



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
- Frontline Central
- ProDev Portal
- Leaves of Absences
- On the Job Injuries
- Other Important Information

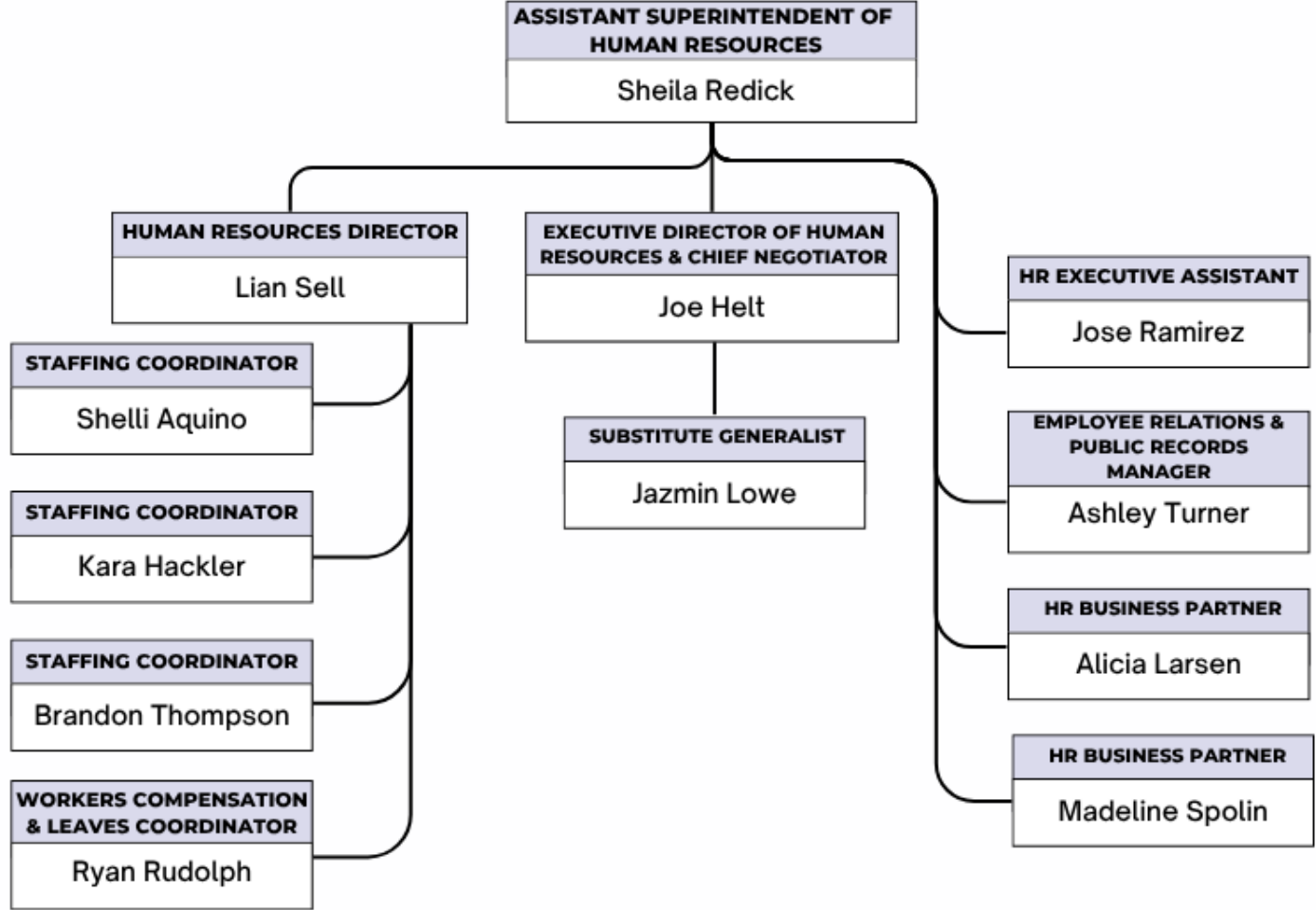




Human Resources Team

[Contact Information Page](#)

RENTON SCHOOL DISTRICT HUMAN RESOURCES ORGANIZATIONAL CHART 2025-2026





Employee Groups and Salary





Employee Groups

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

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





Salary Schedule Placement

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

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



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 Staffing Coordinator from the Registrars’ Office at your university.	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 Staffing Coordinator.
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





First Aid / CPR – Required by School Board policy for identified positions

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. Preschool Teacher |
| 2. Building Office Manager | 13. RESP I Building Support |
| 3. Certified Occupational Therapy Assistant (COTA) | 14. RESP I & II Paraeducator |
| 4. CTE Work-Based Learning Specialist | 15. Safety & Security Staff |
| 5. Elementary and Secondary Health Clinic Staff | 16. Swim Pool Staff (all) |
| 6. Gear Up Coordinator | 17. Bus Driver |
| 7. Health Service Assistants | 18. Driver Trainer |
| 8. Kitchen Lead/Manager | 19. Mechanic |
| 9. Nurse | 20. Transportation Dispatcher |
| 10. Physical Therapy Assistant | 21. Physical Activity Advisors |
| 11. Preschool Paraeducator | 22. Athletic Coaches |





Additional Trainings – Paraeducators only

The Paraeducator Certificate Program offers statewide standards-based training for all paraeducators, and supports a career growth ladder for those who wish to advance their career as a paraeducator or pursue a teaching profession.

Training components

The training begins with the 28-hour **Fundamental Course of Study (FCS)**, a course focused on the new paraeducator standards of practice, broken out over 12 courses.

- [RSD Paraeducator Certificate/Fundamental Course of Study webpage](#)





Evaluations

There are two evaluations required for all new employees: new hire probationary period and 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 and substitutes are exempt from evaluations. Leave replacement employees will have a new hire probationary review.





Systems To Become Familiar With



RSD Login Portal – Logging In



Renton Schools Homepage: www.rentonschools.us.

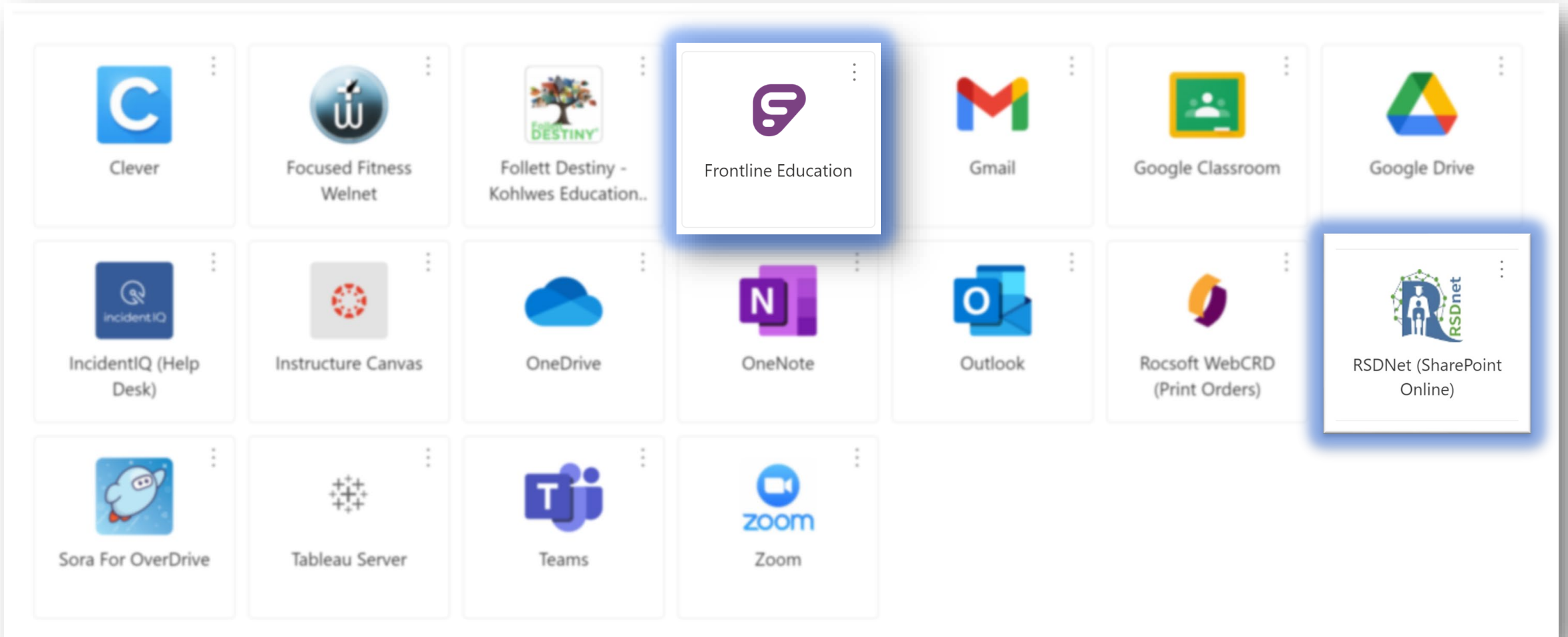
An example login window with a white background. At the top, it says "Sign in with your organizational account". Below this are two input fields: the first contains the email "nemploye@rentonschools.us" and the second is labeled "Password". A blue "Sign in" button is positioned below the password field. At the bottom, there is a line of text: "For assistance with login issues or other questions, please call helpdesk @425-204-HELP."

Example log in window after selecting RSD Login Portal.

If you have issues accessing the RSD Login Portal, please contact our IT HELP Desk at 425-204-HELP(4357).



RSD Login Portal



General applications screen after successfully logging in to the RSD Login Portal.



RSDNet

The screenshot displays the RSD IntraNET SharePoint site. At the top is a green header bar with the Renton logo, the text "SharePoint", and icons for settings and help. Below this is a light gray navigation bar with "BROWSE" and "PAGE" links on the left, and "SHARE" and "FOLLOW" links on the right. The main content area features the RSDnet logo on the left and the title "RSD IntraNET" in the center. To the right of the title are navigation links: "Department" (with a dropdown arrow), "School" (highlighted in green with a dropdown arrow), "Website Accessibility", "Staff Login", "Recent" (with a dropdown arrow), "Forms" (with a dropdown arrow), and "Megamation". A search bar labeled "Search this site" is positioned to the right of these links. Below the navigation links, the text "RSD IntraNET" appears in green. At the bottom of the page is a horizontal carousel of six tiles, each with a unique icon and title: "RSDnet Vision" (with a circular arrow icon), "Frontline Applications" (with the Frontline Education logo), "Staff Handbook" (with a hand holding a document icon), "Employee Benefits" (with a speech bubble saying "BENEFITS" and a megaphone icon), "New Skyward" (with the Skyward logo), and "ProDev Por" (with an icon of people working). Navigation arrows are visible above the carousel tiles. A small speaker icon is located in the bottom right corner of the page.

SharePoint

BROWSE PAGE

SHARE FOLLOW

RSDnet

RSD IntraNET

Department ▼ School ▼ Website Accessibility Staff Login

Recent ▼ Forms ▼ Megamation

Search this site

RSD IntraNET

RSDnet Vision

frontline education
Frontline Applications

Staff Handbook

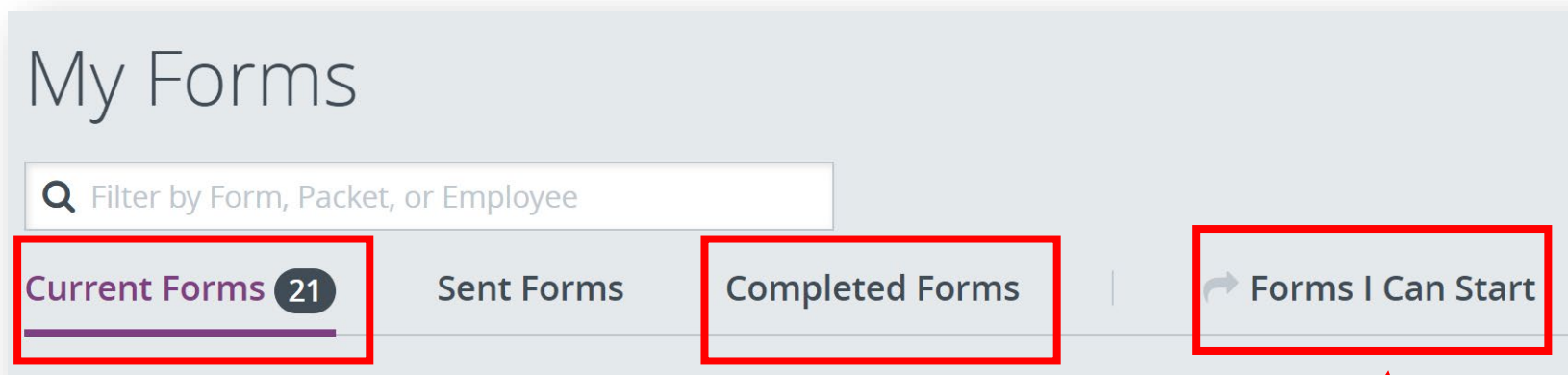
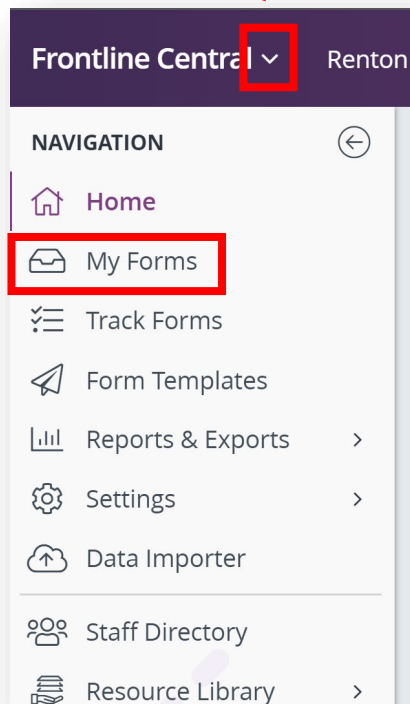
BENEFITS
Employee Benefits

SKYWARD®
New Skyward

ProDev Por

Frontline Central – Forms

Select dropdown
arrow to change
Frontline program.



Forms to be
completed

Completed forms

Select forms
employees can send

Viewable in Frontline Central

New Hire Forms	Staff Handbook
Request for Restricted Day Access Form	Incident Report Form
W-4 Form	Contracts (Certificated Staff only)

And more to be added!

RSD Net > Department > Human Resources > Guides & Resources >
Skyward Guides

Or

<https://rentonschools.sharepoint.com/:f:/r/department/HR/HR%20Guides%20and%20Resources/Frontline%20Guides?csf=1&web=1>





Skyward Employee Access

After logging in to Skyward for the first time, review contact information for accuracy.

If there are any corrections, please contact Human Resources at human.resources@rentonschools.us

Viewable in Skyward
W-2 Information
Pay stubs
Personal contact information
Time off status
Entered credits & clock hours for salary placement (certificated staff only)

RSD Net > Department > Human Resources > Guides & Resources > Skyward Guides

Or

<https://rentonschools.sharepoint.com/departments/HR/SitePages/Resources.aspx>



ProDev Portal

Tuesday, July 23, 2024





[Home](#)[Course Registration](#)[FAQ](#)

Quick Links

- [GETTING STARTED GUIDE](#)
- [Renton Schools Website](#)

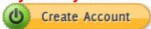
Welcome to the Renton School District
Professional Development Portal!

LOGIN
Click this button to return to the system after you have created an account.

**Login**

RENTON EMPLOYEES

Renton employees should click the **Create Account** button below to complete that activity (ONE time only). After that initial process you may click the **Login** button.

**Create Account**

If you need additional assistance, please email us: [Click to Email](#)

Renton School District
Professional Development
300 SW 7th Street, Renton, WA 98057

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[Privacy Statement](#)[Terms Of Use](#)

ProDev Portal:

<https://rentonprodev.hrmlplus.net/>

Getting Started Guide:

<https://rentonprodev.hrmlplus.net/Portals/2/Resources/ProDev%20Getting%20Started%20Guide.pdf>

Contact Information:

professional.development@rentonschools.us





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 can be found in Frontline Central	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





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](#)

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:**

- [Overview of leave options](#)

- [Overview of the leave process](#)

- [Medical leave FAQs](#)

- [WA state PFML leave FAQs](#)

- Medical certification forms can be found on our [leaves website](#).



Medical Leave Options

For absences lasting more than 5 consecutive workdays, 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. To apply for leave please submit your request through our online [form](#). Prior to submitting your request, you will be prompted to schedule a leave planning with the RSD Leave Coordinator.



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 \$1,456 per week. May not use District accrued paid leave and PFML aid leave on the same days.



Care for a family member:

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 \$1,456 per week. May not use District accrued paid leave and PFML aid leave on the same days.



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 \$1,456 per week. May not use District accrued paid leave and PFML aid leave on the same days.

*For non-medical leaves please contact your assigned HR Business Partner



On-The-Job Injuries

Report any injury to your supervisor and using the online Frontline Central Form as soon as possible. Please see directions for completing the online incident reporting [form](#).

The RSD claims process is laid out in detail on our Risk Management webpage here: <https://www.rentonschools.us/departments/business-services/risk-management>

L&Is guide for employees: <https://lni.wa.gov/forms-publications/F207-085-000.pdf>

Pay continuance during an L&I leave will be dependent on your employee group CBA





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!

