



PUYALLUP
SCHOOL DISTRICT
A Tradition of Excellence

Substitute Handbook



2024-2025 School Year

HANDBOOK FOR SUBSTITUTES

This handbook is prepared by the Human Resources office to provide information for Puyallup School District certificated and classified substitutes who are deployed through the Substitute Services Office.

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Puyallup School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Compliance Coordinator
Gus Wessel, wesseab@puyallupsd.org
- Title IX Coordinator Students:
Gus Wessel, wesseab@puyallupsd.org
- 504/ADA Coordinator:
Amie Brandmire, brandmah@puyallupsd.org (253) 841-8666
- Title IX Coordinator Staff:
Amie Brandmire, brandmah@puyallupsd.org (253) 841-8666

EOE/AA Accommodations during the application/interview process will be provided for those with disabilities upon request.

**Puyallup School District
Education Service Center
302 2nd St SE
Puyallup, WA 98372
(253) 841-1301**



PUYALLUP SCHOOL DISTRICT

A Tradition of Excellence

Our Mission

To prepare and empower every student to reach their full potential and to thrive in school, society, work, and life.

Our Vision

The Puyallup School District values academic excellence and ensures every student learns in safe and supportive environments in order to develop as critical thinkers ready to take on the world.

Our Beliefs

In partnership with our communities, we:

- Treat each student as a unique learner.
- Ensure all students have equal opportunities for learning and are supported in achieving competency in required subject and performance areas.
- Regularly assess, evaluate, and communicate to students, families, and the community the results of student performance.
- Engage parents/guardians, family members, guardians, and students as active partners in the educational process.
- Incorporate concepts of diversity that benefit all and are integral in all district endeavors.
- Communicate effectively with parents/guardians, students, staff, and members of the community.
- Cultivate and maintain partnerships that support district goals.
- Provide students and staff a safe and supportive learning and working environment.
- Demonstrate accountability to all stakeholders.

SECURITY IDENTIFICATION BADGES

Security at all locations is highly important. When working at a building, please comply with their check-in/out procedures, including wearing a District issued identification badge. Wear this identification badge prominently when working on school district property. If you are on school district property as a volunteer or parent, do not wear your employee identification badge. Identification badges are school district property and should be returned when you are no longer actively working in the District.

ELECTRONIC MAIL ACCESS

You may access the school district email system at home with an internet connection, or at school/work locations on designated computers for building use. The district uses email as its primary communication tool. It is expected that all district employees, including substitutes, will check their district email box regularly.

You will be issued an email account in your name once you have been hired. Instructions to log onto your email account will be sent to your personal e-mail address within 2 weeks of your hire date. Usage of your district email account must be in compliance with district policy #2022 and #2022R.

SCHOOL VACATION/HOLIDAY/RECESS PERIODS

Employment as a substitute calls for some customary school vacation/holiday/recess periods in the winter and spring. Following each of these breaks, as established by the published school district calendar, you will remain on our substitute list as long as you remain active. Each summer substitutes who are active and successful are offered an opportunity to return the following school year by completing a Letter of Reasonable Assurance.

CALL TO WORK

All substitute assignments are made either through the automated system (Red Rover) or by the Substitute Services Office staff. Work assignments made through informal arrangements between regular and substitute personnel will not be recognized. The Substitute Office is available from 5:30 a.m. to 4:30 p.m. to assist you.

Red Rover Quick Reference Guides and information can be found here: [Click Here](#)

Update your non-workdays in Red Rover for those rare occasions when you know in advance that you will not be available for an assignment. In the event that you report to your assigned location, and you are not needed for the job that you accepted, *please call the Substitute Office from the building* for further instructions.

NOTICE

- Honor all substitute assignments you accept, arrive on time, and do not leave early.
- Do not drop one substitute assignment to accept a different substitute assignment.
- Connect with the Substitute Services Office **with** any challenges with a substitute assignment you accept.
- Be mindful of your role as a substitute when relating with other staff and students.
- When interacting with students remember you are the adult and refrain from power struggles, making inappropriate comments, sharing personal beliefs, and recognize appropriate boundaries with students.

CONFIDENTIALITY

All school/student records and reports should be handled with care. Many records are of a confidential nature and are maintained in order to provide information on child development to professional staff. It is essential that you do not divulge any confidential information that has been received from contact with children, parents, and other people in the profession.

CHANGE OF ADDRESS, PHONE NUMBER AND/OR NAME

Each employee assumes the responsibility for notifying the Puyallup School District if his/her address, phone number and/or name changes. Address and phone changes may be made online through Employee Online. As a courtesy you will want to also notify the substitute office when your phone or address change and we will update your substitute profile.

Name change forms are available in the Human Resources Department. You must bring your new social security card to the Human Resources Department when changing your name. You will need to submit the completed name change form and present your new social security card to verify your legal name change. Upon receipt, HR staff will update your name in the payroll system and notify the Technology Support Center (for email account updates).

REQUIRED TRAINING

All substitutes are required to complete mandatory Vector online training each year. It is necessary to email the Substitute Services Office once you have completed your training to be compensated. Failure to complete the training may result in being removed from substitute roster.

SAFETY

An employee working in an assignment that requires additional safety standards such as industrial arts, art, physical education, or home economics should request guidelines from the building administrator or department coordinator. General safety standards are available at all locations. Particular attention to prevention of accidents or injuries must always be given.

STUDENT ILLNESS/INJURY

Always use common sense when an accident or injury occurs. Attend to the injury and send for help. A student who becomes ill either in the classroom or on the play field is not to be sent alone to the office or restroom. Either send a reliable classmate with the ill student or get help from another staff person.

If any student under your supervision is injured while engaged in a school activity, complete a student accident report and turn it in to the building principal.

PERSONAL INJURY WORKER'S COMPENSATION CLAIMS

If you are injured on the job, please contact the Nurse Triage Line at 1-833-928-6877 to report your injury. A nurse will take your report and make treatment recommendations based on your description of the incident and your symptoms. You are not required to seek medical attention or file a claim, but we encourage you to do so if you need to.

 Make sure you report all injuries to your site administrator and Megan Davis, Risk Management Analyst at (253) 435-6295 or by email at davismr2@puyallupsd.org

Basic information about injuries and accidents at work can be found on our district website. From the main page of the district website, choose: Departments/Programs; Human Resources; Employee Information; Employee Accident and Injuries- File a Report. You may also access this information by clicking on the link [Employee Accidents and Injuries - File a Report - Puyallup School District](#).

W.I.N. PROGRAM

“WELLNESS IS NOW”!

What Is the Puyallup School District W.I.N. Program?

The W.I.N. program is an organized effort to promote good health among all district staff. The goals of the program are to help employees make informed choices about their health and to improve staff morale and productivity by fostering wellness. The overall outcome is that healthy employees positively affect students. W.I.N. offers a variety of activities.

W.I.N. Objectives:

- To involve the total district work force in non-work health enhancing activities.
- To create an environment that supports the adoption of health behavior.
- To provide health risk appraisals.
- To increase employee productivity.
- To reduce health care costs.
- To reduce absenteeism.
- To reduce turnover due to burnout.
- To improve employee fitness.
- To increase coping capabilities of employees.

How Can You Become Involved?

Remember that W.I.N. is for everyone and that every person is encouraged to participate. Watch for W.I.N. information through your district email.

The Puyallup School District cares about the health and well-being of its employees.

W.I.N. IS FOR YOU, SO

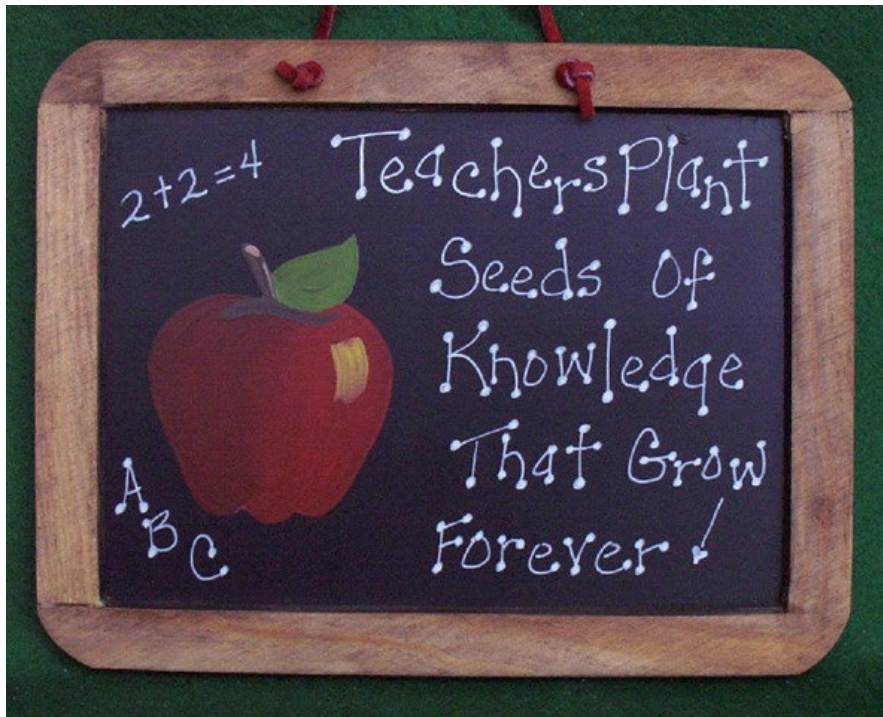
Get involved

Encourage others to join you

Share the health successes of yourself and others



Certificated Substitute Information



CERTIFICATION

All substitute teachers are responsible to hold and maintain a valid Washington State Teaching Certificate.

Information regarding the certification process may be obtained by contacting:

Office of Superintendent of Public Instruction (OSPI)
Old Capitol Building, PO Box 47200
600 Washington St SE
Olympia, WA 98504
(360) 725-6000
www.k12.wa.us/cert

COMPENSATION

The daily rate for represented substitutes shall be \$196.66 per full day and \$98.33 per half day. A half day assignment is defined as 3.75 hours or less and paid at 50% of the regular substitute full day's pay. If you are offered and accept two half-day assignments in one workday, you are compensated for one full-day assignment.

Payroll deductions include the standard federal government income and social security taxes and state industrial insurance. Substitute paychecks will be issued by direct deposit into your designated account. Direct deposit is mandatory in our district. With direct deposit, your paycheck is deposited into your account at the opening of banking on payday. This requires a consent form (provided to you at the time of your orientation) with a voided check or bank letter attached.

Our payroll process is paperless, meaning that you can view a summary of your paystub online: [Click Here](#) using your email login and password.

Substitute teachers in an assignment of 16 or more consecutive days are paid at a daily rate equal to the substitute teacher's proper placement on the current certificated salary schedule. Further, when substitutes are placed in assignments known from the onset to extend more than 16 days, that per diem rate shall be paid from day one (1).

As a substitute teacher working in a secondary school you may be assigned to, or be asked to work a 6th period during the school day unless you are working the 3rd day or more in a single, continuous assignment.

Certificated substitute personnel are paid for the actual number of days worked. All substitutes are paid the month following the month of work. (i.e. time worked in October is reported to Payroll and the pay is issued on the last business day of November.)

REPORTING TO WORK

HOURS: Regular school hours, including planning time before and after school are to be observed by our certificated substitute staff. On days when many substitutes are needed, assignment calls may be delayed, and it may be impossible to arrive by the time school opens. In these cases, every effort should be made to reach the school and the Substitute Services office as soon as possible.

ON ARRIVAL: Upon arrival at the school, check in at the office. Introduce yourself to the building principal and office staff. Explain whom you are substituting for – any last-minute absences may not be on the substitute sign in sheet. The office will provide information on the classes, provide keys, district device, plan books, attendance, room locations, extra duties, textbooks, recess times and emergency procedures.

CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute teaching experience:

- Communicate. Discipline is based on mutual understanding through honest, open communication.
- Be fair and consistent. Your success in classroom control will depend to a great extent on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them.
- Show enthusiasm. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
- Be confident and assertive. Confidence is essential for building respect and trust and goes a long way towards maintaining a classroom.
- Be approachable. Develop a rapport with the students by engaging them and responding appropriately.
- As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and open-minded.
- Expect good behavior. Students tend to respond to whatever is expected of them. A positive approach is worth a hundred negative rules.
- Use your common sense. All the rules, regulations, guides, and directives are no substitute for common sense. Then, let your sense of humor show.
- Never leave students unattended in a classroom. If it is necessary to step away, contact a neighboring teacher or call the office for classroom supervision until you can return.

As the teacher you are responsible for the social organization of the class. If student behavior becomes a **problem** and your efforts at correction are unsuccessful, the principal is to be consulted. **Corporal punishment is not to be administered by the substitute teacher.** If it is necessary to send to the parents a communication about the behavior of a student, it is to be done only with the approval of the principal.

If a person not connected with the school seeks information about a child, or permission to take the child from the room, the teacher is to refer the person to the principal. The principal will review the circumstances and make a decision on the basis of school district policy. You will be notified by the principal of the decision. **Under no circumstances should a child be released to anyone without permission of the principal.**

CONTROVERSIAL ISSUES

When the curriculum prescribes teaching about controversial issues in the classroom setting, the teacher is responsible to make every effort to carry out the curriculum in a manner in which the students: 1) keep the objectives of the lesson clearly in mind; 2) are provided with a balanced perspective of the topic; 3) understand the issues involved and their implications; and, 4) reach their own conclusions regarding the issue. When in doubt, consult the building principal.

From the PEA Collective Bargaining Agreement:

Article 6. Teaching of Controversial Issues

Any democracy, if it is to remain a democracy, must expect and anticipate change politically, socially and economically. In a democracy, change should come through law and through orderly procedure rather than through revolution and use of force. There are controversial issues inherent in change, which if correct solutions are to be found, must be freely and openly discussed.

Consistent with accepted professional standards and practices, all pupils shall have an opportunity to learn and employees to teach, relevant to the course content, to find facts, to collect factual materials, to organize factual materials, to interpret factual materials, to examine attitudes, to survey prejudices, to note appeals, to rethink assumptions, and to consider what ought to be as well as what is, and to generalize upon the basis of this material. Employees, including librarians, who teach any subject area tied to a content area standard, or select materials that reflect diverse experiences, or express views that are in alignment with the District's non-discrimination policy, shall not be subject to discipline for potential controversy resulting from presenting content as fact or including materials that are in line with district policy.

No employee shall use their position to propagandize in the interests of any religious, social, economic, or political creed. The techniques of dealing with controversial issues are the most valuable outcomes of those classes and include an ability to collect information, to refrain from passing judgments before sufficient facts have been secured upon which to base these judgments, to organize materials, to seek relationships, and to draw inferences and conclusions. Every employee shall have the right to express personal views on controversial subjects, as long as other views/perspectives are also presented. No employee shall express personal views at a time or in a manner that would interfere with the achievement of these outcomes or would condition the thinking of the pupil upon the controversial issues under consideration before that pupil has basic facts.

TRAINING OPPORTUNITIES

Training opportunities will be available several times a year for substitute teachers. The trainings are announced through district email, district website, and the Absence/Substitute management system, Red Rover. While trainings are unpaid, you can earn clock hours and there is no cost to attend.

Classified Substitute Information



COMPENSATION

Classified substitutes will be paid as follows:

Paraeducator substitutes will be paid \$25.17 per hour.

Office Professional substitutes will be paid \$20.42 per hour.

Interpreter/Tutor substitutes will be paid \$41.31 per hour.

Campus Security substitutes will be paid \$32.39 per hour.

Payroll deductions include the standard federal government income and social security taxes and state industrial insurance. Substitute paychecks will be issued by direct deposit into your designated account. Direct deposit is mandatory in our district. With direct deposit, your paycheck is deposited into your account at the opening of banking on payday. This requires a consent form (provided to you at the time of your orientation) with a voided check or bank letter attached.

Our payroll process is paperless, meaning that you can view a summary of your paystub online: [Click Here](#) using your email login and password.

Substitute personnel are paid for the actual number of hours worked. All substitutes are paid the month following the month of work. (i.e. time working in October is turned into Payroll and the pay is issued on the last business day of November.)

REPORTING TO WORK

As a courtesy, classified substitutes should be at their assigned school five (5) minutes before the beginning of their scheduled shift. This will allow you time to check into the school office and find your work location.

As a substitute you help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and open-minded.

A procedure notebook or daily schedule should be available for your reference during your assignment.

Expect good behavior – students tend to respond to whatever is expected of them. A positive approach to work is worth one hundred negative rules.

If asked to answer the telephone, answer using the school name and your own name. Take messages quickly and efficiently.

If you do not know how to respond to a particular question, kindly mention that you are a substitute and that you will make every effort to meet their particular need as soon as you can.

District Policies



DISTRICT POLICIES:

- As a substitute you are held accountable to be aware of our policies here at the Puyallup School District listed on our district site – Go to: www.puyallupsd.org → **About Us** → **Board of Directors** → **Board Policies and Regulations** → **Choose BoardDocs**.
- While it is important that you are aware of all district policies, you can begin with these listed below.

District Policies Online including but not limited to:

1. Electronic Resources and Internet Safety: #2022, #2022R
2. Child Abuse, Neglect and Exploitation Prevention: #3421, #3421R
3. Anti-Harassments: #3205, #3205R, #3207, #3207R, #5011, #5011R,
4. Use of Tobacco and Nicotine Substances: #4215
5. Drug-Free Schools, Community and Workplace: #5201
6. Maintaining Employee/Student Boundaries: #5272, #5272R
7. Civility in the Workplace: #5275
8. Disciplinary Action and Discharge: #5281

SUBSTITUTES INFORMATION GUIDE –

DEPARTMENT OF RETIREMENT (DRS)

As a substitute, each employer you work for during the year reports your hours and earnings to the Department of Retirement (DRS), but contributions are not deducted from your paycheck. If you meet eligibility requirements and would like to receive SERS or TRS service credit, you must apply with DRS and pay the appropriate contributions by requesting a substitute bill. For SERS you may NOT purchase service credit for substitute time prior to July 27, 2003.

At the end of each school year if you wish to apply for service credit or if you have any questions please contact F. Lynn Guyton, Retirement Analyst, Payroll Department, by email guytonfl@puyallupsd.org or call 253.841.8765. You may also go to www.drs.wa.gov to get the SERS/TRS substitute's guide or to get more information.

Posted on May 19, 2022

Returning to work hours for retirees

Some retirees can now work up to 1,040 hours and continue receiving benefits

In 2022 the Washington State Legislature approved ESHB 1699 which created an exemption to retiree return to work rules.

The exemption allows some retirees from the Teachers' Retirement System (TRS), the Public Employees' Retirement System (PERS), and the School Employees' Retirement System (SERS) to work up to 1,040 hours per year and maintain their pension benefits. Review the charts below to see if you qualify for the exception.

The exception is in place from March 23, 2022 — July 1, 2025.

The term non-administrative, for this exception, refers to returning to work at a school district in a position that:

- (a) Does not require an administrative certification, as defined by the Office of Superintendent of Public Instruction, (currently positions requiring the certification include: principal, vice principal, program administrator, conditional administrator, superintendent or program administrator certifications); or
- (b) Does not evaluate staff.

With the addition of this exception, return to work rules have grown quite complex. If you have any questions about how working after retirement will affect your benefits, please contact DRS at 1.800.547.6657 or you can go to DRS website State of Washington: Department of Retirement Systems.

SERS – including those who retiree with 2008 ERF

Position you are returning to	Return-to-work wait period	Total hours when benefits stops
SERS - nonadministrative	30 calendar days	1040 hours
TRS - nonadministrative	30 calendar days	1040 hours

TRS Plan 1

Position you are returning to	Return-to-work wait period	Total hours when benefits stops
SERS - nonadministrative	30 days	1040 hours
TRS - nonadministrative	30 days	1040 hours
TRS – district superintendent or in-school administrator in a second-class school district, retired before Jan. 1, 2022	30 days	1040 hours

TRS Plan 2 or 3 – including those who retired with 2008 ERF

Position you are returning to	Return-to-work wait period	Total hours when benefits stops
SERS eligible - nonadministrative	30 days	1040 hours
TRS eligible - nonadministrative	30 days	1040 hours

TRS eligible – district superintendent or in-school administrator in a second-class school district, retired before Jan. 1, 2022



There is no
substitute for a
great substitute.
Thank you to
all substitute
teachers out
there, we're
grateful for
your service.

coolcatteacher