SERVICE

We serve our students, families, and communities.

EXCELLENCE

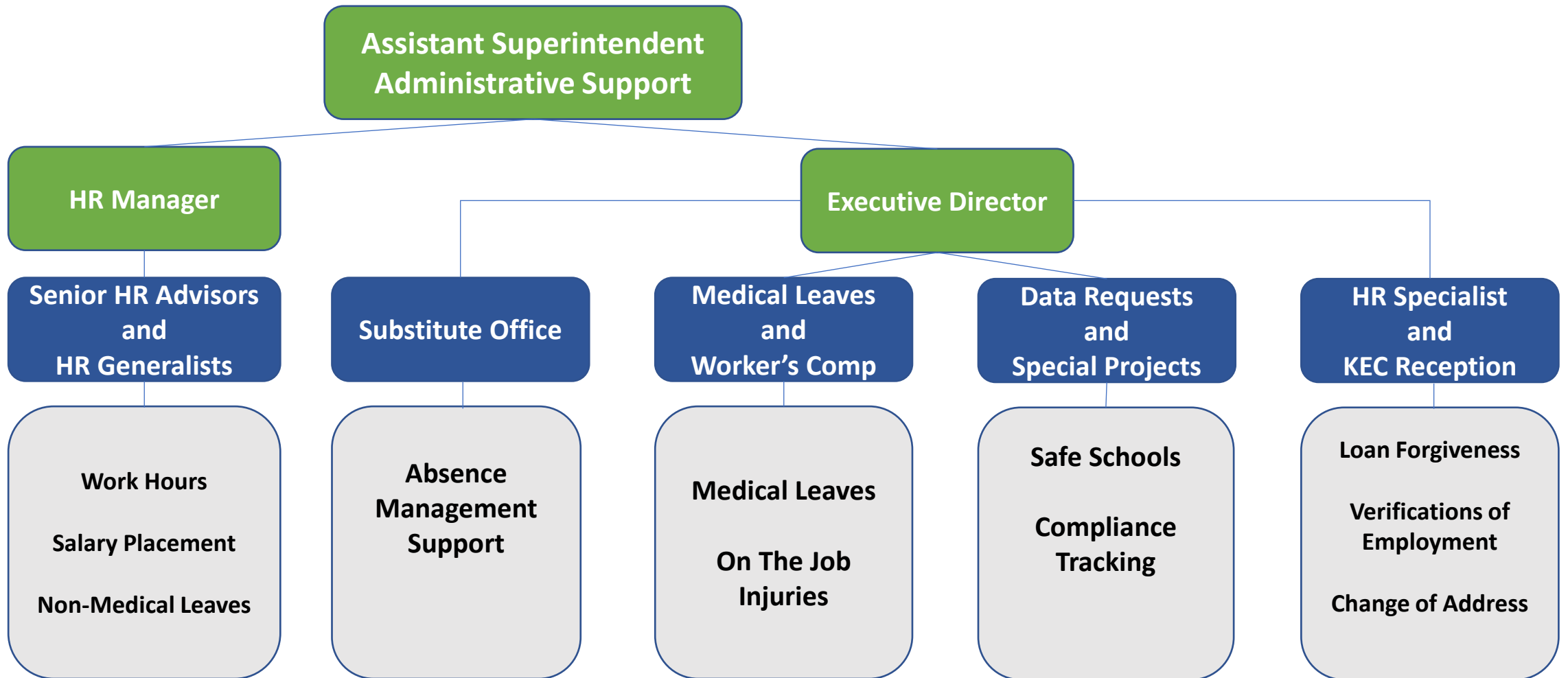We strive for excellence in all we do.

EQUITY

ALL

Overview

- HR Team Overview
- Employee Groups
- Salary Placement
- Training and Reimbursement
- Time Off and Substitute Requests
- Skyward Employee Access
- Leaves of Absences
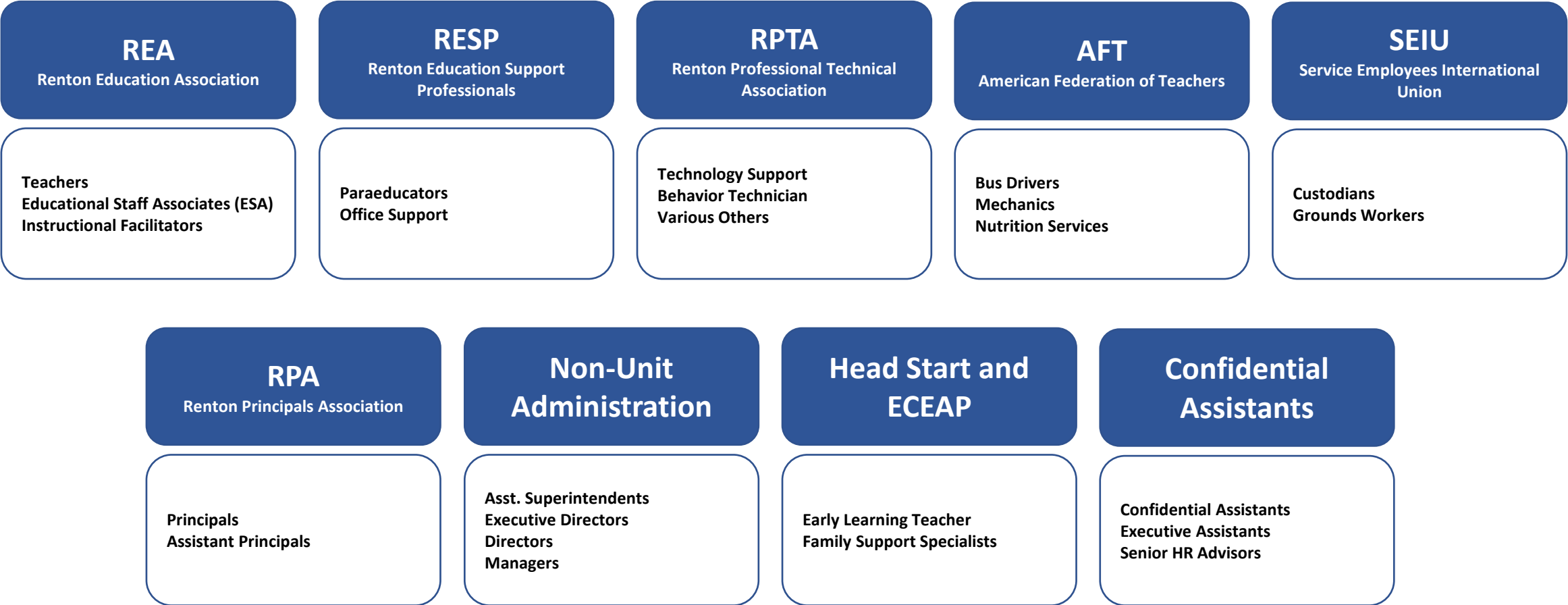- On the Job Injuries
- Other Important Information

Human Resources Team

Assistant Superintendent Administrative Support

HR Manager

Executive Director

Senior HR Advisors and HR Generalists

Substitute Office

Medical Leaves and Worker's Comp

Data Requests and Special Projects

HR Specialist and KEC Reception

Work Hours

Salary Placement

Non-Medical Leaves

Absence Management Support

Medical Leaves

On The Job Injuries

Safe Schools

Compliance Tracking

Loan Forgiveness

Verifications of Employment

Change of Address

Employee Groups

Collective Bargaining Agreements, Salary Schedules and Work Calendars are available [here](#)

REA
Renton Education Association

Teachers
Educational Staff Associates (ESA)
Instructional Facilitators

RESP
Renton Education Support Professionals

Paraeducators
Office Support

RPTA
Renton Professional Technical Association

Technology Support
Behavior Technician
Various Others

AFT
American Federation of Teachers

Bus Drivers
Mechanics
Nutrition Services

SEIU
Service Employees International Union

Custodians
Grounds Workers

RPA
Renton Principals Association

Principals
Assistant Principals

Non-Unit Administration

Asst. Superintendents
Executive Directors
Directors
Managers

Head Start and ECEAP

Early Learning Teacher
Family Support Specialists

Confidential Assistants

Confidential Assistants
Executive Assistants
Senior HR Advisors

Salary Schedule Placement

Collective Bargaining Agreements, Salary Schedules and Work Calendars are available [here](#)

REA

Lanes: Credits earned by 9/30:
MA: subtract 45 from total post-BA credits

Steps: Experience earned by 8/31:
Public, Private, Charter, International

Position must require a State education license

.5 FTE = Step 1

ESAs and CTE may be eligible for industry experience

RESP

Classification by position

Steps:
Public School Experience in a like position

RPTA

Classification by position

Steps:
Public school or industry experience in a like position

AFT

Classification by position

Steps:
State of Washington public employment experience

SIEU

Classification by position

Steps: N/A

Head Start and ECEAP

Classification by position

Steps:
Same or like position

Confidential Assistants

Confidential Assistants
Executive Assistants
Senior HR Advisors

VOE Form Links
Sick leave transfer request included for all groups

Certificated School-Based

Classified School District (RESP, RPTA, Early Learning)

Industry (ESA, CTE, RPTA, Early Learning)

REA - Clock Hours and Credits for Placement

All courses and clock hours for salary placement must be earned after your first Bachelor's degree and meet one of OSPI's defined criteria. Salary schedule lanes reflect quarter credit values. Credits must be earned on or before September 30th of the school year to be eligible for that year's placement.

College Credits and Degrees	Clock Hours – RSD	Clock Hours – Non-RSD
Official transcript required for all degrees	Create your account in ProDev	Must be earned through an OSPI-approved provider
Order electronic official transcripts and have them sent directly to your Senior HR Advisor	Twice annual uploads to Skyward from ProDev in fall and summer – no need to submit forms to HR!	Submit clock hour transcript or final clock hour form to your HR Advisor or Generalist
1 semester credit = 1.5 quarter credits	10 clock hours = 1 quarter credit	

Payroll Basics

Pay day is the last working day of each month

Work Start Date	First Paycheck	Annual Pay Spread
1st – 15th of Month	End of month	Equal pay spread through August
16th – 20th of Month	260-Day Employees: Partial check at end of month <260-Day Employees: End of following month	260-Day Employees: After partial check, equal spread through August <260-Day Employees: Equal pay spread through August
21st – End of Month	End of following month	Equal pay spread through August

- Payroll contact: rsd.payroll@rentonschools.us
- Benefits Contact: rsd.benefits@rentonschoools.us

Classified Training Hours & Expense Reimbursement

Training Hours
RESP and RPTA

Training Hours Form: Here

Four Payment Months: October, January, April and July

Documentation Submission Deadline: 1st of the month

Annual Maximums:
RESP: Up to $1,200 per school year
      Hourly Rate = RESP 1, Step 1

RPTA: Up to $1,500 per school year
      Hourly Rate = RPTA 2, Step 1

Expense Reimbursement
RESP and RPTA

Expense Reimbursement Form: Here
      Attach proof of payment

Submission window: September 1 – August 31

Individual Eligibility:
RESP: Up to $350 per year
RPTA: Up to $150 per year

Other groups may have reimbursable expenses (AFT, SEIU, etc). Speak with your supervisor for eligibility

Certificated Tuition Reimbursement

Form Link: [Tuition Reimbursement Request Form](#)

Reimbursement Request Allowance: One course per teacher, per contract year

Reimbursement Amount: Reimbursement amounts will be calculated after all requests have been submitted.

Documentation Required:
Reimbursement Form
Original Receipt
Course Completion Verification

Submit To: Executive Assistant, Department of Learning and Teaching

Submission Deadline: August 15th

Mandatory Trainings

The trainings below are required for ALL employees in SafeSchools
Username: State ID (found in Skyward Employee Access)
Due: 30 days from start date

Acknowledgements

Disciplinary Action & Discharge

Electronic Resources

What Every Employee Must be Told

Code of Conduct

Trainings

Child Abuse, Neglect & Exploitation

Guide for Protecting the Abused & Neglected

Professional Staff & Student Boundaries

Harassment, Intimidation & Bullying

Student Health Emergencies

Any additional trainings specific to individual positions will be communicated separately from Human Resources

Time Off - Allocations

Notify your supervisor and enter all leave in appropriate system as soon as you are aware of the need for time off.

Leave for Employees in Regular or Temporary Positions	
Leave Type	Annual Allocation (Prorated by Annual FTE)
Sick Leave	12 days
Emergency Leave	See CBA
Personal Leave (Restricted days may apply)	See CBA
Bereavement & Jury Duty	See CBA
Vacation (260-day employees only)	See CBA

Time Off - Reporting

Absence Management: Login information will be emailed
Skyward: Login to Employee Access and click Time Off

Employee Group	Absence Management	Skyward Employee Access
REA	Classroom Teachers Counselors Deans of Students	KEC-Based Facilitators Clinical ESAs
RESP	School Based	Non-School Based
RPTA	Behavior Technicians Mental Health Specialists	All Others
SEIU	Custodians	All Others
AFT	N/A	All
Confidential Assistants	N/A	All
Administrators	N/A	All

Substitute Requests – Absence Management

Absence Management System Quick Start Guide – **Keep this document handy!**

You will receive an email from *no-reply@frontlineed.com* **to your RSD email with login credentials to AMS**

Log in to confirm the following:
- **Name**
- **Title**
- **Work Schedule**
- **Location**

If you have not received your login credentials and need to enter an absence, or if you have changes to your profile, contact the Substitute Office at sub.office@rentonschools.us or (425) 204-2353

Long-Term Leaves of Absences

Always review your employee group's CBA for what options are applicable

Common Types of Long-Term Leaves	
Medical Leave	**Non-Medical Leave**
Pregnancy/Childbirth/Childcare	Educational Leave
Personal Medical Condition	Other CBA-Specific Leaves
Caring for a Family Member	

Please submit a leave request if your absence will be more than five consecutive work days. If in doubt, check with your supervisor or our Leave Coordinator in Human Resources.

Long-Term Leaves of Absences

Renton School District: Leave Options

For absences lasting more than 5 consecutive work days, employees are encouraged to apply for an extended leave. Employees are requested to provide notice at least 30 days in advance if their need for leave is foreseeable (for example, pregnancy or non-emergency surgery). Employees who need leave for an unforeseeable reason must give as much notice as is practicable. Each leave is unique, so for leave planning please contact the Leaves coordinator at ryan.rudolph@rentonschools.us or visit www.rentonschools.us/employment/leaves

1 Own Medical
- **Medical Leave:** accrued sick leave may be used to cover your time off during your designated disability period.
- **FMLA:** up to 12 weeks of protected leave for eligible Employees.
- **PFML (state paid leave):** up to 12 weeks of protected leave processed by WA state. Paid leave available of up to $1,000 per week.
- **FFCRA:** federal Covid leave program. Up to 80 hours of paid leave may be available.

2 Care for Family
- **Medical Leave:** accrued sick leave may be used to cover your time off during your designated disability period.
- **FMLA:** up to 12 weeks of protected leave for eligible Employees.
- **PFML (state paid leave):** up to 12 weeks of protected leave processed by WA state. Paid leave available of up to $1,000 per week.
- **FFCRA:** federal Covid leave program. Up to 80 hours of paid leave may be available.

3 Parental Leave
- **Medical Leave:** accrued sick leave may be used to cover your time off during your designated disability period.
- **FMLA:** up to 12 weeks of protected leave for eligible Employees.
- **PFML (state paid leave):** up to 18 weeks of protected leave processed by WA state. Paid leave available of up to $1,000 per week.
- **FFCRA:** federal Covid leave program. Up to 80 hours of paid leave may be available.

4 Childcare
- **Medical Leave:** accrued sick leave may be used if your child's school or care facility is closed for any health-related reason by order of a public official.
- **FFCRA:** federal Covid leave program. Up to 12 weeks of paid leave may be available.

*For non-medical leaves please contact your assigned Senior HR Advisor

Leave Form Links:

[Medical Leave Options]

[Medical Leave FAQs]

[Request for Medical Leave]

[Request for Non-Medical Leave]

On-The-Job Injuries

Report any injury to your supervisor <u>as soon as possible</u>

Pick up a packet from your office manager which includes required forms

Pay continuance during an L&I leave will be dependent on your employee group CBA

Skyward Employee Access

After logging in for the first time, review contact information for accuracy.

Transcripts and clock hours are entered as quickly as possible and you see those areas populate prior to your first pay day.

Viewable in EA All employees
Pay checks, W-2s
Pay Assignments
Salary Placement • Lane, Step and Credits
Personal contact information • Submit form to change
Nickname • Optional - Enter preferred first name for display in email

Viewable in EA	
Certificated Employees	**Classified Employees**
Contract	Work Assignment Sheet
Credits and Degrees eligible for salary placement	Training hours confirmed in HR
Teacher Certification	Union Seniority Date
Experience eligible for salary placement	

Skyward Employee Access – Salary Placement

Lane/Step History – Salary Schedule Placement

Beginning of the year hires will be able to see these lines by mid-September

Skyward Employee Access – Assignments

Skyward Employee Access – REA Experience

The system will display a report of any experience entered into Skyward by HR

My Own Info

Views: General ▾ Filters: *Skyward Default ▾

Report Type ▲	Report Name
PROFILE	direct deposit
PROFILE	Experience for REA - EA

Experience Employer	Experience Location	Experience Position	Experience Start Date	Experience End Date	Experience Years Exp
RENTON SD	WA	GRADE 1	08/28/2019	06/17/2020	1.00
RENTON SD	WA	GRADE 1	08/29/2018	06/21/2019	1.00
RENTON SD	WA	GRADE 2	08/30/2017	06/20/2018	1.00
RENTON SD	WA	GRADE 2	08/31/2016	06/22/2017	1.00
KENT SD	WA	ELEM TEACHER	08/31/2015	06/17/2016	1.00
KENT SD	WA	ELEM TEACHER	08/28/2014	06/18/2015	1.00
KENT SD	WA	ELEM TEACHER	08/29/2013	06/18/2014	1.00

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Fiscal YTD
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1095 Forms

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Annual Sic
VSTD Enrol
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SEBB Eligi
Class Trai

UDF Tables
Custom Last Name
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Skyward Employee Access – Professional Development

Option 1

Option 2

Certificated Staff

Classified Staff

Increase the number of classes to view or use arrows to scroll

Link: Detailed instructions for totaling your credits in Excel

Link: Classified Training Hours Skyward Guide

Skyward Employee Access – Employee Letters

Classified Staff

Employee Letters

Views: [General ▾] Filters: [*Skyward Default ▾]   ▼ 📊 📊 🔍   [View Document]

Posted Date ▾	Description	Posted Time	
06/09/2020	19-20 WORK ASSIGNMENT	16:17:16	

'View Document' will bring up a .pdf of your individual document

Certificated Staff

Employee Letters

Views: [General ▾] Filters: [*Skyward Default ▾]   ▼ 📊 📊 🔍   [View Document]

Posted Date ▾	Description	Posted Time	
08/05/2020	20-21 REA PROVISIONAL CONTRACT	19:04:57	
07/23/2020	19-20 REA SUPPLEMENTAL CONTRACT	13:29:07	

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Custom Last Name
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THANK YOU FOR ATTENDING!

- Watch your email throughout the year for communication from Human Resources with announcements, deadlines, and more!

- Find many of the help guides and documents posted on RSDNet

HR Resources - RSDNet

Have a wonderful school year!