Substitute Orientation/Handbook

2017 - 2018

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

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

Navigating SPS Website

Website address: 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.
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](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](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 5th of the month following your 30 calendar days of work, call Security Department at 206-252-0707 to arrange to have a badge processed.
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 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 1st and 15th of the month. If eligibility begins after the 15th of the month coverage shall begin on the first of the second full month thereafter. Eligibility shall be for a minimum of three (3) months beyond the last day in the assignment.

Classified: (Clerical, Paraprofessional) – After sixty (60) consecutive days in the same assignment, classified substitutes shall, on the first (1st) day of the month following the sixtieth (60th) work day, be eligible for health benefits. Eligibility shall be for a minimum of three (3) months or longer if he/she continues in that assignment after the sixtieth (60th) 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 1st 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. Any other questions, contact the 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/](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 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
Address: 2445 3rd 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.

11 Tips for Making a Good 1st 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.
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](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.

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, KQMV 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](http://www.seattle.gov/emergency-management)

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

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 condition 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 mdebell 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. 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. 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):

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. 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 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 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. Use sps as the password and click on Workers' compensation.
# SEA CERTIFICATED / CLASSIFIED SUBSTITUTE SERVICES TIMESHEET

**Intra-District:**
Payroll – MS 33-344

**NAME:** Santa Claus  
**EMPLOYEE ID:** 001225

**SIGNATURE:**

Please check one:

- CERTIFICATED: Report time in 4 or 8 hours increments  
- CLASSIFIED: Report actual hours worked (do not include lunch)

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE (m/d/yyyy)</th>
<th>JOB CONFIRMATION #</th>
<th>ASSIGNMENT / ABSENT EMPLOYEE</th>
<th>LOCATION</th>
<th>PAID HOURS</th>
<th>AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>9/11/2017</td>
<td>263706688</td>
<td>Kris Kringle</td>
<td>Adams Elementary</td>
<td>8</td>
<td></td>
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<td>9/12/2017</td>
<td>263706688</td>
<td>Kris Kringle</td>
<td>Adams Elementary</td>
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**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

<table>
<thead>
<tr>
<th>Salary Schedule</th>
<th>Grade</th>
<th>Days Worked</th>
<th>Hours Worked</th>
<th>Hourly Rate</th>
<th>Daily Rate</th>
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<tbody>
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<td>CH1</td>
<td>1</td>
<td>0.5 - 29.5</td>
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#### CERTIFICATED SUBSTITUTES - NURSES

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<td>CH5</td>
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### CLASSIFIED

#### PARaprofessional substitutes

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<th>Hours Worked</th>
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<th>Daily Rate</th>
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<tbody>
<tr>
<td>SU1</td>
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<td>1-59 Days</td>
<td>Up to 420.0</td>
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#### Clerical Substitutes

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<th>Daily Rate</th>
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<tr>
<td>SU2</td>
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<tr>
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#### Classified Substitutes - Nurses

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2017-2018 Rates Effective 9/1/2017 with 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

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

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<th>MS</th>
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<th>Nurse FAX</th>
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<th>Secretary</th>
<th>Address</th>
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<tbody>
<tr>
<td>ED-590</td>
<td>Jane Addams</td>
<td>252-4500</td>
<td>252-4501</td>
<td>743-3198</td>
<td>Paula Montgomery</td>
<td>Karen Putnam</td>
<td>11051 34th Ave. NE</td>
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<tr>
<td>WC-103</td>
<td>Denny International</td>
<td>252-9000</td>
<td>252-9001</td>
<td>743-3117</td>
<td>Jeff Clark</td>
<td>Mary Wilson</td>
<td>2601 SW Kenyon St</td>
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<tr>
<td>NK-136</td>
<td>Eagle Staff</td>
<td>413-2300</td>
<td>413-2301</td>
<td>743-3200</td>
<td>Marni Campbell</td>
<td>Angela Collins</td>
<td>1330 N 90th St.</td>
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<td>Eckstein</td>
<td>252-5010</td>
<td>252-5011</td>
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<td>Ann Peterson</td>
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<td>252-5811</td>
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<td>Sandy Adams</td>
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<td>252-7701</td>
<td>743-3102</td>
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<td>Deanne Bodeau</td>
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<td>WD-107</td>
<td>Madison</td>
<td>252-9200</td>
<td>252-9201</td>
<td>743-3142</td>
<td>Robert Gary</td>
<td>Jana Lyons</td>
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<td>CD-139</td>
<td>Meany</td>
<td>413-2100</td>
<td>413-2101</td>
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<td>SC-110</td>
<td>Mercer</td>
<td>252-8000</td>
<td>252-8001</td>
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<td>Kate Hodges</td>
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<td>Tanya Maldonado</td>
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<td>252-1200</td>
<td>252-1201</td>
<td>743-3188</td>
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<td>Miste Chandler</td>
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**8 Schools**
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<tr>
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<td>252-1921</td>
<td>743-3109</td>
<td>Ryan LaDage</td>
<td>Sarah Bradley</td>
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<td>WJ-119</td>
<td>Boren STEM</td>
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<td>252-8451</td>
<td>743-3197</td>
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<td>Cindy Baca</td>
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<td>Lauri McVicar</td>
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<td>252-1721</td>
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<td>TOPS (Seward)</td>
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<td>252-3511</td>
<td>743-3179</td>
<td>Amy Schwentor</td>
<td>Janice Runner</td>
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<td>Hazel Wolf@ Pinehurst</td>
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<td>Debbie Nelsen</td>
<td>Evelyn Shelby</td>
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**Elementary Schools**

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<th>School</th>
<th>Phone</th>
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<th>Principal</th>
<th>Secretary</th>
<th>Address</th>
<th>Zip</th>
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<tbody>
<tr>
<td>NG-201</td>
<td>Adams</td>
<td>252-1300</td>
<td>252-1301</td>
<td>743-3101</td>
<td>Tim Moynihan</td>
<td>Debbie Kaggan</td>
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<tr>
<td>WE-202</td>
<td>Alki</td>
<td>252-9050</td>
<td>252-9051</td>
<td>743-3103</td>
<td>Rena Deese</td>
<td>Noyes, Lisa</td>
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<tr>
<td>WF-203</td>
<td>Arbor Heights</td>
<td>252-9250</td>
<td>252-9251</td>
<td>743-3104</td>
<td>Christy Collins</td>
<td>Karen Ferraro</td>
<td>3701 SW 104th St.</td>
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<tr>
<td>NH-204</td>
<td>Bagley</td>
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<td>252-5111</td>
<td>743-3105</td>
<td>Carla Holmes</td>
<td>Denae Gordon</td>
<td>7821 Stone Ave. N</td>
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<tr>
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<td>Bryant</td>
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<td>252-5201</td>
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<td>413-2000</td>
<td>413-2001</td>
<td>743-3140</td>
<td>Anna Birinyi</td>
<td>Laura Remme</td>
<td>1700 N 90th St.</td>
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<tr>
<td>EJ-210</td>
<td>Cedar Park</td>
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<td>743-3202</td>
<td>Doug Ouellette</td>
<td>Randi Olson</td>
<td>13224 37th Ave. NE</td>
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<tr>
<td>WG-215</td>
<td>Concord International</td>
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<td>252-8101</td>
<td>743-3115</td>
<td>Norma Zavala</td>
<td>Patrice Robinson</td>
<td>723 S. Concord St.</td>
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<tr>
<td>CW-218</td>
<td>B. F. Day</td>
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<td>252-6011</td>
<td>743-3108</td>
<td>Stan Jaskot</td>
<td>Carrie Bauer</td>
<td>3921 Linden Ave. N</td>
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<tr>
<td>SM-251</td>
<td>Dearborn Park</td>
<td>252-6930</td>
<td>252-6931</td>
<td>743-3116</td>
<td>Jessica Conte</td>
<td>Atila Yousuf</td>
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<tr>
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<td>Rita Geoghanagan</td>
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<td>Winifred Todd</td>
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<td>Julie Briedenbach</td>
<td>Kathy Shelton</td>
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<td>Genesee Hill</td>
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<td>Jennifer Allen</td>
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<td>Katie Niskanen</td>
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<td>Kimball</td>
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<td>Deeqa Kosar</td>
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<td>Tiffany Walker</td>
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<td>Muir</td>
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<td>Karen Rang</td>
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<td>Lauren Arreola</td>
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<td>743-3930</td>
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<td>Mary Tualo</td>
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<td>Leah Moore</td>
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<td>616-3663</td>
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<td>743-3193</td>
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<td>Lisa Boryboun</td>
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<td>Karen Podbela</td>
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<td>Andra Maughan</td>
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<td>CP-254</td>
<td>Seattle World School (TTMinor)</td>
<td>252-2200</td>
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<td>Oksana Britsova</td>
<td>Hanh Dang</td>
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<td>743-3174</td>
<td>Laura Davis Brown</td>
<td>Susana Flores</td>
<td>8601 Rainier Ave. S</td>
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</tbody>
</table>

Alternative Schools, Special Programs & Other Building

- **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 109th St. 98125
- **WP-267 Roshill**: 252-9570 252-9571 743-3166 Tarra Patrick LaShanda Ball 9430 - 30th Ave. SW 98126
- **EI-268 Sacajawea**: 252-5550 252-5551 743-3167 Rachel Friesen Doreen Norman 9501 - 20th Ave. NE 98115
- **ES-269 Sand Point**: 252-4640 252-4641 743-3169 Kristen Roberts Sandra Warner 6208 60th 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 5th Ave. NE. 98110
- **CT-272 Stevens**: 252-3400 252-3401 743-3176 Brian Fitch Val Derosier 1242 18th Ave. E. 98112
- **EQ-291 Thornton Creek**: 252-5300 252-5301 743-3178 John Miner Cindy Spencer 7712 40th Ave. NE 98115
- **SP-290 Van Asselt (AAA)**: 252-7500 252-7501 743-3180 Monique Manuel Regina Kidd 8311 Beacon Ave. S 98118
- **EN-276 View Ridge**: 252-5600 252-5601 743-3181 Terri Skjei Rae Keyes 7047 - 50th Ave. NE 98115
- **NT-276 Viewlands**: 252-4400 252-4401 743-3182 Amy Klainer Signe Roscoe 10525 3rd Ave. NW 98177
- **EO-279 Wedgwood**: 252-5670 252-5671 743-3184 Stephen Liu 2720 NE 85th St. 98115
- **WM-236 West Seattle**: 252-9450 252-9451 743-3185 P. McCowan-Conyers Diane Stuart 6760 - 34th Ave. SW 98126
- **NU-281 West Woodland**: 252-1600 252-1601 743-3187 Farah Thaxton Marty Phelps 5601 - 4th Ave. NW 98107
- **NV-282 Whittier**: 252-1650 252-1651 743-3189 Melissa Schweitzer Mary Pat Bowman 1320 NW 75th St. 98117
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 1/2) 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 __________ day of June 2017.

Seattle Education Association

John Donahy, Executive Director
Seattle Education Association

Seattle Public Schools

Clove Codd, Assistant Superintendent
Human Resources
Seattle Public Schools