



Selah School District RED ROVER TRAINING

EMPLOYEES
2024-25 School Year



EMPLOYEE TRAINING TASKS - ABSENCE MANAGEMENT



- ❑ Watch the [Employee Basic Training Video](#) ~ 9 minutes
- ❑ Review the [Employee Basics Guide for Red Rover](#)
- ❑ Login to [Red Rover](#) and download the mobile app
- ❑ Set up your profile information- Page 2 of Guide
- ❑ Review your 'My Schedule-Regular Schedule' - Page 7-8 of Guide
- ❑ Review your Bulletin Board - Page 8 of Guide
- ❑ Review and setup Classroom Information (optional)- Page 9 of Guide
- ❑ Setup Sub Preferences (optional) - Page 10 of Guide
- ❑ Review leave balances - Page 11 of Guide
- ❑ Review and edit Notification Settings (optional) - Page 12 of Guide
- ❑ Enter any known upcoming absences - Page 4-6 of Guide

LET'S GET SETUP WITH RED ROVER!



GO TO RED ROVER LOGIN PAGE: app.redroverk12.com

DOWNLOAD THE APP!

EMPLOYEE TRAINING TASK - ABSENCE MANAGEMENT



When do you submit your absence request?

- Enter as soon as you know you will need to be absent
- Some leaves require a specific advanced notice or pre-approval (ex. Annual Leave should be submitted at least 2 days in advance; maternity leave requires additional approval). Refer to your [Collective Bargaining Agreement](#) for details, or reach out to one of our payroll contacts (see last slide).

What if it's an emergency, or you wake up sick that morning?

- Enter your absence as soon as you are able and notify your building Administrative Assistant by phone so they can work on booking a substitute
- If you are unable to enter your absence in Red Rover, let your building Administrative Assistant know and they can assist you.

MANAGER TRAINING - Absence Policies



CERTIFICATED

Employee selects if a sub is needed on absence request

- Does your position require a sub?
- No sub for non School Days (start of year)
- Wednesday Late Starts (notify sub of delayed start time/ELC Wednesdays)

Substitute not needed to fill an absence that is less than 3.5 hours (it must be filled internally if less than 3.5 hrs/day)

- Staff to mark absence 'no sub needed'

Paid in half day, $\frac{2}{3}$ day, or full day increments.

Plan Period Coverage: One hour max per day per staff member. Employee can Bank or Pay Out hours - complete form and submit to payroll timely.

CLASSIFIED

Employee selects if a sub is needed on absence request

- Does your position require a sub?
- No sub for non School Days (start of year)
- Wednesday Late Starts (notify sub of delayed start time/ELC Wednesdays)

Paid Hourly - no minimum requirement to fill with substitute.

Bus Drivers/Nutrition/Custodial/Admin Assistant: Cover internally with current staff where possible. Then hire sub if needed.

Year-Round Classified Staff - only filled for extended absences as approved

EMPLOYEE TRAINING TASK - ABSENCE MANAGEMENT



Types of leave - please refer to your [Collective Bargaining Agreement](#) for details, or reach out to one of our payroll contacts (see last slide).

TYPE OF LEAVE	RESTRICTIONS	CERTIFICATED STAFF	CLASSIFIED STAFF - Paraeducators, Bus Drivers, Custodians	CLASSIFIED STAFF - Administrative Assistants	CLASSIFIED STAFF - Nutrition	CLASSIFIED STAFF - Others
Annual Leave (Personal Days)	Used in half or full day increments	Requires Approval Submit at least 2 days in advance, unless emergency Annual leave granted unless a substitute cannot be secured by the employee through Red Rover.	Requires Approval Submit at least 2 days in advance, unless emergency No more than 2 daytime and 1 nighttime annual leaves shall be granted for any single day at any site, unless emergency	Requires Approval Submit at least 2 days in advance, unless emergency No more than 3 annual leaves shall be granted for any single day at any site, unless emergency	Requires Approval Submit at least 2 days in advance, unless emergency No more than 1 annual leave shall be granted for any single day at any site, unless emergency	Requires Approval Submit at least 2 days in advance, unless emergency No more than 3 annual leaves shall be granted for any single day at any site, unless emergency

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TYPE OF LEAVE	RESTRICTIONS	CERTIFICATED STAFF	CLASSIFIED STAFF - Paraeducators, Bus Drivers, Custodians	CLASSIFIED STAFF - Administrative Assistants	CLASSIFIED STAFF - Nutrition	CLASSIFIED STAFF - Others
Sick Leave/Family Illness	Can only be used for illness, family illness, maternity, injury or disability of any family member.	Requires Approval (released to sub pool before approval)	Requires Approval (released to sub pool before approval if applicable)	Requires Approval	Requires Approval	Requires Approval
Emergency Leave (Sick Leave)	An incident, event, or need, which is immediate, unexpected, uncontrollable and verifiable.	Requires Approval (released to sub pool before approval)	Requires Approval (released to sub pool before approval if applicable)	Requires Approval	Requires Approval	Requires Approval

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Vacation	No Restrictions	Not Applicable	Custodians Only - Requires Approval	Not Applicable	Not Applicable	SSP<260 days - Not Applicable SSP>260 days - Requires Approval
Floating Holiday	No Restrictions	Not Applicable	Requires Approval	Not Applicable	Requires Approval	SSP<260 days - Not Applicable SSP>260 days - Requires Approval

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Comp Time	No Restrictions	No Applicable	No Applicable	Requires Approval	No Applicable	Requires Approval
Jury Duty	Must be Subpoenaed	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval
Bereavement Leave	Death of immediate family or close friend.	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval
Non Contract Day	No Restrictions	Not Applicable	Not Applicable	Not Applicable	Not Applicable	SSP<260 days - Not Applicable SSP>260 days - Requires Approval

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Association Business	Association Business	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval
Leave W/O Pay	Upon Approved Request	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval
Leave of Absence (Maternity/Paternity leaves, medical leave, etc.)	Upon Approved Request	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval

EMPLOYEE TRAINING TASKS - TIMESHEET & EXTRA HOURS SUBMISSION



- ❑ Watch the training video: [Entering Time on your Electronic Timesheet](#) (online & mobile app) ~ 7 mins
- ❑ Enter your time on your weekly timesheets as follows:

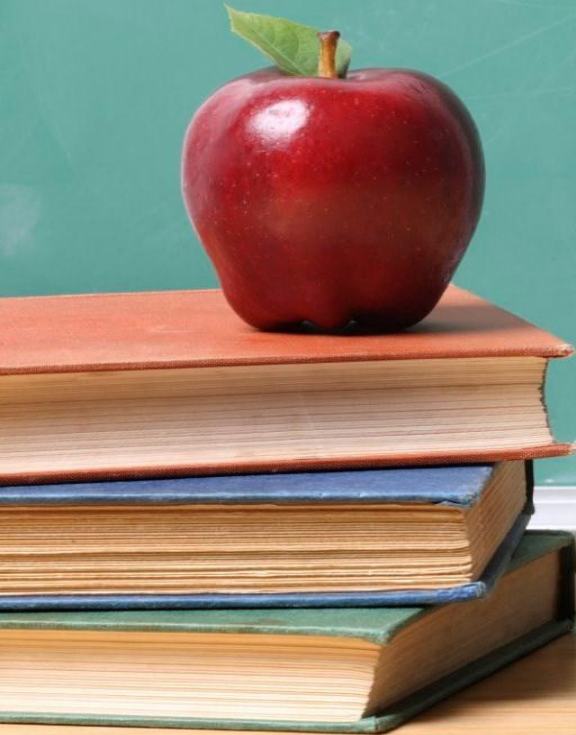
CERTIFICATED STAFF	CLASSIFIED STAFF
❑ Add and track any pre-approved extra/supplemental hours worked on timesheet (replacing the old green sheet process) ❑ Submit timesheet by the end of the day on Monday for work completed during the previous week.	❑ Track normal contracted hours worked on daily timesheet. ❑ Add any pre-approved extra/supplemental hours worked on daily timesheet (replacing the old green sheet process) ❑ Submit timesheet by the end of the day on Monday for work completed during the previous week.

SUPPLEMENTAL TIME PROCESS



1. Building/Department Completes [Supplemental Request Form](#)
2. Employee tracks & submits time in Red Rover (NEW) as worked
3. Admin Assistant Review
 - a. Review time in Red Rover
 - b. Refer back to Supplemental Contract and Track Employee time
 - c. Approve (or deny) employee time in Red Rover and submit to secondary approver & payroll.

“60 Day Rule” - any extra/supplemental hours must be submitted within 60 days of when time was worked.



COMP & FLEX TIME -

ADMIN ASSISTANTS & ELIGIBLE SSP YEAR-ROUND CLASSIFIED STAFF



- [Protocol for Flex & Comp Time - Admin Assistants](#)
- Template: [Comp Log](#)
- "70 Day" Rule
- Admin Assist Calendars and Change Process

COMP & FLEX TIME -

ADMIN ASSISTANTS & ELIGIBLE SSP YEAR-ROUND CLASSIFIED STAFF



FLEX TIME	COMP TIME
Received pre-approval to work more than 8 hours in one day, and less than 8 hours on another day (within the same week) - Total worked time still equals 40 hours per week.	Received pre-approval to work more than 8 hours in one day, and are unable to flex during same week. Comp time is taken as 'time off' in another week.
Not a Regular Occurrence	Not a common/regular occurrence - expectation is employee will complete their normal daily tasks within their standard work day.
Actual Time Worked for each day is recorded on employees timesheet in Red Rover (total of 40 hours)	Comp Time EARNED is NOT recorded on employee time sheet, but on an external COMP LOG submitted to payroll each month. Report only regular hours on timesheet. Comp Time USE IS recorded on employee timesheet in Red Rover. Enter as a leave (Comp Time) like you would sick leave, or annual leave.



I NEED HELP, WHO DO I CONTACT?

- [Tina Fleming](#) (ext. 8010) - Certificated Payroll and All Staff Benefits
- [Shawna Treat](#) (ext. 8011) - Classified Payroll
- [Carly Osborn](#) (ext. 8014)- Human Resources (Classified)
- [Tiera Gonzalez](#) (ext. 8008)- Human Resources (Certificated)
- [Heidi Diener](#) (ext. 8007)- Human Resources/Public Relations
- [Stefanie Henry](#) (ext. 8012) - Director of Financial Services
- [Chris Scacco](#) (ext. 8005)- Associate Superintendent of District Operations
- [Chad Quigley](#) (ext. 8004) - Executive Director of Human Resources