



**Entiat  
School  
District**

**Staff Handbook**

Section 4

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*Note: All forms mentioned are posted on the district website at [entiatschools.org](http://entiatschools.org)*

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# Rights and Responsibilities

## Nondiscrimination (Policy 5010)

The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Miles Caples (Civil Rights Compliance Coordinator) via e-mail at [mcaples@entiatschools.org](mailto:mcaples@entiatschools.org) or call (509) 784-1800, or Darby Hammond (Title IX and Section 504 Coordinator) via e-mail at [dhammond@entiatschools.org](mailto:dhammond@entiatschools.org) or call (509) 784-1314, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822.

## Fingerprint Requirements

In June of 1992, a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, at the Entiat School District all new employees must be fingerprinted. Only if an employee has been fingerprinted for a **school district within the last 2 years** would an employee be exempt from this requirement.

## The Fingerprint Process

The background check requires that a new employee schedule fingerprinting with the North Central Educational Service District (NCESD) at [www.ncesd.org](http://www.ncesd.org). The Business Manager will provide new employees who need to be fingerprinted with a letter authorizing the NCESD to invoice the school district for the fingerprinting fee. The fingerprints will be processed by the Washington State Patrol Identification and Criminal History Section and the Federal Bureau of Investigation. This clearance will normally take 4-6 weeks. Results of the background check will be uploaded to a database maintained by OSPI, which the Business Manager will check for clearance status of the new employees.

**Failure to be fingerprinted will result in dismissal.** Results from fingerprint background checks will be kept confidential. Action taken against the employment of an individual who has had a fingerprint background check which shows reason for dismissal will be kept within the guidelines of the law.

*REF: RCW 28A.400, RCW 28A410.090  
RCW 43.43.830 through 43.43.838, 10.97.030, 10.97.050  
RCW 28A.400.320, RCW 28A.400340  
RCW 28A.645, RCW 28A.405*



## **Sexual Misconduct Disclosure**

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the state board of education. Sexual misconduct definitions are found in WAC 180-87-080.

## Annual Training

### **Identification of Homeless Students**

It is not always easily apparent when students are homeless. Therefore, all staff members are strongly encouraged annually to view the training video "Homeless with Homework: An Introduction to Homeless Education" on OSPI's website:

<http://www.k12.wa.us/HomelessEd/default.aspx>.

## Benefits

### **Workers' Compensation**

Entiat School District employees are covered for work-related injuries/illnesses through the NCW Workers' Compensation Trust Cooperative, rather than directly through the Dept. of Labor and Industries. An employee who is injured on the job must notify his/her supervisor regarding the injury. The supervisor will file a Supervisor Accident Investigation Report (on website) with the District Office. If the injured employee chooses to seek medical attention as a result of the injury, he/she must contact the District Office and complete a workers' comp claim form (SIF.2 report). The employee must also obtain a Provider's Initial Report form for the medical provider to complete in order for medical bills to be paid. If an employee misses time away from work, accrued sick leave can be used. NCW Workers' Comp Trust will compensate a percentage of employees' time-loss starting after 3 days of absence. Each employee pays a small portion of the premium for workers' compensation insurance.

All in-district accident reports are confidentially reviewed by the district Safety Committee in order to avoid any possible future employee accidents.



## **Insurance Benefits: Medical, Dental, Vision, Life, LTD Disability, FSA/Dependent Care**

All staff who are anticipated to work 630 or more will be offered medical, dental, vision, life, LTD, and/or FSA/Dependent Care for themselves and their families through the School Employees Benefit Board (SEBB) administered by the state Health Care Authority (HCA). **Any changes to benefits can be made upon employment, during open enrollment November 1-30 of each year, or in any month within 60 days of a qualifying event, if an employee's status or family changes.** The health insurance plan runs on a calendar year basis.

All employees who are anticipated to work more than 630 hours will have dental and vision coverage for themselves and their family, a \$35,000 group term life insurance policy and a small LTD plan at no cost. Additionally, they have the option of selecting medical coverage from the plans offered by SEBB, adding additional Life, LTD, FSA/DCAP. The state allocates funding for employee health premiums based on the employee's full-time equivalent (FTE), which covers a portion of the premium. The employee will pay their portion of the premium through payroll deduction.

## **Washington State Department of Retirement Systems (DRS)**

For employees in eligible positions, participation in the retirement program is required. To be eligible, you must work a minimum of 70 hours per month in at least 5 months of the year. The employee, as well as the district, makes contributions to DRS each pay period. Contributions are calculated on employee gross wages based on Plan Choice, and are deducted on a pre-tax basis from the paycheck. For more information, visit [www.drs.wa.gov](http://www.drs.wa.gov).

## **403(b) Tax-Sheltered Annuities**

The District offers a 403(b) Tax Sheltered Annuity Account Plan, which is a retirement savings plan to which you may make pre-tax contributions via payroll deduction (separate from your DRS state retirement). For information about the Plan, please visit [tsacg.com](http://tsacg.com) on the web, following these instructions:

- Select "Plan Sponsor Pages" at the top right
- Select our state
- Select Entiat School District 127

This page includes a list of participating investment providers and 403(b) investment products, forms, and helpful links.



## 457 Deferred Compensation Plan

The Washington State Deferred Compensation Program (DCP) is a supplemental retirement savings program (an IRC Section 457 plan) that offers you the opportunity to invest money toward securing the retirement you envision, via a pre-tax payroll deduction. For more information, please visit [www.drs.wa.gov](http://www.drs.wa.gov) on the web, then click on 'Deferred Compensation Program' on the upper right.

## Family Medical Leave Act (FMLA)

Federal law (FMLA) guarantees eligible employees of the Entiat School district up to twelve (12) weeks of unpaid (or paid), job-protected leave for specific reasons. It also allows eligible employees to maintain their health benefits during this type of leave. The District will continue to pay its portion of the health insurance premiums during the leave period. More information on FMLA is provided in each bargaining unit's agreement with the District, both of which are found on the district website, [www.entiatchools.org](http://www.entiatchools.org).

## Paid Family and Medical Leave (PFML)

Nearly every Washington employee who works at least 820 hours (approximately 16 hours weekly) qualifies for PFML. If approved, it would allow for up to 12 weeks of paid leave, or up to 18 weeks in certain circumstances. For more information on PFML, visit [www.paidleave.wa.gov/workers](http://www.paidleave.wa.gov/workers).

## Section 125 Flexible Benefit Plan

Section 125 was added to the Internal Revenue Code (IRC) in 1978. A Section 125 Plan is not a typical employee benefit plan. It does not provide benefits directly to employees – rather it is a program that allows employees to select benefits under other plans and to pay for or fund those benefits with untaxed income dollars through payroll deduction.

The District's Flexible Benefit Plan allows the district to deduct from paychecks the premiums for health insurance, contributions to a flex spending account (FSA) for medical expense reimbursement, and/or contributions to a dependent daycare expense reimbursement account (DCAP) *prior* to calculating payroll taxes on earnings, thereby lowering the taxes withheld on your paycheck. The Plan is administered by the Health Care Authority (HCA). The Plan year for the FSA and DCAP accounts runs Jan. 1-Dec. 31. The Plan years for health insurance premiums coincide with the respective health plan years.

For more information on the Flexible Benefit Plan, please see the Business Manager.



## VEBA Plan

The **VEBA Plan** is a health reimbursement arrangement (HRA) designed exclusively for public employees in Washington. The VEBA Plan is offered by a multiple employer non-profit trust called VEBA Trust, which was formed in 1984 and is a voluntary employees' beneficiary association (VEBA) authorized under Internal Revenue Code § 501(c)(9).

A health reimbursement arrangement (HRA) is an account you can use to reimburse your qualified out-of-pocket healthcare costs as defined by the IRS. Common qualified expenses include co-pays, deductibles, prescription drugs, retiree insurance premiums, etc. An HRA is not an insurance plan, and you do not pay a premium. **Your account is funded with contributions from your employer when you cash out accrued sick leave at retirement or, if you qualify, when you cash out sick leave annually.**

Employer contributions, investment earnings, and withdrawals (claims) are tax-free. Contribution amounts will not be included on Form W-2 from your employer, and you will not receive a Form 1099 for earnings or withdrawals (claims).

For more information, visit [www.veba.org](http://www.veba.org) on the web.

## Payroll

### Timesheets for Classified Staff Members

Classified staff members are required to record all time worked and leave taken on a monthly timesheet, sign the timesheet, and turn it in to the district office on the last working day of the month. Timesheets are distributed at the beginning of each month by the fiscal assistant. Please record all hours worked (do not include your duty-free lunch period), and if you work more or less hours than your normal schedule, please include a short note explaining the discrepancy. If you record leave taken (time off), please note on your timesheet if you will be using paid leave for the time off or leave without pay (LWOP). All LWOP, including unpaid leave for reason of faith or conscience, must be pre-approved by your supervisor.

### Paid Leave Types

Types of leave that may be used and recorded on your timesheet:

- Sick Leave (also used for emergency leave)
- Personal Leave
- Bereavement Leave
- Vacation
- Leave without Pay

*See PSE and EEA contracts for details on who is eligible for leave and how it is accrued. Contracts are located on district website [www.entiatchools.org](http://www.entiatchools.org).*



## Absences/Timesheets

Teachers and some Classified employees are required to record all absences in Absence Management ([www.aesoponline.com](http://www.aesoponline.com)), whether a substitute is needed or not. Classified employees are also required to note all time off on a monthly timesheet, which will be turned in to the district office on the last working day of the month. Timesheets are distributed at the beginning of each month.

*It is your responsibility to have substitute notes available at all times. Our substitutes greatly appreciate it.*

## Staff Member Using Absence Management (AESOP) for Absences

Teachers and some Classified employees are required to note all absences in Absence Management, whether a substitute is needed or not. Absence Management is used to record staff absences/vacancies, which are then posted for substitutes to sign up for. It's a great tool available to you and our substitutes 24 hours a day, and 7 days a week. You interact with the system either on the telephone or internet.

- Simply go to [www.aesoponline.com](http://www.aesoponline.com) or call 1.800.942.3767
- Enter your login (phone number with area code, no dashes)
- Enter your four digit pin number (the district office will provide this to you, with instructions)
- Create your absence

Make sure you label why you're going to be absent. Your choices will be:

- Sick Leave
- Personal Leave
- Professional Development\*
- School Related\*
- Unpaid (Requires supervisor approval)
- Bereavement Leave

*\* Requires additional information entered under **Administrator Notes** describing the school-related event or workshop you're attending. Please be specific regarding the name of the workshop, field trip, etc.*

If you have any questions about Absence Management, please see the Fiscal Assistant in the District Office.

## Staff Members not using Absence Management (AESOP) for Absences

If you work in a position with a schedule or substitute requirements that are difficult to record in Absence Management (the Fiscal Assistant in the District Office will explain to you if you





are), you must submit your absence and request a substitute by paper. A planned absence form needs to be approved by the Superintendent; you will find these forms in the workroom. Once approved, we will do our best to schedule a substitute. If it's an unplanned absence, call the District Office and let someone know as soon as possible at 784-1800.

## **Teacher Prep Period**

If you are asked to cover another teacher's class during your preparation period, you are entitled to compensation at their current per diem rate. Please complete a Teacher Prep Time Reimbursement Form (on website) for loss of prep period and return to the district office.

## **Sunshine Fund**

In 1995, staff members decided to establish a Sunshine Fund. This fund is used to purchase flowers and cards, etc. for those who are ill or who experience a death in the family. It is also used for costs incurred for the end of the year picnic or retirement party. The annual enrollment form is handed out every October. This is a voluntary monthly contribution, and those who chose to contribute will have the amount deducted from their paychecks.

## **Pay**

All employees will be paid the last weekday of each month. If you opt to receive a paper check, it will be available for you to pick up in the District Office on payday. During school breaks, the Fiscal Assistant will coordinate with you the method by which you would like to receive your paycheck.

Contracted regular time is paid over 12 months for all District employees.

Any EXTRA time worked by a classified employee in a given month, beyond the contracted amount, will be paid in the paycheck the following month. Example: you work 3 hours extra to help cover an absence in May. Those three hours would be paid on your June paycheck.

## **Direct Deposit**

We encourage you to take advantage of direct deposit to your bank account. You will need to complete a Direct Deposit Authorization form and turn into the payroll department by the 10<sup>th</sup> of the month. There is a one month waiting period during which you will still receive a paper check.

## **Employee Access**

Employee access gives you the ability to view your personnel and payroll information online such as: W-2 info, address, pay history and time off. Please contact the district office if you would like this ability.



## **Name, Telephone and Address**

Please keep the district office informed of any name, address, or telephone number changes.

## **Employee Representation**

The majority of employees of the Entiat School District fall within one of two collective bargaining groups:

### **Entiat Education Association, (EEA, part of Washington Education Association)**

This association represents all non-supervisory certificated employees such as teachers and the dean of students. The EEA Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new non-supervisory certificated employees will be contacted for membership. There will be a monthly payroll deduction for union dues. A copy of the EEA collective bargaining agreement can be found on the district website [www.entiatchools.org](http://www.entiatchools.org).

Entiat Education Association President: Bill Edwardson

### **Public School Employees of Entiat School District,**

(PSE, part of Public School Employees of Washington State)

This bargaining unit consists of all classified employees in the general job classifications: Transportation, Custodial, Maintenance, Secretarial-Clerical, Para-Educators, School Nurse, Brailist/Sign Language Interpreter and Food Service. The PSE Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new classified employees will be contacted for membership. There will be a monthly payroll deduction for union dues. A copy of the PSE collective bargaining agreement can be found on the district website [www.entiatchools.org](http://www.entiatchools.org).

Entiat Chapter PSE President: Marilyn Kamphaus

PSE Field Representative: Karoline Martin

866-820-5650 [kmartin@pseofwa.org](mailto:kmartin@pseofwa.org)

### **Non-union (exempt) employees of the Entiat School District are not represented by a union.**

Positions in this category include: Business Manager, District Secretary, Fiscal Assistant and Transportation Supervisor.

## **Evaluations**

Information on the evaluation process can be found in Section 7 of this handbook.

