

364 S. Park Street
Walla Walla, WA 99362

Certificated Substitute Handbook

ADMINISTRATION

Wade Smith, Superintendent

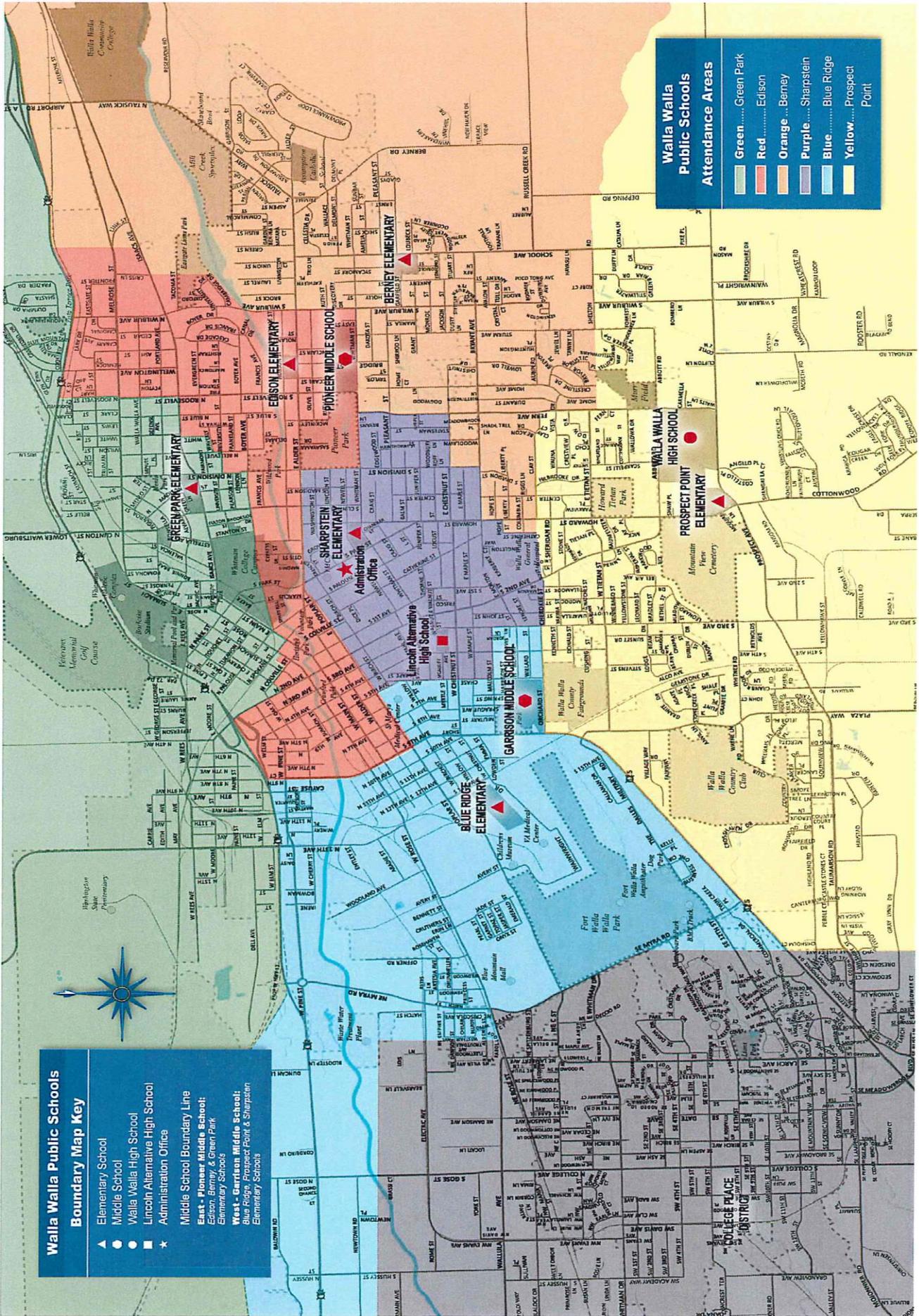
(Revised August 2017)

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SCHOOLS

Administration Offices, 364 S. Park St.	527-3000
Superintendent's Office	526-6715
Human Resources	526-6712
Business Office	526-6718
Shari Strickland, Substitute Coordinator	526-6743
Walla Walla High School, 800 Abbott Rd.	527-3020
Ron Higgins, Principal	
Garrison Middle School, 906 Chase Ave.	527-3040
Robert Elizondo, Principal	
Pioneer Middle School, 450 Bridge St.	527-3050
Kristina Duncan, Principal	
Berney Elementary School, 1718 Pleasant St.	527-3060
Michelle Carpenter, Principal	
Blue Ridge Elementary School, 1150 W. Chestnut St.	527-3066
Kim Doepker, Principal	
Edison Elementary School, 1315 E. Alder St.	527-3072
Julie Perron, Principal	
Green Park Elementary School, 1105 Isaacs Ave.	527-3077
Rick Kline, Principal	
Lincoln Alternative High School, 421 S. Fourth Ave.	527-3083
Marci Knauft, Principal	
Prospect Point Elementary School, 50 Reser Rd.	527-3088
Dana Chandler, Principal	
Sharpstein Elementary School, 410 Howard St.	527-3098
Maria Garcia, Principal	



Walla Walla Public Schools
Boundary Map Key

- ▲ Elementary School
- Middle School
- Walla Walla High School
- Lincoln Alternative High School
- ★ Administration Office

Middle School Boundary Line
 East - Pioneer Middle School:
 Edison, Bernay, & Green Park
 Elementary Schools

West - Garrison Middle School:
 Blue Ridge Prospect Point & Sharpsteen
 Elementary Schools

Walla Walla Public Schools
Attendance Areas

- Green..... Green Park
- Red..... Edison
- Orange..... Bernay
- Purple..... Sharpsteen
- Blue..... Blue Ridge
- Yellow..... Prospect
- Point



Welcome!

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

You have been accepted on the basis of your professional preparation, your educational background, and your personal qualifications for a task which is both challenging and rewarding. The substitute teacher is a vital link in our instructional program. As a substitute teacher, 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 any service to you, feel free to contact our office at any time.

Since there are unique duties and responsibilities of teachers at different levels, each school will have additional material for the substitute, which will pertain only to that building. This material will be available at the office on your first visit to the school.

Wade Smith, Superintendent
Shari Strickland, Substitute Coordinator

GENERAL INFORMATION & INSTRUCTIONS

- **Assignments**

The District maintains a list of qualified certificated substitute teachers to replace regular teaching staff when they are absent from their teaching assignment. This list indicates the grade level and subject matter preference for each substitute.

The principals request assignments for substitute services as the need arises. No assurance can be given regarding the length of a substitute teaching assignment.

Teachers anticipating an absence from their teaching assignment may suggest a specific substitute to the building principal. However, all substitute teachers shall be approved and hired by the building principal's office.

- **Requirements**

- ***Certification*** – Substitutes are required to hold a valid Washington teaching certificate in order to substitute in the Walla Walla Public Schools. For information regarding certification in the state of Washington, please contact Educational Service District 123, 3918 W. Court St., Pasco, WA 99301, 1 (888) 547-8441.

- ***Fingerprinting*** – Any substitute new to Walla Walla School District must be fingerprinted unless they have been fingerprinted in another school district in Washington State, within the last two years.
All substitutes need to have fingerprint clearance verification prior to substituting for the Walla Walla School District. If you have not been fingerprinted please contact the substitute coordinator as soon as possible.

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

- ***Harassment/Discrimination Training*** – All employees and substitutes are required to complete this training within the first 90 days of employment.

You will receive information, from the Substitute Coordinator, on how to complete the training online through the district website.

- **Compensation**

Substitutes will be compensated on the following scale:

- Half day assignments (3.75 hours) - \$65.00
- Full day assignments - \$130.00
- Hourly assignments – \$17.33/hr

- Substitute teachers who work less than a half or full day assignment will be paid **by the hour** according to their per diem rate of pay.
4. 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.

Payday is the last working day of each month and is 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).

5. **Long Term Assignments**

A substitute having continuous service in exactly the same teaching assignment for more than fifteen (15) consecutive days will be paid according to the substitute's placement on the state salary schedule. The substitute will be paid at this rate on a per diem basis beginning with the sixteenth (16th) consecutive day in the assignment, and continuing as long as the substitute remains in that same assignment. In order to determine correct placement on the salary schedule, Human Resources must have college transcripts and a current application on file.

6. **Identification Badge**

Identification badges are required for quick identification on all school district property. The district will provide the opportunity for substitute teachers to receive a current year ID badge with their picture, name, and “Guest Teacher” on the badge.

7. **Professional and Personal Competencies**

To assure teaching competencies will be maintained, the substitute is expected to:

- Keep abreast of developments in education through professional reading and by attendance at institutes, in-services, and other educational meetings. Walla Walla Public Schools offers in-service classes for teachers on a regular basis

throughout the year. Information regarding these classes may be obtained through the Curriculum Office.

- Keep abreast of the curriculum guidelines and essential academic learning requirements of the subject(s) and grade level(s) you will be teaching. Curriculum Guides can be obtained through the Curriculum Office.
- Keep informed concerning rules, regulations, and policies of Walla Walla Public Schools. If further information is needed, contact one of the principals, the curriculum office, or Human Resources.
- Take an active interest in the work of the class and do an effective job of teaching.
- Maintain a strong code of professional ethics.

8. Specific Responsibilities

- ***Prompt Arrival*** - Refer to the school directory page and city map pages in this booklet for location of schools to avoid delays in arriving at the required time.
- ***Preliminary Building Procedures*** - Upon arrival at any school building, report to the principal's office to obtain instruction regarding the building routine. Performance of the regular teacher's building duties is required unless the principal makes other arrangements with the substitute. Determine the location of the regular teacher's mailbox and the building bulletin board.
- ***Preliminary Classroom Procedure*** - In the classroom, locate the daily program and seating chart. Familiarity with assignment is essential. Consult the teacher's record or chart of pupil assignments to identify the students, any room committees, or any monitors. Have these students carry out their regular duties. Check the lesson plans to see if there are any students with life threatening conditions.
- ***Classroom Procedure*** - Every effort should be made to follow the lesson plan already established by the regular teacher and to interpret the courses of study in accordance with them. The plans of the regular teacher should be followed even during an extended assignment until the substitute is thoroughly acquainted with the needs of the students. Substitute teachers should use discretion in calling the regular teacher at home.

- **Crisis Preparation** - In the sub notebook/folder (which you receive when you check in), there will be notice on where to locate the crisis management folder and/or emergency bucket. Locate this information and familiarize yourself with the contents.

Substitute teachers who have not substituted in special education, LAP, Title I, or bilingual classes should attempt to visit these classes to learn protocol and procedures used in these classrooms. If this is not possible, meet with the principal prior to class to preview the teaching situation.

Upon completing a substitute assignment, leave a record of the daily work completed by the students for the returning teacher. Note any new work assigned in the teacher's record book.

All papers should be graded, records made, and preparations for the next day completed.

Please assume the same responsibility for the order and morale of the students in the classroom, in the halls, in the eating area, or on the playground as the regular teacher would assume.

Continue all housekeeping arrangements of the regular teacher, including leaving all books, supplies, and equipment in an orderly fashion.

- **Referrals** - Substitutes should be aware of the district discipline policy. Copies of each school's parent/student handbook are available in the Substitute Notebook as well as online. In case of a serious behavior problem, notify the principal's office immediately.

- **Reports** - The substitute should follow the regular procedures developed by each building for statistical reports. The following are especially important:

Attendance Report - Substitute teachers should be familiar with the method of reporting attendance in each building, and should submit attendance numbers accordingly.

Pupil progress report cards and warning slips - Confer with the principal before compiling and sending out these reports.

Communication with parents - All communications to parents should be approved by the principal.

- **Planning Periods** - Substitutes may be asked to cover other classrooms or assignments in an emergency as directed by the building principal during

available planning periods. Every effort will be made to provide prepared plans in advance of the class period where coverage is requested.

- **Staff Meetings** - Attend meetings unless otherwise directed by the principal, and keep notes of such meetings for the regular teacher.

Report to the building secretary before leaving the building after an assignment to see if there are any further instructions, and to sign the time sheet for payroll.

9. Teacher's Workday

Substitute teachers will begin and end their workday according to the regular teacher's workday per the schools schedule. Special permission to leave the building before the regular hours must be obtained from the principal.

10. Notification of Assignment

As a certificated substitute, you will be given access to Substitute Online (SOL), our absence posting and job fulfillment software program. Please check SOL often as jobs are posted continuously. Jobs will be displayed to you that you are able to select, according to your personal calendar. There may or may not be sub plans attached to the job. You are encouraged to contact the teacher for more information via email.

When a posted job has not been filled through SOL, the substitute coordinator will call substitute teachers to fill the absence, usually between the hours of 6:00 a.m. and 8:00 a.m. However, in the case of an emergency, a substitute may be called at any time during the day.

11. Notification of Unavailability for Assignment

Substitutes who will not be available for an extended period of time are asked to notify the substitute coordinator at 526-6743. You are encouraged to manage your personal calendar in SOL, blocking days that you are not available to work.

Substitutes will be called to work when needed by the district. ***All substitute teachers are expected to be available and to accept an assignment if they have not otherwise notified the substitute coordinator.***

12. School Breakfasts/Lunches

Breakfasts and lunches are served at all schools. Substitutes may purchase breakfast at the regular fee of \$1.40 and lunch at the regular fee of \$2.95.

13. Substitute Parking

- **Walla Walla High School** - Substitutes may park in a teachers designated parking space if they have indicated in the sub notes which parking space they occupy. In all other cases use the visitor parking.
- **All Other Schools** - Substitutes may park in the regular school parking lot at all other school locations during short and long-term assignments.

14. Building Visitations

Substitute teachers new to the district are encouraged to visit the schools in which they will be substituting and become acquainted with the principals. Please check in with the main office prior to your visit to obtain permission and instructions.

15. Responsibilities Regarding Permanent Employment

- In order to be considered for permanent employment, a substitute must apply for each position for which they would like to be considered using the Walla Walla Public Schools online job application system.
- Long-term substitutes should get letters of reference from supervisors to upload to their application in the Walla Walla Public Schools job application system. Long-term substitutes may ask to be observed by a building administrator. If the observation is scheduled, it will be reviewed with the substitute by the building administrator, and upon request from the substitute, a copy will be sent to Human Resources to be added to their file.

16. 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.

If school has been delayed or any change in schedule has been announced, substitutes should report to their assignment at the regular report time or as soon as safely possible.

Radio/TV stations that broadcast announcements are:

Station		Station	
KONA	610 AM/ 105.3 FM	KLKY	97.9 FM
KGTS	91.3 FM	KFAE	89.1 FM
KUJ	1420 AM/ 99.1 FM	KEYW	98.3 FM
KWHT	1240 AM/ 103.5FM		
KZHR	92.5 FM	KEPR-TV	CBS 2
KORD	87 AM/ 102.7 FM	KVEW-TV	ABC 4
KALE	960 AM/ 94.9 FM	KNDU - TV	NBC 6
KTEL	1490 AM		

**You may also visit us @ www.wwps.org & click on
“School Closures”**

TEACHER RETIREMENT SYSTEM

If you are interested in purchasing service credit for retirement, please go to: <http://www.drs.wa.gov/publications/publications.html> or call the Department of Retirement at 1.800.547.6657.

WORKING AFTER RETIREMENT

If you have any questions about working after retirement, you can call the Department of Retirement Systems at 1.800.547.6657, visit the website at www.drs.wa.gov or contact one of our payroll staff.

TSA (Tax Sheltered Annuity)

Tax Sheltered Annuities (403b’s) are available to all employees of Walla Walla Public Schools. You can visit the district website at www.wwps.org or contact one of the payroll staff for further information.

STATE & FEDERAL REGULATIONS

COMPREHENSIVE NONDISCRIMINATION STATEMENT

Policy No. 5010

The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal 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 following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Title IX Coordinator

Liz Campeau, Director of HR
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
lcampeau@wwps.org

Section 504/ADA Coordinator

Libby Thompson, Director of Special Education
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
ltompson@wwps.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.wwps.org/district/information/school-board/policies>

SEXUAL HARASSMENT

Policy No. 5011

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.wwps.org/district/information/school-board/policies>

The Walla Walla School District is an Equal Opportunity Employer and complies with all requirements of the ADA.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

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Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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

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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 that 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.

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

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(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**

HEALTH CARE ELIGIBILITY UNDER THE AFFORDABLE CARE ACT

Benefit eligibility for substitute employees will be determined as follows:

1. Walla Walla Public Schools will use a look back period to calculate your average hours worked.
 - The look back measurement period will be Sept 1 thru Aug 30 of each year.
 - If you worked an average of 30 hours per week or 130 hours per month in the prior year you qualify for an offer of medical coverage in the current year. (Look back eligible from 14-15 hours worked, coverage offered for 15-16 etc.)
 - When you qualify and are offered coverage, you are no longer eligible for a subsidy on a public health care exchange.
 - Medical Plan options will be the same as those offered to full time contracted employees.
 - Medical premiums are due the first of each month.
 - If you wish to waive an offer of coverage you must complete a Waiver of Health Insurance.
2. Walla Walla Public Schools will, as applicable, base hours worked on your *anticipated hours worked* at the time of hire.
 - Substitutes in this category will be offered coverage to be effective by the beginning of the fourth calendar month of employment in a qualified 'full time' position.
 - Coverage ends the last day of the month in which the assignment ends.
 - When you qualify and are offered coverage you are no longer eligible for a subsidy on a public health care exchange.
 - Medical Plan options will be the same as those offered to full time contracted employees.
 - Premiums will be taken as a deduction from your monthly paycheck and will pay for the current month's coverage.
 - If you wish to waive an offer of coverage, you must complete a Waiver of Health Insurance.

Substitute employees will be contacted by the Payroll Office upon determination of eligibility.

Enrollment will be processed through the Payroll Office.

Premium collection will be through the Payroll Office.

For questions regarding eligibility, enrollment and premiums contact the Payroll Office:

Lee Grubb, Certificated Staff 526-6768

Megan Murray, Classified Staff 526-6721

Tami Tucker, Payroll Coordinator 526-6722

**ACA REQUIRES AN OFFER OF MEDICAL COVERAGE
VISION & DENTAL COVERAGE IS NOT AVAILABLE TO SUBSTITUTE EMPLOYEES**

NOTES