


Orientation - Classified



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THINGS ARE HAPPENING AT DICK SCOBEE

Lots of activity at Dick Scobee Elementary as we prepare for a new school!

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- Student Learning
- Student Special Services

T

- Technology
- Transportation



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Auburn, WA 98002
p: (253) 931-4900
f: (253) 931-8006

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HUMAN RESOURCES

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Auburn School District > Departments > Human Resources Human Resources

Human Resources Department

915 4th Street Northeast, Auburn WA 98002

Phone: (253) 931-4916

FAX: (253) 931-8006

E-mail: HumanResources@auburn.wednet.edu

Welcome to the Auburn School District Human Resources web page. Our department is a service-oriented department with courteous, friendly employees who are willing to provide assistance to you. Our human resources department personnel follow the District's mission statement which is, "In a culture of equity and excellence, we engage, educate, empower each student for success beyond graduation."

Volunteer Information is located under the Community tab on the District main page.

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; the use of a trained dog or service animal; and provides equal access to the Boy Scouts and other designated youth groups.



- Forms

- ▶ ASD Travel Forms & FAQ
- ▶ Auburn School District
Discrimination Complaint Form
- ▶ Auburn School District
Formulario de Queja de
Discriminacion
- ▶ Fingerprinting Services
- ▶ Harassment, Intimidation &
Bullying Report Form
- ▶ Leave of Absence
- ▶ Separation of Employment
- ▶ Sexual Misconduct Disclosure
Release
- * Shared Sick Leave - Annual
Leave
- ▶ Stipend Verification
- Tuition Reimbursement
 - ▶ Tuition Reimbursement -
AAEOP Frontload
 - ▶ Tuition Reimbursement - Prof
Tech Frontload
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Warrant


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 - ▶ 2019-20 Substitute Para-Educator and Office Personnel Handbook
 - ▶ Benefits
 - ▶ Boundary Invasion Information
 - ▶ Calendars
 - ▶ Filing a Workers Comp Claim
 - ▶ OSPI
 - ▶ paraeducator.com
 - ▶ Puget Sound ESD
 - ▶ Salary Schedules
 - ▶ Student Loan Cancellation and Deferment Information
 - ▶ Tutorials
 - ▶ Union Agreements

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Union Agreements

- [Auburn Association of Educational Office Professionals](#)
- [Coaches](#)
- [Superintendents and Executive Director](#)
- [Directors, Assistant Directors and Coordinators](#)
- [Professional and Technical Employees](#)
- [Principals](#)
- [Public School Employees of Auburn](#)
- [Public School Employees of Auburn Transportation](#)
- [Teachers](#)




Industrial Insurance Benefits

Auburn School District is a self-insured business for industrial insurance through the Department of Labor and Industries.

Please review your Employee Safety Handbook for what to do if you are injured at work.


For questions, please contact the Human Resource Leave Specialist.



Collective Bargaining Agreements

Collective Bargaining Agreements are found under the Resources tab in Human Resources as well through the individual union groups.

The District advises that you take the time to familiarize yourself with the agreement as it pertains to you. Issues like holiday pay, extra hours, working conditions, grievances, etc. are explained in greater detail.



Salary Schedules

Please use the link provided to view your salary schedule.

You are able to view your rates of pay in Employee Access. If you need assistance finding your assignment, please review the online tutorials found under the Resources tab in Human Resources.

If you have further questions, please contact Human Resources.



Family Medical Leave

Family Medical Leave may be available for eligible employees for child or adoptive leave; the serious health condition of a spouse, son, daughter, or parent; or the serious health condition of the employee.

Employees in their first year of employment, or have worked less than 1,250 hours, will **not** be eligible for participation in Family Medical Leave per federal requirements.

If interested in applying for Family Medical Leave, please contact the Human Resource Leave Specialist to determine eligibility.



Sick Leave/Emergency Leave

At the beginning of each school year, employees will be credited with an advance leave allowance. Less than full-time employees or late hires will be allotted the proportionate number of days.

Unused sick leave accumulated in a Washington public school may be transferred to the employee's sick leave bank.

The Auburn School District participates in a leave sharing program. District employees may share sick leave, as well as receive shared leave, if eligible. Contact Human Resources to determine eligibility.

Emergency Leave--such leave is deducted from the sick leave bank. The emergency must be a) your own personal emergency, not that of a friend or relative; or b) a suddenly precipitated problem which is of such nature that preplanning was not possible or could not have relieved the necessity for the employee's absence.


Additional Leaves

Personal Leave: Please refer to your negotiated agreement for guidance in number of paid/unpaid days allowed. If possible, personal leave should be scheduled at least 48 hours in advance.

Pregnancy/Child Rearing Leave: Please schedule an appointment with the Human Resource Leave Specialist to determine the number of days allowed for leave based on your negotiated agreement.

Bereavement Leave: Bereavement leave is intended to provide time for the employee to attend to the arrangement for and/or attend services of individuals. Your negotiated agreement stipulates how many days are allowed for bereavement.

Leave Sharing: Auburn School District participates in the leave sharing program. Please contact the Human Resource Leave Specialist to determine eligibility.



Employee Assistance Program (EAP)


Auburn School District provides an employee assistance program to assist employees who experience performance problems related to personal and/or family difficulties. EAP is intended as a short-term intervention counseling or treatment program and is not intended as a replacement or substitute for primary medical and/or psychological treatment. Referral and related services are confidential and without charge up to three (3) visits and then is based on a sliding scale of payment thereafter.



Campaigns/Ballots

Per state law, employees may not utilize Auburn School District facilities or its properties for use of campaigning at any time. This means employees may not use school district equipment, buildings, supplies, employee work time, or district communications to support any individual's campaign or promote or oppose any ballot proposition.

Questions in this area are to be directed to your site administrator.



Affirmative Action/Racial Discrimination/ Sexual Harassment

Auburn School District has zero tolerance when it comes to the aforementioned items.

Auburn School District complies with Federal rules and regulations with regards to discrimination on the bases of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups.

If you are victim of, or witness to, racial discrimination and/or sexual harassment, notify your supervisor immediately. If your supervisor is involved, or you do not receive immediate results, contact Human Resources.

Drugs/Alcohol/Tobacco

Auburn School District has zero tolerance when it comes to the aforementioned items.

These items are not permitted within the work place, on any school property, or at any school-sponsored activity.

Drugs/Alcohol--any employee who possesses, uses, sells, gives, or is under the influence of any drugs or mood altering substance, which is not purchased over the counter, is in violation of this policy and will be disciplined. Such discipline may include discharge with prejudice. Employees taking prescription medication are responsible for abiding by the limitations placed upon the prescription by the prescribing doctor. In instances in which necessary medication substantially limits the employee's ability to perform, or could create an unsafe condition for the employee or others, the employee will be placed on sick leave, temporary disability, or layoff.

Tobacco is defined as: the smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment or material, or the chewing or sniffing of tobacco products. Vape and E-Vape products fall under these guidelines.


Inservice/Tuition Reimbursement

Please refer to your negotiated agreement to determine your eligibility for inservice and/or tuition reimbursement. If eligible for inservice pay, time for the preceding school year **MUST** be submitted no later than the first working Friday of the current school year.

If applicable, inservice/tuition reimbursement may be used for the following:

- a. Tuition reimbursement (college credit classes, continuing education units, clock hours);
- b. Registration and/or instructor fees for workshops and conferences;
- c. Implementation of professional growth plans involving credits and/or clock hours;
- d. Existing educational loans, professional dues, and/or certification/licensure purposes.

[Tuition Reimbursement Warrant](#)



Safe Schools Training

Safe Schools Training is mandatory and completion is scheduled for 30 days from start of hire. If you have completed this training in a prior District, please notify Human Resources so that we can work with you in obtaining copies of completed trainings.

If you complete trainings outside of your regular work schedule, and you are eligible for inservice pay, you may submit your time to your office manager who will submit a timesheet for pay to Human Resources.



Fingerprinting/Background Check

Washington State law (RCW 28A.400.403) requires that all applicants who do not possess a valid Washington teaching certificate at the time of application be fingerprinted for a background record check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI).

Fingerprinting can be done by appointment at the District office at the expense of the employee.