743-3101	Tim Moynihan	Debbie McKagan	6110 - 28 <sup>th</sup> Ave. NW	98107
WE-202	Alki	252-9050	252-9051	743-3103	Rena Deese	Noyes, Lisa	3010 - 59 <sup>th</sup> Ave. SW	98116
WF-203	Arbor Heights	252-9250	252-9251	743-3104	Christy Collins	Karen Ferraro	3701 SW 104th St.	98146
NH-204	Bagley	252-5110	252-5111	743-3105	Carla Holmes	Denae Gordon	7821 Stone Ave. N	98103
CE-205	Beacon Hill International	252-2700	252-2701	743-3107	Katie Virga	Nitta, Cheryl	2025 - 14 <sup>th</sup> Ave. S	98144
EF-209	Bryant	252-5200	252-5201	743-3111	Dan Sanger		3311 NE 60 <sup>th</sup> St.	98115
NT-292	Cascadia	413-2000	413-2001	743-3140	Anna Birinyi	Laura Remme	1700 N 90th St.	98103
EJ-210	Cedar Park	252-4300	252-4301	743-3202	Doug Ouellette	Randi Olson	13224 37th Ave. NE	98125
CF-211	Coe	252-2000	252-2001	743-3114	Virginia Turner	Leanne Loewe	2424 7 <sup>th</sup> Ave. W	98119
WG-215	Concord International	252-8100	252-8101	743-3115	Norma Zavala	Patrice Robinson	723 S. Concord St.	98108
CW-218	B. F. Day	252-6010	252-6011	743-3108	Stan Jaskot	Carrie Bauer	3921 Linden Ave. N	98103
SM-251	Dearborn Park	252-6930	252-6931	743-3116	Jessica Conte	Atia Yousuf	2820 S. Orcas St.	98108
EQ-287	Decatur	252-3230	252-3231	743-3203	Rina Geoghagan	Beth Lee	7711 43rd Ave. NE	98115
SI-219	Dunlap	252-7000	252-7001	743-3118	Winifred Todd	Susan Talley	4525 S. Cloverdale	98118
SK-221	Emerson	252-7100	252-7101	743-3120	Erin Rasmussen	Shukura Wilford	9709 - 60 <sup>th</sup> Ave. S	98118
WI-222	Fairmount Park	252-9300	252-9301	743-3196	Julie Briedenbach	Kathy Shelton	3800 SW Findlay St.	98126

**Seattle Public Schools Directory 2017-2018**

**Elementary Schools (cont.)**

<b><u>MS</u></b>	<b><u>School</u></b>	<b><u>Phone</u></b>	<b><u>School FAX</u></b>	<b><u>Nurse FAX</u></b>	<b><u>Principal</u></b>	<b><u>Secretary</u></b>	<b><u>Address</u></b>	<b><u>Zip</u></b>
WK-225	Gatewood	252-9400	252-9401	743-3122	Kyna Williams	Katy Thomas	4320 SW Myrtle St.	98136
CI-226	Bailey Gatzert	252-2810	252-2811	743-3123	Laurie Kazanjian	Carrie Bolden	1301 E. Yesler Way	98122
WH-227	Genesee Hill	252-9700	252-9701	743-3171	Gerrit Kischner	Pamela Jones	5013 SW Dakota St.	98116
SJ-220	Graham Hill	252-7140	252-7141	743-3124	Deena Russo	Diane Lee	5149 S. Graham St.	98118
NM-229	Green Lake	252-5320	252-5321	743-3125	Joanne Bowers	Jennifer Allen	2400 N. 65 <sup>th</sup> St.	98103
EG-230	Greenwood	252-1400	252-1401	743-3126	Walter Trotter	Deidre Palmer	144 NW 80 <sup>th</sup> St.	98117
SL-233	Hawthorne	252-7210	252-7211	743-3128	Sandra Scott	Joyce Shimizu	4100 - 39 <sup>th</sup> Ave. S	98118
CK-234	John Hay	252-2100	252-2101	743-3132	Tami Beach	Kathleen Brose	201 Garfield St.	98109
WL-235	Highland Park	252-8240	252-8241	743-3129	Chris Cronas	Katie Niskanen	1012 SW Trenton St.	98106
CU-288	Kimball	252-7280	252-7281	743-3134	Jim Buckwalter	Deeqa Kosar	3200 - 23 <sup>rd</sup> Ave. S	98144
SF-207	Martin Luther King Jr.	252-6770	252-6771	743-3149	Chris Thomas	Ave Seni	6725 45 <sup>th</sup> Ave. S	98118
WO-239	Lafayette	252-9500	252-9501	743-3135	Cindy Chaput	Kathy Johnson	2645 California Ave. SW	98116
EH-242	Laurelhurst	252-5400	252-5401	743-3136	Sarah Talbot	Kristina Cerise	4530 - 46 <sup>th</sup> Ave. NE	98105
NI-243	Lawton	252-2130	252-2131	743-3137	Dorian Manza	Susan Lundh	4000 - 27 <sup>th</sup> Ave. W	98199
CL-244	Leschi	252-2950	252-2951	743-3138	Rhonda Claytor	Teresa Stout	135 - 32 <sup>nd</sup> Ave.	98122
CM-245	Lowell	252-3020	252-3021	743-3139	Colleen Stump	Tammy Watson	1058 E. Mercer St.	98102
NP-246	Loyal Heights @ J. Marshall	252-1500	252-1501	743-3141	Gerri Guerrero	Kathryn Katzen	520 NE Ravenna Blvd.	98115
SR-286	Wing Luke	252-7630	252-7631	743-3190	Davy Muth	Andrea Campbell-Staley	3701 S. Kenyon St.	98118
SN-252	Maple	252-8310	252-8311	743-3144	Elena Sanchez	Mary Craig	4925 Corson Ave. S	98108
CS-212	Thurgood Marshall	252-2800	252-2801	743-3177	Katie May	Hazel Patu	2401 S. Irving St.	98144
NT-247	McDonald	252-2900	252-2901	743-3146	Michelle Sushner	Jane Petrich	144 NE 54th St.	98105
CN-248	McGilvra	252-3160	252-3161	743-3147	Maria Breuder	Lynne Chelius	1617 - 38 <sup>th</sup> Ave. E	98112
CQ-255	Montlake	252-3300	252-3301	743-3150	Melissa Gray	Tiffany Walker	2409 - 22 <sup>nd</sup> Ave. E	98112
CR-256	Muir	252-7400	252-7401	743-3151	Brenda Cuthbertson	Sonia Larson	3301 S Horton St.	98144
NR-259	North Beach	252-1510	252-1511	743-3153	Julie Cox	Sarah Bradley	9018 - 24 <sup>th</sup> Ave. NW	98117
NQ-257	Northgate	252-4180	252-4181	743-3154	Dedy Fauntleroy	Kea Ireland	11725 - 1 <sup>st</sup> Ave. NE	98125
EK-261	Olympic Hills	413-2200	413-2201	743-3156	Libby DeBell	Joyce Phitts	13018 20th Ave. NE	98125
EL-262	Olympic View	252-5500	252-5501	743-3157	Andrew Bean	Teresa Olmsted	504 NE 95 <sup>th</sup> St.	98115
CH-974	Queen Anne	252-2480	252-2481	743-3161	Janine Roy	Karen Rang	411 Boston St	98109



ST-264	Rainier View	252-6700	252-6701	743-3163	Anitra Pinchback-Jones	Elizabeth Ward	11650 Beacon Ave. S	98178
EM-266	Rogers	252-4320	252-4321	743-3164	Sara Mirabueno	Satomi Manabe	4030 NE 109 <sup>th</sup> St.	98125
WP-267	Roxhill	252-9570	252-9571	743-3166	Tarra Patrick	La'Shanda Ball	9430 - 30 <sup>th</sup> Ave. SW	98126
EI-268	Sacajawea	252-5550	252-5551	743-3167	Rachel Friesen	Doreen Norman	9501 - 20 <sup>th</sup> Ave. NE	98115
ES-269	Sand Point	252-4640	252-4641	743-3169	Kristen Roberts	Sandra Warner	6208 60 <sup>th</sup> Ave. NE	98115
WR-273	Sanislo	252-8380	252-8381	743-3170	Erika Ayer	Gail Crandell	1812 SW Myrtle St.	98106
NN-241	John Stanford International	252-6080	252-6081	743-3133	Sarah Jones	Jill Metz	4057 5 <sup>th</sup> Ave. NE.	98105
CT-272	Stevens	252-3400	252-3401	743-3176	Brian Fitch	Val Derosier	1242 18 <sup>th</sup> Ave. E.	98112
EQ-291	Thornton Creek	252-5300	252-5301	743-3178	John Miner	Cindy Spencer	7712 40 <sup>th</sup> Ave. NE	98115
SP-290	Van Asselt (AAA)	252-7500	252-7501	743-3180	Monique Manuel	Regina Kidd	8311 Beacon Ave. S	98118
EN-277	View Ridge	252-5600	252-5601	743-3181	Terri Skjei	Rae Keyes	7047 - 50 <sup>th</sup> Ave. NE	98115
NT-276	Viewlands	252-4400	252-4401	743-3182	Amy Klainer	Signe Roscoe	10525 3 <sup>rd</sup> Ave. NW	98177
EO-279	Wedgwood	252-5670	252-5671	743-3184	Stephen Liu		2720 NE 85 <sup>th</sup> St.	98115
WM-236	West Seattle	252-9450	252-9451	743-3185	P. McCowan-Conyers	Diane Stuart	6760 - 34 <sup>th</sup> Ave. SW	98126
NU-281	West Woodland	252-1600	252-1601	743-3187	Farah Thaxton	Marty Phelps	5601 - 4 <sup>th</sup> Ave. NW	98107
NV-282	Whittier	252-1650	252-1651	743-3189	Melissa Schweitzer	Mary Pat Bowman	1320 NW 75 <sup>th</sup> St.	98117

**Alternative Schools, Special Programs & Other Building**

<b><u>MS</u></b>	<b><u>School</u></b>	<b><u>Phone</u></b>	<b><u>School FAX</u></b>	<b><u>Nurse FAX</u></b>	<b><u>Principal</u></b>	<b><u>Secretary</u></b>	<b><u>Address</u></b>	<b><u>Zip</u></b>
AD-516	Cascade Parent Partner Prog.	743-3900	743-3901	743-3195	Owen Gonder	Linda Downing	2919 First Ave. W.	98119
31-555	Head Start	252-0960	252-0961	N/A	Laura Garcia	Lauren Arreola	2445 3rd Avenue S.	98134
SH-703	Interagency @ Columbia Bldg.	743-3930	743-3931	743-3191	K. Andrews/R. Gary	Mary Tuaolo	3528 S. Ferdinand St.	98118
AD-605	Middle College (Northgate)	252-9900	252-9901	743-3193	Jennifer Kniseley	Leah Moore	401 NE Northgate Way #203	98125
AD-605	Middle College (U of W)	616-3663	616-3664	743-3193	Jennifer Kniseley	Lisa Boryboun	UW, Johnson Annex, Rm.111	98195
CD-587	NOVA @ Mann	252-3500	252-3501	743-3155	Mark Perry	Karen Podbela	2410 E. Cherry St.	98122
SS-275	Old Van Asselt Bldg.	252-9930	252-9931	743-3199	Andra Maughan	Angela Carrion	7201 Beacon Ave. S	98108
CP-254	Seattle World School (TTMinor)	252-2200	252-2201	743-3173	Oksana Britsova	Hanh Dang	1700 E. Union St.	98122
SD-112	South Lake H.S.	252-6600	252-6601	743-3174	Laura Davis Brown	Susana Flores	8601 Rainier Ave. S.	98118

Memorandum of Understanding  
between  
Seattle Public Schools  
and  
Seattle Education Association

Regarding: Dropping Substitute Assignments

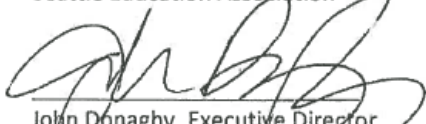
The Seattle Public Schools (SPS) and the Seattle Education Association (SEA) enter into this memorandum of understanding in order to memorialize mutually agreeable arrangements for utilizing new technology in managing the filling of classified and certificated vacancies with substitutes consistent with the best interest of students and employees in accordance with the following will guidelines:

1. Should a cancellation by the school or the District of a certificated substitute assignment within 12 hours of the assignment's start time be necessary, the certificated substitute may select another assignment or have the option of four (4) hours of pay should they choose not to accept another assignment. Should a cancellation by the school or the District of a classified substitute assignment within 12 hours of the assignment's start time be necessary, the classified substitute may select another assignment or have the option of three and one-half (3 ½) hours of pay should they choose not to accept another assignment.
2. A certificated or classified substitute who has accepted an assignment through the Aesop system may cancel or drop that assignment through the system up to 12 hours before the substitute assignment begins and select a new job through the system.
3. A certificated or classified substitute who has accepted an assignment through the Aesop system and cancels or drops that assignment within 12 hours of the start time of the assignment, or who fails to show up for the substitute assignment as scheduled, may not select another substitute assignment for the first day of the substitute assignment which they either cancelled, dropped or failed to appear for. It is understood that unavoidable situations, like a personal emergency, illness or the like, may at the last minute prevent a substitute from fulfilling an assignment that was accepted. If the emergency is resolved, the substitute may contact the Substitute Office to be assigned a job for that day, if one is available.
4. SPS may program its automated substitute scheduling system to function in accordance with the foregoing guidelines.

This memorandum becomes effective upon execution by representatives of the parties.

This memorandum made this 21 day of June 2017.

Seattle Education Association

  
John Donaghy, Executive Director  
Seattle Education Association

Seattle Public Schools

  
Clover Codd, Assistant Superintendent  
Human Resources  
Seattle Public Schools