

# Renton School District

## Human Resources Orientation for New Employees



## SERVICE



We serve our students,  
families, and communities.

## EXCELLENCE



We strive for excellence in all we do.

## EQUITY



# Overview

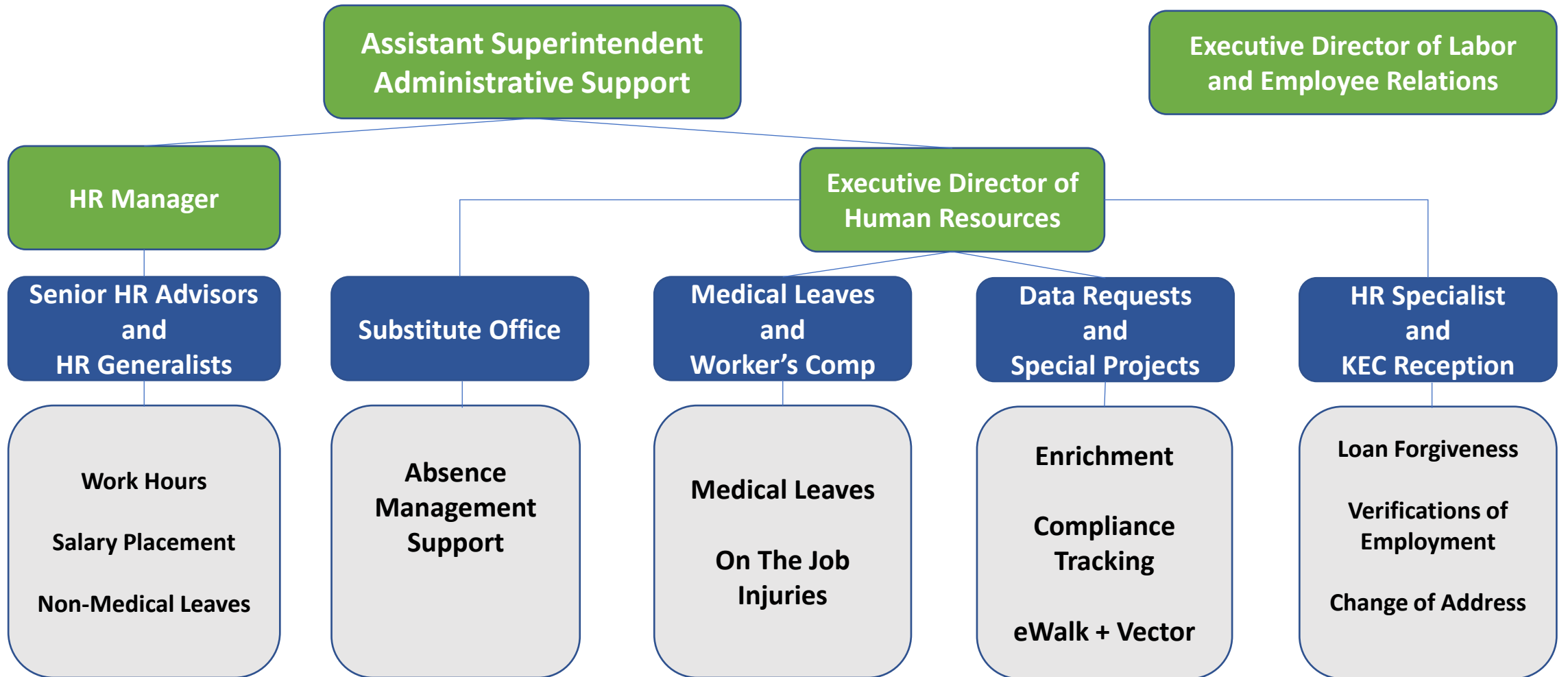
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- HR Team Overview
- Employee Groups
- Salary Placement
- Training and Reimbursement
- Evaluations
- Time Off and Substitute Requests
- Skyward Employee Access
- Leaves of Absences
- On the Job Injuries
- Other Important Information




# Human Resources Team

[Contact Information Page](#)



# Human Resources Team


[Contact Information Page](#)




**Sheila Redick**  
Assistant  
Superintendent of  
HR




**Shelly Wong**  
Executive Assistant  
to Assistant  
Superintendent



**Emily Ganyo**  
Executive  
Director for HR




**Tom Poulos**  
Executive Director  
Labor & Employee  
Relations




**Lian Sell**  
HR Manager


### Senior HR Advisors




Jennifer  
Koskovich



Meghan  
Moore



Ashley  
Turner



Michelle  
Prapasirikul

### HR Generalists




Kara  
Hackler




Brandon  
Thompson


### Sub Office




**Aneeka Ferrell**  
Substitute  
Coordinator



**Shantika  
O'Pharrow**  
Sub Office Specialist



**Ryan Rudolph**  
Workers Comp &  
Leave Coordinator



**Donna  
Weber**  
Receptionist

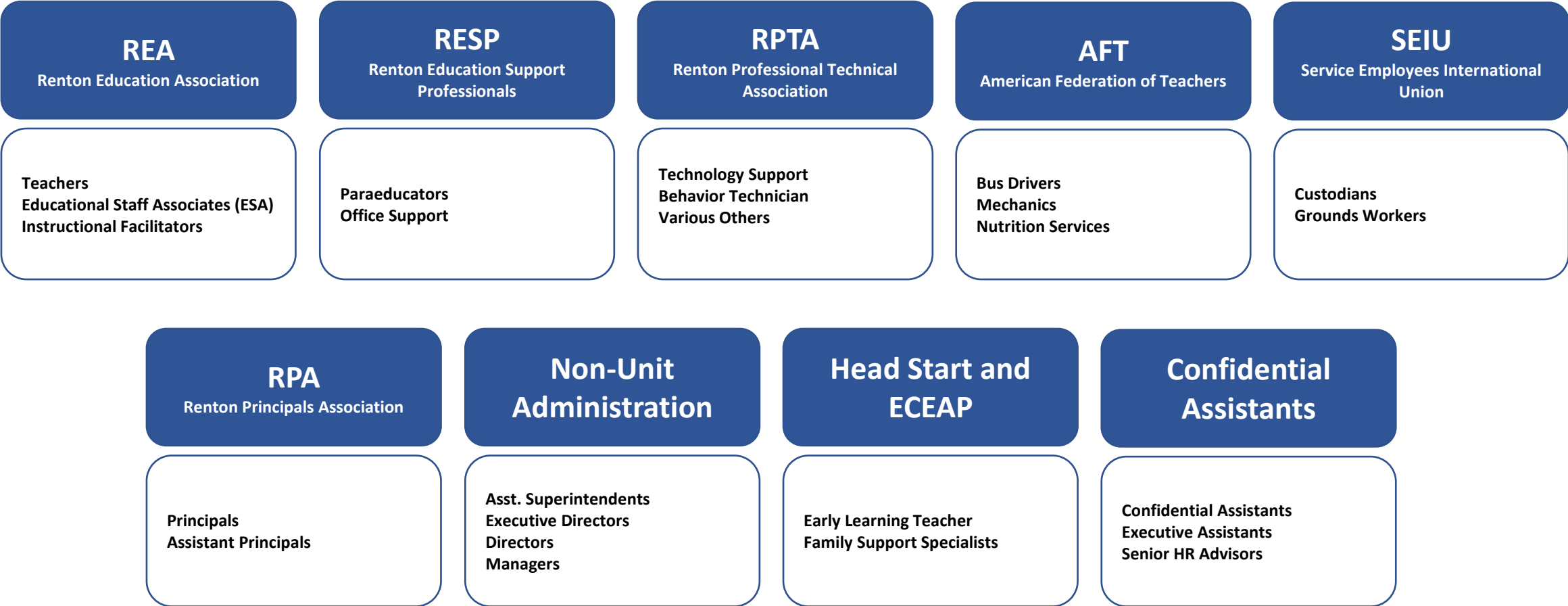


# Employee Groups and Salary



# Employee Groups

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



# 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

Certificated Substituting Experience is Eligible

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 30<sup>th</sup> of the school year to be eligible for that year's placement and must be received in Human Resources during the school year to be applied for credit that year.

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
1 <sup>st</sup> – 15 <sup>th</sup> of Month	End of month	Equal pay spread through August
16 <sup>th</sup> – 20 <sup>th</sup> of Month	260-Day Employees: Partial check at end of month	260-Day Employees: After partial check, equal spread through August
	<260-Day Employees: End of following month	<260-Day Employees: Equal pay spread through August
21 <sup>st</sup> – End of Month	End of following month	Equal pay spread through August

- Payroll contact: [rsd.payroll@rentonschools.us](mailto:rsd.payroll@rentonschools.us)
- Benefits Contact: [rsd.benefits@rentonschools.us](mailto:rsd.benefits@rentonschools.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:** 1<sup>st</sup> 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 15<sup>th</sup>



# Mandatory Trainings and Staff Evaluation



# Mandatory Trainings

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

## Acknowledgements

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Disciplinary Action & Discharge

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Electronic Resources

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What Every Employee Must be Told

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Code of Conduct

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Drug-Free Workplace

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## Trainings

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Child Abuse, Neglect & Exploitation

---

Guide for Protecting the Abused & Neglected

---

Professional Staff & Student Boundaries

---

Harassment, Intimidation & Bullying

---

Student Health Emergencies (4)

---

Jason Flatt Act

---

Coronavirus Awareness

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



# First Aid / CPR – Required by School Board policy for identified positions within 90 days of employment

## Certificated Staff

1. Assistant Principal
2. Career and Technical Education (CTE) Teacher
3. Dean of Students
4. Nurse
5. Occupational Therapist
6. Physical Education Teacher
7. Physical Therapist
8. Preschool Teacher
9. Principal
10. Self-Contained Special Education Teacher (ILC, ASD, EBD, IK, etc.)

## Classified Staff

- |  |                                |
|--|--------------------------------|
| 1. Behavior Tech                                   | 12. Safety & Security Staff    |
| 2. Building Office Manager                         | 13. Swim Pool Staff (all)      |
| 3. Certified Occupational Therapy Assistant (COTA) | 14. Bus Driver                 |
| 4. Elementary and Secondary Health Clinic Staff    | 15. Driver Trainer             |
| 5. Health Service Assistants                       | 16. Mechanic                   |
| 6. Kitchen Lead/Manager                            | 17. Transportation Dispatcher  |
| 7. Nurse   | 18. Physical Activity Advisors |
| 8. Physical Therapy Assistant                      | 19. Athletic Coaches           |
| 9. Preschool Paraeducator                          |                                |
| 10. Preschool Teacher                              |                                |
| 11. Paraeducator                                   |                                |



# Additional Trainings

Employee Classification	Task
All positions	Safety Orientation Checklist: To be completed within first 30 days of returning to building/in-person learning.
Paraeducators only	Fundamental Courses of Study: More information will be sent out via email. More information about FCS through the Renton School District is available on our webpage: <a href="https://www.rentonschools.us/employment/fcs">https://www.rentonschools.us/employment/fcs</a>



# Evaluations

**There are two evaluations required for all employees- after a new hire probationary period and a yearly/annual review**

**NEW HIRE PROBATIONARY REVIEW:** The time frame for the probationary hire differs by union agreement, but is generally within the first 3-5 months of employment.

**ANNUAL REVIEW:** All employees' performance is evaluated annually, either by the end of the school year or before the end of the union's calendar year.

Any additional evaluations are outlined in union CBAs.

**Hourly employees, substitutes and coaches are exempt from evaluations. Leave replacement employees will have a new hire probationary review.**





# Time Off Allocations and Reporting



# 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 ( <b>Restricted days apply</b> ) <a href="#">Restricted Day Request Form Link</a>	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



# Absence Requests – Absence Management

If you need to enter absences that either require or do not require substitute coverage, you will use the Absence Management system

[Absence Management System Quick Start Guide](#) – Keep this document handy!

You will receive an email from *no-reply@frontlined.com* to your RSD email with directions on YOU creating your personal login credentials on AMS

- *Be sure to write your independently created username & password down – the Substitute Office cannot retrieve passwords as they are confidential*

Log in to AMS to confirm the following:

- Name
- Title
- Work Schedule
- Location

*If any information is not correct, call the Substitute Office at 425/204-2353 or email the Substitute Office at [sub.office@rentonschools.us](mailto:sub.office@rentonschools.us) and they will update the information*

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](mailto:sub.office@rentonschools.us) or (425) 204-2353



# Long-Term Leaves and On-The-Job Injuries



# 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 workdays. If in doubt, check with your supervisor or our Leave Coordinator in Human Resources at [rsd.leaves@rentonschools.us](mailto:rsd.leaves@rentonschools.us). Leave forms and resources can be found at: <https://www.rentonschools.us/employment/leaves>



# Long-Term Leaves of Absences

## • Leave Resources Links:

- [Medical Leave Options](#)
- [Medical Leave Process](#)
- [Medical Leave FAQs](#)
- [Request for Medical Leave](#)
- [Request for Non-Medical Leave](#)

## 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 department at [rsd.leaves@rentonschools.us](mailto:rsd.leaves@rentonschools.us) or visit [www.rentonschools.us/employment/leaves](http://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.



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.



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.



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.

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



# On-The-Job Injuries

**Report any injury to your supervisor and the RSD Workers Compensation Coordinator as soon as possible.**

**Workers Compensation claim forms and resources can be found on the district Risk Management page: <https://www.rentonschools.us/departments/business-services/risk-management>**

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





# Skyward



# 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.**

<b>Viewable in EA All employees</b>
Pay checks, W-2s
Pay Assignments
Salary Placement <ul style="list-style-type: none"><li>Lane, Step and Credits</li></ul>
Personal contact information <ul style="list-style-type: none"><li>Submit form to change</li></ul>
Nickname <ul style="list-style-type: none"><li>Optional - Enter preferred first name for display in email</li></ul>

<b>Viewable in EA</b>	
<b>Certificated Employees</b>	<b>Classified Employees</b>
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

Employee Access - Employee Tab

Employee

Employee:

Lane/Step History

Views: General Filters: \*Skyward Default

	Placement	Effective Date ▲	Lane	Step	Credits
tract	REA	08/16/2018	BA	2.00	15.00
tract	REA	08/16/2019	BA	3.00	30.00

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



# Skyward Employee Access – Assignments

## Assignments

**Personnel**

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments**
- Certifications
- 1095-C
- 1095-B

**Payroll**

- Checks
- Check Estimator
- Calendar YTD

**Assignments**

Assignment Information

Assignment Year: 2019-2020

Views: General Filters: \*Skyward Default

Position	Assignment	Group
▶ STIPENDS	HR - ACTIVITY PAY	BUILDING LEADERSHIP/STUDE
▶ Teacher	Elementary	BASE
▶ Teacher	Elementary	ENRICHMENT A
▶ Teacher	Elementary	ENRICHMENT B
▶ Teacher	Elementary	STATE PD

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



# Skyward Employee Access – REA Experience

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

- Demographic**
- Employee Info
- Address
- Personnel**
- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications
- 1095-C
- 1095-B
- Payroll**
- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- W2 Information
- W4 Information
- 1095 Forms
- Time Off Status**
- Insurance**
- Employee Letters**
- Custom Forms**
- Seniority Dates
- Compliance
- Flexible S
- Annual Sic
- VSTD Enrol
- Flexible S
- VSTD Enrol
- SEBB Eligi
- Class Trai
- UDF Tables**
- Custom Last Name
- Nickname
- Attachments
- Reports**
- My Own Info
- General Reports

**My Own Info**

Views: **General** Filters: **\*Skyward Default**

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



Experience	Experience	Experience	Experience	Experience	Experience
Employer	Location	Position	Start Date	End Date	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



# Skyward Employee Access – Professional Development - REA

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development**
  - Assignments
  - Certifications
  - 1095-C
  - 1095-B
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - W2 Information
  - W4 Information
  - 1095 Forms
- Time Off Status
- Insurance
- Employee Letters
- Custom Forms
  - Seniority Dates

Professional Development

Views: **General** Filters: \*Skyward Default

Type	Institution	Description	Started	Complete
Degree	SEATTLE PACIFIC UNIVERSITY	MASTER LEVEL		06/11/20
Degree	PORTLAND STATE UNIVERSITY	Bachelor of Arts		12/13/19
Credit	YAVAPAI COLLEGE	Calc& Analyt Geom I		05/31/19
Credit	U OF OREGON	Work Gro Pro & Dev		08/31/19
Credit	U OF OREGON	Work Gr Prob Solv		08/31/19
Credit	U OF OREGON	Work Eff Com Str		08/31/19
Credit	SOUTHERN OREGON STATE COLL	Sem/ Textbk Eval		08/31/19
Credit	SEATTLE PACIFIC UNIVERSITY	Trnds/ Rsrch Glbl Ed		12/31/20
Credit	SEATTLE PACIFIC UNIVERSITY	Trnds/ Rsrch Glbl Ed		08/31/20
Credit	SEATTLE PACIFIC UNIVERSITY	Tpcs In Edu: Fndtps		06/30/20
Credit	SEATTLE PACIFIC UNIVERSITY	Topics: Rsrch Con		
Credit	SEATTLE PACIFIC UNIVERSITY	Survey Instrctnl S		
Credit	SEATTLE PACIFIC UNIVERSITY	Succes Schl-bsd T		
Credit	SEATTLE PACIFIC UNIVERSITY	Program Evaluat		

20 records displayed

Option 1

Option 2





Link: [Detailed instructions for totaling your credits in Excel](#)



# Skyward Employee Access – Professional Development – RESP and RPTA Training Hours

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
  - 1095-C
  - 1095-B
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
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  - Flexible S
  - VSTD Enrol
  - SEBB Eligi
  - Class Trai
- UDF Tables
  - Custom Last Name
  - Nickname
- Attachments
- Reports
  - My Own Info
  - General Reports

Class Training Hrs

Views: **General** Filters: **\*Skyward Default**     **View**

School Year ▲	Group	Pay Month	Training Hours	Rate	Amount	Completion
2018-2019	RESP	JANUARY	7.00	20.78	145.46	12/13/2
2018-2019	RESP	JULY	3.00	20.78	62.34	04/04/2
2018-2019	RESP	JULY	7.00	20.78	145.46	06/24/2
2018-2019	RESP	OCTOBER	13.00	20.78	270.14	08/09/2
2019-2020	RESP	APRIL	3.00	22.23	66.69	02/13/2
2019-2020	RESP	JANUARY	1.25	22.23	27.78	11/26/2
2019-2020	RESP	JANUARY	6.00	22.23	133.38	10/21/2
2019-2020	RESP	JANUARY	7.00	22.23	155.61	11/06/2
2019-2020	RESP	JANUARY	7.00	22.23	155.61	11/08/2
2019-2020	RESP	JULY	2.00	22.23	44.46	04/23/2
2019-2020	RESP	JULY	2.00	22.23	44.46	04/29/2
2019-2020	RESP	JULY	3.00	22.23	66.69	04/13/2

20 20 records displayed School Year:  **ABC**

Link: [Classified Training Hours Skyward Guide](#)

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



# Skyward Employee Access – Employee Letters

The screenshot displays the Skyward Employee Access interface. On the left is a navigation menu with categories: Demographic, Personnel, Payroll, Time Off Status, Insurance, Custom Forms, UDF Tables, Attachments, and Reports. The 'Employee Letters' option under the 'Insurance' category is highlighted with a red box and a red arrow. The main content area is titled 'Employee Letters' and includes a 'Views: General' dropdown, a 'Filters: \*Skyward Default' dropdown, and a 'View Document' button. A table below shows one entry:

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

A red box highlights the 'View Document' button and the table's right-side icons (filter, chart, document, print).

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





# 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!

