



364 S. Park Street
Walla Walla, WA 99362

Classified Substitute Handbook

ADMINISTRATION

Mick Miller, Superintendent

Laure Quaresma, Assistant Superintendent

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(Revised 01/2012)

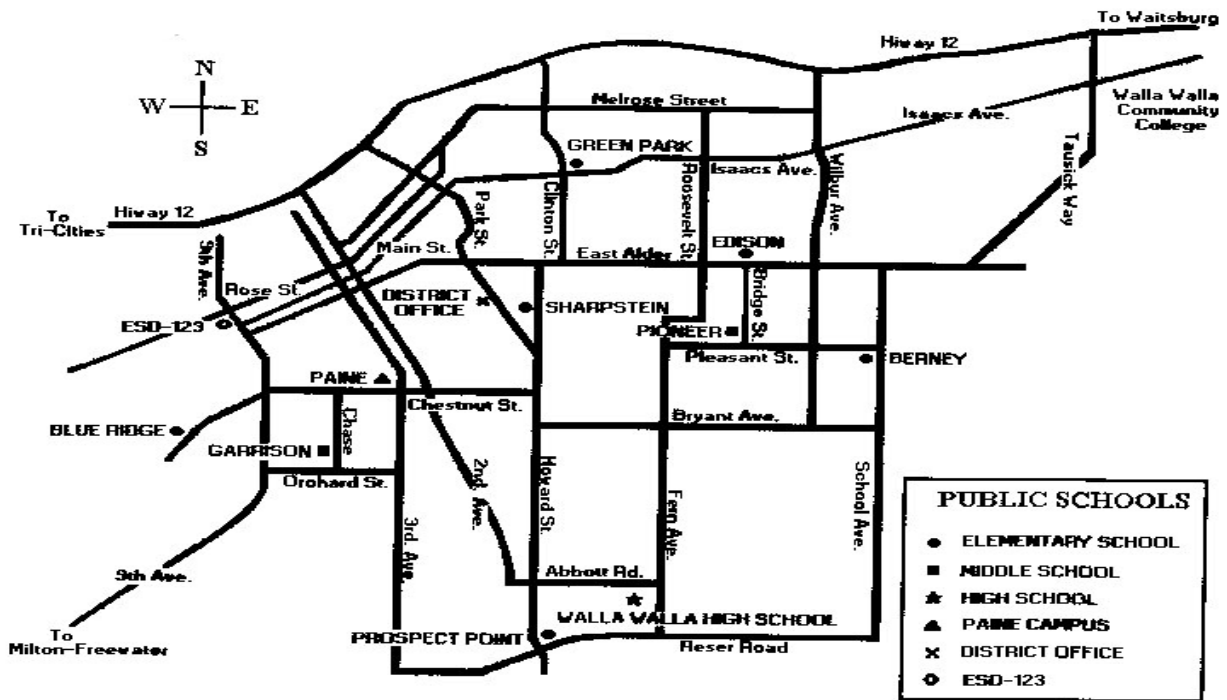
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SCHOOLS

Administration Offices, 364 S. Park St.	527-3000
Superintendent's Office	526-6715
Personnel Office	526-6712
Business Office	526-6718
Kathy Gifford, Substitute Coordinator	526-6743
Walla Walla High School, 800 Abbott Rd	527-3020
Pete Peterson, Principal	
Garrison Middle School, 906 Chase Ave.	527-3040
Gina Yonts, Principal	
Pioneer Middle School, 450 Bridge St.	527-3050
Mira Gobel, Principal	
Berney Elementary School, 1718 Pleasant St.	527-3060
Donna Painter, Principal	
Blue Ridge Elementary School, 1150 W. Chestnut St.	527-3066
Kim Doepker, Principal	
Edison Elementary School, 1315 E. Alder St.	527-3072
Josh Wolcott, Principal	
Green Park Elementary School, 1105 Isaacs Ave.	527-3077
Michael Lambert, Principal	
Lincoln Alternative High School, 421 S. Fourth Ave.	527-3083
Jim Sporleder, Principal	
Prospect Point Elementary School, 50 Reser Road	527-3088
Chris Gardea, Principal	
Sharpstein Elementary School, 410 Howard St.	527-3098
Matt Bona, Principal	

WALLA WALLA





Welcome:

This handbook has been carefully prepared to help you become more knowledgeable as a classified substitute in the Walla Walla Public Schools.

You have been accepted on the basis of your qualifications, and are a vital link in our instructional program. As a substitute food service worker, instructional assistant, custodian, secretary, health clinician, or bus driver, you are an important member of our team.

It is our desire through this handbook to give you a picture of the aims and goals of our school system as they relate to your specific role as a substitute in the Walla Walla Public Schools. If we can be of service to you, feel free to contact our office at any time.

Mick Miller, Superintendent
Laure Quaresma Assistant Superintendent
Kathy Gifford, Substitute Coordinator

GENERAL INFORMATION & INSTRUCTIONS

1. Assignments

Food service and transportation substitutes are arranged through the directors of those departments. All other assignments for substitute service are made by the building principal and arranged through the substitute coordinator as a need arises. No assurance can be given regarding the length of tenure on a classified substitute assignment.

It is mandatory that all substitutes have all necessary forms filled out and on file in the Personnel Office before they are assigned any substitute work. Please call the Substitute Coordinator (526-6743) if you have any questions.

2. Requirements

- ***Fingerprinting*** - Any substitute new to Walla Walla School District must be fingerprinted.

If you have not been fingerprinted, please contact the substitute coordinator as soon as possible to set up an appointment for the next fingerprinting session.

- ***Bloodborne Pathogens Training*** - Washington State law requires that all public school employees, including substitutes, receive bloodborne pathogens training. This is a mandatory requirement.

If you have not received this training through Walla Walla Public Schools, please contact the substitute coordinator to register for the next scheduled training session.

- ***Harassment/Discrimination Training*** - All employees and substitutes are required to attend this training within the first 90 days of employment. If you have not attended you will be notified of the next training.

3. Compensation

Payday is the last working day of each month for the previous month's time worked, even though the pay stub indicates it is for the current month (i.e., pay received the last working day of October would be for hours worked in the month of September.)

Classified substitutes are paid on the following schedule:
 (Schedule is subject to change per negotiated agreement.)

	Hourly Rate	Hourly Rate After 30 days
Bus Drivers	\$14.71	\$15.71
Bus Assistants	\$ 9.46	\$10.10
Custodians	\$ 10.95	\$11.69
Child Care	Minimum Wage	Minimum Wage + 6.8%
Food Service	Minimum Wage	Minimum Wage + 6.8%
Health Clinicians	\$15.77	\$16.84
Maintenance	\$12.41	\$13.25
Noon-Duty Assistants	Minimum Wage	Minimum Wage + 6.8%
Para-Educators	\$ 9.46	\$10.10
Secretarial/ Library	\$10.95	\$11.69
Tutors	\$10.10	\$10.79

It is very helpful if you keep a record of the days and schools at which you have worked each month. Please contact Nancy Taylor in the Business Office (526-6722) if there is a discrepancy between your payroll warrant and your records.

- ***Direct Deposit of pay is required for all new hires of Walla Walla Public Schools regardless of position. For further questions, please contact the payroll office.***
- ***Identification badges are required for quick identification on all school district property. The district will provide the opportunity for substitutes to receive a current year ID badge.***

4. Athletic Pass

Classified substitutes may purchase a district employee athletic pass upon presenting their current picture ID badge to the district athletic department at Walla Walla High School.

5. Specific Responsibilities

- ***Prompt Arrival*** - Refer to the school directory page and city map pages in this booklet for locations of schools in order to avoid delays in arriving at the required time.
- ***Building Procedures*** - The substitute should report immediately to the principal's office to secure instruction as to the building routine. Performance of the regular employee's building duties is required unless the principal makes other arrangements.

After you have signed in with the principal's secretary, check for specific duties. Food service substitutes should report to the building kitchen manager for assignment, custodial substitutes should contact the head custodian for assignments and further instructions, and all other classified substitutes should check with the principal's secretary.

Report to the principal's secretary before leaving the building in the afternoon to see if there are any further instructions and to make sure all substitute forms have been signed. Food service substitutes should check out with the kitchen manager and custodial substitutes should check out with the head custodian. Classified substitutes do not receive pay for their lunch break.

6. Substitute's Work Day

Classified substitutes will observe the hours specified by the substitute coordinator/building principal. Special permission to leave the building before the regular hours must be obtained from the principal.

7. Notification of Assignment

The assigning of classified substitutes will be made as early as possible, usually between the hours of 6:30 a.m. and 8:00 a.m. In case of an emergency, you might be called at any time during the day.

Substitute assignments are arranged by the substitute coordinator only, not by individuals, teachers, or secretaries. Please call the substitute coordinator if you have any questions.

Food Service and Transportation substitutes are arranged by each department director.

8. Notification of Unavailability

Substitutes who are not going to be available for an extended period of time are asked to notify the substitute coordinator in the Personnel Office at 526-6743. It is expected that all classified substitutes will be available and will accept an assignment if they have not otherwise notified this office.

9. School Breakfast/Lunch

Breakfasts and lunches are served at all schools. Substitutes may purchase a breakfast at the regular fee of \$1.80 and lunch at the regular fee of \$3.15.

10. Substitute Parking

- **Walla Walla High School** - Substitutes may pick up a substitute-parking pass from the high school main office the first time they report for an assignment. A parking pass is valid for the entire school year and should be placed on the dash of the substitute's vehicle, in plain view. Any vehicle without a parking pass while in the staff parking area will be towed.
- **All Other Schools** - Substitutes may park in the regular school parking facilities at all other school locations during short and long-term assignments.

11. Responsibilities for Permanent Employment

- In order to be considered for permanent employment, you must apply for each position you are interested in using the Walla Walla Public Schools on-line application system.
- Long-term substitutes should get letters of reference from supervisors. These must be attached to their on-line application.

12. Emergency Closure or Change of Schedule

In the event of emergency closure, delayed opening, or any change in schedule of any schools in Walla Walla School District, the television and radio stations will be notified of the decision and asked to broadcast this information beginning at approximately 6:00 a.m. The district website will provide any change of schedule as well.

During questionable weather conditions, if you have not heard any changes broadcast by 6:45 a.m., you should assume that schools will operate on the regular schedule.

If school has been **cancelled for the entire day**, substitutes **do not report** to their assignment; however, this does not apply to custodial substitutes. Custodial substitutes should report as soon as safely possible as there may be a particular need for their services on such a day.

If school has been delayed or any change in schedule has been announced, please report to your assignment according to the revised schedule.

Radio/TV stations that broadcast announcements are:

Station		Station	
KONA	610 AM / 105.3FM	KLKY	97.9 FM
KGTS	91.3 FM	KEYW	98.3 FM
KUJ	1420 AM / 99.1 FM		
KWHT	1240AM /103.5 FM	KEPR-TV	CBS 2
KZHR	92.5 FM	KNDU-TV	NBC 6
KORD	87 AM / 102.7 FM	KVEW-TV	ABC 4
KALE	960 AM / 94.9 FM		
KTEL	1490 AM		

**You may also visit our website @
www.wps.org**

TSA (Tax Sheltered Annuity)

TSA's are available to all employees of Walla Walla Public Schools. Check with the business office for more information.

RETIREMENT SYSTEM

A substitute may apply for service credit if they qualify. Go to www.drs.wa.gov for further information or contact the payroll office. Please keep your pay stubs for future verification of wages earned from Walla Walla Public Schools.

RETIRED FROM THE WA STATE DEPARTMENT OF RETIRMENT SYSTEMS:

- **DRS has made changes to the number of hours a retiree may work.** Please check with the payroll office or contact DRS @ 1-800-547-6657 or go on line to www.drs.wa.gov/.

STATE & FEDERAL REGULATIONS

Federal and State guidelines indicate that we advise staff on an annual basis about policies regarding a drug free and tobacco free workplace, and sexual harassment policies. The following policies are in effect in the Walla Walla Public Schools. District policy books are available in each school building and at the district office for employee reference. We want your association with the Walla Walla Public Schools to be a pleasant one.

Please contact the district's Title IX, Workplace Diversity Officer (Liz Campeau, Assistant Director of Personnel, 526-6713) if you have a question or concern regarding these issues.

Policy books are available in each building and at the district office for employee reference.

NONDISCRIMINATION – STAFF

Policy No. 5010

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, sex, marital status or presence of any sensory, mental or physical handicap. The district may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified.

The superintendent shall designate a staff member to serve as Workplace Diversity/ Title IX Compliance officer.

The district, as a recipient of public funds, is committed to undertake such action which shall make effective equal employment opportunities for staff and applicants. Such action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of under-represented groups in the job classifications in relationship to the availability of such persons having requisite qualifications. Workplace diversity plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Workplace diversity may include recruitment, selection, training, education and other programs in order to generate the best pool of qualified applicants.

The superintendent/designee shall develop a workplace diversity plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those qualified classes that are recognized as protected groups, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy and procedures, as well as the workplace diversity plan, regulations and procedures developed according to it, shall be made available to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported to the board upon request.

DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE

Policy No. 5201

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

"Workplace" may include any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's performance is required to report such use of medication to his or her supervisor. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than five days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

REPORTING IMPROPER GOVERNMENTAL ACTION

Policy No. 5271

The district encourages the reporting by employees, consistent with the district's procedures, of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The superintendent/designee shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

STAFF SAFETY

Policy No. 6511

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents shall be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office.

The district shall have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training from the department of labor and industries, U.S. Bureau of Mines, the American Red Cross, or equivalent training provided by the district nurses. The district may also recommend that persons supervising high risk activities hold a valid certificate of first aid training. Each school and work site shall have a specific location for readily accessible first aid supplies. The designated first aid station will be in the school nurse's office.

The superintendent shall develop necessary safety and health procedures to comply with Department of Labor OSHA and WISHA requirements.

UNLAWFUL DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING PROHIBITED

Policy No. 6590

I. The District's Commitment

The board of directors is firmly committed to having a positive educational and work environment that encourages respect, dignity, and equality for students, patrons, parents/guardians, applicants, volunteers, contractors, and employees. The district will not tolerate discrimination, harassment, intimidation, or

bullying in the school district's education or working environment, regardless of whether the discrimination, harassment, intimidation, or bullying is based on conduct that is adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, or female to female. The district has established Procedure 5010 for reporting work place wrong doing and for informal and formal complaints to resolve alleged discrimination, harassment, intimidation, or bullying.

II. Discrimination, harassment, intimidation, and bullying are Prohibited

Discrimination, harassment, intimidation, or bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability are prohibited. Harassment includes: (a) hostile work or educational environment, (b) quid pro quo sexual harassment, (c) malicious harassment, and (d) intimidation, or bullying.

- (a) Hostile environment includes the following conduct if the conduct has the purpose or effect of substantially interfering with an individual's educational or work performance or of creating an intimidating, hostile or offensive educational or work environment:

--Unwelcome or uninvited sexual advances

--Requests for sexual favors

--Unwanted derogatory comments, slurs, jokes, cartoons, pictures, gestures, innuendos, and other unwelcome or uninvited verbal or physical conduct of a sexual nature or based on race, color, religion, ancestry, national origin, gender, age, sexual orientation, or disability

Refer to Policy 3200, Students' Rights and Responsibilities for other forms of harassment.

- (b) Quid Pro Quo sexual harassment includes unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendos, and other unwelcome or uninvited verbal or physical conduct of a sexual nature if (1) submission to the conduct is made a term or condition, implied or explicitly, of obtaining an education or employment; or (2) submission to or rejection of that conduct by an individual is used as a factor in decisions affecting that individual's education or employment.
- (c) Malicious harassment, as defined by RCW 9A.36.080, is prohibited. Malicious harassment includes malicious and intentional conduct based on a person's perception of another's race, color, religion, ancestry, national origin, gender, sexual orientation, or disability that: (1) causes physical injury; or (2) causes physical damage to or destruction of property; or (3) threatens a person or group of persons and places the person(s) in reasonable fear of harm. Words alone do not constitute malicious harassment unless the context surrounding the words indicates that the words are a threat.
- (d) Intimidation, and bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:
- Physically harms a student or damages the student's property; or
 - Has the effect of substantially interfering with a student's education; or
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

III. Reprisal, Retaliation, or False Accusations

Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported discrimination, harassment, intimidation, or bullying is prohibited and will be treated as a serious violation of policy, regardless of whether any discrimination, harassment, intimidation, or bullying is substantiated. False accusations are prohibited and will be treated as a serious violation of this policy.

IV. Training

All district employees will complete an initial training regarding Policy 6590 within 90 days of employment in a regular position with the district.

WORKERS' COMPENSATION

EMPLOYEE RESPONSIBILITIES

What to do if you, the employee, are injured at work?

- Inform your supervisor immediately
- Complete an Employee Incident Report

If no medical attention is needed, stop here.

What to do if you need to go to a medical provider?

- Inform your supervisor you are seeking medical attention right away
- Contact ESD 112 at 1-800-749-5861 immediately to:
 - 1) Report the incident has occurred
 - 2) Provide details of the incident to the claims staff
 - 3) Obtain a claim number _____

What to do at the medical provider's office?

- Inform the medical provider that this is a work related incident
- Provide the medical provider with your claim number
If you do not have a claim number yet, call ESD 112 from the provider's office to obtain a number.
- Instruct the medical provider to forward all information to:
ESD 112 Workers Compensation Claims Department
2500 NE 65th Ave, Vancouver, WA 98661-6812
Phone 360-750-7504; fax to 360-750-9836
- Complete the Physicians Initial Report (PIR) provided by the doctor
- Do NOT file an L & I State Fund claim form at the provider's office
- Obtain a note with your work status from the attending physician
(A physician's assistant cannot sign the work status note)
- Schedule a return appointment

What to do after each medical provider visit?

- Call ESD 112 to report your return to work status (call 1-800-749-5861)
- Fax your return to work status note to ESD 112 within 24 hours (fax to 360-750-9836)
- Report your return to work status to your supervisor within 24 hours
- Provide your supervisor with a copy of your work status note

**EMPLOYMENT WITH THE WALLA WALLA PUBLIC SCHOOLS IS
INSURED UNDER THE PROVISIONS OF THE STATE OF WASHINGTON
EMPLOYMENT SECURITY ACT**

**ANNUAL NONDISCRIMINATION NOTIFICATION (COMPREHENSIVE
NONDISCRIMINATION STATEMENT)**

The Walla Walla School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The Assistant Director of Personnel, 364 South Park Street, Walla Walla, Washington 99362, (509) 527-3000, has been designated to handle questions and complaints of alleged discrimination.

NOTES