

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



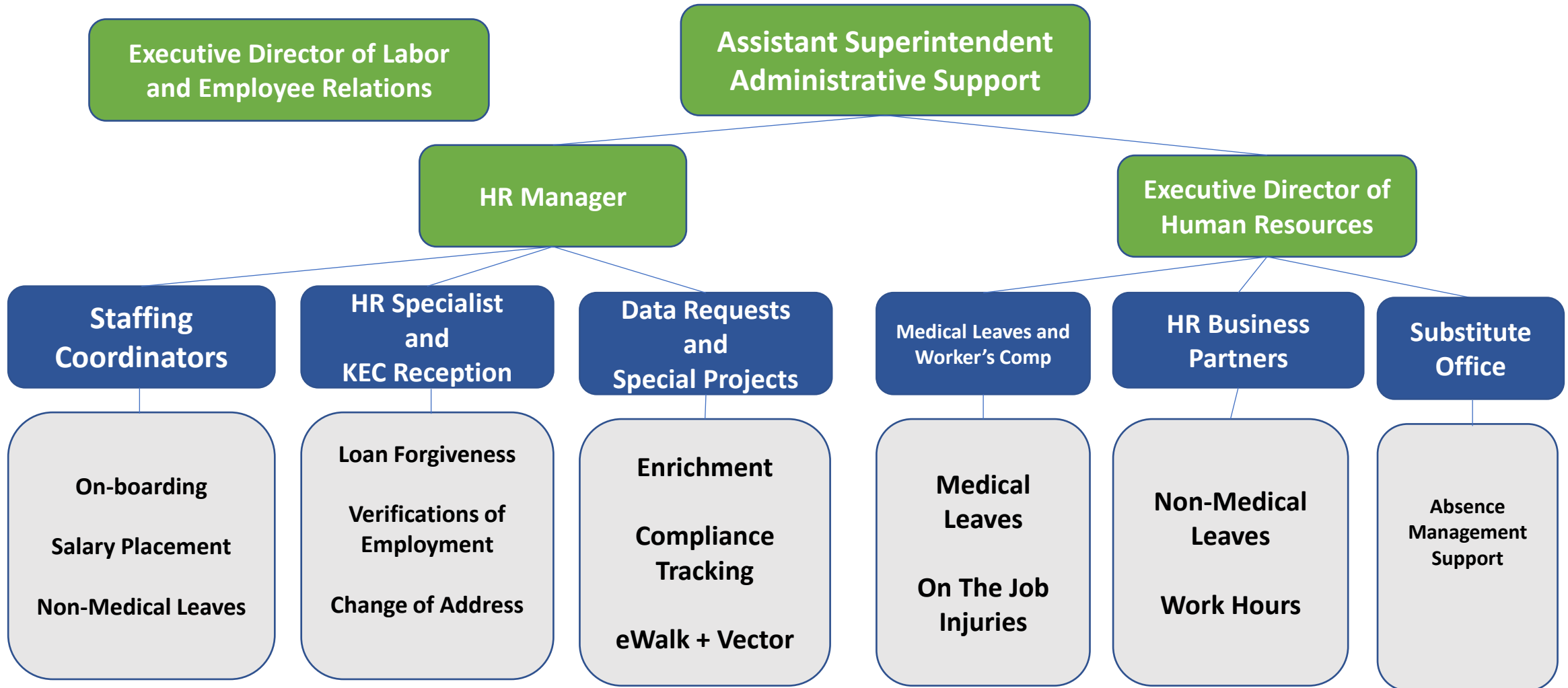
Overview

- 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



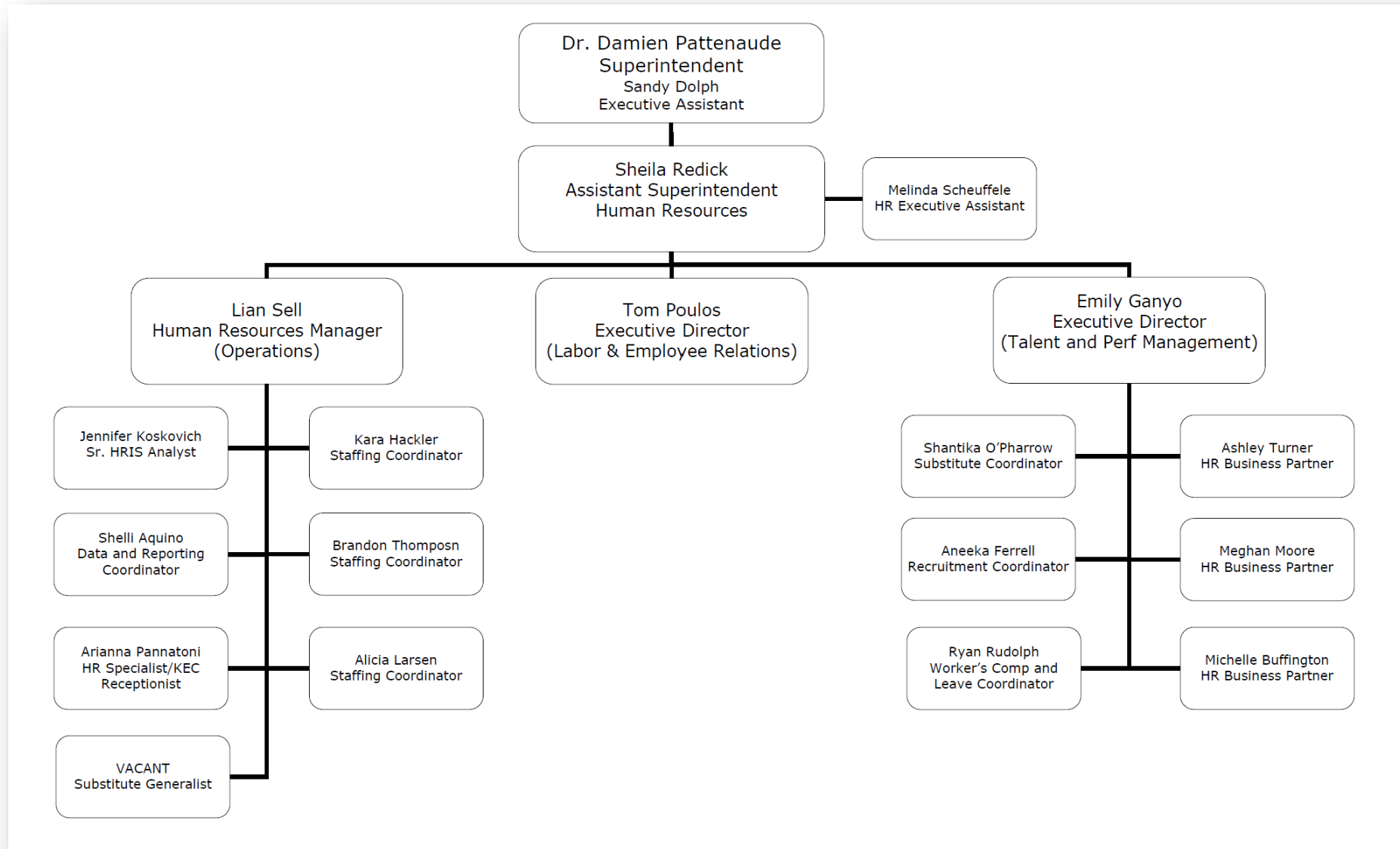
Human Resources Team

[Contact Information Page](#)



Human Resources Team

[Contact Information Page](#)



Employee Groups and Salary



Employee Groups

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

<div>REA</div> <div>Renton Education Association</div> <div>Teachers Educational Staff Associates (ESA) Instructional Facilitators</div>	<div>RESP</div> <div>Renton Education Support Professionals</div> <div>Paraeducators Office Support</div>	<div>RPTA</div> <div>Renton Professional Technical Association</div> <div>Technology Support Behavior Technician Various Others</div>	<div>AFT</div> <div>American Federation of Teachers</div> <div>Bus Drivers Mechanics Nutrition Services</div>	<div>SEIU</div> <div>Service Employees International Union</div> <div>Custodians Grounds Workers</div>
<div>RPA</div> <div>Renton Principals Association</div> <div>Principals Assistant Principals</div>	<div>Non-Unit Administration</div> <div>Asst. Superintendents Executive Directors Directors Managers</div>	<div>Head Start and ECEAP</div> <div>Early Learning Teacher Family Support Specialists</div>	<div>Confidential Assistants</div> <div>Confidential Assistants Executive Assistants Senior HR Advisors</div>	



Salary Schedule Placement

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

REA	RESP	RPTA	AFT	SIEU
<p><u>Lanes: Credits earned by 9/30:</u> MA: subtract 45 from total post-BA credits</p> <p><u>Steps: Experience earned by 8/31:</u> Public, Private, Charter, International</p> <p>Position must require a State education license</p> <p>.5 FTE = Step 1</p> <p>Certificated Substituting Experience is Eligible</p> <p>ESAs and CTE may be eligible for industry experience</p>	<p>Classification by position</p> <p>Steps: Public School Experience in a like position</p>	<p>Classification by position</p> <p>Steps: Public school or industry experience in a like position</p>	<p>Classification by position</p> <p>Steps: State of Washington public employment experience</p>	<p>Classification by position</p> <p>Steps: N/A</p>
	<p>Head Start and ECEAP</p> <p>Classification by position</p> <p>Steps: Same or like position *Certain Educational degrees may be used in lieu of experience</p>	<p>Confidential Assistants</p> <p>Confidential Assistants Executive Assistants Senior HR Advisors</p>	<p>VOE Form Links & Salary Placement Guides</p> <p>Sick leave transfer request included for all groups</p> <p>Certificated School-Based</p> <p>Classified School District (RESP, RPTA, Early Learning)</p> <p>Industry (ESA, CTE, RPTA, Early Learning)</p> <p>Classified Salary Placement Guide (AFT, Early Learning, RESP, RPTA)</p> <p>Certificated Salary Placement Guide (REA)</p>	



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

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



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 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 & Trainings

Disciplinary Action & Discharge

Electronic Resources

What Every Employee Must be Told

Code of Conduct

Drug-Free Workplace

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 | |



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.



Skyward Employee Access



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 <ul style="list-style-type: none">Lane, Step and Credits
Personal contact information <ul style="list-style-type: none">Submit form to change
Nickname <ul style="list-style-type: none">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

Employee Access - Employee Tab

Demographic
Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

Employee
Employee:

Lane/Step History
Views: General Filters: *Skyward Default

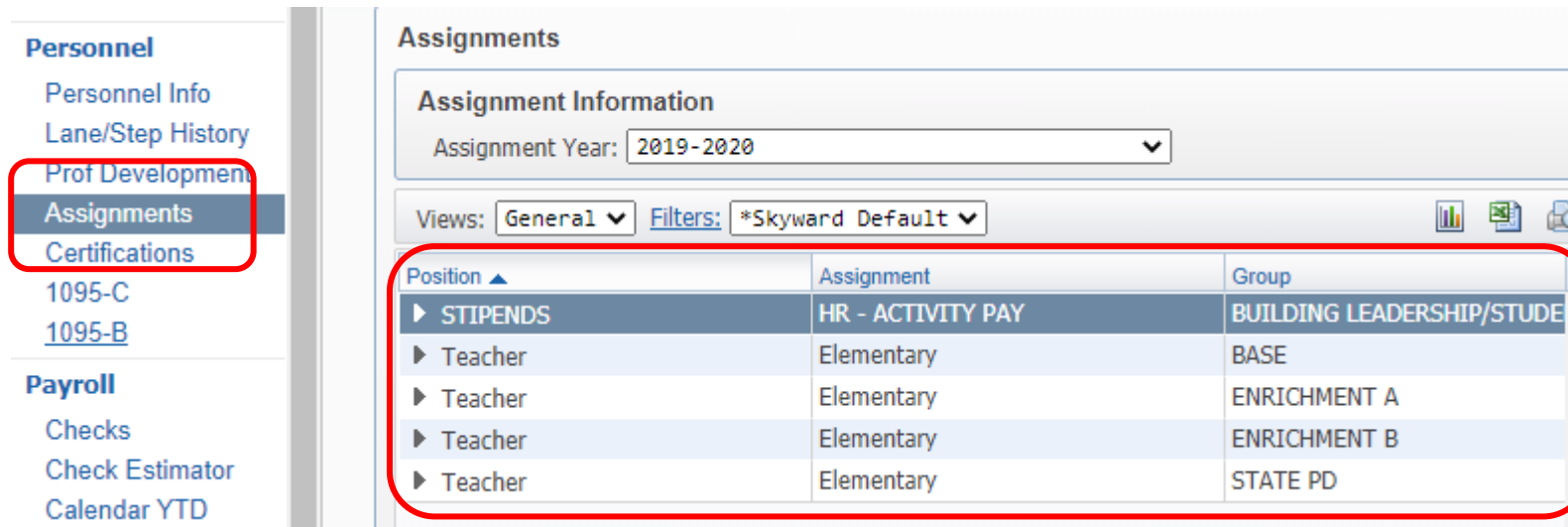
	Placement	Effective Date ▲	Lane	Step	Credits
tract	REA	08/16/2018	BA	2.00	15.00
tract	REA	08/16/2019	BA	3.00	30.00

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

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

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

Experience	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 Evaluatio		

20 20 records displayed

Option 1

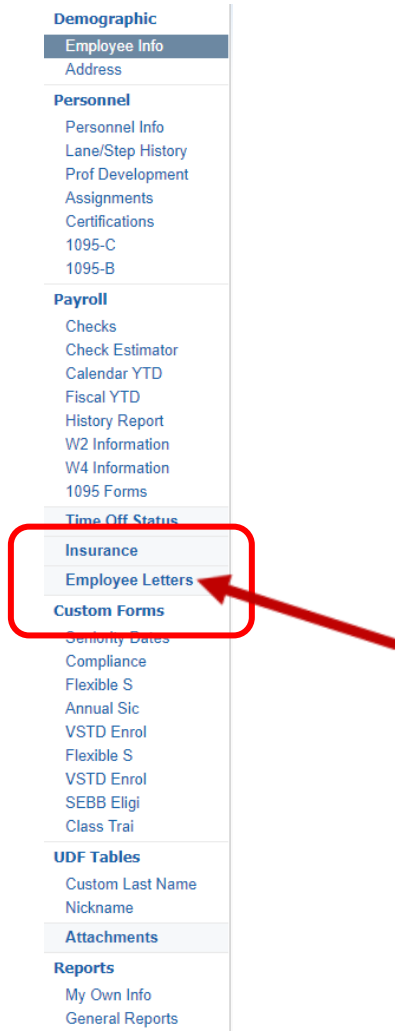
Option 2

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

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



Skyward Employee Access – Employee Letters



Employee Letters

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

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

View Document

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



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 (Restricted days apply) Restricted Day Request Form Link	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
Guides	<u>AMS Time Off Guide</u>	<u>Skyward Time Off Guide</u>



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@frontlineed.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 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 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 an online 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. 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
- Online request for 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 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.



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



Employee Referral Program & Bonus

The District is now offering a **\$500 referral bonus** to employees who identify candidates, send them to our application and who are hired and successfully complete the 90-day probationary period in the following areas:

- Classroom Paraprofessionals
- Health Services Assistants (Regular and COVID)
- Nutrition Service Workers
- Custodians
- Bus Drivers
- Substitute Paraprofessionals (upon accepting and fulfilling 20 sub assignments)
- Substitute Certificated Staff (upon accepting and fulfilling 20 sub assignments)



THANK YOU FOR ATTENDING!

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

[HR Resources – RSDNet](#)

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

