



Proper Dress Attire

Substitute employees should dress appropriately for the position that they are substituting in, maintaining a professional attire at all times.

Clerical

You work in the office and with the public and other staff members. Secretaries must be professionally dressed at all times. Slacks are fine to wear. No low cut tops or short skirts. No flip-flops.

Custodian

Please wear clothing that will allow you to perform all of the duties required. Custodial substitutes are expected to be neat and clean. No holes in your pants or shirt. Do not wear t-shirts with logo's on the front.

Paraeducator

The primary purpose of the ParaEducator is to increase the effectiveness of the teacher in the classroom and/ or coverage in the playground, crossing-guard, lunchroom, etc. Please call the school if you have questions about what your substitute position may entail. You will want to be prepared for inclement weather. It is suggested that you have available an umbrella, boots, coat & hat, if possible.

Teacher

Teachers must not only set an example for the students, but also maintain an appropriate appearance. Please remember to wear comfortable clothing, but professional in appearance. Slacks are fine. Do not wear short skirts or low cut tops. Men should wear a shirt and tie.

ID display / verification

All personnel are issued a district ID. You should receive your badge at the completion of orientation. The ID badge must be worn at all times, above the waist near the face, while on Federal Way District property. By visibly wearing a district ID badge and verifying others who are not, the District will better prevent and respond to any issues at our school.

School Start/Dismissal times & School Calendar

School calendars: [click here to display school calendars](#)

Bell Schedule: [click here to display bell schedule](#)

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Substitute Application procedure for Full-time Assignments

Substitute staff may apply for open positions which are routinely advertised through the District online application system: [Click here to reach the online application system](#)

Substitute teachers who have been substituting or employed by the District for three or more years will be considered with internal applicants. Substitute teachers who have been substituting or employed by the district for less than three years will be considered external applicants.

Teaching Certificates

SUBSTITUTES ARE RESPONSIBLE FOR KEEPING THEIR TEACHING CERTIFICATES CURRENT.

If a substitute holds an emergency teaching certificate and needs to have it renewed, please send the request for renewal directly to twilliam@fwps.org. Upon receipt of this request, OSPI will be notified and you will be advised on how the certificate can be claimed as well as pay the associated fees. **Emergency Teaching Certificates do not qualify for long term assignments of longer than nineteen days.**

Assignment Errors

While every effort will always be made to avoid an error in assignment, sometimes errors do happen that could result in a certificated substitute not being needed. Substitutes who are called and report to work for a full day and not needed will be paid for one-half (1/2) day. Substitutes who are called and report to work for one-half day who are not then needed will be paid for one-quarter (1/4) day. However, if the district can show that it made an attempt to contact the substitute at least two hours prior to the substitute's scheduled start time and was unsuccessful in reaching the substitute, this provision does not apply. For classified staff, they will be paid for one hour and every effort will be made to place the guest in another position or location prior to being sent home.

Long-Term certificated Substitute Rate of Pay

Substitutes who work in the same position for twenty consecutive days in the same assignment will be paid their per diem rate of pay based on qualifications and years of service after completion of the twentieth day. If the twenty days are broken by an absence the regular substitute rate of pay applies until twenty consecutive days are completed. Long-term substitute positions that are pre-arranged and that begin the first day of the school year will be paid the per diem rate of pay from the first day in the position.

Initiative I-1433 Sick Leave



Initiative i-1433 took effect on January 1, 2018. It enables employees who were not previously eligible for sick leave to earn one (1) hour of sick leave for every 40 hours worked. For school districts, this applies to substitutes. Federal Way has a process for guest teachers in long term assignments on how to use this time, all other guests will have this leave transferred to their account when they become permanent employees.

Reporting to Assignments

Guest employees should report to assignments at the time accepted in Frontline Absence Management. Arriving timely is critical to preparing for the day. On days when you pick up an assignment late, it might be impossible for you to arrive at the expected time. This is accepted as unavoidable, but you need to make every effort to reach the school before the students arrive. If you pick up an assignment late please let the school office know when you expect to arrive on site.

Although students have an early dismissal on certain Wednesdays, guest certificated staff are to stay the full or half day. Certificated guest are paid for either a full or a half day (depending on the assignment) and should there for check out at the normal time. You may be asked to do other duties. Classified staff will be dismissed per their assigned schedule for the day.

Beginning of the day

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

Lesson plans and materials

Lesson plans are usually found in the absent teacher's classroom or in the school office. However, since it is impossible always to anticipate illness, and since lesson plans change with the regular teacher from day to day, it is advisable for the substitute to develop short units and activities to use when suitable. Lesson plans should be provided; substitutes are to follow them. If you find no plans, please report to the principal/office immediately so that he/she may follow up with the teacher or suggest alternatives for you.

Please leave a note for the teacher indicating what lessons you have covered in each subject area.

Room Care

The care of the room is up to the substitute. It should be left clean, orderly, and in good condition. Chairs should be in their proper places, paper picked up and windows closed.

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Classified substitutes should report to the school office 10-15 minutes prior to your start time. This will give you time to determine what your duties are for the assignment. If you have questions, please see the Office Manager.

Inclement Weather/Delayed Start

At times, school operating hours or school bus transportation services may be adjusted or cancelled due to bad weather. If inclement weather – like snow or ice – makes a school schedule change necessary. The following link will provide specific information about Federal Way School District's Inclement Weather and Delayed Start notification process: [Click here for link to District Inclement Weather Info](#)

Information can also be found from local media outlets.

Timesheets

Our district uses several different timesheets. The one you are responsible for is the 110S. You must turn in your time sheet to Payroll by the 5th of the month following the work done. For example: work done in September is turned in by October 5th and paid out at the end of October. When turning in timesheets: confirm your employee ID is correct and that it is signed. Keep the yellow copy and forward the white copy on to Payroll. For questions regarding paychecks/payroll issues please contact payroll 253 945-2079.

Paychecks

All employees are paid on the last business day of each month. Direct deposit is encouraged. The form is sent as part of the hiring packet or available through Payroll. Pay Advices are available on Employee Online.

Unemployment Compensation

Unemployment compensation is managed by the state Employment Security Department. As a guest employee for a school district, you are given reasonable assurance of substitute work before and after the district's usual and customary breaks, as set by the school calendar. In the event you voluntarily limit the sites or positions for which you will work, you will voluntarily limit your availability for suitable substitute work.

Substitute Service Credit

As a substitute for a Public School district in Washington, you may qualify to participate in a retirement plan through the Department of Retirement Systems (**DRS**) as follows:

Certificated Substitute - **TRS**: Teachers' Retirement System

Classified Substitute - **SERS**: School Employees' Retirement System



However, membership is optional for substitute employees. If you are an established member with DRS, you may already be eligible to purchase service credit for your substitute time. Contact DRS Member Services at 1.800.547.6657 to request a calculation of service credit and an invoice.

To qualify for membership for the very first time, you must work as a substitute for 70 or more hours per month, for at least five months during a school year. If you qualify and would like to establish membership, you must select between **Plan 2** and **Plan 3**. Detailed information on both Plans can be found online at DRS.WA.GOV.

Click on 'New Members' (top left of web page), Scroll down to 'Plan Choice for Members of PERS, SERS and TERS' and Click on [Plan Choice Booklet](#).

Once you have met membership requirements, you will need to select a Plan and send a completed [Substitute's Application for Service Credit](#) and [Member Information Form](#) to DRS. These forms can be obtained from the Payroll Department or downloaded at drs.wa.gov:

Select FORMS tab

SUBJECT LIST: SUBSTITUTE TEACHER/SCHOOL EMPLOYEE

For certificated employees, use TRS Plan 2 and 3 Substitute's Guide

For classified employees, use SERS Plan 2 & 3 Substitute's Guide

Upon receipt of your application, DRS will calculate your service credit and bill you for the amount due. For more information, contact DRS at 800.547.6657.

As a FWPS substitute, you are also eligible to contribute part of your earnings into supplemental retirement savings accounts offered under Sections 403(b) and 457(b) of the Internal Revenue Code. These are voluntary retirement accounts under the Tax-Sheltered Annuity Plan (**TSA**) and the Deferred Compensation Program (**DCP**). For information on the TSA vendors available, please visit or contact Payroll. For more information on the DCP program, check the DRS website at drs.wa.gov.

If you have general questions, you may contact the Payroll Retirement Specialist at 253.945.2064 or retirement@fwps.org.

Optional Medical Coverage

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Required Notification: Variable Hour Employee's *Initial Measurement Period and Standard Measurement Period* for Optional Medical Coverage

As part of a new option under the Affordable Care Act (ACA) variable hour employees (VHE) may be eligible for medical benefits if they average 30 or more hours a week of paid time over the course of one year.

A variable hour employee is someone who substitutes for the district either on a full time basis or in addition to their current position that is ineligible for medical coverage (less than 20 hours per week or less than a .5 fte).

Your Initial Measurement Period (IMP) was during the past September 1st through August 31st Fiscal year. Only those months that had possible substitute hours available for your classification of work were considered. If you averaged at least 30 hours of service per week during the Initial Measurement Period, then you have the option to enroll for medical benefits for 12 months considered your Stability Period, November 1st through October 31st.

Those who qualify for optional medical at this time will have additional information enclosed, otherwise this is considered an informational letter only.

Once notified by Payroll of your eligibility, you must elect coverage during the Administrative Period which is 30 days from the date of eligibility and continue to be an employee to maintain coverage. If eligible then medical enrollment will be available in the High Deductible Health Care Plan. You are required to submit the premium by personal check to Payroll by the 20th of each month. Failure to make timely payments will result in a lapse of coverage and may affect your eligibility status.

If you do not elect to have coverage during the Administrative Period you may still apply during your Stability Period IF you have a qualifying change in family status. If you elect to have coverage and terminate employment within this time frame you will be eligible for COBRA.

If you do not average at least 30 hours of service per week during the Initial Measurement Period, then you will not be eligible for health benefits unless you have a change in employment status that makes you eligible for benefits.

If you continue employment after the end of the IMP you will cross over to the Standard Measurement Period (SMP) for on-going employees. The Standard Measurement Period is September through August with an Eligibility Period of November through October. The IMP and SMP will run concurrently during the first and second year of your employment.

If you continue to average at least 30 hours of service per week during the overlapping SMP your eligibility period will extend to the end of October and be reviewed with the current 12



month SMP period. If you were not eligible during your IMP you may still become eligible during the current SMP.

The Payroll Dept. will monitor and notify you when and if you are eligible for the optional medical coverage along with the eligibility time frame and current premium payments.

If you do not work for FWPS for a consecutive 26 weeks (6 months) you will be considered a NEW employee and your IMP will restart at that time if you return as a VHE.

Should you have any questions, please contact Payroll via email: Benefits@fwps.org If you prefer to speak with someone directly please provide your phone number and a good time to call.

Glossary of Special Education Job Positions

Deaf/Hard of Hearing Program (DHH) is geared to providing comprehensive and appropriate special education services, in the least restrictive environment, to the district's children, age preschool through grade 12 (or age 21), who have a hearing impairment.

Employment and Transition Program (ETP) is designed to teach employment, personal management, and recreation/leisure skills to 18 to 21 year old scholars with developmental disabilities. ETP staff, employment vendors, and representatives from the Division of Vocational Rehabilitation (DVR) and the Division of Developmental Disabilities work together to formulate transition plans to support each scholar's transition to adulthood.

Academic Core Program (ACP) is for scholars with identified disabilities who demonstrate primary learning needs in the academic domain. They may need intensive, specially designed instruction to learn how to read, write, and solve mathematical calculations and problems. Additionally, they may have special needs in the social-emotional and/or functional life skills domains; but these are secondary to their academic core needs.

Functional Core Program (FCP) is for scholars with identified disabilities who demonstrate primary learning needs in the functional life skills domain. They may need intensive, specially designed instruction to learn how to independently manage self-care or to acquire basic academic and socialemotional skills needed to be successful in supervised or sheltered adult employment. FCP is also for scholars with significant disabilities, including those who are medically fragile, who need to develop basic communication and skills for participating in daily support routines.

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Social Emotional Core Program (SEB) is for scholars with identified disabilities who demonstrate primary learning needs in the social emotional skills domain. They may need intensive specially designed instruction in academic skills, and possibly functional life skills; but the primary area of need is social emotional skills.

Resource Support Programs (RSP) are provided to scholars with identified disabilities who demonstrate an increased need in one or more domains. Scholars receiving a resource support program receive half or more of their daily instruction through general education, along with specially designed instruction in learning areas or other areas of identified need.

Additionally:

you will continue to receive the \$200.00 bonus for every 20-days of guest teaching.

Classified Paraeducators training for increased pay:

Training for the *Paraeducator Fundamental Course Study* can be found through the link below:

[Click here for link to training web page](#)

Scroll down to online course, use the link "Paraeducators: what we do matters"

Self-enrollment (Student) **you will need to log in at this point** or create an account.

When completed., please take a screen shot of the page and e-mail to twilliam@fwps.org . Your increase in wages will start at the beginning of the following month.

Salary Schedule Link:

[Click here for Salary Schedule](#)

Classified Guest Employees fingerprint reimbursement

Per Section 1.3.1.1.2. of the CBA for Classified Employees who begin employment as a substitute employee and complete sixty (60) days of work within a twelve (12) month period will be reimbursed for the cost of their background checks. PLEASE SAVE YOUR RECEIPT and use the attached form to request reimbursement.

Using Employee Online

Step 1: On your computer, click on "staff " on the District home page (found at www.fwps.org)

TIP: For best results, use Internet Explorer as your browser.

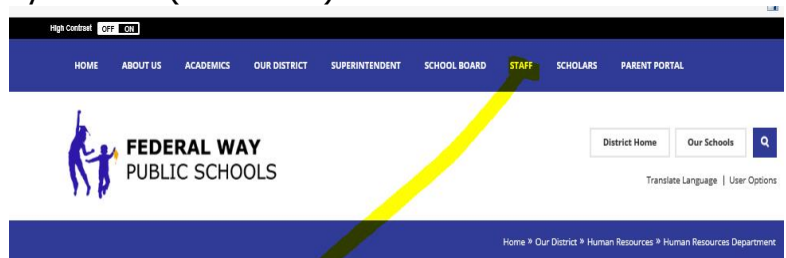
Step 2: Click on Employee Online

Step 3: Review YouTube video https://youtu.be/H_XKtc-f6ZA

Step 4: Click on associated link to access Employee online or use the one below:
<https://employeeonline.fwps.org>

Reminder:

- User ID will always be your employee ID #
- First time you log in will be your SS# (no dashes)
- After the first time you will have created a password of your choosing.
- Please update emergency info on a regular basis



How to accept jobs

Having completed the hiring process, guest employees will receive an invitation from Frontline. Open the invitation email and use the appropriate link to set up your account.

[Click here for Frontline log in page](#)



Human Resources

Human Resources Department >

- Job Openings & Online Application
- Apply for Jobs Online
- Employee Online**
- AppITrack Admin Login
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Employee Leave and Accommodation Information

Benefits

Resources

Human Resources Department

Be a dream maker WORK for FEDERAL WAY PUBLIC SCHOOLS

A World-Class Teacher in Front of Every Student, Every Day

This is an incredible district, full of opportunities and team support. Educators do remarkable work here. We ask a lot of our teachers. And we proudly celebrate the resulting successes.

Contact Us

David Brower, Chief Human Resources Officer

Educational Services Center
Human Resources Department

End of the Year

Guest celebration- information is sent out in April/May for a celebration gathering of all guest employees.

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Guest employees in good standing and active in Frontline will be sent a letter of reasonable assurance in the spring. Your return of the electronic e-mail is your indication to the sub desk that you will be returning as a guest employee in September. Your account will be deactivated in June and will be reactivated in August once the letter is received.

If you have worked for another district in the previous year, Washinton state will require us to send that district a "*Washington State Sexual Misconduct Disclosure Release*". The form will be part of this packet, you may make as many copies as you need. Please fill it out, sign it and return it to HR

School phone list

Reimbursement form for fingerprints - TBD

Guest teacher compensation form – sample time sheet

SEBB Benefit Eligibility – keep one copy, return on to HR

Immunization Form – Please return this form to HR within 30 days of starting work