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

Walla Walla Public Schools

364 S. Park Street
Walla Walla, WA  99362

Classified Substitute Handbook

ADMINISTRATION

Dr. Wade Smith, Superintendent

(Revised August 2022)
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Administration Offices, 364 S. Park St.  527-3000
   Superintendent’s Office  526-6715
   Human Resources  526-6712
   Business Office  526-6765
   Shari Strickland, Substitute Coordinator  526-6743

Walla Walla High School, 800 Abbott Rd.  527-3020
   John Schumacher, Principal

Garrison Middle School, 906 Chase Ave.  527-3040
   Kim Doepker, Principal

Pioneer Middle School, 450 Bridge St.  527-3050
   Kristina Duncan, Principal

Berney Elementary School, 1718 Pleasant St.  527-3060
   Michelle Carpenter, Principal

Edison Elementary School, 1315 E. Alder St.  527-3072
   Amy Kasenga, Interim Principal

Green Park Elementary School, 1105 Isaacs Ave.  527-3077
   Cesar Hernandez, Principal

Lincoln Alternative High School, 421 S. Fourth Ave.  527-3083
   Marci Knauft, Principal

Prospect Point Elementary School, 50 Reser Rd.  527-3088
   Justin Vernon, Interim Principal

Sharpstein Elementary School, 410 Howard St.  527-3098
   Maria Garcia, Principal

WW Center for Children & Families, 1150 W Chestnut  527-3066
   Brent Cummings, Director of Early Learning & Family Engagement

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

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

You have been accepted on the basis of your personal qualifications for a task which is both challenging and rewarding. The classified substitute is a vital link in our district’s learning environment as a support to the classroom. As a classified substitute, 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.

Dr. Wade Smith, Superintendent
Shari Strickland, Substitute Coordinator
GENERAL INFORMATION & INSTRUCTIONS

1. Assignments

Nutrition services 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 Human Resources 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.

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

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

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

3. Compensation

Payday is the last business 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 business 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.)

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Driver</td>
<td>$21.17</td>
</tr>
<tr>
<td>Custodial</td>
<td>$18.03</td>
</tr>
<tr>
<td>Grounds Worker</td>
<td>$20.17</td>
</tr>
<tr>
<td>Health Clinician RN</td>
<td>$23.02</td>
</tr>
<tr>
<td>Health Room Assistant</td>
<td>$18.98</td>
</tr>
<tr>
<td>Nutrition Services</td>
<td>$16.56</td>
</tr>
<tr>
<td>Para-Educator</td>
<td>$16.61</td>
</tr>
<tr>
<td>Printer</td>
<td>$21.10</td>
</tr>
<tr>
<td>Secretarial</td>
<td>$18.98</td>
</tr>
<tr>
<td>Noon Duty, Child Care</td>
<td>Minimum Wage</td>
</tr>
</tbody>
</table>

• **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.**

4. Identification badges are required for quick identification on all school district property. The district will provide the opportunity for substitutes to receive an ID badge with their picture on it.

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. Nutrition services 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. Nutrition services 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.

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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 5:45 a.m. and 8:45 a.m. E-mail is an excellent form of communication to let the Substitute Coordinator know if you are available on any given day. In case of an emergency, you might be called at any time during the day.

<table>
<thead>
<tr>
<th>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.</th>
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<tbody>
<tr>
<td>Nutrition Services and Transportation substitutes are arranged by each department director.</td>
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</table>

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 Human Resources 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 or lunch at the regular adult prices. You can find those prices on the Nutrition Services website: [https://www.wwps.org/departments/nutrition-services/meal-prices](https://www.wwps.org/departments/nutrition-services/meal-prices)

10. **Substitute Parking**

- **Walla Walla High School** - Substitutes may park in the visitor parking lot.

- **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**

The Walla Walla School District is an Equal Opportunity Employer and complies with all requirements of the ADA.
• In order to be considered for permanent employment, you must apply for each position you are interested in using the Walla Walla Public Schools online application system.

• Long-term substitutes should get letters of reference from supervisors. These must be attached to their online 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:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
<th>Station</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>KONA</td>
<td>610 AM / 105.3FM</td>
<td>KLKY</td>
<td>97.9 FM</td>
</tr>
<tr>
<td>KGTS</td>
<td>91.3 FM</td>
<td>KEYW</td>
<td>98.3 FM</td>
</tr>
<tr>
<td>KUJ</td>
<td>1420 AM / 99.1 FM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KWHT</td>
<td>1240AM /103.5 FM</td>
<td>KEPR-TV</td>
<td>CBS 2</td>
</tr>
<tr>
<td>KZHR</td>
<td>92.5 FM</td>
<td>KNDU-TV</td>
<td>NBC 6</td>
</tr>
<tr>
<td>KORD</td>
<td>87 AM / 102.7 FM</td>
<td>KVEW-TV</td>
<td>ABC 4</td>
</tr>
<tr>
<td>KALE</td>
<td>960 AM / 94.9 FM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KTEL</td>
<td>1490 AM</td>
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You may also visit us @ www.wwps.org & click on “School Closures”

TSA (Tax Sheltered Annuity)

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

RETIREMENT SYSTEM

If you are interested in purchasing service credit for retirement, please go to: http://www.drs.wa.gov 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.

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  Section 504/ADA Coordinator
Title IX Coordinator  Section 504/ADA Coordinator
Mindy Meyer, Director of HR  Barb Casey, Director Special Education
364 S. Park Street  364 S. Park Street
Walla Walla, WA 99362  Walla Walla, WA 99362
(509) 527-3000  (509) 527-3000
mmeyer@wwps.org  bcasey@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

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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

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
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

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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

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

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.

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:

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• 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

HEALTH CARE
ELIGIBILITY

Benefit eligibility for substitute employees will be determined as follows:

Walla Walla School District benefits are managed by Washington State Health Care Authority through School Employee Benefits Board (SEBB). Substitutes must work a minimum of 630 hours in a school year to be eligible for benefits. Substitute employees will be contacted by the Payroll Office upon determination of eligibility.

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

Certificated Substitutes – Maggie Bidwell, mbidwell@wwps.org, 526.6736

Classified Substitutes – Megan Murray, mmurray@wwps.org, 526.6721

Payroll Coordinator – Tami Tucker, ttucker@wwps.org, 526.6768

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