

# Welcome to HR New Hire Orientation

San Juan Island School District #149

Friday Harbor, Washington



# INTRODUCTIONS



# TOPICS

- SJISD & the Community
- Employee Handbook
- COVID-19 Information Resources & Safety Protocols
- Vaccination Information
- Email and Network Access
  - Email etiquette
- Effective Communication
- Food For Thought Program
- Skyward - Employee Access
- Teachers Corner
- How to Get Tech Support
- Red Rover Absence Management System
  - 5-minute Break
- School Board Policies
- Safety
- Payroll & Timesheets
- Benefits
- Leaving the District



## Not Covered by HR

- Building rules & policies
- Dress code
- Work Schedule
- Student-centered topics, i.e.
  - student dress code,
  - when to apply detention,
  - after school help, etc.

Your administrator/  
supervisor will review  
these topics and more,  
depending on your  
specific role.

# HR Orientation: The Tip of the Iceberg

- We will review, high-level, key fundamentals you need to know, now
- Public School life, laws, regulations, policies are vast and deep.
- It is virtually **impossible** to learn everything about public schools in one meeting.
- You will learn new things everyday for years to come.



# COMMUNITY INSIGHTS



# Confidentiality

# EMPLOYEE HANDBOOK

- This new hire orientation mirrors key content of the Employee Handbook
- Page #s are referenced in this presentation, where applicable



<https://www.sjisd.wednet.edu/Page/190>



# COVID-19 SAFETY PROTOCOLS

- **Stay home when sick.** Do not attend school with symptoms.
- 5 days of isolation is mandatory for anyone that is identified as positive.
- A person may return on day 6 if:
  - Symptoms have improved or they are asymptomatic, AND
  - The person is without fever for the past 24 hours without the use of fever-reducing medications, AND
  - Tested negative.





# COVID-19 SAFETY PROTOCOLS (CONT'D)

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- **Masks are still required** in the following situations for all staff and students:
  - In a health room or isolation space for any reason.
  - In any location where an individual who is positive is waiting to leave.
  - If there is an outbreak and the DOH requires it.
  - Other situations deemed by the DOH as necessary as a mitigating measure.
- Masks are no longer mandated on buses.



# VACCINATIONS & NOTICE REQUIREMENTS

## Proof of Measles Immunity

- Proof of immunity to measles is **not** a condition of employment.
- Not required for those born before Jan 1, 1957
- If proof not provided, then cannot work for 21 days following an outbreak and cannot use paid leave.

## Hepatitis B Attestation

- Proof of immunity to Hep-B is **not** a condition of employment.
- Purpose is chiefly informational.
- Employer will pay uncovered costs of Hep-B vaccination.

## Proof of Vaccination against Coronavirus or Exemption

- Is no longer a condition of employment.

# EMAIL AND NETWORK ACCESS

- All staff will receive SJISD gmail account, network ID and password.
- Access @sjisd.org email from **any** Gmail portal in the world
- HR will send IDs and passwords to your personal email address.



# TECH SUPPORT

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## To get help:

- Open a help desk ticket by emailing [helpdesk@sjisd.org](mailto:helpdesk@sjisd.org) or using **Mojo Help Desk** (via ClassLink or Staff page)
- Please be brief & specific stating the problem.
- Attach a screenshot of error messages

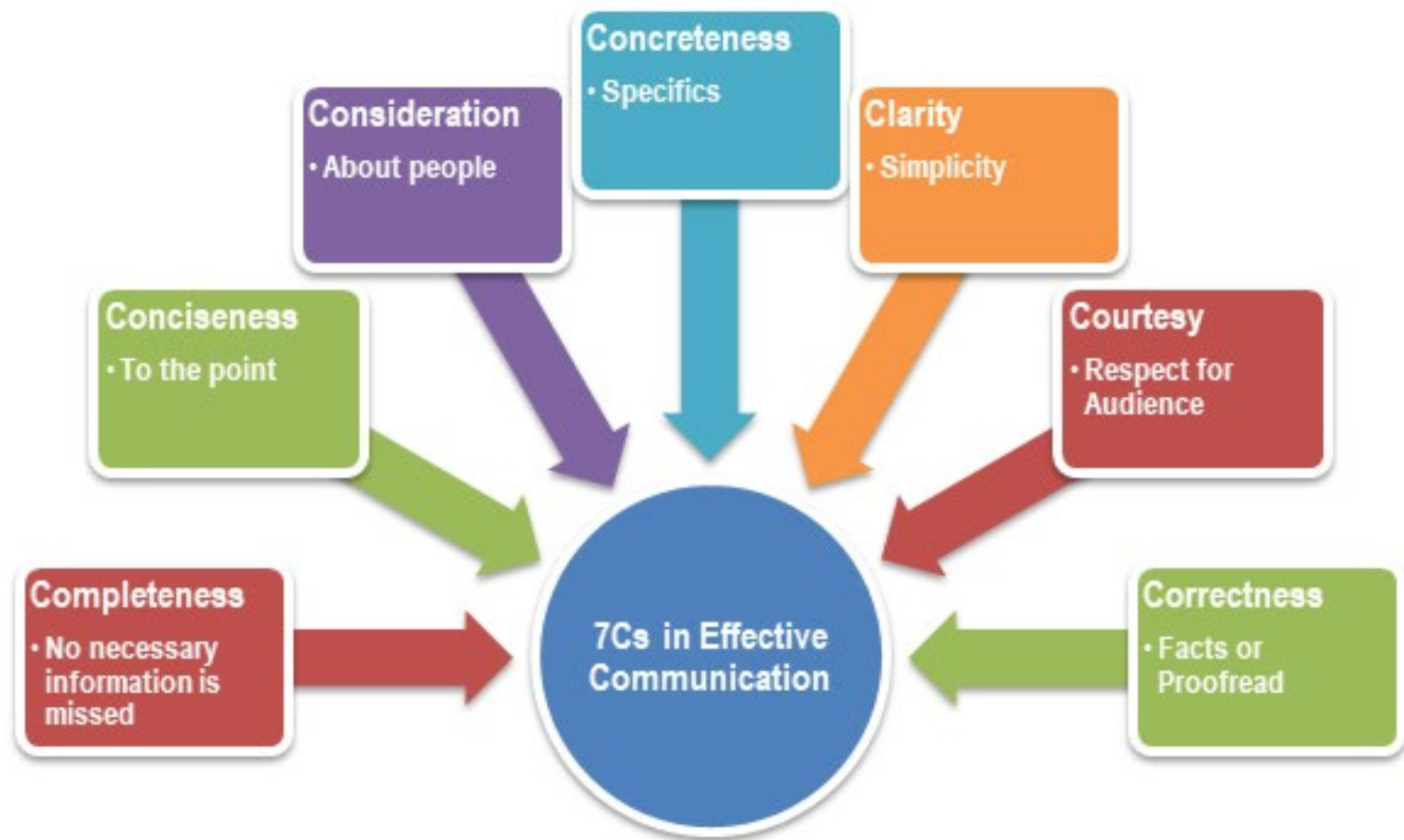
## Tech Support Team:

- Kevin Cooper, IT Director
- Deb Nickelson, IT Services Lead
- Ray Adams, IT Technician

*This 3-person team supports the entire student body and staff, about 900 people and devices.*



# EMAIL ETIQUETTE - APPLIES TO **ALL** COMMUNICATION



**+ CONFIDENTIALITY**

# FOOD FOR THOUGHT PROGRAM

- Create a Food Account online [=](#)
- Ask a building secretary to contact the Food Service Administrator Kara Carlson to set up a food account for you

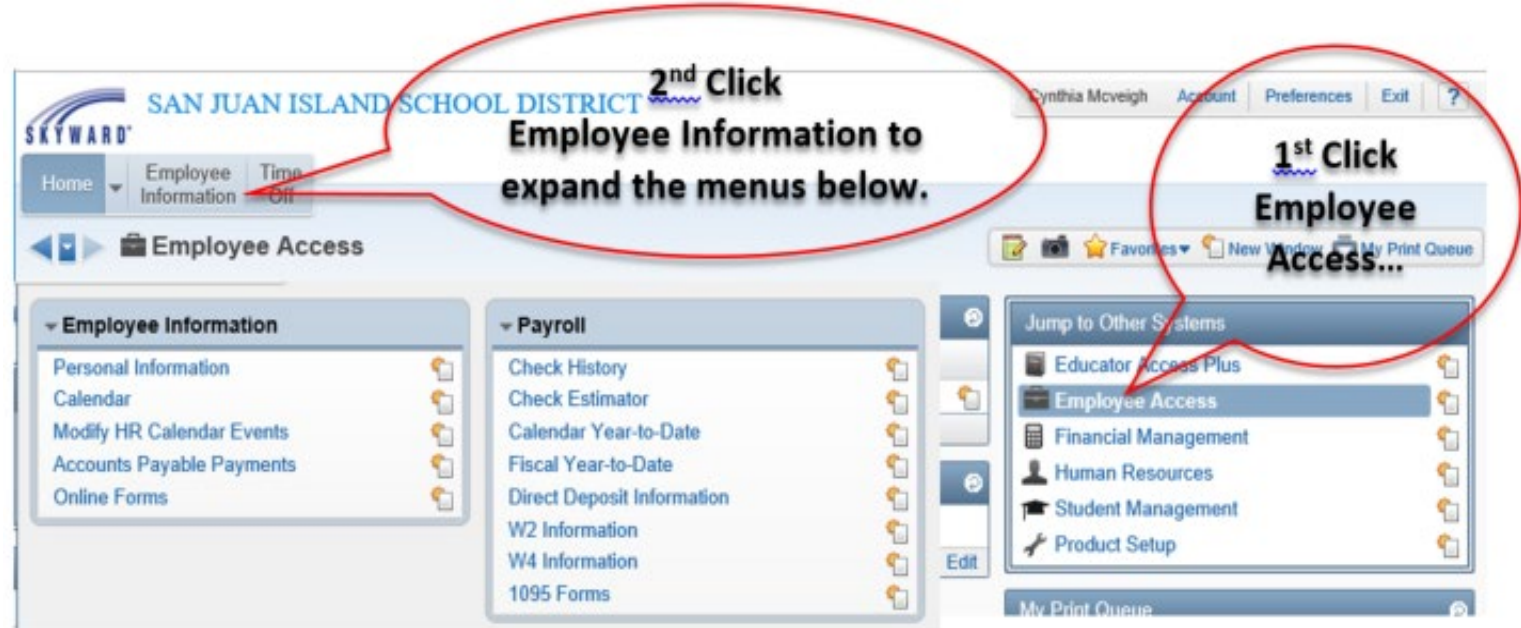


• [Home](#) > [Departments](#) > [Food Service](#)



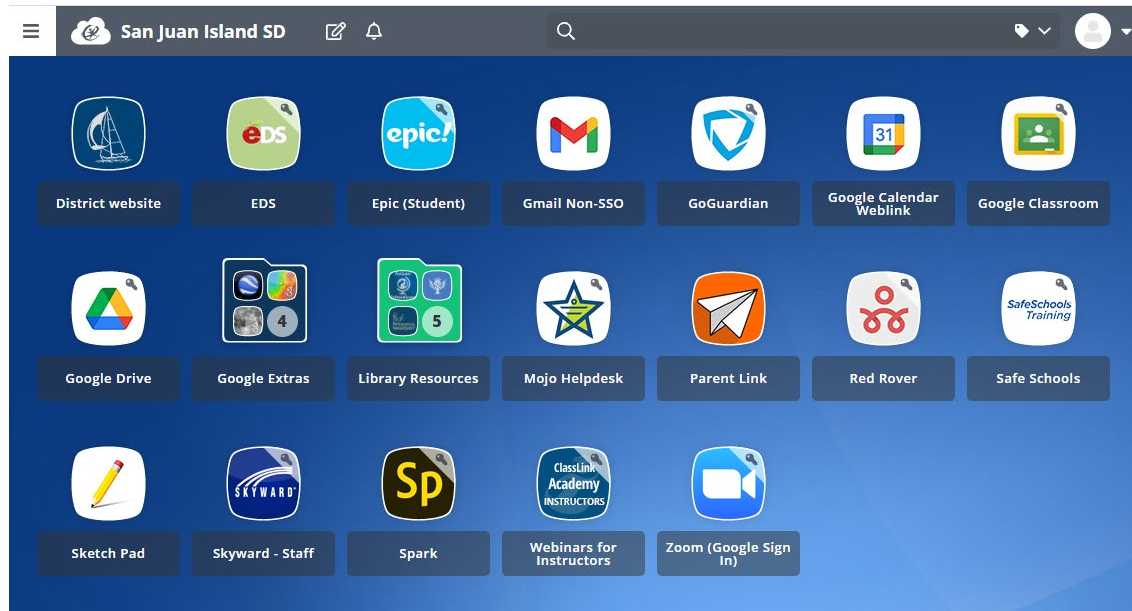
# SKYWARD - EMPLOYEE ACCESS

- Skyward = SJISD Database for Fiscal, Payroll, HR and Student info.
- **Self-service access** to Skyward in the **Employee Access** module for:
  - Personal demographic information
  - payroll information, including check stubs
  - Food Service account
  - Employee Letters



# OTHER SOFTWARE APPLICATIONS

- Class Link



- Check out the [Quick Links](#) page on the SJISD Website

# TEACHERS CORNER

## Instructional Technology Leads

- Elementary School: Sue Kareken & Kayla Easterbrook
- Middle School: Michael McKinnon
- High School: Kevin Cullen

## New Teacher Mentors

- Teachers in their first 3 years in the profession and in their 1<sup>st</sup> year in the District receive a mentor for 1 year.
- [New Teacher Mentor Checklist](#)

## TPEP Evaluation System

- [Teacher/Principal Evaluation System \(TPEP\)](#)

# CLASSIFIED STAFF: FEATURES OF EMPLOYMENT

All New Classified Staff are employed under a **probationary period** during their first 90 days on the job and provided a **90-day evaluation** in addition to the year-end annual evaluation.

Classified staff are considered **non-exempt** employees and are subject to **overtime laws**

Classified staff **must** obtain **pre-approval** of any extra hours or overtime.

Classified staff **must** obtain supervisor's **pre-approval** before submitting personal leave in Red Rover.

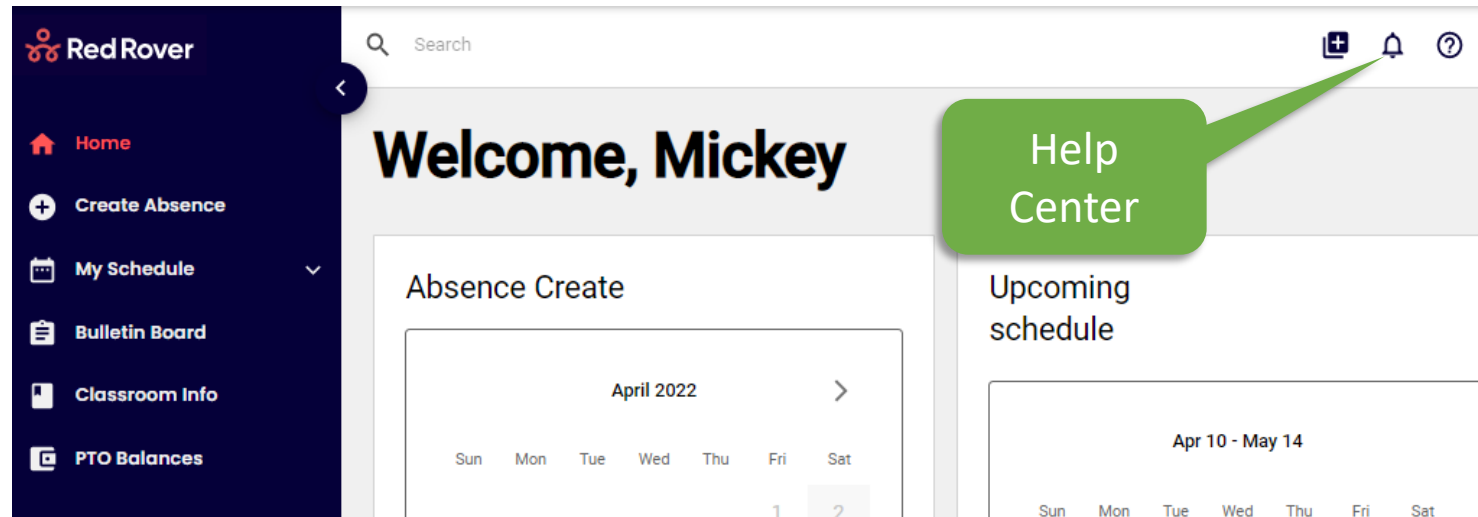
# Red Rover K-12 Absence Management



- **All** employees must log **all** absences in Red Rover.
- Intuitive, easy to use.
- Tracks leave balances in live time.
- **Substitutes** (except Bus, Custodial, and Kitchen) manage jobs via Red Rover.
- Red Rover provides a **free mobile app** via iTunes or Google Store.
- As soon as you receive your **invitation email** please create your log in ID and password, then go to the [Red Rover Help Center](#) to view any of the training material below.



# Red Rover K-12 Help Center



- ☐ [Employee Basic Training Video](#)
- ☐ [Assigning a Sub to an Absence](#)
- ☐ [Getting Started as a Substitute](#)



# Pop Quiz! True or False???

1. You will be expected to memorize everything we discuss today.
2. Everyone is invited to partake of our food service, snacks and lunches, but you must pay with a credit card.
3. To get help from Tech Support, you can send an email to [helpdesk@sjisd.org](mailto:helpdesk@sjisd.org).
4. It's good practice to apply the "7 Cs" to ALL communications; verbal, written, email, text, social media, etc.
5. Skyward is our absence management tool.

FALSE

FALSE

TRUE!

TRUE!

FALSE

Let's take a Break!



**5 min**

# School Board Policies



## Nearly 300 Policies Govern SJISD

- 1000 - Board of Directors
- 2000 - Instruction
- 3000 - Students
- 4000 - Community Relations
- 5000 - Personnel
- 6000 - Management Support
- Key Policies are included in the Employee Handbook

# Key Policies: 2000 Series = Instruction

- [Student Learning Goals \(Policy 2000\)](#)
- [Electronic Resources and Internet Safety \(Board Policy 2022\)](#)
- [Special Education and Related Services for Eligible Students \(Policy 2161, 2161P\)](#)
- Employee Handbook Page 16-17





# Special Education: Leave it to the Experts

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- Vast laws govern Special Education (SPED)
  - OSPI [Special Education Resource Library](#)
- Diagnosis of students is **off limits** to all but trained, certificated specialists
- Discussions with parents about their child's diagnosis is **off limits** to all but teachers & trained, certificated specialists
- **Staff concerns** about individual students should be referred to the Special Services Director
- See [Board Policy 2161 and Policy Procedure 2161P "Special Education and Related Services for Eligible Students"](#)

# Key Policies: 3000 Series = Students



- [Child Custody \(Policy 3126\)](#)
- [Prohibition of Harassment, Intimidation & Bullying \(Policy 3207\)](#)
- [Child Abuse and Neglect Reporting \(Policy 3421\)](#)
- Employee Handbook Pages 17 - 20



# Key Policies: 4000 Series = Community Relations

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- [Confidential Communications \(Policy 4020\)](#)
- [Regulation of Dangerous Weapons on School Premises \(Policy 4210\)](#)
- [Use of Tobacco, Nicotine Products and Delivery Devices \(Policy 4215\)](#)
- Employee Handbook Pages 20 - 21

# Key Policies: 5000 Series = Personnel (aka **YOU**)

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- [Nondiscrimination and Affirmative Action \(see Policy 5010\)](#)
- [Sexual Harassment \(See Board Policy 5011\)](#)
- [Drug Free Schools Community and Workplace \(See Board Policy 5201\)](#)
- [Prohibition Against Harassment and Intimidation: Maintaining a Positive Environment \(See Board Policy 5207\)](#)
- [Maintaining Professional Staff/Student Boundaries \(Policy 5253\)](#)
- [Disciplinary Action and Discharge \(See Board Policy 5281\)](#)
- Employee Handbook pages 22-44



## Key Policies: 5000 Series = Personnel **LEAVE POLICIES**

- Bereavement Leave: [See CBA](#)
- Emergency and Discretionary Leaves: [Policy 5403](#)
- Family Maternity and Military Caregiver Leave: [Policy 5404](#)
- Holidays: [Policy 5410](#)
- Jury/Subpoena: [Policy 5408](#)
- Leave Sharing: [Policy 5406](#)
- Military: [Policy 5407](#)
- Personnel Leaves (Overview): [Policy 5400](#)
- Sick Leave: [Policy 5401](#)
- Unpaid Holidays for Reason of Faith or Conscience: [Policy 5409](#)
- Vacation: Policy 5411



# Key Policies: 5000 Series = Personnel - **SICK LEAVE POLICY 5401 (REGULAR STAFF)**

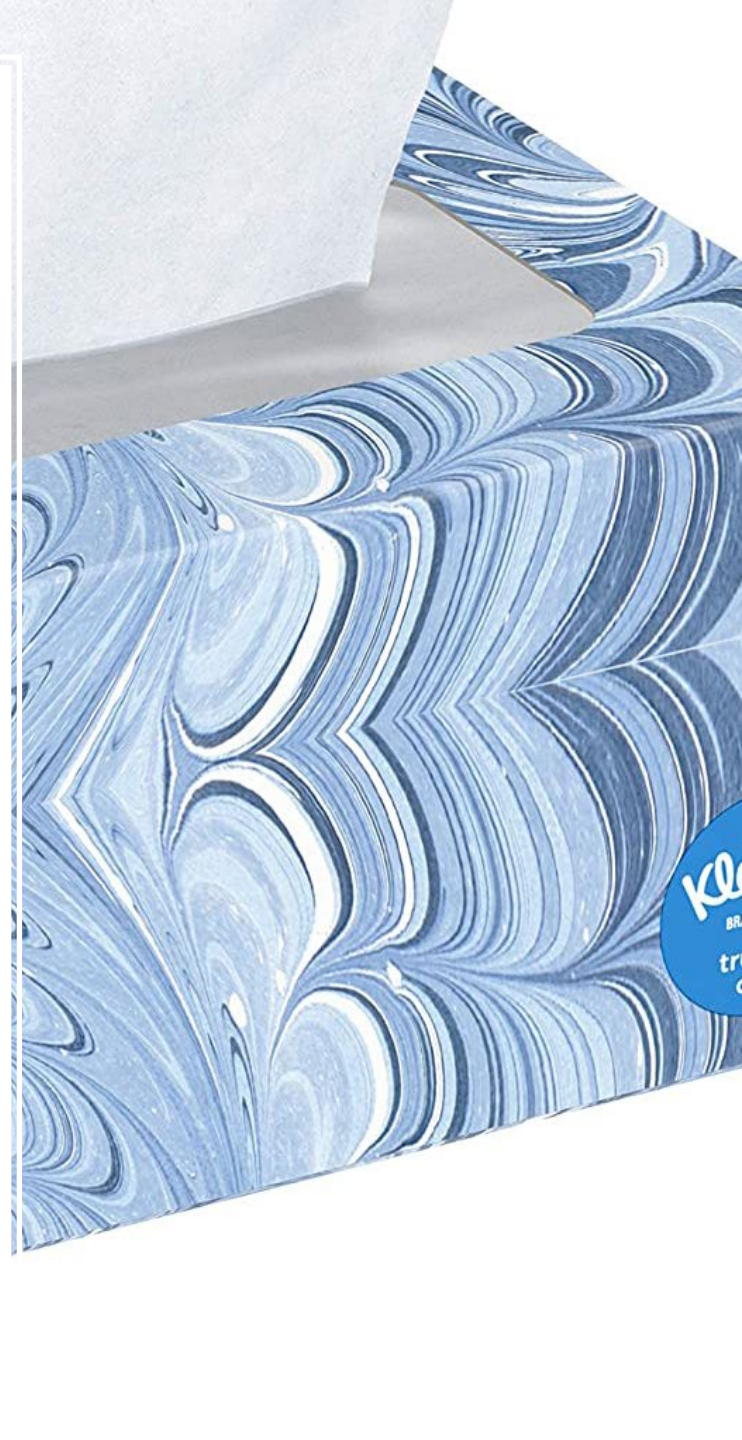
## HIGHLIGHTS

- 12 days accrued per year; frontloaded
- Balances carry over year to year
- Reasonable notice in advance, written or verbal
- Authorized Purposes:
  - When an employee or employee's family member's mental or physical illness, injury, or health condition requires care;
  - When the employee's place of business or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason;
  - An absence that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.



# WA STATE SICK LEAVE ACCRUAL LAW

- Most employees must accrue paid sick leave at a minimum rate of 1 hour of paid sick leave for every 40 hours worked.
- Paid sick leave must be paid to employees at their normal hourly compensation.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- **Substitutes may use accrued sick leave only when they cannot fulfill a scheduled job due to illness.**
- Unused paid sick leave of 40 hours or less must be carried over to the following year.



# Collective Bargaining Agreements & MOUs

Home > Departments > Staff > Current Collective Bargaining Agreements

## Current Collective Bargaining Agreements & MOUs

 [2020-22 PSE - SJISD Collective Bargaining Agreement](#)

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 [2020-22 SJE - SJISD Collective Bargaining Agreement](#)

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[Expand All](#)

**+ SJE Certified MOUs, MOAs, LOAs**



**+ PSE Classified MOUs & LOAs**

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# SCHOOL SAFETY: A **SHARED** RESPONSIBILITY

## School Safety

- [Emergency and Safety Resources Page](#)
  - [SJISD Emergency Procedures Handbook](#)
  - [SJISD Exposure Control Plan](#)
    - [Exposure Incident Procedures](#)
  - [SJISD Inclement Weather Transportation Information](#)
- [Mandatory Safety Training](#) for All SJISD People annually, and for newly hired people within 30 days of hire.



# Payroll

Jill Sandwith,  
Fiscal Specialist x 7910

Pay is auto-deposited  
on the last business  
day of each month.

Classified staff and all  
substitutes use  
timesheets.

Certificated staff use  
timesheets for extra  
duty hours\*, only.

*\*As defined by CBA.*

All Regular staff are  
paid annual salary over  
12 months in equal  
amounts.

All Substitutes are paid  
current month's hours,  
in **next** month's payroll.

All pay **variances** are  
reconciled in payroll  
month after the month  
the variance took  
place.

# HEALTH BENEFITS: School Employees Benefits Board (SEBB)



## Medical, Dental, Vision, Long-Term Disability

- **Eligibility:** Must work or be anticipated to work **630 hours** in a school year
- All workers are potentially eligible, **including** substitutes and coaches
- SJ County **only has access** to the **Uniform Medical Plan (UMP)**, which is managed by Regence
  - 3 plan choices under UMP: Use “Alex”, interactive benefits counselor to help determine best plan for you
- Eligible new hires must make enrollment selections OR waive medical on SEBB MyAccount (SMA) within **30 days** of start date. If not, you are automatically enrolled in UMP Achieve 1.
- The [HR Benefits](#) webpage provides links to all details.
- Contact plans directly to confirm providers

# BENEFITS: Department of Retirement Systems (DRS)



- **Eligibility:** Staff in position that requires 70 or more hours over any 5 months in a school year will be enrolled.
- Eligible new hires must make plan selection within **90 days** of start date. If not, then DRS will automatically enroll you in Plan 2. Plan selections are **permanent**.
- Visit the [Benefits](#) webpage to access extensive information below:
  - [Washington State Department of Retirement Systems \(DRS\)](#)
    - [Choose your Retirement Plan](#)
    - [DRS Enrollment Form](#)
    - [DRS Beneficiary Designation Form](#)
    - [DCP Enrollment Guide](#)
    - [DCP Agreement](#)
- District contact: Jose Domenech, Fiscal Director x7908 [josedomenech@sjisd.org](mailto:josedomenech@sjisd.org)



# Benefits: Employee Assistance Program

All District regular staff have access to the Washington State [Employee Assistance Program \(EAP\)](#) at **no cost** to you. EAP was created to promote the health, safety and well-being of public employees by providing **100% confidential** support for issues such as;

- Stress management
- Mental wellness
- Anxiety, depression, or trauma
- Parenting or eldercare support
- Workplace concerns
- Grief and loss
- Interpersonal conflicts
- Addiction and recovery
- Legal or financial issues
- Supervisor, management support

Contact EAP

(877) 313-4455

[www.eap.wa.gov/worklife](http://www.eap.wa.gov/worklife)

Org Code: **SJISD**

To learn more about the EAP program, including how to access their many services, please visit their [Resources](#) page. In addition, you can register for [EAP Live Webinars](#) or view the 13-minute on-demand webinar [EAP Orientation](#).

# Benefits: VEBA Trust\*

VEBA Trust provides high-quality, tax-advantaged, health reimbursement plan (HRA) for public employees in Washington.

Group participation is **mandatory** for Certificated Staff and District Office Staff.

Contributions are automatically deducted from monthly pay.



\* Classified Staff, by group vote, **do not** participate.



# BENEFITS: BREAKS & HOLIDAYS

- All school year staff get **12** paid holidays per year
- All year-round staff get **13** paid holidays
- All school year staff get the following breaks:
  - **Winter Holiday** – 2 weeks of which 4 days are paid holidays
  - **Mid-winter Break** – 1 week of which 1 day is a paid holiday
  - **Spring Break** – 1 week of which 1 day is paid holiday
  - **Summer Break** – approximately 9 weeks.





# LEAVING THE DISTRICT

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## Classified, Non-Represented Classified and Substitute Staff

- Those staff who are not contractually obligated to complete the current school year should notify the superintendent (or HR) as early as possible of their intent to resign and no less than **30 days** prior to their last working day.
- Notify via the Resignation / Retirement Notification Form which is available on the [SJISD Forms page](#).



# Pop Quiz 2! True or False???

1. School Policies exist to protect and support students, staff and the district.
2. It's ok to diagnose a student provided you've had personal experience with the same types of issues as the student.
3. School safety is everyone's responsibility.
4. Regular Staff: There are 13 workdays in December and 23 in March.  
Your December pay will be = to your March pay.
5. All staff and subs who work at least 630 hours in a school year are eligible for SEBB Health Benefits, even if they don't reach 630 hours until the end of the school year.

TRUE

FALSE

TRUE!

TRUE!

TRUE!

# The End... and Your New Beginning

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Questions?

