

## HUMAN RESOURCES

### New Hire Paraeducator Frequently Asked Questions

#### Job Description, Placement, and Compensation

##### **Will my position continue next school year?**

The school district classifies its paraeducator assignments as *continuing* or *non-continuing*. The status of each position is listed on the job posting or it can be found in your new hire letter.

- Continuing: Employees have reasonable assurance of continued employment. An employee's total work hours, designated beginning and ending times, and location may vary.
- Non-Continuing: Employees are hired for a specific, limited term of employment (typically until the last day of school). Employees are still subject to the terms and conditions of the collective bargaining agreement. *Non-continuing assignments are created for several reasons, including contingent staffing, leave replacements, budget, grant funding, class size relief, enrollment fluctuations or special student needs.*

##### **How is my placement (Level and Step) on the salary schedule determined?**

Your salary placement is determined by your Position Classification (Level) and previous Years of Experience (Step) in another district. Refer to Section 9.3.1 of the collective bargaining agreement for further detail on seeking longevity credit.

Documentation of your prior school district work experience, from all Districts where you have worked in a comparable position must be submitted on a Verification of Professional Employment/Experience form. Forms can be obtained in the HR department.

##### **When do I get paid?**

*Continuing* Paraeducators are paid once a month on the last working day of each month, for a total of 12 times per year. Your salary for the year is annualized, meaning all your contracted time is added together for the entire year, and the total amount is divided by the 12 months in a calendar year. That is, your total annual compensation is paid over 12 equal installments and you are still paid the same amount during months when there are breaks, over the summer, etc. You will automatically be paid based on the schedule your supervisor assigns you, and you do not need to submit a timesheet for any of your regular hours worked.

*Non-continuing* Paraeducators are also paid in this manner, with the exception of July and August. July's paycheck will be double (2/12 of the annualized salary) and there will be no paycheck in August.

##### **How do I view my paycheck?**

Once your paycheck has been direct-deposited, you can view and print it from Skyward. If you don't know your Skyward Login ID or Password contact the Help Desk at ext. 7333 or click on "Forgot Login/Password?" Upon login, click on the Employee Information tab in Employee Access. There you will find all of your payroll information including check history, W2, and W 4 withholdings.

##### **How do I get a copy of my job description?**

Job descriptions highlight the primary responsibilities, requirements, and qualifications of a given job classification. A particular position may change on a temporary or regular basis according to the needs of your location or department without specifically being included in the job description. Job descriptions are part of the online job posting and general descriptions for Level I and Level IA Paraeducators can be found on the district's website under Departments>Human Resources, Payroll & Benefits. If you cannot locate your own job description, please speak with your supervisor or contact Human Resources.

## Work Calendar and Work Schedules

### **What is my schedule for the year?**

Supervisors are responsible for assigning staff to particular shifts or work hours. Your required work days (excluding staff on a special calendar) are outlined as follows:

- **180 school days** (refer to the student calendar)
- **One (1) day prior to start of the new school year**
- **Two (2) professional development days.** On these days, there will be a mandatory district-provided training program.

\* Early Release Days: Employees are expected to work their regular number of daily hours on days when students are released early from school. These days can be great opportunities that can be utilized for completing required training/certifications.

### **What if I work additional hours outside of my regular shift?**

If you are approved to work extra time, beyond the schedule your supervisor outlines for you, you will need to complete a timesheet to account for that time and submit it to your Office Manager. Timesheets must be received in the Payroll department by the 5<sup>th</sup> of each month to be included in that month's payroll. If the extra time you work results in you working over 40 hours in a given week, you will be paid one and a half times the regular hourly rate.

## Absences, Leaves, Holidays, and Breaks

### **How long do I get for breaks and lunch?**

- Breaks: If you work at least 3 ½ hours in a day, you will receive a 15 minute break. You will receive a second 15 minute break if you work 7 ½ hours in a day. You are paid for your break time.
- Lunch: If you work more than 5 hours in a day, you will receive a lunch period between 30 and 60 minutes, as determined by your supervisor. If you work between 3 ½ and 5 hours in a day, you may, but are not required to, receive a lunch period between 30 and 60 minutes, as determined by your supervisor. You are not paid for your lunch period. Your specific break and lunch timing should be addressed when you discuss your work schedule with your supervisor.

### **How do I report my absence?**

You should report your absence the moment you know you will be out to give us the best chance of having your absence filled by the most qualified substitute employee. You can report an absence as short as one hour before your work day begins, however the shorter the notice we have, the harder it is to find coverage. If you become sick in the middle of the night and know you can't make it to work the next day, you should report your absence at that time.

You report your absence using our automated system, Frontline Absence Management (formerly Aesop). Your login information will be sent to your district email account. There are two ways that you can access the system to report your absence. 1) Call 1-800-942-3767 and follow the prompts, or 2) Login to Absence Management by navigating to <https://absence.frontlineeducation.com/>. Both the phone and online versions are operable 24 hours a day, 7 days a week. It's also courteous to email or call your supervisor and/or the staff you support.

You also use the system to report taking a personal day, up to one year into the future. For example, if you know you will be absent on November 1<sup>st</sup> of next year, you can report that absence as early as November 2<sup>nd</sup> of the current year. Questions concerning the automated system should be directed to the Substitute Services Coordinator at 425-431-7072.

### **Do I get paid time off?**

- Holidays: You will receive 10 paid holidays, provided they fall within your work year and you are eligible. Employees who have been compensated for their shift before and after the holiday, and are not on a leave of absence, are eligible for holiday pay.
  - New Year's Eve Day
  - New Year's Day
  - Martin Luther King Day
  - President's Day
  - Memorial Day
  - Veterans' Day
  - Thanksgiving Day
  - Day after Thanksgiving Day
  - Christmas Day
  - Christmas Eve Day

- **Personal days:** You have 2 paid personal days to use to conduct personal or family business that cannot reasonably be scheduled on non-work time. Personal days are noncumulative and must be approved by your supervisor. They can be broken up and paid by the hour (i.e. they do not have to be taken in full-day increments), and are paid at your regular rate of pay. Your personal days may be prorated based on the amount of time that you work.
- **Sick leave:** You receive 1 day of sick leave per month that you work. In general, sick leave is to be used for personal illness, emergency, or injury or to care for a child under the age of 18 with a health condition that requires treatment or supervision. Sick leave is earned at your average daily hours, does not have to be used in full-day increments, and accumulates if not used, up to a maximum of 180 days (at 8 hours per day). Additional parameters regarding sick leave can be found in your collective bargaining agreement. The district complies with all other local and state laws pertaining to paid sick time off.
- **Unpaid time off:** Outside the context of protected leaves, such as unpaid parental leave, there is no automatic statutory right to unpaid leave. Vacations and other personal obligations should be scheduled during a period when students are not in attendance, unless your supervisor and HR approve leave for an extenuating or extraordinary circumstance.

**May I use sick leave to go to a doctor appointment?**

Yes, you may use your sick leave to go to the doctor or dentist, or to take a family member to their appointment. You may also use your personal leave if you do not have enough sick leave. If you are sick for more than three (3) consecutive days, we may require a doctor's note. Be sure to schedule your appointments in coordination with your department and/or supervisor.

**Do I have to notify Human Resources if I go out on leave?**

Yes, if you anticipate missing more than 10 consecutive work days, contact HR as soon as possible to help you through the approval process. You may qualify for FMLA or another type of protected leave. There are several types of leave potentially available to you, depending on your situation. Refer to your collective bargaining agreement for the details regarding various forms of leave. Questions concerning leaves should be directed to the HR Coordinator at 425-431-7011.

**Fundamental Course of Study, Professional Development, and Required Certifications**

**What is the Fundamental Course of Study (FCS) and the General Paraeducator Certificate?**

The FCS is the foundational training to the certificate program that all paraeducators must receive before the paraeducator begins to work with students. The course is a total of 28 hours (4 days/7 hours per day).

The General Certificate includes 70 additional clock hours of training to help improve instructional practices. A paraeducator has three years to complete this certificate after completing the FCS.

**I have an AA, BA, MA, or Ph.D. degree. Or I am a paraeducator/teacher/administrator with multiple years of experience. Am I required to complete the FCS?**

Yes, prior experience and degree attainment do not defer training.

**Is there a professional development program?**

Yes! As mentioned, you will receive a minimum of two days of training annually. In addition, Paraeducators hired by Nov 15 have the option of working up to twenty (20) additional hours at their regular rate of pay. Employees hired from Nov 16 – Jan 31 have the option of working ten (10) additional hours at their regular rate of pay. These "**Enhancement Hours**" are to be used for additional training or activities that promote and enhance the school's educational program.

**Do I need Right Response Training?**

"Right Response" is specialized training in the cycle of risk management and response (i.e. prevention, de-escalation, and physical interventions, including holds). Right Response Certification is a requirement for anyone in a self-contained program, such as AECC, Developmental Kindergarten, Intensive Support, Intensive Support/Emotional Support, Intensive Learning Support, Life Skills and VOICE.

Please speak with your supervisor about the required certifications for your position. Training is coordinated by the Student Services Department (425-431-7122).

### **Do I need First Aid/CPR Training?**

With First Aid Training, you'll learn how to respond to specific situations and emergencies, which will help you care for people in crisis as they wait for medical professionals to arrive. CPR Training can help you provide assistance when someone is faced with a cardiac or breathing emergency.

Not all Paraeducators are required to receive First Aid/CPR Training. Please speak with your supervisor about the required certifications for your position. First Aid/CPR Training may be offered to Paraeducators during Professional Development Days. If it is required for your position, you may need to coordinate with your supervisor to complete this training before Professional Development Days occur.

## **Other Important Frequently Asked Questions**

### **Do I get insurance benefits?**

Please contact our Benefits Department at 425-431-7042 to see if you qualify for benefits provided by the School Employee Benefits Board (SEBB).

### **How do I make an address or name change with Human Resources?**

Contact Human Resources at 425-431-7020 as soon as possible. Addresses and phone numbers can be easily updated, but a name change requires documentation and HR will help you with that process.

### **Who do I notify if I'm leaving Edmonds School District?**

The first person you notify about your impending departure is your supervisor. Your supervisor will ask you for your resignation in writing and a copy should be provided to HR. The expected notice period is two weeks but more advanced notice is always appreciated.

### **What do I do if I'm injured on the job?**

If injured on the job you must always notify your supervisor and complete an accident/incident report. If you seek medical attention, then it becomes an L&I Claim and you must complete a "Self-Insured Accident Report" at the Human Resources/Payroll office. Questions concerning Workers Compensation/L&I Claims should be directed to payroll at 425-431-7043.

### **Who is my supervisor?**

Your supervisor is the administrator of the building or program for which you work and is your assigned evaluator. In most cases, this will be your building Principal or Assistant Principal. Teachers can provide feedback to your administrator on your performance, but they are not your supervisor. Paraeducators should follow the directions of teachers and recognize them as team leaders.

### **What is a probationary status?**

Every new Paraeducator is placed into a "probationary status" for the first 90 calendar days of their employment. You will perform all your normal job duties during this time and once you successfully complete your probationary period, you will be subject to all the rights and duties contained in your collective bargaining agreement.

### **When will I get a formal evaluation?**

Each employee will be evaluated on district-approved forms at least once annually, no later than May 31st. Performance evaluations will not affect salary step placement.

### **Do I pay union dues?**

Paraeducators may choose to be members of the Classified Support Staff of Edmonds, which is represented by Public School Employees of Washington (PSE). The district will deduct PSE dues payments for any employee who authorizes such deductions. Dues are calculated based on a percentage of your gross income and deducted from your paycheck each month and transferred to the Association for you.

### **How do I get a copy of my collective bargaining agreement?**

As a new employee, you will be contacted by your Association's Building Representative shortly after you start working. Your Building Representative can answer any initial questions that you have about the Association and the collective bargaining agreement. Your collective bargaining agreement can also be found on the district's website under Departments>Human Resources, Payroll & Benefits.