

PAY FOR LONG TERM ASSIGNMENTS

- The Highline Public Schools pays a per diem contractual rate of pay after the twentieth **consecutive** day in the **same** assignment. **Any days missed in the first 20 days in a long term assignment will cause the 20 day count to start over.**
- The contractual rate of pay is calculated from the current teacher salary schedule and placement is based upon education and years of experience.
- In order to correctly place a long term guest teacher on the salary schedule, we need to have the following documents on file in Human Resources by the 20th day of your assignment:
 - Official transcripts from **ALL colleges and universities** that you have received credits towards your degree.
 - Foreign transcripts **must** be translated by a legitimate translation company (Company names attached.) The translation service will translate the transcripts into English and will also “evaluate” the credits to equivalent credits.
 - Complete “Verification of Experience” forms for each school district for which you have worked. Your experience can be in or outside the state of Washington. Some foreign experience and college teaching experience may be accepted. Remember that the more experience you can verify, the higher you could be placed on the pay scale.
 - Only complete information requested on page 1 of the Verification of Professional Employment. Be sure you sign and date the authorization to release the information. Please take care of this part of the process as soon as possible.
 - Send the form to your previous district.
 - They will complete the form and return it to Human Resources.

YOU HAVE 45 DAYS FROM THE START OF THE LONG TERM ASSIGNMENT TO HAVE ALL DOCUMENTS IN TO BE COUNTED TOWARDS THE CURRENT LONG TERM ASSIGNMENT.

- If you are interested in enrolling in health benefits, please contact Pam Golden in Human Resources (206-631-3138) upon completing 21 days in your long term assignment. (See attached sheet regarding health benefit information.)