

FEDERAL WAY PUBLIC SCHOOLS



STAFF
HANDBOOK
2026-27

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Introduction

We are thrilled to have you as part of our school district team. Whether you are beginning your first day or returning for another year, your presence here makes a meaningful difference in the lives of students, families, and other staff. This handbook is designed to support you as you navigate your role and contribute to our joint purpose of fostering student learning, success, and well-being.

This handbook serves as your guide to administrative policies, procedures, and expectations. We encourage you to reference it regularly and reach out to your building administrator or human resources team with any questions. Our goal is to ensure you feel informed, empowered, and connected to the broader district community as we work together to create exceptional learning experiences for every student.

Disclaimer

This handbook is intended to provide employees with general information regarding Federal Way Public Schools' programs, practices, procedures, and expectations. It is not a contract of employment and does not create any contractual rights or obligations.

The information contained in this handbook is subject to change as District practices, administrative policies and procedures, collective bargaining agreements, state law, and federal law are revised. In the event of a conflict between this handbook and any administrative policy, collective bargaining agreement, administrative procedure, or applicable law, the policy, agreement, procedure, or law will govern.

Employees are responsible for becoming familiar with applicable administrative policies, procedures, collective bargaining agreements, and legal requirements related to their employment.

At-Will Employment

Employees who are not covered by a collective bargaining agreement, individual employment contract, or other employment agreement are employed on an at-will basis. Employment may be terminated by either the employee or Federal Way Public Schools at any time, with or without cause and with or without notice, subject to applicable law.

Nothing in this handbook, any administrative policy, procedure, practice, benefit program, or other communication creates a contract of employment, guarantees employment for any specific duration, or alters the at-will nature of employment. Only a written agreement approved and executed by the Superintendent, Board of Directors, or authorized District representative may modify an employee's at-will employment status.

We Are FWPS

Federal Way Public Schools is a wonderfully diverse school district situated in south King County. We pride ourselves in our culture, rich in authentic relationships, culturally responsive teaching, and continuous data-informed improvement - all aligned with our district's [Strategic Plan](#) goals.

With nearly 3,000 staff supporting over 22,000 scholars who represent over 100 home languages, we are proud to equip scholars with the tools they need to embrace their bright futures. However, we know schools can't do it alone – it takes the support of many, and we are fortunate to have a strong community to support scholar success.

From our students, teachers, custodial staff, and school leadership, to our counselors, transportation team, volunteers, and community – everyone plays an important role in making us who we are.

Strategic Plan



It is an **honor and privilege for our nearly 3,000 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

Link to view full [Strategic Plan](#).

Mission, Vision and Values

Our Mission

In an environment of high expectations, high support, and no excuses, the staff of Federal Way Public Schools will continually learn, lead, utilize data, and collaborate to ensure our scholars have a voice, a dream, and a bright future.

Our Vision for Excellence and Equity

FWPS believes that each and every scholar has limitless potential and is committed to ensuring that all scholars, of every race, class, linguistic background, disability, gender identity/expression, sexual orientation, and other exceptionalities, thrive and achieve at high levels. We will engage in anti-racist and inclusionary practices to identify and eliminate the barriers that cause disproportionality.

Each and Every Staff Will:

- Value and incorporate representative scholar voice
- Commit to integrating culturally responsive, data-informed anti-racist practices and removing barriers to improve scholar learning, leading to increased achievement
- Facilitate culturally sustaining conversations and interactions
- Feel seen, valued, and heard as professionals and individuals
- Welcome, communicate, and partner with families for scholar success
- Live out our district's values and beliefs

Our Core Beliefs

- We believe that EVERY scholar can learn at the highest level.
- We believe that race, socioeconomics, language, cultural background, and other exceptionalities should not be predictors of student achievement.
- We believe that our scholars must have a voice, see themselves in their schooling, and be connected to the adults that teach them.
- We believe that what we do in the classroom every day has the greatest impact on student learning.
- We believe that we must continually learn and grow in our practice if we are to meet the needs of all scholars.
- We believe that we must intentionally collaborate and use data as a guide to improve our practice.
- We believe that our families are critical partners in each child's learning.

Human Resources Directory

HR Main Line: 253-945-2073

HR General Inbox: HR@fwps.org

Detailed responsibilities of each staff member may be found on the [Human Resources](#) website.

Name/Title		Phone	Email
Diane Ellis Chief Human Resources Officer		253-945-2049	dellis@fwps.org
Jennifer Koskovich Director of Human Resources		253-945-2020	jkoskovich@fwps.org
Jennifer Hymer Director of Human Resources		253-945-2021	jhymer@fwps.org
Nancy Pappas Director of Human Resources		253-945-2007	npappas@fwps.org
Machell Owens FWPS Leaves Specialist		253-945-2025	mowens@fwps.org
Steven Hall HIB Compliance Officer & Threat Coordinator		253-945-2036	sthall@fwps.org
Lovely Chery-Joseph Guest Employee & Absence Management Specialist		253-945-2027	lcheryjosep@fwps.org
Michelle Du Pont Executive Assistant - Human Resources		253-945-2072	mdupont@fwps.org
School Support Coordinators			
Deborah Lewis 253-945-2190 dlewis@fwps.org Area 1: Todd Beamer Illahee Sequoyah Enterprise Lakeland Panther Lake Rainier View Sherwood Forest	Melinda Scheuffele 253-945-2022 mscheuffele@fwps.org Area 2: Decatur Lakota TAF @ Saghalie Adelaide Brigadoon Green Gables Olympic View Silver Lake Twin Lakes	Isai Alvarez 253-945-2023 ialvarez@fwps.org Area 3: Federal Way Sacajawea Lake Grove Mark Twain Mirror Lake Wildwood Nautilus K-8 Woodmont K-8	Alicia Rodriguez 253-945-2078 arodriguez@fwps.org Area 4: Thomas Jefferson Kilo Evergreen Camelot Lake Dolloff Elementary Meredith Hill Star Lake Sunnycrest Valhalla
Cassie Stiles HR Support Specialist		253-945-2028	castiles@fwps.org

Payroll Directory

Payroll General Inbox: payroll@fwps.org

Name/Title	Phone	Email
Rob Bryant Chief Finance and Operations Officer	253-945-2042	rbryant@fwps.org
Lynette Pearl Director of Payroll and Benefits	253-945-2061	lpearl@fwps.org
Kelly Wittman Payroll Manager	253-945-2075	kwittman@fwps.org
Laveda Nichols Absences & Workers Comp Specialist	253-945-2062	lnichols@fwps.org
Patty McDugle Retirement Specialist	253-945-2064	pmcdugle@fwps.org
Kelly Jackson Benefits Specialist	253-945-2060	kejackson@fwps.org
Stephanie Hardin Time Sheet/Compensation Specialist	253-945-2079	shardin@fwps.org

Quick Contact Guide

Need help finding the right department or contact? Visit the [Quick Contact Guide](#) for a directory of commonly requested services and contacts:

Quick Contact Guide: <https://www.fwps.org/about-us/contact-us/who-to-contact>

Staff Directory

Looking for a specific employee? Visit the [Staff Directory](#) to search for Federal Way Public Schools staff by name, building, or department.

Staff Directory: <https://www.fwps.org/about-us/contact-us>

Non-Discrimination Statement

Federal Way Public Schools does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability. The District provides equal access to the Boy Scouts of America and other designated youth groups.

If you have questions or complaints regarding alleged discrimination, please contact the district office at 33330 8th Avenue and ask for one of the following coordinators listed below.

Equal Opportunity in Employment

Federal Way Public Schools provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training, and does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability, or any other protected status under applicable law.

If you have questions or complaints regarding alleged discrimination, please contact the district office at 33330 8th Ave. S. and ask for one of the following coordinators.

Civil Rights Compliance Officer (253) 945-2000 compliance@fwps.org	Title IX Compliance Coordinator (253) 945-2000 titleix@fwps.org
504 Compliance Coordinator (253) 945-2000 504@fwps.org	ADA Compliance Coordinator (253) 945-2000 ada@fwps.org

Code Of Professional Conduct

Federal Way Public Schools is committed to maintaining the highest standards of professional and ethical conduct. All employees are expected to perform their duties in a manner that promotes public trust, supports student success, and ensures a safe and respectful learning environment.

The [Washington State Code of Professional Conduct for Education Practitioners](#) (Chapter 181-87 WAC) establishes the professional standards that govern certificated educators and other educational practitioners. The **Office of Professional Practices (OPP)**, a division of the Washington Office of Superintendent of Public Instruction (OSPI), is responsible for investigating allegations of misconduct and enforcing these standards.

Violations of the Code of Professional Conduct may result in disciplinary action by the Office of Professional Practices, including reprimand, suspension, or revocation of an educator's certificate. In addition, OPP reviews matters related to an individual's moral character and personal fitness to serve in a position of trust with children, as defined in Washington Administrative Code and state law.

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct under the provisions of chapter 181-86 WAC. As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations.

All Federal Way Public Schools employees are expected to be familiar with and adhere to applicable state laws, administrative policies, and professional standards. Employees are responsible for maintaining professional boundaries, acting with integrity, exercising sound judgment, and protecting the welfare, safety, and rights of students.

Additional information regarding the Code of Professional Conduct and educator certification standards is available from:

Office of Professional Practices

Office of Superintendent of Public Instruction

P.O. Box 47200

Olympia, WA 98504-7200

<https://ospi.k12.wa.us>

Employees are encouraged to review the [Washington State Code of Professional Conduct](#) and seek guidance when questions arise regarding professional responsibilities or ethical expectations.

Confidentiality and Student Records (FERPA)

Federal Way Public Schools employees may have access to confidential information regarding students, families, and fellow employees. Employees are expected to protect the privacy of all individuals and use confidential information only for legitimate educational or business purposes.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Student information may be shared only with individuals who have a legitimate educational interest or as otherwise permitted by law. Employees should never disclose confidential student information to unauthorized individuals, including individuals who do not have a legitimate educational interest.

To protect student privacy, employees should:

- Share confidential information only when necessary to perform their job responsibilities.
- Avoid discussing student or employee information in public areas or where conversations may be overheard.
- Secure student and employee records, whether in paper or electronic form.
- Follow administrative procedures regarding access to, use of, and storage of confidential information.
- Immediately report any suspected unauthorized disclosure of confidential information to their supervisor.

Employees should exercise professional judgment and maintain confidentiality at all times. Questions regarding student records, confidentiality requirements, or FERPA should be directed to a supervisor or administrator.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

McKinney-Vento scholars have the right to:

- Attend school in the attendance area where they are currently living.
- Attend the school of origin (the school they attended when they became homeless), or the school in which they were last enrolled.
- Immediate enrollment and support from district McKinney-Vento Liaison in obtaining school records and coordinating services.
- Receive transportation to their school, if necessary.
- Free school meals.
- Receive tutoring services focusing on academic assistance.
- Receive Preschool services.
- Support with on-time grade progression and graduation.

For assistance with any scholar that may be eligible, please contact your school liaison by calling the school or the district liaison.

School Placement Appeal Process

If you wish to appeal the school district's decision regarding school placement, you have the right to dispute this decision following the McKinney-Vento Dispute Resolution Process. Below you will find helpful documents to request dispute resolution:

- [Dispute Resolution Process - Parent Guide](#)
- [Request for Dispute Resolution](#)

Additional Resources: <https://www.fwps.org/departments/office-of-equity/mckinney-vento>

Special Education

Federal Way Public Schools provides a continuum of special education services and supports designed to meet the unique educational needs of eligible students from birth through age 21. Staff play an important role in supporting student success and collaborating with families, special education staff, and service providers to ensure students receive appropriate educational opportunities and services.

The Special Education Department offers a variety of programs and services, including early intervention, preschool special education, speech and language services, vision services, school psychology, assistive technology, transition services, and supports for students who are deaf or hard of hearing. The District also provides Child Find, a free screening program to identify children who may be eligible for special education services.

Employees are encouraged to become familiar with the [Special Education Department website](#) and the [Special Education Parent Handbook](#). These resources provide valuable information regarding special education processes, Individualized Education Programs (IEPs), procedural safeguards, available services, and ways to partner effectively with families to support student success.

For additional information and resources, visit the Special Education Department website:
<https://www.fwps.org/academics/special-education>.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law designed to ensure that students with disabilities have equal access to educational programs, services, activities, and opportunities. Eligible students may receive accommodations and supports through a Section 504 Plan to help meet their educational needs.

Employees are expected to understand and implement accommodations outlined in student Section 504 Plans and work collaboratively with families and support staff to ensure equitable access to learning. Staff should become familiar with the District's Section 504 referral, evaluation, and accommodation processes and seek guidance when questions arise regarding implementation or student support.

Administrative Policies & Procedures

Drug-Free Schools, Community and Workplace

[Policy 5201](#) and [Procedure 5201P](#)

Federal Way Public Schools is committed to maintaining drug-free schools and a drug-free workplace. Employees are prohibited from reporting to work under the influence of alcohol, illegal chemical substances, or opiates; using, possessing, transmitting, or distributing such substances in the workplace; using district property or their position with the district to manufacture or traffic in such substances; or engaging in substance-related conduct that is detrimental to the interests of the district. Violations may result in disciplinary action up to and including termination of employment.

As a condition of employment, employees must notify their supervisor of any conviction under a criminal drug statute no later than five calendar days after the conviction. The district may require an employee suspected of being under the influence while at work to undergo drug and/or alcohol testing and may require participation in a district-approved assessment or treatment program. Refusal to comply with testing requirements may result in disciplinary action.

Employees who are using prescription or over-the-counter medications that may impair their ability to safely perform their work responsibilities must notify their supervisor before engaging in work duties. Employees who test positive for controlled substances due to legally prescribed medications may be required to provide medical documentation verifying their ability to safely perform assigned duties.

For purposes of this policy, the “workplace” includes any district building or property; district-owned or district-approved vehicles used for school activities; any school-sponsored or school-approved activity, event, or function; and any location where an employee is performing duties on behalf of the district.

Employees in DOT-regulated safety-sensitive positions, including certain transportation employees, are subject to additional drug and alcohol testing requirements and procedures beyond those applicable to other employees. Employees should refer to applicable administrative policies, procedures, and DOT regulations governing their position.

Finally, Federal Way Public Schools cares about its employees and understands how the dangers of drug and alcohol abuse adversely affect their lives. We offer an Employee Assistance Program (EAP), a free and confidential, counseling and referral service available to all employees and their families. To make an appointment or ask questions, please contact Health Venture at (253)572-5552.

For complete details, refer to administrative [Policy 5201](#) and [Procedure 5201P](#).

Electronic Resources and Internet Safety

[Policy 2022](#) and [Procedure 2022P](#)

Federal Way Public Schools provides technology resources to support teaching, learning, communication, and district operations. Employees are expected to use district technology responsibly, ethically, and in accordance with administrative [Policy 2022](#) and [Procedure 2022P](#).

District-issued email is the primary method of official communication and should be checked regularly. Employees should use district-issued devices when accessing district systems, student information, or other confidential data. Access to district resources from personal devices may be limited and must comply with district technology requirements.

To protect district systems and information, employees are responsible for maintaining the security of their accounts and passwords. Passwords must not be shared, and employees should lock their devices or sign out when leaving them unattended. The District may monitor the use of district networks, devices, email, and electronic resources, and employees should not expect privacy when using district technology systems.

Employees are expected to practice safe and responsible cybersecurity habits, including completing required cybersecurity training, participating in security awareness activities, and being alert to phishing attempts or other suspicious communications. Staff should never share confidential information through unsecured methods and must follow district data-handling requirements when working with student or employee information.

Employees should use district-approved communication platforms when communicating with students and families and should never share account credentials or passwords.

District technology resources may not be used for unlawful activities, harassment, unauthorized access to systems, distribution of malware, or other activities that interfere with district operations. Violations of technology policies may result in loss of access privileges, disciplinary action, or other consequences as appropriate.

For technology assistance, resources, and additional information, visit the Information Technology Services website: <https://www.fwps.org/departments/information-technology>.

For complete details, refer to administrative [Policy 2022](#) and [Procedure 2022P](#).

Use of Restraint and Isolation

[Policy 2164](#) and [Procedure 2164P](#)

Federal Way Public Schools is committed to maintaining safe learning environments while protecting the dignity, safety, and rights of all students. The use of restraint or isolation is permitted only in emergency situations when reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm to the student or others. Restraint and isolation may never be used as a form of discipline, punishment, convenience, or coercion.

The District emphasizes prevention, de-escalation strategies, positive behavioral interventions, and supportive practices to address challenging behaviors whenever possible. Staff are expected to use appropriate intervention techniques and consider less restrictive alternatives before resorting to restraint or isolation.

Any use of restraint or isolation must be continuously monitored, discontinued as soon as the safety risk has passed, and documented in accordance with District procedures and state law. Parents or guardians must be notified, and the incident will be reviewed to determine whether additional supports, interventions, or changes are needed to help prevent similar situations in the future.

The District provides training for designated staff on crisis prevention, de-escalation techniques, appropriate intervention strategies, and the safe use of restraint when necessary. Certain restraint practices are prohibited by law, including those that interfere with breathing or place students at unreasonable risk of harm.

This policy applies to all students, including those receiving services under an Individualized Education Program (IEP) or Section 504 Plan. The District follows all state and federal requirements regarding the use of restraint and isolation and the protection of student rights.

For complete details, refer to administrative [Policy 2164](#) and [Procedure 2164P](#).

Field Trips

[Policy 2320](#) and [Procedure 2320P](#)

Federal Way Public Schools recognizes that field trips and extended learning experiences can enhance student learning by providing educational opportunities beyond the classroom. Field trips are designed to support curriculum, enrich student experiences, and provide meaningful connections to classroom instruction.

All field trips must receive appropriate District approval and be planned with student safety as a priority. Parent/guardian notification and permission are required before students participate. Depending on the type of trip, additional approvals may be required for overnight, out-of-state, or international travel.

Employees supervising field trips are responsible for ensuring appropriate student supervision, enforcing District policies and student conduct expectations, and following established safety and emergency procedures. All District policies remain in effect during field trips, including expectations regarding student behavior, safety, and appropriate conduct.

The District strives to ensure that field trips are accessible to all students and that participation does not require an excessive financial burden on families. Students participating in approved school-sponsored field trips will not be academically penalized for time spent away from the classroom and will be provided opportunities to make up missed work when applicable.

Employees planning or supervising field trips should become familiar with District approval processes, supervision requirements, transportation guidelines, chaperone expectations, and emergency procedures before organizing any trip.

For complete details, refer to administrative [Policy 2320](#) and [Procedure 2320P](#).

Child Abuse and Neglect/Mandatory Reporting

[Policy 3421](#) and [Procedure 3421P](#)

All Federal Way Public Schools employees are mandated reporters and are legally responsible for reporting suspected child abuse, neglect, or exploitation. Employees who have reasonable cause to believe a child has been abused or neglected must report their concerns in accordance with administrative [Policy 3421](#) and [Procedure 3421P](#). Employees are not required to verify that abuse has occurred; any information or conditions that may reasonably indicate abuse or neglect must be reported. State law provides immunity for good-faith reporting and may impose penalties for failure to report suspected abuse or neglect.

Child abuse or neglect may include physical injury, sexual abuse or exploitation, emotional abuse, negligent treatment, or maltreatment that harms a child's health, welfare, or safety. Reports are required regardless of whether the alleged perpetrator is a parent, family member, another student, district employee, volunteer, or other adult. Child abuse concerns may also involve student-to-student misconduct.

Employees who suspect abuse or neglect must immediately notify the school counselor, nurse, or administrator and comply with District reporting procedures. In situations involving immediate danger, staff should contact 911.

The District cooperates fully with CPS and law enforcement investigations. When there is reasonable cause to believe that a district employee has abused a student, the concern must also be reported through the District's internal reporting process, including notification to Human Resources and appropriate administrators.

The District directs all employees to remain alert to signs of abuse and neglect and to fulfill their mandated reporting responsibilities to help ensure the safety and well-being of students.

Employees who suspect child abuse or neglect must:

- Immediately notify the school Counselor or Nurse.
- The Counselor or Nurse will notify the Principal/designee.
- Follow the reporting procedures outlined in administrative [Procedure 3421P](#).

All Federal Way Public Schools employees are expected to comply with administrative [Policy 3421](#) and [Procedure 3421P](#).

Child Protective Services (CPS): (866) 363-4276

Prohibition of Harassment, Intimidation and Bullying (HIB)

[Policy 3207](#) and [Procedure 3207P](#)

Federal Way Public Schools is committed to providing a safe, respectful, and inclusive environment free from harassment, intimidation, and bullying (HIB). HIB includes intentional electronic, written, verbal, or physical acts that harm a student, interfere with learning, create a threatening or hostile environment, or disrupt school operations.

Prohibited conduct may include bullying, cyberbullying, threats, slurs, rumors, social exclusion, intimidation, physical aggression, or other conduct based on actual or perceived protected characteristics.

All employees are expected to take prompt action when they witness or become aware of possible HIB and to report concerns to school administration. Reports may be made verbally or in writing, and the District will investigate complaints and take appropriate corrective action.

Retaliation against individuals who report or participate in an investigation is prohibited. The District provides training, prevention programs, and support services to promote a positive school climate and prevent harassment, intimidation, and bullying.

See the Retaliation Prohibited section of this handbook for additional information.

For complete details, refer to administrative [Policy 3207](#) and [Procedure 3207P](#).

Sexual Harassment of Students Prohibited

[Policy 3205](#) and [Procedure 3205P](#)

Federal Way Public Schools is committed to providing a learning environment free from sexual harassment and discrimination. Sexual harassment of students by other students, employees, volunteers, contractors, or third parties is prohibited in all District programs, activities, and settings.

Sexual harassment includes unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal, or physical conduct that creates an intimidating, hostile, or offensive educational environment or interferes with a student's ability to participate in school programs and activities.

Any employee who witnesses, receives a report of, or becomes aware of possible sexual harassment must promptly notify the District's Title IX Coordinator. The District will investigate complaints, take appropriate corrective action, provide supportive measures for affected students, and work to prevent recurrence.

Retaliation against individuals who report sexual harassment or participate in an investigation is strictly prohibited. Knowingly making false allegations may result in disciplinary action.

See the Retaliation Prohibited section of this handbook for additional information.

For complete details, refer to administrative [Policy 3205](#) and [Procedure 3205P](#).

Nondiscrimination

[Policy 3210](#) and [Procedure 3210P](#)

Federal Way Public Schools is committed to providing an educational environment free from discrimination and ensuring equal access to all programs, activities, and opportunities. The District does not discriminate on the basis of sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability, or any other protected status under applicable law.

Discrimination, including harassment based on a protected class, is prohibited. The District will promptly investigate reports of discrimination or discriminatory harassment and take appropriate action to stop the behavior, eliminate any hostile environment, prevent recurrence, and remedy its effects.

Employees who witness or become aware of potential discrimination or discriminatory harassment are expected to report the concern through appropriate channels. Individuals may report concerns informally or file a formal complaint without fear of retaliation.

Retaliation against any individual for reporting discrimination, participating in an investigation, or exercising rights under this policy is strictly prohibited and may result in disciplinary action.

For complete details, refer to administrative [Policy 3210](#) and [Procedure 3210P](#).

Gender-Inclusive Schools

[Policy 3211](#) and [Procedure 3211P](#)

Federal Way Public Schools is committed to providing a safe, respectful, and inclusive educational environment for all students, regardless of sex, sexual orientation, gender identity, or gender expression. The District supports equal access to educational programs, activities, and opportunities and prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived gender identity or expression.

The District works to ensure that transgender and gender-expansive students are treated with dignity and respect. School staff are expected to honor a student's asserted gender identity, including the use of appropriate names and pronouns, while protecting the confidentiality of student information in accordance with applicable privacy laws.

Students are entitled to participate in school programs, activities, facilities, athletics, and educational opportunities in a manner consistent with their gender identity. The District also provides reasonable accommodations to support student privacy and well-being when requested.

All employees share responsibility for maintaining a safe and inclusive school environment. Concerns involving discrimination, harassment, or bullying based on gender identity or expression must be addressed promptly and reported through appropriate District procedures. The District provides training and resources to support staff in fostering inclusive and respectful learning environments.

For complete details, refer to administrative [Policy 3211](#) and [Procedure 3211P](#).

Discipline and Corrective Action for Scholar Misconduct

[Policy 3241](#) and [Procedure 3241P](#)

Federal Way Public Schools is committed to maintaining safe, supportive, and equitable learning environments that maximize instructional time and promote student success. The District emphasizes prevention, early intervention, family engagement, and culturally responsive practices when addressing student behavior.

District staff are expected to support students in meeting behavioral expectations while helping maintain a positive school climate. Discipline practices are designed to keep students engaged in learning whenever possible and to reduce the use of exclusionary discipline. The District is committed to administering discipline fairly, consistently, and without discrimination.

A range of responses may be used to address behavioral violations, including corrective actions, classroom interventions, detention, classroom exclusion, suspension, or expulsion when appropriate. Before imposing exclusionary discipline, staff are expected to consider the student's individual circumstances and other available interventions whenever possible.

The District encourages collaboration among students, families, teachers, administrators, and support staff to address behavioral concerns and support successful student outcomes. Parents and families are provided opportunities for involvement throughout the discipline process, and students are afforded applicable due process rights.

All employees play an important role in creating safe, respectful learning environments and supporting students in meeting behavioral expectations. Staff should become familiar with District discipline procedures and follow established protocols for documenting, reporting, and responding to student behavioral concerns.

For complete details, refer to administrative [Policy 3241](#) and [Procedure 3241P](#).

Maintaining Professional Staff/Student Boundaries

[Policy 5253](#) and [Procedure 5253P](#)

Federal Way Public Schools expects all employees to maintain appropriate professional, ethical, and respectful boundaries with students at all times. Staff-student relationships must support the educational mission of the District and be based on mutual respect, trust, and professional conduct.

Employees may not engage in conduct that blurs professional boundaries or creates the appearance of impropriety. Prohibited behaviors include inappropriate physical contact, personal or overly familiar relationships, non-school-related communications with students, exchanging personal gifts, socializing with students outside of school-sponsored activities, or using social media or other technology inappropriately. Employees should use district-approved communication methods when communicating with students and families and should avoid personal social media interactions or other electronic communications that could compromise professional boundaries.

Employees who become aware of or suspect a violation of professional staff/student boundaries must promptly report the concern to their supervisor or administrator. The District will investigate reports and take appropriate action when warranted.

Violations of this policy may result in disciplinary action, up to and including dismissal, and may be reported to law enforcement, Child Protective Services, or professional licensing agencies when required. The District provides ongoing training to employees and volunteers regarding appropriate staff/student interactions and boundary expectations.

For complete details, refer to administrative [Policy 5253](#) and [Procedure 5253P](#).

Nondiscrimination and Affirmative Action

[Policy 5010](#) and [Procedure 5010P](#)

Federal Way Public Schools is committed to providing a workplace free from discrimination, harassment, and retaliation and to ensuring equal employment opportunities for all employees and applicants. Employment decisions are made without regard to protected status, including sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability, or any other protected status under applicable law.

The District prohibits employment discrimination and discriminatory harassment in all aspects of employment, including recruitment, hiring, promotion, compensation, training, assignments, and working conditions. Reasonable accommodation will be provided for qualified individuals with disabilities and for sincerely held religious beliefs, unless doing so creates an undue hardship.

Employees who believe they have experienced discrimination, harassment, retaliation, or failure to provide reasonable accommodation are encouraged to report their concerns. The District will promptly investigate complaints and take appropriate corrective action when necessary.

Retaliation against any individual for reporting concerns, participating in an investigation, or exercising rights under this policy is strictly prohibited and may result in disciplinary action.

See the Retaliation Prohibited section of this handbook for additional information.

For complete details, refer to administrative [Policy 5010](#) and [Procedure 5010P](#).

Sexual Harassment of District Staff Prohibited

[Policy 5011](#) and [Procedure 5011P](#)

The District is committed to maintaining a professional work environment free from sexual harassment and discrimination. Sexual harassment of employees by students, coworkers, supervisors, volunteers, contractors, or other third parties is prohibited in all District programs, activities, and workplaces.

Sexual harassment includes unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, sexually motivated physical contact, offensive comments, or other verbal, visual, or physical conduct that creates an intimidating, hostile, or offensive work environment or interferes with an employee's ability to perform their job.

Employees who witness, experience, or become aware of possible sexual harassment should promptly report their concerns. The District will promptly investigate complaints, provide appropriate supportive measures, take corrective action when necessary, and work to prevent recurrence.

Retaliation against any individual who reports sexual harassment, participates in an investigation, or acts as a witness is strictly prohibited. Knowingly making false allegations may result in disciplinary action.

See the Retaliation Prohibited section of this handbook for additional information.

For complete details, refer to administrative [Policy 5011](#) and [Procedure 5011P](#).

Disciplinary Action and Discharge

[Policy 5281](#) and [Procedure 5281P](#)

Federal Way Public Schools expects employees to perform their duties professionally, follow District policies and procedures, and comply with reasonable supervisory direction. Employees who fail to meet performance expectations, engage in misconduct, or violate District policies may be subject to disciplinary action, up to and including discharge.

Disciplinary action may result from conduct such as insubordination, neglect of duty, misuse of District property, abuse of leave, harassment, inappropriate conduct, violations of District policies, substance abuse, criminal conduct, or behavior that adversely affects an employee's ability to perform their job responsibilities.

Depending on the circumstances, disciplinary action may include:

- Oral reprimand
- Written reprimand
- Suspension with or without pay
- Demotion
- Discharge or termination of employment

Employees subject to disciplinary action will be provided notice and, where applicable, afforded the rights and appeal processes provided by law, District policy, collective bargaining agreements, and employment contracts.

The District takes allegations involving abuse, sexual misconduct, harassment, or crimes against children seriously and will investigate such matters, cooperate with law enforcement and Child Protective Services when required, and fulfill all mandatory reporting obligations to state agencies.

For complete details, refer to administrative [Policy 5281](#) and [Procedure 5281P](#).

Retaliation Prohibited

Federal Way Public Schools prohibits retaliation against any individual who, in good faith, reports a concern, complaint, or suspected violation of administrative policy or law; participates in an investigation; serves as a witness; or exercises any right protected by federal, state, or local law.

Retaliation may include intimidation, threats, coercion, discrimination, harassment, adverse employment actions, or any other conduct that would discourage a reasonable person from making a report or participating in an investigation.

Employees who believe they have experienced or witnessed retaliation should promptly report the concern to their supervisor, Human Resources, or the appropriate District compliance officer. Reports of retaliation will be promptly reviewed and investigated, and appropriate corrective action will be taken when warranted.

Employees who engage in retaliation may be subject to disciplinary action, up to and including termination of employment.

Professional Appearance and Workplace Attire

Federal Way Public Schools is committed to creating welcoming, inclusive, and professional learning and work environments where employees can perform their duties comfortably and effectively. Staff members serve as role models for students and representatives of the District; therefore, employees are expected to maintain a professional appearance that supports a positive educational environment and reflects the District's commitment to respect, professionalism, and inclusion.

Dress expectations may vary based on job duties, work location, safety requirements, and interactions with students, families, and the public. Employees should use good judgment and select attire that is appropriate for their position, work activities, and educational setting.

Appropriate attire may include, but is not limited to:

- Business casual clothing such as collared shirts, blouses, sweaters, slacks, khakis, skirts, dresses, or comparable professional attire
- Clean and well-maintained jeans and casual clothing when appropriate to the work setting
- School, department, or District spirit wear
- Athletic or activity-specific attire when appropriate to assigned duties
- Footwear that is safe and appropriate for the work environment

Employees whose responsibilities involve physical activity, instructional support, maintenance, transportation, nutrition services, security, or similar duties may dress in attire appropriate to the performance of those job responsibilities.

Attire that is inappropriate for the workplace includes, but is not limited to:

- Clothing that is excessively revealing, see-through, or disruptive to the educational environment
- Clothing displaying profanity, vulgar language, discriminatory messages, alcohol, tobacco, illegal drugs, weapons, or other content inconsistent with a school setting
- Clothing that creates a safety hazard
- Excessively torn or damaged clothing
- Footwear that is unsafe for the employee's work assignment

Federal Way Public Schools will not enforce dress expectations in a manner that discriminates on the basis of gender, gender identity, gender expression, religion, culture, disability, or other protected status. Employees may wear attire related to their religion, cultural traditions, or identity, provided it does not create a safety concern or interfere with the performance of their job duties.

Employees with questions regarding appropriate workplace attire should consult with their supervisor. Supervisors may address attire concerns when necessary to ensure a professional, safe, and respectful educational environment.

Bargaining Units

Unit	Role	Name	Phone	Email
FWEA & FWEA-ESP	President	James Brown	253-838-8571 206-321-0089	james.brown@washingtonea.org
	UniServ Director	Ceci Mena	253-625-4976	cmena@washingtonea.org
	UniServ Director	Rina S Paul	206-445-5705	rpaul@Washingtonea.org
E-START (ECEAP & Head Start)	President	Nikki Lorberau	253-945-5893	nlorbera@fwps.org
	Field Representative	Jared Holley	253-876-7433	jholley@pseofwa.org
IUOE	Shop Steward	Raymond Harris	253-845-0418	rharris@fwps.org
	Field Representative	Ryen Young	253-330-7426	ryoung@iuoe302.org
Principals	President	Dominique Dennis	253-945-4912	ddennis@fwps.org
Prof Tech	President	Dave Ahrens	253-297-7676	d_ahrens@msn.com
	Field Representative	Jared Holley	253-876-7433	jholley@pseofwa.org
PSE	President	253-332-9568	253-332-9568	jenniferh816@gmail.com
	Field Representative	Jared Holley	253-876-7433	jholley@pseofwa.org

Bargaining Agreements & Salary Schedules

Current bargaining agreements and salary schedules for all bargaining groups are available in the Human Resources section of our website:

<https://www.fwps.org/departments/human-resources/bargaining-agreements-salary-schedule>

Employee Calendars

Employee calendars are available in the Human Resources section of our website:

<https://www.fwps.org/departments/human-resources/employee-calendars>

If you are unsure which employee calendar applies to your position, you may access this information through **Employee Online**. From the **Menu**, navigate to **Personal Information**, then to **Current Position**. Listed within the position information will be a **Calendar Code** which corresponds to one of the calendars listed within your unit below.

Staff Cell Phone and Electronic Device Use

Employees are expected to comply with all district and building expectations regarding cellphone and electronic device use while supervising students and during instructional time. While students are in class receiving instruction, staff should not be on their phones. When staff model the no cell phone policy, you're not just following a rule, you're actively shaping student behavior, maintaining classroom integrity, and strengthening the school community.

1. Sets a Consistent Example

- When staff follow the same expectations as students, it reinforces the idea that the policy is fair, reasonable, and important. Students are more likely to take the rules seriously when they see adults modeling them.

2. Builds Credibility and Trust

- Students notice when staff enforce rules they don't follow themselves. Modeling the policy shows integrity and earns students' respect. It communicates that everyone in the school community is held to the same standard.

3. Supports a Focused Learning Environment

- If staff are frequently using their phones, it sends a mixed message and can create distractions. By keeping phones away, staff help maintain a classroom environment that values focus and minimizes interruptions.

4. Reinforces School Culture

- Consistent adult behavior helps establish a strong school culture centered on shared values and expectations. Modeling the policy contributes to a professional, learning-centered atmosphere.

5. Teaches Digital Discipline

- Adults serve as role models for responsible technology use. By demonstrating restraint and appropriate phone habits, staff help students develop healthy boundaries with their own devices.

For additional information visit the [Cell Phone and Electronic Device Policy](#) website as well as the [Cell Phone and Electronic Device Policy FAQs](#).

The expectations outlined above are intended to support the implementation of [Administrative Policy 3245](#), Student Use of Telecommunication Devices/Electronic Devices. As role models for students, employees play an important role in fostering a distraction-free learning environment and reinforcing responsible technology use.

School Safety, Emergency and Risk Management

The Federal Way Public Schools has emergency and safety plans in place because we believe every student and staff member deserves a learning environment that is safe, challenging and exciting. We are committed to making our campuses havens of hope and care.

These strategies help to ensure student and staff safety on our campuses:

Students are taught to identify others in distress and are encouraged to talk with an adult immediately if they have concerns for their own safety or the safety of others.

- We have police officers in all of our high schools.
- We have campus security officers in all of our middle schools.
- We have mobile security officers who service both the elementary schools and provide district-wide support.
- We conduct intruder drills so our staff and students know what to do in the event of an emergency.
- We are working with community agencies to provide safe and fun activities for students.
- We acknowledge that the emotional and physical safety of students and staff is everyone's responsibility.
- We will continue our efforts to foster a welcoming atmosphere and promote respect on our campuses and in our neighborhoods.

ID badges must be worn at all times by employees, contractors, vendors, and visitors while on FWPS property. Call Security at the ESC for replacement badges. **Safety is everyone's responsibility.**

Questions about Security in FWPS?

Thaddeus J. Hodge II, Executive Director of Safety and Security

Office: 253-945-2292

Mobile: 253-329-8885

Email: thhodge@fwps.org

FWPS Security Dispatch Services

Phone: 206-328-1800 (24/7 Answering and Dispatching Services)

Attendance and Absence Reporting

Regular and dependable attendance is an essential job responsibility. Employees are expected to record absences and leave requests, as soon as possible, through the District's [Frontline Absence Management](#) system. You may also access Frontline through the [Staff Links](#) section of the District website. If a substitute is needed, employees must follow applicable building or department procedures and enter the absence promptly. Employees' access to their absence leaves (wellness, sick, emergency, etc) is guided by the bargaining agreement for their unit. It is the employee's responsibility to understand the parameters of their usage. Please check with your supervisor/administrator or Human Resources with any questions.

Ongoing inconsistent attendance, tardiness to work, and/or failure to return from scheduled breaks on time may trigger an inquiry into attendance. This may lead to appropriate progressive discipline as individual situations warrant.

Leaves of absence are administered in accordance with administrative policies, collective bargaining agreements, and applicable state and federal laws. Reasonable advance notice is required for planned absences whenever possible. Employees are responsible for requesting leave appropriately and ensuring sufficient leave balances are available when applicable.

Questions regarding leave eligibility, absence reporting, or extended leave should be directed to Human Resources. For additional information, refer to [Administrative Policy 5400](#) and applicable collective bargaining agreements.

Employee Online

Employee Online provides employees with secure online access to information contained in their Human Resources and Payroll records. The system can be accessed from work or home through a web browser at <https://employeeonline.fwps.org> or through the [Staff Links](#) section of the District website.

Through Employee Online, employees can view:

- Payroll information, including pay statements, retirement plan information, tax information, and W-2 forms
- Leave balances
- Benefits information
- Job information
- Education and experience records
- Certificates, endorsements, education, and credits

Employees may also update certain personal information, including:

- Home address
- Phone number
- Email address
- Emergency contact information

If you are unable to make a change through Employee Online, please submit your request to hr@fwps.org from your District email account or visit the Human Resources Department to complete the appropriate form.

Name changes must be completed in person through Human Resources and must be accompanied by an updated Social Security card reflecting the new legal name.

Payroll Questions

Many compensation, work schedule, overtime, leave, and payroll-related topics are governed by collective bargaining agreements, individual employment contracts, District policy, and applicable law. Employees should consult their bargaining agreement and contact Payroll or Human Resources with questions regarding compensation and payroll practices.

Contact information and staff directory information can be found in the Payroll Directory and Human Resources Directory sections of this handbook.

Pay Days

Employees are paid on the monthly payroll schedule established by the District. Specific Paydays are listed for the current school year within Employee Online. To view, from the menu navigate to Payroll Information, then within the Pay Advice select Check Stub.

Employees are responsible for ensuring that required timesheets, leave information, and payroll documents are submitted by established deadlines in order to avoid delays in payment.

Direct Deposit

Federal Way Public Schools employees utilize direct deposit for timely and secure payment of wages.

Employees should contact Payroll regarding enrollment, changes to banking information, or questions related to direct deposit.

Tax Withholding

Employees are responsible for completing required federal and state tax withholding forms and for updating withholding information when personal circumstances change. Employees with questions regarding tax withholding should contact Payroll or seek advice from a qualified tax professional. Use the [IRS Tax Withholding Estimator](#) to estimate the correct amount of tax your employer (W-2) or pension provider should withhold each year.

Timesheets and Extra Pay

Certain employees may be required to submit timesheets or additional payroll documentation for extra hours worked, special assignments, supplemental contracts, overtime, or other compensation.

Employees are responsible for ensuring that timesheets are accurate, approved when required, and submitted by established payroll deadlines. Failure to meet payroll deadlines may delay payment until a subsequent payroll cycle.

Completed timesheets received by Payroll on or before the 5th of the month, will be posted during that month's payroll.

Know Your Pay Advice (Check Stub)

KEY INFORMATION

- Your name as it will be reported for tax purposes
- Your employee ID number, required on all pay documents submitted
- Check date

WAGES

Gross wages are listed in this section.

Most time sheet pay will show hours and money in the Current Earnings column if there is applicable pay in that month. If there are no hours and Current Earnings, the pay advice will retain YTD Amounts through the end of the calendar year.

Time sheet pay is posted the month following at the appropriate rate. Note: If you have extra time paid on your September pay advice, these would be hours worked in August which is the prior fiscal year and would be paid at the prior year rate.

A new rate will not appear until hours are paid at that particular rate.

Contract pay, stipend pay, and other misc. pay will show as lump sum dollars in the Current Earnings column.

For your contract details, see Current Position information under Personal Information on Employee Online. This section shows your work calendar, hours per day, your rate of pay, etc.

TAXES

Mandatory federal taxes.

PRE-TAX DEDUCTIONS

Employee before tax deductions such as retirement plans, medical premiums, Flex plans, etc.

WAGES SUMMARY

Current and YTD totals including Net Pay.

1525947 - 12/31/25



**FEDERAL WAY
PUBLIC SCHOOLS**

Employee Name
Address

Employee ID

Check Date
12/31/25
Check Number
93
Period Ending
12/31/25
Dept/Loc
93

Description	Hours	Rate	Current Earnings	YTD Amount
Time Sheet Pay		28.24	0.00	600.10
Time Sheet Pay	3.50	28.91	101.19	173.47
Educational Asst			2,990.98	35,337.24
PSE-5 Day VacCashOut		28.24	0.00	917.80
PSE - Vacation Pay		28.24	0.00	1,155.18
TOTAL			3,092.17	38,183.79

Description	M/O	State Withholding	M/O
Federal Withholding			
Federal Additional Withholding	0.00	State Additional Withholding	

Description	Amount	YTD Amount
Social Security	172.37	2,135.28
Medicare	40.31	499.37
Federal Income Tax	120.06	1,570.33
TOTAL	332.74	4,204.98

Description	Amount	YTD Amount
SERS 3 Retirement	154.59	1,863.12
UMP Plus-Puget Snd	312.00	3,744.00
TOTAL	466.59	5,607.12

Description	Amount	YTD Amount
WA Family/Medical Lv	8.10	100.03
Work Comp Medical	34.57	390.95
Work Comp Pension	8.29	97.17
Unemployment	6.18	76.33
SERS 3	218.60	3,498.99
MetLife Vision	6.45	126.04
Willamette Dental	54.64	955.92
HCA Admin Fee	24.00	288.00
SEBB Medical	1,148.24	12,391.60
SEBB Life 35K	3.96	47.52
SEBB LTD	2.10	25.20
HCA K-12 Retiree	67.61	817.72
Social Security	172.37	2,135.28
Medicare	40.31	499.37
TOTAL	1,795.42	21,450.12

Description	Amount	YTD Amount
WA Family/Medical Lv	20.34	251.18
WA Cares/Long-Term	17.93	221.41
Work Comp Pension	8.33	97.62
Std Supplemental LTD	11.13	137.39
TOTAL	57.73	707.60

Description	Amount	YTD Amount
Gross Wages	3,092.17	38,183.79
Pre-Tax Deductions	466.59	5,607.12
Taxes	332.74	4,204.98
After-Tax Deductions	57.73	707.60
Taxable Wages		
Federal	2,625.58	32,576.67
Social Security	2,780.17	34,439.79
Medicare	2,780.17	34,439.79
Net Pay	2,235.11	27,664.09

Bank	Account	Amount
	C	2,235.11

Leave Description	Leave Beginning Balance	Earned	Used	Leave Ending Balance
Vacation Balance	24.26	7.36	0.00	31.62
Sick Leave Balance	90.07	0.00	6.75	83.32

Message(s)

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

EMPLOYER-PAID BENEFITS

Employer contributions include retirement, state and federal taxes, and district-paid medical benefits.

AFTER-TAX DEDUCTIONS

State taxes, union dues, supplemental benefits, etc.

BANK INFORMATION

Your direct deposit bank and optional GESA Credit Union deduction listed for total Net Pay. You can find detailed bank information under Payroll Information/Direct Deposit.

LEAVE INFORMATION

Absence postings are from the prior month; October pay reflects September absences.

Employee Online has important information pertaining to your position. Personal Information / Current Position (listed under Job Information) outlines your position and includes information such as your calendar, hours per day, salary schedule, salary grade and pay rates: Annual, Period and Hourly.

Employee Insurance Benefits

Medical Insurance

NOTE: The Washington State Health Care Authority (HCA)'s new online enrollment system for SEBB benefit enrollment, Benefits 24/7, has replaced SEBB My Account. Your login credentials for SEBB My Account through Secure Access Washington (SAW) will transfer to [Benefits 24/7](#).

All employees who are anticipated to work 630 hours or more, or who during the course of the school year reach 630 hours worked, are eligible for benefits offered through the School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority (HCA). Employees not making a selection within 31 days of becoming eligible (or those not waiving coverage within 31 days of becoming eligible) will be automatically enrolled in a basic employee-only (no dependents) medical/dental/vision/employee-paid 60% LTD package which has employee out-of-pocket costs.

A variety of medical plans are available dependent on your county of residence or employment. Supplemental offerings are also provided for life insurance and long-term disability beyond the state-provided coverage.

For more information visit the Health Care Authority/SEBB site for school district employees:

- [Eligibility and Enrollment](#)
- [2026 School Employee Enrollment Guide](#)
- [Medical premium rates](#)
- [Benefits 24/7 Login Page](#)
- How-to Guides:
 - [SEBB - Log In](#)
 - [SEBB - Adding a Dependent](#)
 - [SEBB - Uploading Documents](#)
 - [SEBB - Attestations for Tobacco Surcharges](#)
 - [SEBB - Spousal Attestation for Open Enrollment](#)
 - [SEBB - Change Coverage Elections](#)
 - [SEBB - Employee-paid LTD](#)
 - [Navia - FSA/DCAP](#)

Employee Wellness Programs

Available to all employees:

- **Employee Assistance Program (EAP)** is a free and confidential counseling and referral service available to all employees and their families. To make an appointment or ask questions, please contact Health Venture at (253) 572-5552.

Available to SEBB benefit-eligible employees:

- [SmartHealth](#) is a voluntary wellness program included in your SEBB benefits at no cost to you. Eligible SEBB subscribers can qualify for a \$125 wellness incentive by completing a well-being assessment along with joining and tracking activities to earn at least 2,000 points.
- [Diabetes Prevention Programs](#) are lifestyle-change programs to help reduce the risk of Type 2 diabetes. All SEBB medical plans will cover the entire cost of the program.
- [Living Tobacco Free](#) helps you to quit using tobacco products. All SEBB medical plans offer programs to live tobacco-free.

Retirement

Employees have an excellent state retirement plan regulated by the Washington State Department of Retirement Systems.

Optional retirement programs such as a 457 Deferred Compensation Plan and 403b Tax Sheltered Annuities are also offered by the district.

- [Washington State Department of Retirement Services \(DRS\)](#)
- [Thinking About Working After Retirement?](#)
- [DRS Retirement Outlook](#)
- [U.S. OMNI & TSACG](#) (FWPS tax-sheltered annuities program)
- [DRS Deferred Compensation Unit](#)
- [Online Salary Reduction Agreement](#)

Family And Medical Leave Benefits

What is FMLA?

The Family and Medical Leave Act (FMLA), a federal law, protects you from negative impacts on your job or benefits when you take time off or a leave of absence, up to 12 weeks a year, for any of the following reasons:

- A serious health condition, either yours or a family member's
- Prenatal medical care or incapacity due to pregnancy and/or delivery
- Time to bond with your new baby or newly placed adopted or foster child
- Qualifying activities (exigencies) related to a family member's military active duty
- A serious injury or illness of a family member who is a current member of the armed forces or a veteran

Who is Eligible for FMLA?

You must meet both of the following qualifications:

- You must have worked at least 1,250 hours in the last 12 months prior to the first date of your requested leave.
- You must have worked with the district for at least 12 months as of the start of your requested leave.

Exception: You are a **PSE** union member, and you have worked with the district for at least 5 years, and have worked at least 4 hours per day during those 5 years

How do I request FMLA?

Give at least 30 days' notice if you know in advance of your need to take a leave of absence. If your leave is more immediate, (you know less than 30 days from the anticipated start of the leave) please request it as soon as possible. Submit a leave of absence request via the link below: [Leave Request Form](#)

Print out the appropriate Medical Certification form from the list below and bring it to your provider to complete.

Medical Certification Forms:

- [Medical Form - Self](#)
- [Medical Form - Family](#)
- [Medical Form - Maternity / Paternity](#)

For more information on Paid Family Medical Leave visit: www.paidleave.wa.gov

For more information on the Leave Share Program visit: [Shared Leave Program](#)

For additional information, visit the [Leaves and Accommodation](#) website.

Additional Resources

[FMLA Fact Sheet](#) ⇔ Covers the major requirements of FMLA and updates to the FMLA regulations.

[FMLA Employee Guide](#) ⇔ Summarizes FMLA provisions and regulations and provides answers to the most frequently asked questions.

The District understands that employees will need time away from work for many different types of situations. Whether it's time away to care for a new child, recovering from a serious health condition, care for an ill family member, bereavement or time away for personal reasons. We encourage employees to review their [Collective Bargaining Agreement](#) for the leave provision that best suits your needs. You may also require accommodation for medical restrictions when returning from leave or for a temporary or permanent disability. The Employee Leave and Accommodations Information page will help you with frequently asked questions and provide you with a start in making your request.

Please review this information carefully and contact hrleaves@fwps.org with any further questions.