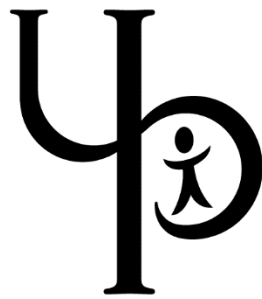


Sub Handbook

2022 - 2023



*The mission of University Place School District, in partnership
with our community, is to develop competent, contributing citizens.*

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Non-Discrimination Statement

The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. The University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. The University Place School District is a drug-free/smoke-free workplace and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/ Title IX Coordinator/HIB Compliance Officer/Gender-Inclusive Schools Coordinator, Executive Director of Secondary Education, Lainey Mathews, lmathews@upsd83.org; or Section 504/FAPE/ADA concerns should be made to Executive Director of Special Services, Kelly McClure, kmcclure@upsd83.org. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466.



Educational Service Center
3717 Grandview Drive West
University Place, Washington 98466-2138

(253) 566-5600
Fax (253) 566-5607

Welcome Letter to Substitutes

Welcome to the University Place School District! You are joining a strong team of educators, each of whom has been carefully selected to work with students in our schools.

In the University Place School District we employ both certificated (teachers) and classified (paraeducator, bus driver, food service, secretarial, custodial, etc.) substitutes. We attach great importance to the role of substitutes and trust that you understand the vital role you play in our day-to-day operations. The information in this handbook is intended to assist you by helping you understand our procedures and expectations. We trust you will refer to it regularly.

Classified substitutes' time and assignments vary widely. The Substitute Coordinator or the Substitute Online process will assign classified substitutes, but the job expectations will be defined at the site. Information in this handbook may not directly apply to each classified substitute group but expectations are important for all substitutes to review.

University Place School District uses Substitute Online for filling open positions for teachers, paraeducators, nurses and secretarial positions. Occasionally substitute jobs come open at the last minute. If that is the case, the Substitute Coordinator will notify you by phone when a job is available.

Please note the district policies and procedures that directly relate to you as a substitute of the University Place School District. Again, welcome to our district and thank you for your service to UPSD students! Please let me know if there is any way I can be of assistance to you – (253) 566-5600 x3315.

Sincerely,

A handwritten signature in black ink that reads 'Eric Brubaker'.

Eric Brubaker
Executive Director of Human Resources

Substitute Teacher Important Telephone Numbers and Website Addresses

Sub Online website	www.substituteonline.com
University Place School District website	www.upsd83.org
Exec. Admin Asst. to Human Resources, Kari Lucey	253.566.5600 x3314
Coordinator of Instructional Technology, Val Miller	253.566.5636 x4017
Payroll Technician, Tracey Lee	253.566.5600 x3322
Payroll & Benefits Coordinator, Sydney Coyner, phone	253.566.5600 x3323
Payroll & Benefits Coordinator, Sydney Coyner, email	scoyner@upsd83.org

At-Will Employment Notice of Disclaimer

Substitute employment is an at-will relationship between the University Place School District and the substitute employee. Due to the at-will nature of this relationship, it may be terminated at any time by either party. Accepting substitute work is by no means an offer of permanent and/or on-going employment. Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute handbooks, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship. No person other than the Superintendent of the District has the authority to bind the District to an employment contract or an agreement to modify the at-will employment.

About Substitute Online

University Place School District uses an online request system, Substitute Online. Some of the advantages to **Substitute Online** are:

- 24 hours/7 days a week access, automatic update of jobs every 3 minutes
- Ability to choose, select & assign yourself to any available jobs, even months ahead
- Teachers may pre-arrange with you directly, to assign you the job
- Lesson plans (if teacher provides them) for you to preview and print out
- Option to communicate with teacher directly (based upon teacher's request)
- Assignments held for you if a teacher requests you (48 hours or until 6 PM the day before the assignment begins)
- Ability to update your weekly availability or unavailability with one click
- Ability to pass over schools or jobs where you don't want to be considered
- Your own Calendar with job details and availability option, by shift

All of the above items can be done 24 hours per day, 7 days a week from any Internet access—without having to contact the Substitute Office! If you do *not* have access to the Internet at home, you still have the option of calling the Substitute Office for assignments. We may also continue to contact you by phone to fill last minute assignments.

To access Substitute Online, go to the following URL (<http://www.substituteonline.com>), enter your **User Name, Password**, select **University Place School District**, and click **Logon**.

When you log on to Substitute Online, you will see a list of substitute jobs that are available and you can select the job(s) that you wish to take. Click on the **Detail** box next to the assignment you are interested in, and more information will be displayed below. If this is a job you would like to accept, click on **Submit Job Request** at the bottom of the page. If no other substitute has taken this job first, you will be given a confirmation number for this assignment. If already taken, you can click on **Open Jobs** to update your list and select another position. You can review your chosen assignments at any time by going to the **Review/Cancel** button at the top of the page, or by going to your personal **Calendar** on your **Personal Info** page.

It is important to update your personal information on the system, so that if one of our employees specifically requests you, you can receive that request via email.

To update personal information:

1. Login to www.substituteonline.com.
2. Click on **Personal Information** near the top of your screen.
3. Enter your email address and check your phone number.
4. You can select the days of the week you are not available to work on a regular basis, if that applies to you.
5. When finished updating your personal information, make sure you click on the green button at the bottom of your screen that says **Update Personal Information**.

If you are a certificated substitute (teacher), while you are in the personal information section you can enter the subject codes that you prefer to teach. Classified substitutes will have their codes entered by the district.

While in the **Personal Information** screen, substitutes are able to access their own personal calendar at a button labeled **Calendar** at the lower left of the screen. This allows you to see what jobs you are scheduled for and also allows you to indicate days you are not available.

Go to <http://www.substutueonline.com>

As an **approved** substitute, you must first Log In.

The program requires your **User Name** and **Password**.

Select **Univ PI SD** from the 'select district' drop down. Click the **Logon** button.

The system automatically generates a list of all available job openings.

KAROL GARCIA is our sample substitute.

She can see from the **Req** column that she has been requested by BARBARA AAKER to teach Math at Washoe High for two consecutive days starting 11/16/99.

Click box '**Details**' to show the employee name, phone number and email. KAROL may also view more detailed information on each consecutive day of absence for this job.

Emp: KAROL GARCIA [HELP](#) Open Jobs Personal Info Review/Cancel Close Ready

5 Available Opening(s)

Detail	Req	Employee	Description	Site	Start	End	Days
<input type="checkbox"/>		NATALIE MACHADO	PE/SS	BECK ELEMENTARY	11/16/99	11/18/99	3
<input type="checkbox"/>		ALICE CAMERON	PE, K-5	MOSS ELEMENTARY	11/16/99	11/16/99	1
<input type="checkbox"/>	Y	BARBARA AAKER	Math	WASHOE HIGH	11/16/99	11/17/99	2
<input checked="" type="checkbox"/>		KIM MADISON	Sci	WINNEMUCCA	11/16/99	11/17/99	2
<input type="checkbox"/>		NATALIE MACHADO	PE/SS	BECK ELEMENTARY	11/23/99	11/24/99	2

Details of Employee: KIM MADISON Phone: (333) 222-2222 Email: 5MAD01@reno.edu

Day	Date	Shift	Hours	Amount
Tue	11/16/99	ALL	08:00am To 03:30pm	\$95.00
Wed	11/17/99	ALL	08:00am To 03:30pm	\$95.00

Comments/Lessons SUBMIT JOB REQUEST Clear Screen

KAROL may click on **Comments/ Lessons** to view and print a lesson plan if left by the absent teacher.

KAROL clicks on **SUBMIT JOB REQUEST**. If no other substitute has taken this job first, she will receive a confirmation number. If already taken, she would immediately click on **Open Jobs** to update her list and select another position.

GENERAL INFORMATION

At the beginning of each day's service, the substitute must sign in with the office coordinator or secretary at the main office of the school in which they are substituting.

Substitute Online is our online substitute request system. It is updated within 3 minutes of a staff member putting their absence in the system. Good times to check the system are:

- **in the morning** when staff members are getting up and realizing that they are too ill to work
- **at 6:00 p.m.** when substitute jobs which were being held for preferred subs and were not taken become available to all subs, and
- **in the evening**, when staff are going to bed and realizing that they are too sick to come to work in the morning.

However, absences for appointments or conferences can be put in at any time, so check the system at **any time** for updates.

Substitutes are employed to fill in for staff who are absent during the student calendar. There are no jobs available during student vacation days or holidays. Substitutes can expect to return as substitutes following any vacation days or breaks. All work is on an as-needed basis with no guarantee of hours to be worked. Substitutes must work a minimum of 3 shifts during the school year to remain active on the substitute list.

RESPONSIBILITIES OF SUBSTITUTES

A. CONFIDENTIALITY

We serve approximately 5500 students and employ over 700 staff members. Confidential material is routinely gathered and maintained during normal operations. As a substitute in our district, all information is to remain confidential and should be accessed on a "need to know" basis only. Confidential information is not to be discussed in the teachers' lounge or other "common areas" and should never be discussed outside of the school setting.

B. ARRIVAL AND DEPARTURE TIMES FOR SUBSTITUTE TEACHERS

Arrival time should be 30 minutes before students or as close to this time as possible. Departure time is 30 minutes after the end of the student day. The substitute teacher's day will primarily consist of 7 hours plus a 30 minute unpaid lunch. **Please talk with the Building Administrator/Principal regarding adjustment in schedule time.** The following is the school schedule:

	<u>STUDENTS</u>	<u>SUBSTITUTE TEACHERS</u>
CHS zero hour	6:30 AM	6:00 AM – 1:30 PM
CHS	7:30 AM – 2:00 PM.	7:00 AM – 2:30 PM
CJH zero hour	6:30 AM	6:00 AM – 1:30 PM
CJH	7:30 AM – 2:00 PM.	7:00 AM – 2:30 PM
Intermediate	8:45 AM – 3:15 PM	8:00 AM – 3:30 PM
Primary	8:15 AM – 2:35 PM	7:30 AM – 3:00 PM

If you accept an "AM" or "PM" shift, here are the times for those shifts.

	<u>AM</u>	<u>PM*</u>	<u>Late Start</u>	<u>K-7 Conf. ER**</u>	<u>ER***</u>
CHS & CJH (8-12)	7:00-10:30	10:15-2:15	8:00-2:30		7:00-11:00
Intermediate (5-7)	8:00-11:30	11:30-3:30	9:00-3:30	8:00-1:00*	8:00-12:00
Primary (K-4)	7:30-11:00	11:00-3:00	8:30-3:00	7:30-12:30*	7:30-11:30

**includes 1/2 hour duty free lunch*

***check with the teacher or office coordinator to see if this time schedule applies to you, or if you are to sub for the AM shift only on Early Release days.*

****Day before Winter Break and the last day of school*

In situations when you are called late, it will be difficult, or impossible, to arrive by the time indicated. This is understood and accepted as unavoidable. However, each substitute is expected to make every effort to arrive according to the start time schedule. Furthermore, there may be times when you are asked to substitute for a half day, or when you will spend the morning in one classroom and the afternoon in another. **Substitutes are not provided a plan period.** If no direction was given by the absent teacher regarding what to do during that period, please check with the main office to find out what they would like you to do, as you are paid for that time.

You should report directly to the school office and will be given a Substitute Teacher folder which will contain all information and materials pertinent to the school position involved.

C. LESSON PLANS AND MATERIALS

Lesson plans are usually found in the absent teacher's classroom, in the school office, or posted in Substitute Online. However, since it is impossible to always anticipate illness, and since plans change with the regular teacher from day-to-day, it is advisable for you to develop short units and activities of your own when not provided a lesson plan by the teacher. If you are unable to follow the plan for whatever reason, explain the problem in a note to the teacher or principal before you leave school each day. Please be specific, e.g. lack of expertise, plan unclear, lack of instructional materials, etc.

D. ROOM CARE

The room should be left clean, orderly and in good condition. Chairs should be in their proper places, paper picked up and windows closed. This is not, however, to suggest that the substitute teacher is expected to do the picking up – you should see that it is done by students.

E. CLASSROOM MANAGEMENT

A few simple suggestions will help you establish good class routines, provide for an efficient learning situation, and establish mutual respect between teacher and students.

1. **Be Positive and Friendly** – Students respond well to a positive climate.
2. **Be Patient** – It is natural for a class to test a substitute. You represent a change for the students. Patience, understanding, firmness, and respect will increase trust.
3. **Expect Good Behavior** – Children tend to respond to whatever we expect of them. A positive approach to the students also goes a long way to build trust.
4. **Be Fair and Consistent** – Your success in classroom management will depend to a great extent on your degree of fairness and consistent treatment. Children must know what to expect of you and what you expect of them. Uncertainty breeds misbehavior.
5. **Be Ready** – Materials and plans for the day are a must. This is another reason for getting in early and ensuring that you know what you want the class to be doing during the day.
6. **Plan Time Appropriately** – This is needed especially on the secondary level when classes change each period. Leave enough time at the end of each period for the class to gather materials together and for you to prepare for the next group.
7. **Use Common Sense** -- enough said!
8. **Request Assistance** – If you need help, please be sure to make your needs known to a co-worker or someone in the school office.

F. TEACHING THE CLASS

The substitute teacher has the prime responsibility to instruct based upon the regular teacher's lesson plan. The following suggestions are offered:

1. **Be Prepared** – Through plans and materials left by the regular teacher or through the use of short units of your own.
2. **Be On Time** – Do not give the class time to develop restlessness and disinterest. Begin immediately and get the students involved.
3. **Introduce Yourself** – Explain why you are there and emphasize that class will be conducted as usual according to the regular teacher's instructional practices.
4. **Explain Your Expectations**-- Be clear with what you want students to do.
5. **Make Clear Presentations** – What the children gain from the lesson will depend on how well you present it.
6. **Provide for Child Involvement** – In a really good lesson, children should play an active part. Be sure that directions are clear and supervision is provided.

G. ACCIDENTS AND INJURIES

Always use common sense when an accident or injury occurs. Do not leave the injured student. Use the phone or emergency button to get help. Attend to the injury and send a student messenger to the office or nearest staff member for help. Particular attention to preventing accidents or injuries must be given when supervising playground areas, physical education classes, and science classes.

The University Place School District has a standard incident report form that must be filled out when an accident or injury occurs to any student. Forms are available from the school nurse and in the school office. Notify the office immediately of any accident and complete the appropriate paperwork. Provide the paperwork to an administrator before leaving for the day.

Children who become sick either in the classroom or on the field should not be sent to the office or restroom alone. Either send a reliable child with the student or get help from another staff member.

H. ENDING THE DAY

The substitute teacher, like the regular teacher, is required to complete a full school day. Besides leaving the room in good order, you should have completed the grading of any assigned papers (if possible), prepared for the next day's classes (to the extent possible, if returning), attended any building meetings (unless excused by the principal), and returned the Substitute Teacher folder and any building keys to the office. Please make sure you sign a sign-out sheet at the end of the day when you check out.

It is also required that you leave a brief written comment on each class or subject for the day. Note any assignments or activities the class covered, particularly in reference to the lesson plans left by the regular teacher. It is also helpful to leave your name and phone number in the event a follow-up is desired by the regular teacher. Your notes and comments are very useful.

I. RELEASE OF STUDENTS & VISITOR INFORMATION

No substitute teacher in primary, elementary, intermediate, or secondary schools will ever release a student from class without specific authorization from the school office. Any parents or visitors to a building must report to the office first and obtain permission before visiting any classrooms.

J. DRUG-FREE WORKPLACE / SCHOOLS

The manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on University Place School District property. Violation of such prohibition will result in disciplinary action up to, and including, termination of employment. As a condition of employment, you must abide by the terms of this statement and must notify the district office of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (RCW 28A.320.040).

Under the Drug-Free Schools and Communities Act, all schools must be totally free of drugs and alcohol. No one is allowed to possess, use or distribute such drugs or alcohol while on district property or while taking part in any school activity.

The passage of I-502 did not change University Place School District policies that prohibit the production, distribution, possession, or use of marijuana on school district property or during school-sponsored activities. Violation of these policies may result in disciplinary action up to and including termination of employment.

Under Federal regulations some University Place School District employees (i.e., bus drivers) are subject to drug and alcohol testing because of the type of work they perform. Testing positive for marijuana is a violation of these regulations and will remain grounds for employment sanctions including termination, even if the marijuana use occurred outside of work hours and otherwise in accordance with state law.

We fully support the Drug-Free Schools and Community Act. It is expected that all students and employees will follow the regulations and policy prohibiting possession, use or distribution of drugs and alcohol on school property or as a part of any school activity.

K. TOBACCO

The use of tobacco is prohibited on school property and at school events.

L. MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

As an employee of the district, you are required to report any suspected child abuse or neglect to a district administrator. RCW 26A.400

M. INTERNET ACCEPTABLE USE POLICY

Employees must use the internet for educational or job-related reasons only. School district technology may not be used for: commercial solicitation; political, ballot or religious endorsement or opposition; disruption of the school's system; harassment; violation of copyright laws; or unauthorized access.

Users are responsible for the materials they transmit or store on the system. Employees are advised that internet and email use via the school district's equipment or network are the domain of the school district and are subject to review by the district as appropriate.

Employees are prohibited from sharing accounts or passwords. Employees should close out accounts when not actively using the internet or email system. Account users are responsible for all activity under their account.

Employees should protect their personal information and not reveal such information as complete names, addresses, photos, or phone numbers while using the district's system.

Employees and students are expected to notify a teacher or administrator whenever they come across dangerous or inappropriate material. Students must be supervised while using the internet at school.

N. PRIVATELY-OWNED PROPERTY

The district shall not assume responsibility for the maintenance, repair, or replacement of any privately owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

O. VECTOR SOLUTIONS (SAFE SCHOOLS) ONLINE TRAINING

The district requires all employees and substitutes to complete training sessions each year. The Vector Solutions system will notify you when you are set up in the system and able to access the training sessions. The trainings are required to be completed within 30 days of the first day of work each year. Each training takes approximately 15-35 minutes. Please notify Kari Lucey in the Human Resources office when you have completed the trainings at (253) 566-5616 or x3314.

P. CELL PHONE USAGE

Do not use your cell phone during class for personal reasons. Reserve your phone usage for time during breaks and lunches.

Q. EXPECTATIONS IN THE CLASSROOM

Just as our substitutes evaluate our schools, our school employees receive feedback about our substitutes. Below are a few notes from the schools that we wanted to pass on to you, to help you be as effective in the classroom as possible!

- Personal items should be kept out of view of students.
- Students in our schools come from a variety of cultural and religious backgrounds, so what's comfortable for you may make a student uncomfortable. It's important to remember that physical contact between substitutes and students should be limited to high-fives or fist-bumps.
- Following the lesson plan or list of responsibilities a teacher has laid out for you should be your primary goal. Just like the students, we understand that substitutes have a variety of personal thoughts and opinions on the topics presented in the classroom. Please be sure to stick to your lesson plans / instructions only to remain a neutral source of information.
- And finally, many classrooms have a designated snack time. While a student may not have one, it is never recommended for a substitute to give a student any personal food for allergy/safety reasons.

R. DRESS EXPECTATIONS

While we want our employees to work comfortably in the workplace, we also serve the public and act as role models for students. It is expected that our employees always present a professional and appropriate image. Paraeducator substitutes need to be prepared with inclement weather clothing: boots, raincoat, etc.

SCHOOL RESPONSIBILITIES

UPSD principals and staff members recognize their responsibilities toward the substitute teacher and welcome substitutes to the University Place District.

1. Each building shall develop a Substitute Teacher's Folder which will contain all schedules, duty lunch time assignments, and building procedures that might be of use to the substitute teacher during the day.
2. To assist our substitutes, we agree that: regular teachers who are absent have the responsibility of leaving clear directions for the substitute teacher, including a seating chart and lesson plans.

3. The building principal or authorized staff member will greet the substitute teacher and provide orientation as to the location of room and materials.

PERSONNEL PROCEDURES

A. APPLYING FOR A SUBSTITUTE TEACHING POSITION

Applications for substitute teaching positions (and contracted teaching positions) are available online at <https://upsdjobs.myschooldata.net/>.

B. ASSIGNMENT OF SUBSTITUTES

When called for a substitute assignment, the substitute teacher should give a definite and immediate answer as to whether or not he or she will be able to accept the assignment and should be sure that he or she knows what time the regular teachers and substitutes are expected to be in the building. If notification has been received early enough, substitute teachers are expected to be at the building 30 minutes before/after students. For more information, see "Arrival and Departure Time" in Section B of Responsibilities of Substitutes.

C. FEEDBACK

We believe it's important to provide substitutes with feedback on their efforts. Feedback forms are available to our administrators to enable them to provide such information to substitutes and to the district in a standardized format. All formal feedback will be prepared in multiple copies, one copy of which will be promptly sent to the substitute if it is not possible to share it immediately at the site. Obviously, it will not be possible to provide substitutes with regular feedback, but administrators are strongly encouraged to provide such information as often as is reasonably possible.

D. COMPENSATION AND DEDUCTIONS FOR SUBSTITUTE TEACHERS

Substitutes will be compensated at the daily rate of **\$200.00** per day, **\$100.00** for a half day. **Retired** former UPSD teachers will be compensated at the daily rate of **\$235.00** per day, **\$117.50** for a half day.

When placed in a substitute position, the applicant should be certain that a Form W-4 and an I-9 are correctly filled out – including the Social Security number. Deductions are the standard Federal Government Income and Social Security Taxes.

Payment for service is by District warrant and is paid on the **15th of the month for service through the last day of the preceding month**. Warrants are mailed the day before pay day. Any questions that might arise in connection with compensation should be directed to the Payroll Office (253) 566-5612 at the District Office.

Long-term substitute assignments: 21 days or longer in the same assignment (must have the proper endorsement). Before accepting a long-term assignment, please check with our Personnel Technician to verify that you have the endorsement required. Beginning on the 21st consecutive day in the same assignment, the substitute will be placed on the teacher's salary schedule and paid a daily rate of 1/180 of what would be their personal contractual salary, retroactive to the first day. **Substitutes who reach their 21st consecutive day in an assignment need to contact Paulene Collins, Personnel Technician, immediately at (253) 566-5600 Ext 3321 or pcollins@upsd83.org. Compensation for long term substitute positions requires verification of original college transcripts and teaching experience. Substitute and Emergency endorsements cannot be placed in long-term assignments due to the limitations of their certificate.**

E. CLASSIFIED SUBSTITUTE COMPENSATION

The following is the salary schedule for Classified substitutes:

Classified: paraeducators, playground, bus, lunchroom, crossing guard, IPS, K Support, Preschool, Special Education paraeducator, etc.	\$ 19.98 per hour
Secretary (Level B)	\$ 25.11 per hour
LPNs	\$ 31.08 per hour
RNs	\$ 35.28 per hour
Transportation (bus drivers)	\$ 26.97 per hour
Nutrition Services Workers	\$ 20.36 per hour
Custodians	\$ 24.72 per hour

Payment for service is by District warrant and is paid on the 15th of the month for service through the last day of the preceding month. Warrants are mailed the day before pay day. Any questions that might arise in connection with compensation should be directed to the Payroll Office at 253-566-5612.

F. EMPLOYEE ACCESS FOR PAYROLL INFORMATION

Employee Access allows you to view your payroll information online. To login to Employee Access, go to our UPSD website (www.upsd83.org). Under Staff, you will see the option for Skyward; select this link.

Login ID: your first initial and full last name

Password: Upsd@083 (after your first login you will be prompted to change this password)

As you get comfortable with all the options available to you, you will see things like:

- Check History – this will allow you to view and reprint previous payroll checks
- W-4 Information – your current Federal Marital Status and Allowances
- Personal Information – please review for accuracy and make any changes
- W-2 Information – you can view/reprint prior W2
- Update address – If you need to change your address, please do so in Employee Access

Employee Access is the same for all UPSD Employees, so this may be confusing when you see items like 'Time Off', 'Assignments', 'Certifications' etc. If you see an item that does not pertain to you, please disregard.

If you have questions or need assistance logging into Skyward Employee Access, please contact:

Tracey Lee, Payroll Technician, tlee@upsd83.org, 253-566-5612

Sydney Coyner, Payroll & Benefits Coordinator, scoyner@upsd83.org, 253-566-5612

Substitute Job Summaries

Guest Teacher

Maintain an orderly classroom/learning environment and deliver instruction based upon best instructional practices. The guest teacher must be able to follow the existing teacher's lesson plans and leave written notes about each class period.

Playground/Lunchroom

Substitute monitors playground, lunchroom, equipment, and facilities for the purpose of providing for the safety and welfare of students and resolving conflicts. Also, reports observations and incidents relating to students' behavior for the purpose of communicating information to teachers, parents, and administration. Playground duty is outdoors and may or may not be moved indoors due to weather conditions - be sure to plan to be outside when you consider what to wear for the day.

Crossing Guard

Direct actions of traffic and children. Report unsafe vehicle operations. Assist in teaching school safety. Ability to quickly evaluate and reduce traffic risks. This is an outdoor job. Be sure to plan to dress according to weather conditions.

Secretary or Office Assistant

Provides general secretarial support at the school; greeting and directing visitors, students, building, or district staff in a manner that promotes positive public relations; and communicating information to staff, the public, and/or other district offices as appropriate. *Please do not take a secretarial substitute assignment if you do not have previous secretarial experience/skills.*

Custodian

Maintaining an attractive, sanitary, and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss, and liability exposure. Training by UPSD is required.

Bus Driver

Transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicles are in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses. Training by UPSD is required.

Nutrition Services

Substitute serves food and handles payments from students and staff. Substitute Nutrition Services helper assists personnel in maintaining a sanitary and safe environment, including work materials and food items, for the purpose of ensuring a safe and sanitary area, complying with required health and legal standards of operation. A Food Workers Card is required for employment. Contact the Public Health Department at (253) 798-6475 for information on how to obtain a Food Workers Card.

Paraeducator

Assisting (under direct supervision) in the supervision and instruction of students, and relieving teachers of routine clerical tasks. This may be in general education or special education.

- **Special Programs or 1:1-** Assisting (under teacher supervision) in the supervision, instruction, and behavior management of students with disabilities in varied educational settings. May include assistance with physical and hygiene needs.

- **Preschool** - Special Education services and support are provided for eligible preschoolers age 3 through 5 years. Lifting and diapering may be required.
- **Learning Resource Center (LRC)** - Special Education LRC staff provide supplemental skill development and assistance with general education class work to students with mild disabilities in an LRC setting.

LPN/RN

Monitoring the health and welfare of students; documenting and maintaining student health information required by Federal/State/Local agencies; and providing appropriate care and/or referral for medically fragile and/or injured students may be required. LPN/RN certificate and UPSD district training required.

Duty to Report Suspected Child Abuse or Neglect

An Act Relating to school employee duty to report suspected child abuse or neglect; and adding a new section to chapter 28A.400 RCW.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION: Sec. 1. A new section is added to chapter 28A.400 RCW to read as follows:

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

(2) Certificated and classified school employees shall receive training regarding their reporting obligations under state law in their orientation training when hired and then every three years thereafter.

Substitute Service Credit With DRS

State of Washington
Department of Retirement
Teachers' Retirement System

Dear Substitute Teacher,

A Department of Retirement Systems Quality Project team reviewed the substitute teachers' application process for purchase of service credit in the Teachers' Retirement System and developed an application forms packet for this purpose. A copy of "The Substitute Teacher's Guide to Obtaining Service Credit" packet is available in the payroll office.

The packet contains a Work Log for you to estimate the cost of your substitute service credit time. If you wish to apply for service credit, simply follow the instructions in your packet and return our application materials after the end of the school year, August 31 for TRS 2 and TRS 3, and June 30 for TRS 1. (You belong to TRS 1 if you first established membership in TRS before October 1, 1977. You belong to TRS 2 if you first established membership in TRS between October 1, 1977 and June 30, 1996. You belong to TRS 3 if you first became a member on or after July 1, 1996 or if you transferred from Plan 2.) Please do not send your payment with the application. Once we receive and verify your application, we will process your bill.

We believe the packet improves the application process for substitute teachers. Should you have any comments or suggestions regarding this issue, please contact the "Substitute Teacher Project Team" at 1-800-547-6657.

Sincerely,

The Substitute Teacher Project Team
Department of Retirement

Workers' Compensation Filing Information

IF A JOB INJURY OR DISEASE OCCURS:

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

IN CASE OF INJURY OR DISEASE:

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

Your employer will provide you with information for completing the online "Self Insured Accident Report" (SIF-2). You should complete this form before you seek medical treatment, if possible.

In the event that you sustain an injury as a result of a third party who is not an employee of this organization, you may elect to seek damages from that third party. It is essential that you contact our claims administration office, Puget Sound Workers' Compensation Trust, and advise them of the nature and cause of your **injuries** prior to entering into any agreement with the responsible third party.

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

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

IMPORTANT:

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

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

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

EMPLOYER MUST COMPLETE THE FOLLOWING:

Report your injury to:

Your Supervisor

Claims administration address:

Puget Sound Workers' Compensation Trust
800 Oakesdale Ave SW
Renton WA 98057-5221
425-917-7667
253-778-7667 (Tacoma area toll free)

How Your Eligibility for Health Benefits will be Determined as a New Hire

Welcome to University Place School District!

To help you become familiar with our benefits, we would like to provide you with a brief explanation about your eligibility for health insurance. We will determine your eligibility for health benefits by tracking your hours of service during the school year every September to August.

Your Eligibility Criteria: to be eligible for health benefits through the State of Washington's SEBB program, you must work 630 hours in the school year.

If you meet this eligibility criterion, then you will be eligible for health benefits and will be offered benefits. You must elect coverage, pay your share of premiums, and continue to be an employee during this period in order to maintain coverage.

If you do not meet this eligibility criterion, then you will not be eligible for health benefits unless you have a change in employment status that makes you eligible for benefits.

Should you have any questions, please contact Sydney Coyner in the payroll office.

Sincerely,

Sydney Coyner
Payroll & Benefits Coordinator

Special Services Programs

Children with disabilities (ages 3 to 21) are provided a variety of programs and services through the Special Education Department.

ACCESS

Supports students with either a health impairment or social/emotional behavior disability that adversely affects the student's educational performance. These classrooms are designed for students who need support in learning behavioral controls so that they can access learning opportunities. Each student has a Functional Behavior Assessment and Behavior Intervention Plan.

Community Transition Program (CTP)

CTP is designed to be a link between high school and adult life. It is a transition program that provides a sequence of school-based experiences and training to assist a trainee with special needs to become more self-reliant and independent. CTP students participate in work experiences in the community to help prepare them for work after CTP. Students who enter the CTP usually have completed their high school graduation requirements in a Special Programs classroom.

Learning Resource Center (LRC)

The Learning Resource Center is a service for students with Specific Learning Disabilities (SLD), health impairment, and mild social/emotional behavioral deficits. The Resource Room provides students with specially designed instruction to be successful in general education classrooms. These programs are available at every school in the University Place School District.

Preschool

Sometimes children need special education services before they enter kindergarten because they have a disability impacting their ability to participate in age-appropriate activities. These children may receive services in a developmental preschool program. The University Place School District has eight (8) pre-school sessions serving almost 100 students.

Special Programs

Special Programs is a service for students who have mild to moderate delays in general intellectual functioning, existing concurrently with deficits in adaptive behavior. The students in Special Programs, based on their needs, receive transportation from their homes to their school.

For additional information contact Special Services at 253-566-5600.

District Policies and Procedures

District policies are adopted by the University Place School District Board of Directors and are based on state and federal laws and regulations. Procedures are developed by administrative staff to implement board adopted policies.

Below are district policies and procedures that directly relate to you as a substitute of the University Place School District. Please click the link provided below to review this important information.

[Policy 2022/2022P](#) - Electronic Resources

[Policy 3205/3205P](#) - Sexual Harassment of Students Prohibited

[Policy 3211/3211P](#) - Gender-Inclusive Schools

[Policy 5010/5010P](#) - Nondiscrimination and Affirmative Action

[Policy 5011/5011P](#) - Sexual Harassment of District Staff Prohibited

[Policy 5201](#) - Drug-Free Schools, Community & Workplace

[Policy 5251](#) - Conflicts of Interest

[Policy 5253/5253P](#) - Maintaining Professional Staff/Student Boundaries

All district policies and procedures can be accessed online at https://www.upsd83.org/about_upsd/district_operating_policies

Frequently Asked Questions

1. **Is there a minimum number of days I need to work to remain active on the substitute list?** It is the district's expectation that you will accept a minimum of two assignments each year or you may be removed from the active sub list.
2. **Do I need to stay at the school after the students are dismissed on early release days?** No, substitutes are done working after students have been released for the day and supervision duties are complete on Early Release Days.
3. **If school is canceled, should I cancel my assignment in Sub Online?** No, you do not need to cancel your assignment. Sydney will cancel the assignment for you.
4. **If I am not available to work, should I update my profile availability in Sub Online to avoid unnecessary calling?** You should keep your availability updated in Sub Online regularly.
5. **May I accept an assignment that has already started or will start soon? How much time is allowed to arrive "on time"?** If you accept a late notice assignment, call the school to confirm the assignment details and give an estimated time of arrival. You are expected to arrive as quickly as possible, but not longer than one hour from the time the assignment was accepted.
6. **If I need to cancel my assignment on the same day, how many hours prior to the start time should I cancel?** Always cancel as soon as possible. If you must cancel a job on the same day, call the school office and request to be canceled from the assignment. Absences unfilled less than 12 hours before the start time typically will not get assigned a substitute. Canceling repeated assignments could result in removal from the substitute list.
7. **Will I be asked to cover another classroom during the absent teacher's planning period?** Yes, substitutes may be assigned during the planning period time of the teacher they are replacing to cover another class instead of taking the planning period.
8. **Could my substitute assignment change once I arrive at a school site?** Yes, your assignment may change when you arrive at a school site. For example, if you accept an assignment to teach English at the high school, the assignment could be switched to Math or any other subject once the substitute arrives at the school site. We avoid this when possible but occasionally the needs of the students and school may change.
9. **What will my hours be?** Substitute hours are dictated by the available vacancies and the jobs substitutes accept. Classroom specific roles (Teacher, Para, Secretaries, etc.) have work hours between 7:00am-4:00pm (varies by school). Transportation, Nutrition Services, Transportation and Custodial have varied hours which could include early morning and late evening times. Substitutes can work just a few hours a month or could accept several jobs and end up working full time hours.
10. **Can I just work at one school / grade level or do I have to work at them all?** Yes, substitutes can choose the jobs they accept from the available jobs. If they want to work only at the school closest to them or only in primary schools then they can set their preferences in the Sub Online system. Substitutes are expected to work a minimum of two shifts per year to stay active.

11. **Do substitutes get benefits?** Yes. Substitutes earn sick leave, for every 40 hours worked, they earn one hour of sick leave. If a substitute works more than 630 hours in a calendar year (Sept-Jun) then they become eligible for Health Care Benefits.
12. **What will I be paid and when?** Substitute pay is determined by the substitute salary schedule and substitutes can reference that for their specific rate of pay. Substitutes are paid on the 15th of the month for the previous month worked.
13. **How do I receive feedback?** Substitutes can receive feedback from a few different sources; through Sub Feedback Forms that administrators fill out after you have subbed for them (usually only when there is a concern) and verbal feedback from those you work with: a teacher, office manager or principal.
14. **Who do I report to / who's my supervisor?** While a substitute is at an assignment they report to the administrator of the building or to the director of the department they are supporting.