



EZTexting

NEW EMPLOYEE ORIENTATION
Welcome to FWPS!!

Area Lists & SSC Contacts

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Todd Beamer	Decatur	Federal Way	Thomas Jefferson	Educational Service Center - ESC	Student Support Services
Illahee	Lakota	Sacajawea	Evergreen	Security	Truman Campus
Sequoyah	TAF @ Saghalié	Lake Grove	Kilo	FW Public Academy	Norman Center - Employment Transition Program
Enterprise	Adelaide	Mark Twain	Camelot	E-START	Maintenance & Operations
Lakeland	Brigadoon	Mirror Lake	Lake Dolloff	Nutrition Services	Transportation
Panther Lake	Green Gables	Nautilus K-8	Meredith Hill		
Rainier View	Olympic View K-8	Wildwood	Star Lake	Guest Employee Specialist	
Sherwood Forest	Silver Lake	Woodmont K-8	Sunnycrest	Nessa Lemalu, 253-945-2027 NLemalu@fwps.org	
	Twin Lakes		Valhalla		



Agenda

Part 1 – All Employees 9am – 1145a

- Welcome/Introductions
- District Overview
- VIPs (Very Important Policies)
- Safety & Security
- Employee Online, Pay, etc.
- Benefits/Retirement

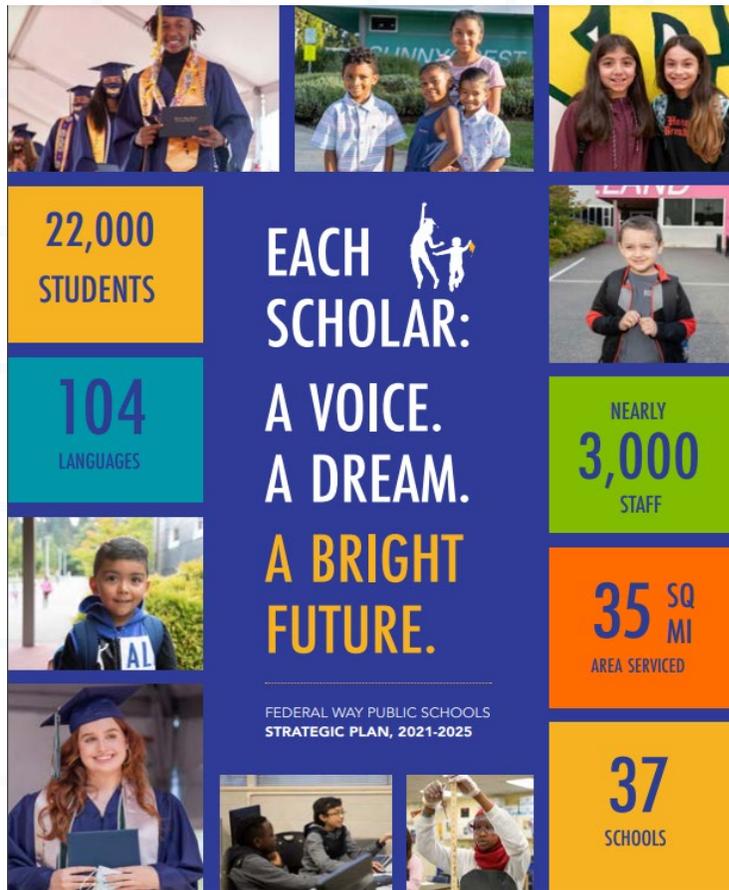
Part 2 – Certificated/Permanent Staff

- Union (FWEA) Information
- Check-out

Who are We? *#FWPSProud*

- **10th Largest District in WA State**
 - 22,000+ scholars served at 37 schools over 35 square miles
 - Areas include: Federal Way/ Des Moines / Auburn / Kent / UI King County
- **2nd Most Diverse District in WA State, 6th most Diverse in America**
 - 104 Languages spoken
 - 70% Ethnicities other than White
 - 22.5% English Language Learners
- **Largest Employer in Federal Way**
 - Nearly 3,000 staff members!
 - 1,527 Teachers

FWPS Strategic Plan



The infographic is a grid of images and statistics. At the top, there are three photos: a graduate, a family, and two girls. Below these are statistics: 22,000 students, 104 languages, nearly 3,000 staff, 35 sq mi area serviced, and 37 schools. The central text reads 'EACH SCHOLAR: A VOICE. A DREAM. A BRIGHT FUTURE.' with a silhouette of a person holding a child. At the bottom, there are photos of a graduate, a classroom, and a student working. The footer text is 'FEDERAL WAY PUBLIC SCHOOLS STRATEGIC PLAN, 2021-2025'.

22,000 STUDENTS

104 LANGUAGES

NEARLY 3,000 STAFF

35^{SQ} MI AREA SERVICED

37 SCHOOLS

**EACH SCHOLAR:
A VOICE.
A DREAM.
A BRIGHT
FUTURE.**

FEDERAL WAY PUBLIC SCHOOLS
STRATEGIC PLAN, 2021-2025

LIMITLESS POTENTIAL

It is an **honor and privilege** for our nearly 3000 staff to serve our scholars, families, and the richly diverse community that makes up Federal Way Public Schools. Parents, caregivers, and community members rely on us to take great care of our most precious resources – our children. **Each and every scholar** in our district brings **limitless potential, gifts, and talents**. As staff, it is our **responsibility** to create the conditions for scholars to **learn, thrive, and succeed**. We are committed to providing each scholar rigorous standards-based, culturally responsive instruction, and ensuring that they are **seen, valued, heard, and feel a strong sense of belonging** at school.

Guided by our Strategic Plan, we will continue to place scholars at the center of all decisions, elevate their voices, which will ensure

A BRIGHT FUTURE FOR EACH SCHOLAR

Dr. Dani Pfeiffer, *Superintendent*



FWPS Race and Equity Policy 0200

- [Race and Equity Policy 0200](#) was developed to remove barriers that prohibit historically marginalized scholars from attaining high levels of academic achievement and growth.
- Systemic framework was developed to interrupt, counteract, and correct inequitable patterns and practices that create disparities in achievement.
- Examples:
 - Regularly disaggregate data by race to identify inequities (ie attendance data, Special Education referrals, discipline data, advanced programs enrollment, etc)
 - Provide staff with PD to build awareness of individual and institutional biases, culturally responsive instructional practices, and cultural competence
 - Utilize recruiting and hiring processes that attract diverse employees committed to equity

VIP - Policy Highlights

Policies / Procedures

4218 - Language Access Plan

**3421 - Child Abuse, Neglect and Exploitation
Prevention / Mandatory Reporting**

**3207 - Prohibition of Harassment,
Intimidation and Bullying (HIB)**

**3205 - Sexual Harassment of Students
Prohibited**

3210 - Nondiscrimination

Staff Policies/Procedures

5253 – Professional Boundaries

**5266 – Malicious and Discriminatory
Harassment**



Ensuring Language Access

Staff must use:

District approved bilingual/multilingual interpreters or,

Contracted private companies to provide interpreters or translation of essential documents when requested.

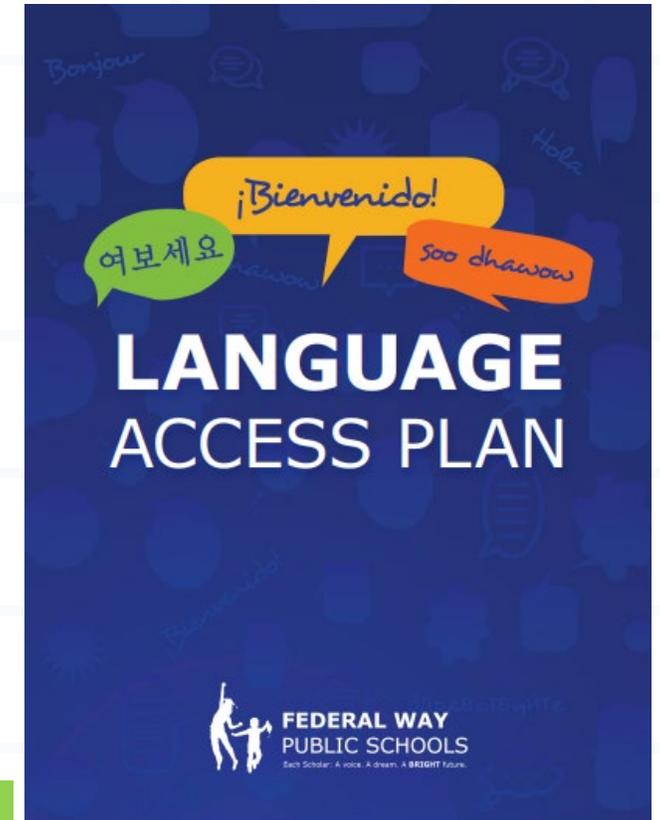
Staff may not use:

Web-based translation services such as google translate.

A family or community member, especially a child, to provide translations services for a family.

Contact translations@fwps.org for support in scheduling translation services or using Language Link.

If there exists any doubt regarding the English language proficiency of the student, an interpreter must be obtained.



<https://www.fwps.org/academics/multilingual-servicesbilitery/language-access-plan>



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Each Scholar: A voice. A dream. A **BRIGHT** future.

Policy and Procedure 3421 / 3421P

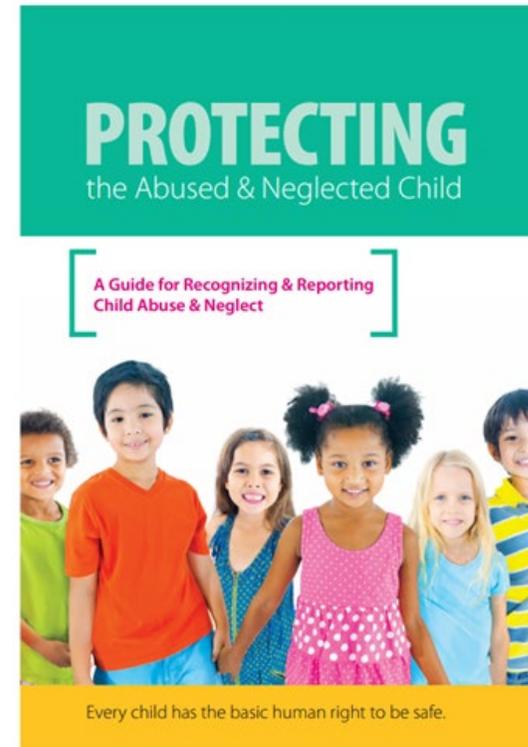
Safety is the most basic task of all. Without sense of safety, no growth can take place. Without safety, all energy goes to defense.

Torey Hayden

meetville.com

Child Abuse, Neglect & Exploitation Prevention

(and mandatory reporting)



Policy 3421 / 3421P – Mandatory Reporting

Policy – 3421, Child Abuse and Neglect Prevention, and State law, **require all staff to report suspected child abuse or neglect.**

As defined by State law, child abuse or neglect means, **sexual abuse, sexual exploitation, injury** or **negligent treatment** or **maltreatment** of a child (any person under the age of eighteen) **by any person** under circumstances which indicate that the child's health, welfare, and safety is harmed (RCW 26.44.020)

This statute **also affords the protection of adult dependent** persons not able to provide for their own protection through the criminal justice system.

All staff will be trained to recognize the indicators of abuse and neglect, be aware of their significance, and understand the reporting procedures.

Physical Abuse indicators:

- Bruises, Lacerations, Welts
- Injuries inconsistent w/ child's age
- Injuries that appear after absence or vacation

Emotional Abuse Indicators:

- Fearfulness of adults or authority figures

Neglect Indicators:

- Lack of basic needs (food, clothing)
- Poor hygiene on a regular basis

Note: Abuse and neglect indicators in and of themselves do not prove abuse has occurred. Together with other indicators, they may warrant a referral.

Policy 3421 / 3421P – Reporting Procedures

A staff member having reasonable cause to suspect child abuse or neglect shall report the incident to:

- The school Counselor/Nurse immediately.
- The Counselor/Nurse shall notify the Principal/designee *and*
- Follow procedures outlined in 3421P

All Federal Way Public Schools personnel will observe the procedures outlined to comply with the District's Child Abuse and Neglect Reporting Policy 3421/3421P

Note: In cases of immediate harm, contact 911





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Policy and Procedure 3207 / 3207P

Prohibition of Harassment, Intimidation, and Bullying (HIB)

“Children are not born with an understanding of the rules of acceptable behaviour - they have to learn them, and need adults help to do this”

Harassment, Intimidation, and Bullying: Definition

Harassment, intimidation or bullying means any intentional transmission of an electronic or written message or image, or any verbal or physical act, including but not limited to one shown to be motivated by any characteristic of race, color, ancestry, national origin or ethnicity, religion or creed, age, sex or gender, sexual orientation including gender expression or identity, marital or family status, military or veteran status, physical, sensory or mental disability, or that is based on any other class or distinguishing characteristic protected by Federal or State anti-discrimination laws, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

May take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks, threats, gestures or acts relating to an individual or groups, whether transmitted by electronic or written messages or images, or transmitted orally or physically.

There is no requirement that the targeted scholar actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

HIB policy and procedure is intended to prevent:

- Drawings, cartoons
- Pranks
- Ostracism
- Physical attacks
- Threats
- Demeaning Comments
- Rumors
- Jokes
- Innuendoes
- Deadnaming
- Slurs (e.g. "r" word, "b" slur, "n" word, "f" slur, etc.)



Policy 3207 / 3207P – Reporting Procedures

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying **may report incidents verbally or in writing to any staff member.**

- **Written complaints should be reported using Form 3207(1), available at the school office and at the District office**





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Policy and Procedure 3205 / 3205P

Sexual Harassment of Students (and Staff) Prohibited

I think we have a moral obligation to our children that can be easily summarized: number one, protect them from harm.

Tom Allen

 quotezany

Sexual Harassment Prohibited (3205/P)

Sexual Harassment of District Staff Prohibited (5011/P)

Sexual harassment means **unwelcome conduct** or communication of a sexual nature. Sexual harassment can occur:

Student Policy 3205

- Adult to student,
- Student to student, or can be carried out a group of students

Staff Policy 5011

- Student to adult
- Adult to adult, or can be carried out by a group of adults.

All allegations will be investigated by the District.

Sexual Harassment May Include

Acts of sexual violence;

Unwelcome sexual or gender-directed conduct or communication that interferes with the individual's educational performance or creates an intimidating, hostile, or offensive environment;

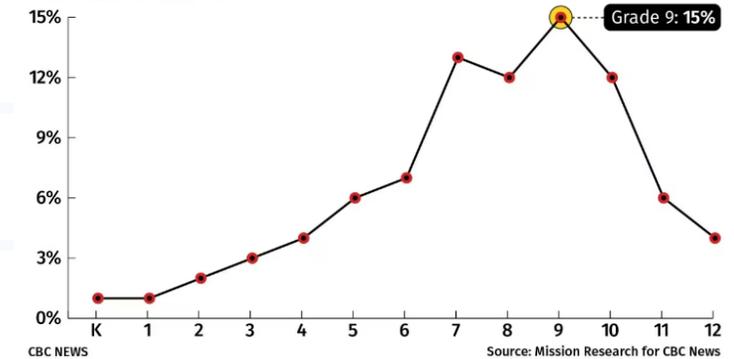
Unwelcome sexual advances;

Unwelcome requests for sexual favors (including request for nude pictures);

Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;

Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual

Grade during which students first experienced sexual violence



“Hostile Environments” Created by Sexual Harassment

Student Policy 3205:

A **“hostile environment” for a student** has been created when the sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program.

Staff Policy 5011: A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that **a reasonable person** would consider intimidation, hostile, or abusive.

Reporting Violations – Sexual Harassment 3205P / 5011P

- **Any school employee** who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for **immediately informing their building Principal**.
- In the event of an alleged sexual assault, the school Principal will immediately inform the Title IX Coordinator.
- The Principal will notify the staff person, or the targeted student(s) and their parents/guardians -- of their rights to file criminal complain and sexual harassment complaint simultaneously if they should decide to do so.
- Reports of sexual harassment must also be referred to the district Title IX Coordinator.
 - titleIX@fwps.org or **253.945.2007**



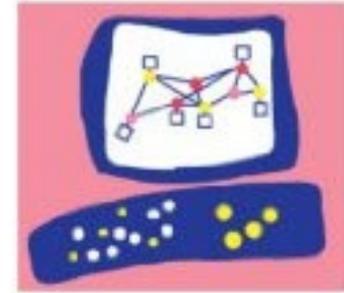
Quick Check

An 8th grade teacher reported to the counselor that she is concerned about one of her scholars, who has had recent changes in behavior. She's gotten into trouble recently, and doesn't seem to want to be in class.

The counselor checked in with the scholar, who then shared that she had been receiving text messages from a boy threatening to send out nude pictures of her.

Is this sexual harassment?

What are some of your immediate next steps?



Check Point®

Harassment : Malicious & Discriminatory



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PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.

Policy and Procedure

3210 / 3210P

5266 / 5266P

*We need to be able to go to school and feel safe and
accepted for who we are.*

Paul Scott - QUOTESAYS.COM

Nondiscrimination (3210/P) – Student to Student

- Federal Way Public Schools does not discriminate in any programs or activities on the basis of race, color, national origin or ethnicity, religion, creed, age, sex or gender, sexual orientation, gender expression or identity, marital or family status, veteran or military status, disability, or the use of a trained dog guide or service animal. The District provides equal access to the Boy Scouts of America and other designated youth groups.
- Conduct against **any student based on one protected class** that is sufficiently **severe, persistent, or pervasive** as to **limit or deny the student's ability to participate in or benefit from** the District's course offerings; educational programming or any activity will not be tolerated.
- **When a District employee knows, or reasonably should know,** that such discriminatory harassment is occurring or has occurred, the District will **take prompt and effective** steps reasonably calculated to **end the harassment, prevent its recurrence and remedy its effects.**
- When a District employee knows or reasonably should know of such harassment, they **must immediately notify the school Principal/Assistant Principal** of the matter.
- This policy shall operate in conjunction with other state and federal law anti-discrimination laws and District anti-discrimination policies, including but not limited to HIB, Prohibition of Sexual Harassment; Transgender and Gender-Nonconforming Students.

Malicious or Discriminatory Harassment (5266/P)

- Covers **staff-to-student** or **staff-to-staff issues**
- **Malicious harassment means** any intentional electronic, written, verbal, or physical act, including but not limited to one shown **to be motivated by or towards a class protected** by Federal or State anti-discrimination laws, when the intentional electronic, written, verbal, or physical act:
 1. Physically harms a person or damages a person's property; or
 2. Causes reasonable apprehension of bodily injury, or
 3. Has the effect of substantially disrupting the orderly operation of the school, department or District.
- **“Intentional acts”** refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Protected Classes Are:

1. Race
2. Color
3. National Origin or Ethnicity
4. Religion
5. Creed
6. Families with children
7. Age
8. Sex or Gender
9. Sexual Orientation
10. Gender Expression or Identity
11. Marital or Family Status
12. Veteran or Military Status
13. Disability or the use of a trained dog guide or service animal.
14. Any other class or distinguishing characteristic protected by Federal or State anti-discrimination laws.



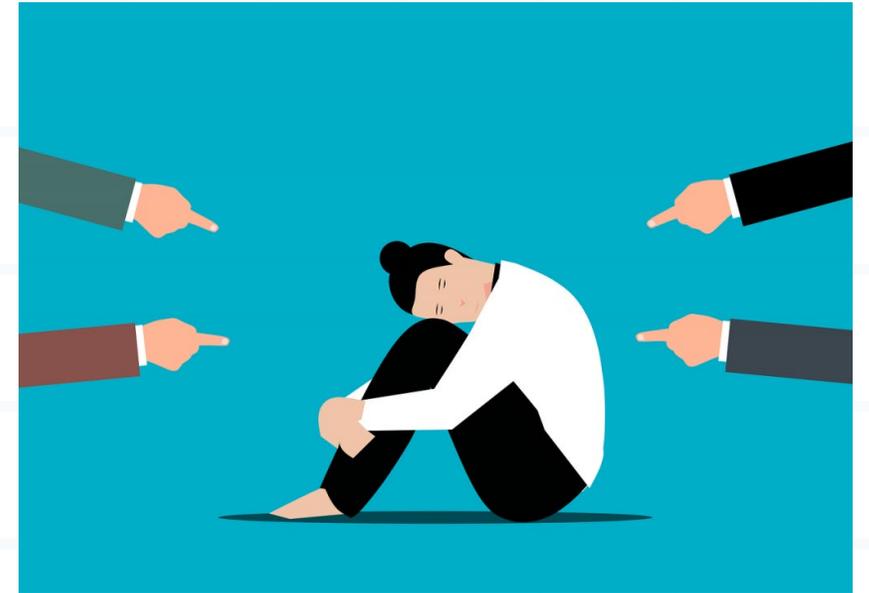
Malicious and Discriminatory Harassment - 5266

“Other Distinguishing Characteristics” may include but are not limited to:

- Physical appearance, clothing or other apparel, or socioeconomic status.

Harassment may take many forms including:

- Slurs,
- Rumors,
- Jokes,
- Innuendoes,
- Demeaning comments,
- Drawings, cartoons, pictures,
- Pranks,
- Gestures,
- Physical attacks,
- Threats,
- Or other written, oral, physical, or electronically transmitted messages or images.



Quick Check – Malicious and Discriminatory Harassment ?

- Student with an IEP for vision complains that students are hiding her a draftsman board and telling her you are not really blind, find it.
- A staff member constantly refers to a colleague from Afghanistan as an “Afghani” and says ‘they should go back to where they came from.’
- Transgender choir student alleges that a teacher is dead naming them; refusing to use the appropriate pronouns, refusing to let them sing in the appropriate section, and giving them a lower grade than other students despite better attendance and participation.



Reporting: 5266P Malicious & Discriminatory Harassment

- Any **nonstudent** who believes he/she has been subjected to harassment on or adjacent to school property, or at school related functions, may file a complaint in the manner prescribed in **District Procedure 5266P**, (or 5010P if applicable).
- **Students, or those filing complaints on behalf of students should use form 3207(F) (or follow steps in 3210P if applicable)**
- Employees or volunteers receiving a complaint from a student shall immediately notify the appropriate District staff supervisor of the complaint.
- Reports of Malicious & Discriminatory harassment must also be referred to the district Civil Rights Compliance Officer.
 - compliance@fwps.org or **253.945.2007**





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Policy and Procedures:

- **5253 – Maintaining Professional Staff/Student Boundaries**



Maintaining Professional Staff/Student Boundaries – Policy: 5253

- Staff members **will not intrude on a student's physical and emotional boundaries** unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose.
- Be **sensitive to the appearance of impropriety** in their own conduct and the conduct of other staff when interacting with students.
- Are prohibited from **inappropriate online socializing** or from engaging in any conduct on social networking Web sites that violates the law
- Discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.
- **Violators may face discipline and/or termination ...**

Maintaining Professional Staff/Student Boundaries - 5253

Why are boundaries important?

- Direct correlation between breaking boundaries and continued access to children.
- Transform the gray area surrounding sexual abuse into absolute and concrete expectations.
- Relieves confusion for kids.
- Decreases the risk of children being sexually abused.
- Minimizes organizational liability if a child is abused.
- Sometimes, a child's boundaries are being violated elsewhere and they need you to report

(Diane Cranley Consulting)

Maintaining Professional Staff/Student Boundaries – 5253 : Unacceptable Conduct

- **Any type of inappropriate physical contact** with a student or any other conduct that might be considered harassment
- Showing pornography to a student;
- **Singling out a particular student or students** for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships...
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- **Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;**
- Addressing students, or permitting students to address staff members, with personalized terms of endearment, pet names, or otherwise in an overly familiar manner
- Giving a student a ride alone in a vehicle in a non-emergency situation

Maintaining Professional Staff/Student Boundaries – 5253 : Appearance of Impropriety

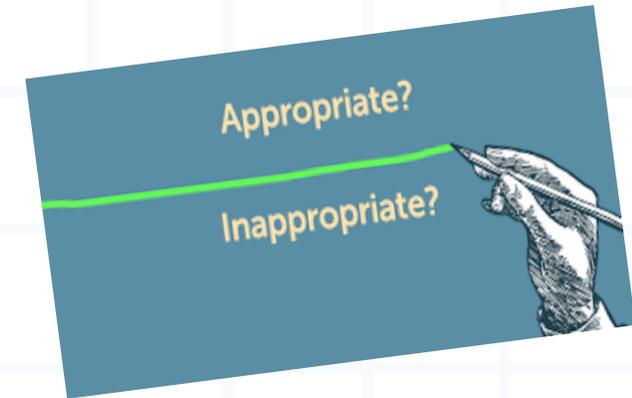
Whenever possible, staff should avoid these situations:

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes



QUICK QUIZ – Appropriate / Inappropriate ?

- A teacher telling their student “you should wear that sweater more often”.
✓ **INAPPROPRIATE**
- A coach patting their player on the shoulder for making a goal.
✓ **APPROPRIATE** – If the student doesn’t indicate the touch is unwelcome
- A teacher confiding in a student about their divorce during a 1:1 meeting (or even with the class)
✓ **INAPPROPRIATE**
- Notifying an administrator a concern that a student has romantic feelings toward you.
✓ **APPROPRIATE**
- Taking a student to lunch at a restaurant off-site.
✓ **INAPPROPRIATE**
- A Pre-school or SpED Teacher helping a kiddo use the bathroom.
✓ **APPROPRIATE** – if it is written into the scholar’s IEP.



Maintaining Professional Staff/Student Boundaries – 5253 : Reporting Violations

- Staff are required to promptly notify the Principal/Administrator
- Students, Parents/Guardians are strongly encouraged to notify the Principal (or other Administrator) ...
- Anonymous, unwritten or vague complaints about employee conduct must be responded to...
- Subject to disciplinary action/termination, report to OPP and/or CPS if applicable...





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Policy and Procedures:

- **5201 – Drug Free Schools, Community & Workplace**
- **5205 – Use of Tobacco**

**DRUG FREE
SCHOOL
ZONE**

**DRUGS, ALCOHOL
& TOBACCO
PRODUCTS
PROHIBITED**

5201/P: Drug-Free Schools, Community & Workplace

5205/P: Use of Tobacco

As a part of the District's commitment to drug-free schools and a drug-free workplace the **following behaviors will not be tolerated**:

- **Reporting to work under the influence** of alcohol, illegal chemical substances or opiates.
- **Using, possessing, transmitting or distributing** alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner in the workplace at any time.
- **Using the workplace or the staff member's position** within the District to make or traffic alcohol, illegal chemical substances or opiates.
- **Using, possessing, transmitting, or distributing** alcohol or illegal chemical substances or opiates in a manner which is detrimental to the interest of the District.

5205/P: Use of Tobacco

To protect the health of students, staff and the general public, to provide a healthy working environment, and to promote good health habits, in accordance with State law,

- **the use of tobacco products, including e-cigarettes, is prohibited in all District facilities, in all District vehicles, and on all District property.**

This policy is applicable to all District employees, volunteers, outside contractors, visitors, and the general public.

To Protect Everyone's Health

This is a Tobacco-Free School Campus



Use of All Tobacco Products, Including E-Cigarettes, is Prohibited.
Everywhere. Everyone. At All Times.

Want help quitting?
1-800-QUIT-NOW (1-800-784-8669)
QuitNowRI.com

 Pursuant to R.I. General Law Chapter 23-20.9-5. To report a violation, call the Rhode Island Department of Health at (401) 222-5960.

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Policy and Procedures:

- **OTJ INJURY REPORTING**
- **Policy: 4210 Dangerous Weapons**



WORKPLACE SAFETY: EMPLOYEE ON-THE-JOB ACCIDENTS AND INJURIES

Accidents and injuries that occur at work, during your work hours, **must be reported immediately to your direct supervisor, your school building administrator** (if applicable, and different from your direct supervisor),

1. **You are required to call** the Nurse Triage Line at **833-928-6877** to submit an accident report.
2. If you are unable to work due to your work injury, or need accommodation, please contact **Laveda Nichols** at **Inichols@fwps.org** or **253-945-2062** immediately to discuss your status and next steps.



<https://www.fwps.org/staff/employee-on-the-job-accidents-and-injuries>

[A Guide to Workers' Compensation Benefits](#)

Regulation of Dangerous Weapons on School Premises - 4210

It is a violation of District policy and State law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Dangerous weapons include but are not limited to:

- Firearms
- Slungshots, Sand clubs,
- Metal Knuckles,
- Daggers / Dirks / Spring Blade Knives,
- Nuchaku/"nunchucks", Throwing Stars,
- Air Guns, Stun guns,
- Devices intended to injure a person by an electric shock.



Regulation of Dangerous Weapons on School Premises – 4210 - Exceptions

The following persons **may** carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- 1. Persons engaged in military, law enforcement, or school district security activities;**
- 2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;**
- 3. Persons competing in school authorized firearm or air gun competitions; and**
- 4. Any federal, state or local law enforcement officer.**

Regulation of Dangerous Weapons on School Premises – 4210 - Exceptions - Cont..

The following persons **over eighteen (18) years of age and not enrolled as students** may have firearms in their possession on school property **outside of school buildings**:

1. Persons with concealed weapons permits who are **picking up or dropping off students**; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is **secured within an attended vehicle**, is **unloaded and secured in a vehicle**, or is **concealed from view in a locked, unattended vehicle**.

Regulation of Dangerous Weapons on School Premises – 4210 - Exceptions - Cont..

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class

What about mace / pepper-spray (Personal Protection Spray)?

- Persons > 18yrs allowed to carry
- Persons between 14yrs and 18yrs with written parental/guardian permission (on file in office)
- No one under 18yrs may *deliver* such devices,
- No one over 18yrs may *deliver* device *to* anyone under 14yrs –
- Or to anyone between 14 – 18yrs who does NOT have parental permission.

THANK YOU!



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**Up Next:
Safety & Security**



See/Witness something Inappropriate?

- Notify your Administrators (Principal, Assistant Principals) or Direct Supervisor

Student Reports Inappropriate Situation to you?

- Contact / Notify your Administrators / Supervisor



SAFETY & SECURITY

Orientation



**FEDERAL WAY
PUBLIC SCHOOLS**

Safety and Security Policies and Procedures

professional practices

[Professional Practices]

As practitioners, we are committed to continuous improvement of our Teaching Practices, Leadership Practices and Organizational Practices because they are the preconditions for higher levels of student achievement. Our Four Pillars are the building blocks of our professional practices.

1

Standards-Aligned
Culturally Responsive
Teaching-& Learning

2

Safe Climate and Strong
Relationships with Families
and Community

3

Effective, Caring, Culturally
Competent
Teachers, Leaders & Staff

4

Data-Informed Continuous
Improvement

1. Identification Badges
2. Lockdown: External and Internal
3. Run, Hide, Fight
4. Contact Information

Identification Badges



ID Badges **must be worn at all times** by employees, contractors, vendors, and visitors while on any FWPS property.

Call Security at the ESC for replacement badges

Safety is everyone's responsibility.

External Lockdown

External Threat	Police activity involving dangerous suspect(s) in the vicinity of any school district property.
Staff Action	Follow procedures for External Lockdown: <ul style="list-style-type: none">• Lock all exterior doors and close blinds to prevent suspect from looking in.• Business can proceed as usual inside the building.
All-Clear Signal	Facility administrators will give the all-clear notification



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Internal Lockdown

Internal Threat	A threat originating inside campus.	
Staff Action	Follow protocol and procedures for internal lockdown: <ul style="list-style-type: none">• Lock classroom doors and cover the door window.• Have students lie on the floor or crawl under desks.• Close inside blinds to prevent intruder from looking into the classroom; open outside blinds for police officers to see inside the classroom. Turn on lights.• Note names of all present or missing scholars and communicate to the office in the manner established by your admin.	
All-Clear Signal	Remain in place until facility administrators will give the all-clear notification	

Run, Hide, Fight

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter



RUN/ESCAPE

IF POSSIBLE



HIDE

IF ESCAPE IS
NOT POSSIBLE



FIGHT

ONLY AS A
LAST RESORT

Contact Information

Questions about Security in FWPS?

**Reggie Roberts, Interim
Director of Safety and Security**
Office: 253.945.2292
Mobile:
Email: rroberts@fwps.org

**All our facilities are
protected with an
alarm system**

Call Washington Alarm Phone: (253) 927-3635 if:

- If you have problems with the alarm system
- You need an escort to your vehicle when working late
- You notice suspicious activity at a facility (WA Alarm will communicate to security officers)





TAKE A
BREAK!



NEW EMPLOYEE ORIENTATION

Permanent Employees Only

Bargaining Unit Affiliation

FWEA & FWEA-ESP

President:	James Brown	253-838-8571 206-321-0089	James.Brown@washingtonea.org
Bus. Rep:	Ceci Mena Rina S Paul	253-625.4976 206-445-5705	cmena@washingtonea.org rpaul@Washingtonea.org

E-START (ECEAP & Head Start)

Rep:	Nikki Lorberau	253-945-5893	nlorbera@fwps.org
Union Rep:	Jay Webster	360-479-3511	jwebster@pseofwa.org
Bus. Agent:	Nicole McGill	253-569.3911	nmcgill@fwps.org

IUOE

Shop Steward	Raymond Harris	253-845-0418	rharris@fwps.org
Bus. Agent:	Ryen Young	253-330.7426	ryoung@iuoe302.org

Principals

President:	Dominique Dennis	253-945-4912
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Prof Tech

President:	Dave Ahrens	253-297-7676	d_ahrens@msn.com
Bus. Agent.	Jay Webster	206-718-0672	jwebster@pseofwa.org
Member Rep	Barbara Braden	253-709-6946	

PSE

President:	Jennifer Hoover	253-332-9568	jenniferh816@gmail.com
Bus. Agent:	Jay Webster	253-876-7408	jwebster@pseofwa.org

All bargaining agreements and salary schedules can be found at: <https://www.fwps.org/departments/human-resources/bargaining-agreements-salary-schedule>

Employee Online

- Go to [FWPS.org](https://www.fwps.org) and click on [STAFF](#)

The screenshot shows a web browser window with the URL <https://www.fwps.org/staff>. The page features the Federal Way Public Schools logo on the left and a navigation menu on the right. The 'STAFF' link in the menu is highlighted with a yellow box and an orange arrow. Below the navigation menu, there are links for 'ABOUT US', 'ACADEMICS', 'DEPARTMENTS', 'PROGRAMS & SERVICES', and 'ENROLLMENT'. The main content area has a heading 'WELCOME TO TEAM FEDERAL WAY' and a paragraph of text. To the right of the text is a photo of a teacher pointing at a map on a screen. Below this, there are three service tiles: 'Launchpad to Learning', 'Employee Online', and 'Annual Required Training'. The 'Employee Online' tile has a yellow box around its 'ACCESS EMPLOYEE ONLINE' button, with a yellow arrow pointing to it from the 'Launchpad to Learning' tile.

- From here you will want to scroll down and select **“Access Employee Online”**

To login:

- User ID = Employee ID Number
- Password = SSN without dashes
(you will be prompted to change your password after the initial login)

On Employee Online, You Can...

**Find
Pay
Stubs!**

**Update
Email!**

**Update
Address!**

**W2 & W4
Info!**

**Check
Leave
Balances!**

**REQUIRED:
Add
Emergency
Contact
Info!**

**Update
Phone
Number!**

Paychecks

- ✓ All employees are paid on the last business day of each month.
- ✓ All employees are paid over a 12-month period.

Automatic deposit is available and highly recommended. This includes any/all payment and/or reimbursements from FWPS.

If a check is lost it can take up to ten business days to reissue a new one.

- ✓ Pay Advices for the last two years are available on **Employee Online**.



How Is Pay Calculated?

- All employees are paid on the 12-month school year calendar, September 1 – August 31.
- Count the number of work days left on your work calendar.
- Multiply:
 - # Work Days x Hours Per Day x Hourly Pay Rate
 - Divide by the number of paychecks left in the school year.
- The resulting number is what your gross paycheck will look like *before* any deductions.
 - Example: You have 70 work days left in the year. Your hourly rate is \$22.50, you work 6 hours per day, and there are 6 pay periods left (Mar-Aug)
 - $70 \times 6 \times 22.50 = \$9,450 / 6 \text{ pay periods} = \$1,575.00 \text{ per month gross}$
- Classified: Any additional time and/or overtime you work outside of what you have been hired for will be put on a timesheet and paid the following paycheck (depending on when the time sheet or overtime log is turned into Payroll)

PSE Paraeducator
Federal Way Public Schools
2016 - 17

September 2016		October 2016		November 2016													
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S
				1	2	3	4	5	6	7		8	9	10	11	12	13
5	6	7	8	9	10	14	15	16	17	18	19	20	21	22	23	24	25
12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30	31
19	20	21	22	23	24	26	27	28	29	30	31						
26	27	28	29	30	31												

December 2016		January 2017		February 2017													
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S
				1	2	3	4	5	6	7	8	9	10	11	12	13	14
5	6	7	8	9	10	16	17	18	19	20	21	22	23	24	25	26	27
12	13	14	15	16	17	23	24	25	26	27	28	29	30	31			
19	20	21	22	23	24	30	31										
26	27	28	29	30	31												

March 2017		April 2017		May 2017													
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S
				1	2	3	4	5	6	7	8	9	10	11	12	13	14
6	7	8	9	10	11	10	11	12	13	14	15	15	16	17	18	19	20
13	14	15	16	17	18	17	18	19	20	21	22	22	23	24	25	26	27
20	21	22	23	24	25	24	25	26	27	28	29	29	30	31			
27	28	29	30	31													

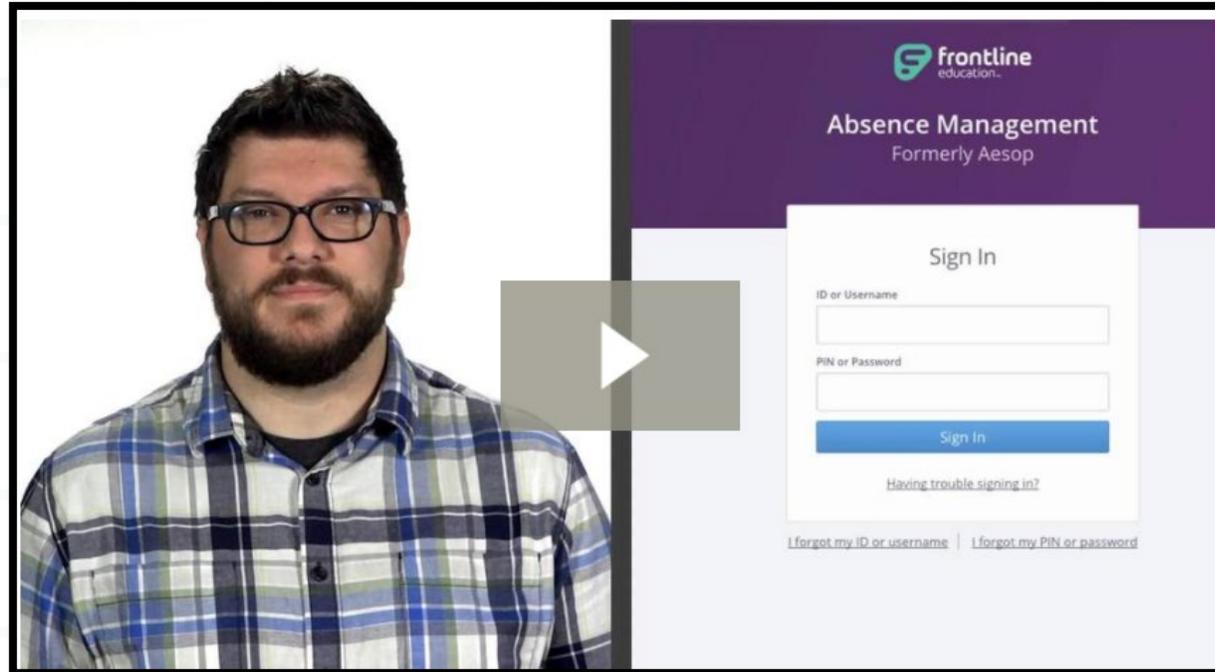
June 2017		July 2017		August 2017													
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S
				1	2	3	4	5	6	7	8	9	10	11	12	13	14
5	6	7	8	9	10	10	11	12	13	14	15	14	15	16	17	18	19
12	13	14	15	16	17	17	18	19	20	21	22	21	22	23	24	25	26
19	20	21	22	23	24	24	25	26	27	28	29	28	29	30	31		
26	27	28	29	30	31	31											

■ Holidays
■ Non work day

Data Day - Sept 6	Non Student Days - Dec 19 - 30	Work	180
School Starts - Sept 7	Inservise Days - Oct 14 & Mar 10	Holidays	11
Semester End - Jan 27	Early Dismissal - Nov 23 & Jun 21	Total	191
Last Day - June 21	SLO's - Nov 9 & 10 / Mar 8 & 9		
Early Release - Sept 21, Oct 5 & 19, Nov. 2, Jan 11, Feb 1 & 15, Mar 1 & 22, Apr 12 & 26, May 17, June 7			

Frontline Absence Management

- You will receive an email from “no-reply@frontline” inviting you to register – **DO NOT IGNORE IT!**



Leave of Absence

If in need of a leave of absence for your position, please refer to your collective bargaining agreement and contact human resources for guidance.

Below are a few of the leave types that may apply to your situation:

1) [Family Medical Leave Act \(FMLA\)](#) - Basic Leave Entitlement

Requires covered employers to provide up to 12 weeks unpaid job-protected leave to eligible employees:

- For the birth of child, and to care for the newborn child
- For placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- To care for the employee's spouse, child, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform his or her job

2) [WA State Paid Family & Medical Leave](#)

- WA State program that provides partial wage replacement
- Employees chose to file a PFML claim
- PFML does not replace FMLA
- Often, PFML and FMLA run concurrently.

You must provide your supervisor and HR 30 days notice for FMLA and/or PFML leave request unless it is an emergency

For more information, please visit our [leaves and accommodations page](#).



Talkspace

Available to FWPS Staff & Scholars (age 13+)

- Provides two 30-minute live video sessions with your Talkspace therapist each month.
- Unlimited messaging
- No cost to you
- “FWPS Staff” in organization field for access

www.talkspace.com/FWPS

Employee Assistance Program

Health Venture

- Provides 3-1/2 hour consultations for family, health, personal, or job related topics.
- Completely confidential
- No cost to you

[Wellness Supports for Staff](#)

Technology

A few reminders in regards to technology

- All staff will have a District email account – Check your email regularly
- Certificated staff will receive a laptop
- Do not share your passwords
- Lock your computer when you are away
- Don't use your personal technology equipment for District purposes
- Your technology use could be subject to a public records request





Benefits, Retirement and Payroll

Patricia Pama, Retirement Specialist
Patty McDugle, Benefits Specialist
Stephanie Hardin, Payroll Specialist



Time for
a BREAK



Certificated Compensation

Certificate

- ***Prior to starting work*** – you must provide HR with a copy of your WA State Teaching Certificate or Permit.

If you begin with a permit, please provide Human Resources with a copy of your official certificate as soon as you receive it.

It is always your responsibility to assure your certificate is kept current and on file in Human Resources.

Your Contract

1. It guarantees your job with Federal Way Public Schools.
2. It tells you:
 1. Your employee ID #.
 2. Your Contract type.
 3. Effective Date
 4. Contracted Days
 5. FTE
3. Professional Development Days
4. January Workload Relief Day
5. Responsibility Contract

**FEDERAL WAY SCHOOL DISTRICT
CERTIFICATED CONTRACT
2023-24**

Employee: ██████████
Employee ID: ██████
Type of Contract: Tchrr - Continuing

Effective Date: 08/30/2023
Contracted Days: 180.00
FTE: 1.00

It is hereby agreed between the Board of Directors of the Federal Way School district and the above-named employee that the employee shall perform assigned professional services in the public schools of the District and perform such duties as are prescribed by the laws of the State of Washington and by rules and regulations made thereunder pertaining to the District during the indicated school year. It is understood and agreed that the employee shall be subject to assignment or transfer by the District. The salary schedule placement is determined based on the collective bargaining agreement and State requirements.

If this contract is not signed by the employee and returned to the District's Department of Human Resources within (10) school business days of the issuing date, this offer shall lapse and the District will retain the discretion to accept or reject any contract returned after ten (10) days. If the contract is returned with any of its terms changed or modified the Board will consider it a rejection by the employee of the offer to contract. The employee affirms that he or she is not bound by any other contract which might interfere with the performance of duties. This contract will be effective only if the employee registers a valid Washington State Teaching/ESA certificate and any other required credential with the District, on or before the Effective Date of this contract. Employment may be conditional pursuant to RCW 28A.400.303 as now or hereafter amended pending receipt and review of a criminal history check as required by state law.

This contract is subject to the laws and regulations of the State of Washington and to the terms of the collective bargaining agreement between the District and the Federal Way Education Association when appropriate.

Employee shall maintain at all times appropriate credentials from OSPI. Failure to maintain credentials, or the revocation of any permit, certificate, and/or conditional certificate by OSPI, shall result in immediate termination subject to RCW 28A.405.200 notice and hearing requirements.

CONTRACT TYPES

Continuing = This contract, as distinguished from Non-Continuing and Provisional contracts, shall be renewed subject to the conditions of the continuing contract law, RCW 28A.405.210.

Non-Continuing = This contract, as provided by RCW 28A.405.900, is for the replacement of a regular certificated employee who has been granted a leave of absence. It is exempt from the continuing contract law, RCW 28A.405.210. This contract shall expire automatically at the end of the contract term as set forth herein.

Provisional = This contract is subject to non-renewal by the Board of Directors in the first, second and/or third year of employment in accordance with RCW 28A.405.220.

5 Professional Development Days

(Article VII, Section 7.3, paragraph B, 1) 'Four of the supplemental work days are intended to provide opportunities for training and in-service in support of the District's Strategic Plan.... The fifth (7.50 hour) day is a workload relief day to be worked in January each year....'

Supplemental Professional Development Day

(Section 7.3.C) 'Provisional (P1 and P2) staff, those staff with initial certification or those staff on plans of improvement will use this Supplemental Day... as identified by either the Teacher Assistance program (TAP) coordinator or other District administrator. The supplemental day for all other staff shall be at the discretion of the employee.'

Responsibility Contract

(Supplemental Contract per Article VII, Section 7.3, Paragraph C of the negotiated agreement, and subject to collective bargaining.) The Responsibility Supplemental Contract is equivalent of 10.67% of the base salary.

How do we determine where to place you on the salary schedule?

Here are the steps:

Step 1: What we have when we receive your file

Step 2: All new hires get initially placed, before adjustments

Step 3: Adjustments for newly received information

These are the Guiding laws and agreements:

1. Washington State Law (WAC and RCW)
2. Federal Way Education Association's Collective Bargaining Agreement with Federal Way Public Schools

FWEA Salary Schedule



Department of
HUMAN RESOURCES

Education/Transcripts

2017-18
Based on a 180 Day Calendar

Experience/VOEs

Years of Service	BA	BA+15	BA+30	BA+45	BA+90	BA+135*	MA	MA+45	MA+90] OR PhD
0	36,521	37,507	38,529	39,554	42,840	44,957	43,785	47,072	49,191
1	37,013	38,013	39,048	40,117	43,438	45,543	44,272	47,593	49,697
2	37,481	38,491	39,537	40,688	44,000	46,127	44,762	48,073	50,201
3	37,964	38,983	40,040	41,229	44,534	46,712	45,227	48,529	50,709
4	38,437	39,501	40,565	41,794	45,119	47,313	45,714	49,038	51,234
5	38,926	39,995	41,069	42,367	45,679	47,918	46,209	49,522	51,760
6	39,428	40,474	41,585	42,948	46,244	48,494	46,716	50,013	52,262
7	40,312	41,373	42,498	43,935	47,280	49,593	47,666	51,010	53,324
8	41,604	42,724	43,876	45,431	48,822	51,219	49,161	52,552	54,949
9		44,122	45,332	46,943	50,413	52,892	50,672	54,143	56,623
10			46,805	48,533	52,049	54,611	52,263	55,780	58,340
11				50,169	53,761	56,375	53,899	57,492	60,104
12				51,753	55,520	58,211	55,600	59,250	61,942
13					57,322	60,093	57,360	61,052	63,823
14					59,132	62,046	59,172	62,981	65,776
15					60,671	63,660	60,710	64,618	67,486
16-19					61,884	64,932	61,924	65,910	68,836
20-24							61,924	65,910	68,836
25+							61,924	65,910	68,836

This column is only open to those who were paid at that rate and reported to the State prior to January 1, 1992.

For Employees with twenty-five years or more of experience and master degrees or above, the supplemental responsibility contract will be an additional 2%. For Employees with at least twenty years and less than twenty-five years of experience and master degrees or above, the supplemental responsibility contract will be an additional 1%.

Federal Way Public Schools | Each Scholar: A voice. A dream. A BRIGHT Future.

33330 8th Avenue South, Federal Way, WA 98003 | p.253.945.2072 | f.253.941.7576 | www.fwps.org



FWEA Salary Schedule



Department of
HUMAN RESOURCES

1. Official Transcripts for your Bachelor's must be on file per OSPI.
2. To move to the right, you must submit *official transcripts.

Certificated Salary Schedule

Education/Transcripts

Years of Service	MA+90] OR PhD								
	BA	BA+15	BA+30	BA+45	BA+90	BA+135*	MA	MA+45	PhD
0	36,521	37,507	38,529	39,554	42,840	44,957	43,785	47,072	49,191
1	37,013	38,013	39,048	40,117	43,438	45,543	44,272	47,593	49,697
2	37,481	38,491	39,537	40,688	44,000	46,127	44,762	48,073	50,201
3	37,964	38,983	40,040	41,229	44,534	46,712	45,227	48,529	50,709
4	38,437	39,501	40,565	41,794	45,119	47,313	45,714	49,038	51,234
5	38,926	39,995	41,069	42,367	45,679	47,918	46,209	49,522	51,760
6	39,428	40,474	41,585	42,948	46,244	48,494	46,716	50,013	52,262
7	40,312	41,373	42,498	43,935	47,280	49,593	47,666	51,010	53,324
8	41,604	42,724	43,876	45,431	48,822	51,219	49,161	52,552	54,949
9		44,122	45,332	46,943	50,413	52,892	50,672	54,143	56,623
10			46,805	48,533	52,049	54,611	52,263	55,780	58,340
11				50,169	53,761	56,375	53,899	57,492	60,104
12				51,753	55,520	58,211	55,600	59,250	61,942
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This column is only open to those who were paid at that rate and reported to the State prior to January 1, 1992.

For Employees with twenty-five years or more of experience and master degrees or above, the supplemental responsibility contract will be an additional 2%. For Employees with at least twenty years and less than twenty-five years of experience and master degrees or above, the supplemental responsibility contract will be an additional 1%.

1. *Official Transcripts may be opened but must be on official paper.
2. If you order electronic transcripts, they must be sent from the university to hr@fwps.org.
3. FWPS Clock hours from the CLC can be submitted to HR in the Official Transcript format.



FWEA Salary Schedule

Education/Transcripts

Years of Service	01 <u>BA</u>	02 <u>BA+15</u>	03 <u>BA+30</u>	04 <u>BA+45</u>	05 <u>BA+90</u>	06 <u>BA+135*</u>	07 <u>MA</u>	08 <u>MA+45</u>	MA+90] 09 OR <u>PhD</u>
0	36,521	37,507	38,529	39,554	42,840	44,957	43,785	47,072	49,191

1. Official Transcripts for your Bachelor's must be on file per OSPI.
2. To move to the right, you must submit official transcripts.
3. All Credits and Clock hours will be converted to Quarter Credits:
 1. 1 Semester Credit = 1.5 Quarter Credits
 2. 10 Clock Hours = 1 Quarter Credits
4. For more on Clock hours, please see green FAQ handout

FW/**07**/03

FW/**ED**/EX

FWEA Salary Schedule



Department of
HUMAN RESOURCES

Certificated Salary Schedule 2017-18 Based on a 180 Day Calendar



Years of Service	MA+90] OR								
	BA	BA+15	BA+30	BA+45	BA+90	BA+135*	MA	MA+45	PhD
0	36,521	37,507	38,529	39,554	42,840	44,957	43,785	47,072	49,191
1	37,013	38,013	39,048	40,117	43,438	45,543	44,272	47,593	49,697
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14					59,132	62,046	59,172	62,981	65,776
15					60,671	63,660	60,710	64,618	67,486
16-19					61,884	64,932	61,924	65,910	68,836
20-24							61,924	65,910	68,836
25+							61,924	65,910	68,836

*This column is only open to those who were paid at that rate and reported to the State prior to January 1, 1992.

For Employees with twenty-five years or more of experience and master degrees or above, the supplemental responsibility contract will be an additional 2%. For Employees with at least twenty years and less than twenty-five years of experience and master degrees or above, the supplemental responsibility contract will be an additional 1%.

FW/07/03
FW/ED/EX



Verification of Experience (VOE)

FEDERAL WAY PUBLIC SCHOOLS

To: _____
 Human Resources Office

 School District or Institution

 Street Address

 City, State, Zip Code

From: Federal Way Public Schools
 Attn: Compensation Team, Human Resources
 33330 8th Ave S
 Federal Way, WA 98003 FAX – 253-941-7576

The individual whose name appears below must have previous professional employment verified. Please complete the information requested on the reverse side of this form and return it to the above address. Your assistance in establishing a correct service record for this employee is appreciated.

 Individual's Name (First, Middle, Last)

 Full Name When Last Employed with Your Organization (if different than above)

 Social Security Number

 Approximate Dates of Employment for Which Verification is Requested

 Approximate Dates of Leave of Absence Periods

 Position(s) (please include subject area for secondary teachers)

 Name of School(s) or Departments

I authorize you to release all information requested in this verification of professional employment to the school district listed above.

 Employee Signature

 Date

FEDERAL WAY PUBLIC SCHOOLS VERIFICATION OF PROFESSIONAL EMPLOYMENT

NAME: _____ SSN: _____

INSTRUCTIONS FOR SCHOOLS:

- ▶ Use one line for each academic year or change in status.
- ▶ Clearly identify leave of absence periods.
- ▶ For preschool through grade 12 experience, record only positions requiring a state education license.
- ▶ Do not record tutoring, practice work, or student nursing.
- ▶ Record casual substitute teaching in substitute column only.
- ▶ Prorate full-time experience for partial days and unpaid leaves of absence.

INSTRUCTIONS FOR BUSINESS AND INDUSTRY:

- ▶ Use one line for each calendar year or change in status.
- ▶ Divide work experience into management (Supervisor or Foreman) and non-management assignments.
- ▶ Calculate hours worked in each category. Do not duplicate.
- ▶ Prorate full-time experience for partial days and unpaid leaves of absence.
- ▶ Record work experience only in the occupational area in which employee worked.

INSTITUTION	DATES OF SERVICE MO/DY/YR TO MO/DY/YR	DESCRIBE A FULL-TIME CONTRACT		NO. OF EMPLOYEE HRS. PAID THIS PERIOD	NO. OF SUB HRS. PAID THIS PERIOD	POSITION (PLEASE INCLUDE GRADE OR SUBJECT)	STATE EDUC. LICENSE REQUIRED
		NO. OF DAYS	NO. OF HOURS				
EXAMPLE: ADELAIDE ELEMENTARY	9/16/02 TO 6/17/03	183	7.5	170 x 7.5 = 1275		FIRST GRADE TEACHER	Yes

Number of Washington State transferable sick leave hours: _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Printed Name	School District Name and Address	
Title	Date	Telephone Number	



Deadlines

New Staff hired prior to the first day of the school year will be placed at BA+0 on the salary schedule until official documents are received in Human Resources.

Official documents must be received by Human Resources ***no later than December 1st*** for final placement for the current school year. When official transcripts are submitted to Human Resources pay will be adjusted retroactively to the first day of work according to the following schedule:

- **If submitted by October 5th, reflected on the October 31st paycheck.**
- **If submitted by November 5th, reflected in the November 30th paycheck.**
- **If submitted by December 1st, reflected in the December 31st paycheck.**

Staff hired after the first day of the school year will have thirty (30) days to provide official documentation.

Important Dept Contact Information

Human Resources

hr@fwps.org

253.945.2000

Benefits/Retirement/Payroll -Timesheets

- **Patty McDugle** -253-945-2060
- **Patricia Pama** -253-945-2064
- **Stephanie Hardin** 253-945-2079

Technology -Help Desk

253-945-4575

helpdesk@fwps.org

Health Safety

253-945-2111

Risk Management & Security

253-945-2291

Any Questions?



Feel Free to Contact Us at:

Human Resources

hr@fwps.org

253.945.2073

