

FREQUENTLY ASKED QUESTIONS OF HUMAN RESOURCES

Human Resources Department

<u>Your Employee Contract</u>	3
Contract Calculations	3
Employee Data Form “EDF”	3
<u>Applying for Jobs through TalentEd</u>	4
Applying as an “In-District” Applicant.....	4
Updating your Account/Application Information	6
<u>Credits/Clock Hours</u>	6
Viewing your Clock Hours in Skyward.....	6
Eligibility.....	7
Credit/Clock Hour Submission	7
<u>SafeSchools</u>	8
Mandatory Training Courses.....	8
Reimbursement for Courses	8
Additional Training Courses	8
<u>Absence Management</u>	9
Troubleshooting Login Issues.....	9
Creating/Editing Absence or Vacancy	9
Requesting an Absence	9
<u>First Aid</u>	10
District Offered Courses.....	10
Reimbursement for Courses	10
<u>Address and Name Changes</u>	10
Who to contact	10
<u>Student Teachers</u>	11
Placement Procedures	11
<u>Volunteers</u>	11
Online Application.....	11

<u>Taking/Requesting Leave</u>	12
Leave Types	12
Jury Duty	12
<u>Worker's Compensation</u>	12
Procedures and Protocol.....	12
 Additional Information	
<u>Contact Information</u>	14
<u>Sources</u>	14

Your Employee Contract

Contract Calculations

I'm a classified, hourly employee, how is my contract calculated?

Classified contracts are calculated by multiplying your [hourly rate] X [hours per day] X [days per year]. This calculates your annual total which we then divide by twelve months to generate your monthly gross paycheck amount. This is to ensure that you are paid for every month of the year.

I'm a certificated employee, how are my contracts calculated?

All certificated base contracts are calculated by multiplying your contracted [FTE] X [your placement on the certificated salary schedule]. We then divide your salary amount by twelve months to generate your monthly gross paycheck amount.

I was hired mid-year and was told that my contract would be prorated, how is this calculated?

Classified Employees: We multiply your [hourly rate] X [hours per day] X [days worked during this school year], which we then divide by the number of months remaining in the contracted school year through August 31st. This would generate your monthly gross paycheck.

Certificated Employees: We divide the [total hours you are scheduled to work for the remainder of the year] / [1,350]. This calculates your FTE. We then multiply your [FTE] X [your placement on the certificated salary schedule], which we divide by the number of months remaining in the contracted school year through August 31st. This generates your monthly gross paycheck.

Where can I find information regarding my salary schedule placement?

Classified Employees: Your salary schedule placement is included on your Letter of Reasonable Assurance for the current school year. Letters of Reasonable Assurance are issued annually in June and will include your updated salary placement for the upcoming school year.

Certificated Employees: Your salary schedule placement is included on your employee contract for the current school year. Contracts are issued annually in May and will include your updated salary schedule placement for the preceding school year.

If you have any questions regarding your salary schedule placement please contact:

Heather Popelier, Human Resources Specialist
(509) 826-7687

Applying for Jobs through TalentEd

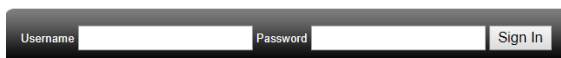
Applying as an “In-District” Applicant

I’m an active employee who is interested in submitting a letter of interest for a position posted at Omak School District, do I need to complete a full application through the online system?

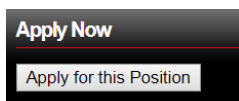
It is not required that you complete a full application through TalentEd. Instead, you can apply as an “internal applicant”. To do so you will need to follow the instructions as listed below:

If you HAVE already created an internal account:

- 1) Go to the job listing page at <https://omaksd.tedk12.com/hire/index.aspx> and login in the upper left hand corner by entering your username and password and selecting “sign in.”

A screenshot of a login interface. It features two input fields: one labeled 'Username' and another labeled 'Password'. To the right of these fields is a button labeled 'Sign In'.

- 2) Once you are logged in, go to the page of job listings and select the underlined position you are interested in applying for. You will be redirected to the page for that specific position. On the right hand side of the page, select “Apply for this Position.”

A screenshot showing two buttons. The top button is labeled 'Apply Now' and has a red underline. Below it is a button labeled 'Apply for this Position'.

- 3) Follow the instructions for completing the application and select the “Submit” button once you have completed the application. As an internal applicant please note;
 - a. You **will be** required to include a letter of interest with your application.
 - b. You **will not be** required to attach any additional documentation, *however*; it is encouraged to include any additional information that would assist the hiring team in verifying your qualifications for the position.

If you HAVE NOT already created an internal account:

- 4) Go to the job listing page at <https://omaksd.tedk12.com/hire/index.aspx> and in the upper right hand corner select the link titled “Internal.”



- 5) Verify that you are an employee by selecting, “Yes, I am an employee.”

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

[I am not an employee.](#)

- 6) Once again, you will verify that you are an employee by typing “Yes,” in the box provided and selecting “Continue.”

This page is for current employees only.

I am a current employee of Omak School District 19

Please confirm that you are a current employee by typing “yes” below.

- 7) This will take you to a page where you will enter your personal information and create your employee account; the information you list in your employee account will be used to create your application for the position. Once your account/application is created you will be redirected to login with your account information.

- 8) Once your account is created, you will be able to login and apply as an internal applicant by returning to the job listing page and following instructions #2 and #3 of the “If you have already created an internal account” section.

Who qualifies as an “In-District” applicant?

To apply as an “In-District” applicant you must be a current member of the bargaining unit that is representing the position that is posted. For example; in order to apply for an “In-District” teacher position, you must currently be a member of the Omak Education Association (OEA). Likewise; if a paraeducator position is posted “In-District,” you may only apply as an “In-District” applicant if you are a member of the Public School Employees Union (PSE). **Substitutes are not considered “In-District” applicants and must wait until the position is posted externally to apply.**

Updating Your Account/Application Information

After I submitted my application, but before the position closed, I received an additional letter of recommendation that will be helpful in determining my qualifications for the position, can I update my application to include this letter?

Yes, you can make updates to the attachments in your application by logging in to your account and selecting the references or documents section. You can remove or add an attachment up to the closing date of the position. Please keep in mind that your application should be complete at the time the position closes, if you continue to make edits after the position closes there is no guarantee that the hiring team will receive the updates in time to review your application for the position.

How long should I expect to wait after a position has closed to hear from someone regarding my application status?

After the position closes all applications are made available to the hiring team for screening. If your application is selected for interview you may be notified typically anywhere from three to five business days after the closing date of the position. You will also receive email notification as the status of your application is updated.

Credits/Clock Hours

Viewing Your Clock Hours in Skyward

I have completed 15 clock hours through Omak but I don't see the hours included in my Skyward account?

The clock hours/credits included in your Skyward account are based off of the in-service registration forms and transcripts that you have submitted to the Human Resources Department. If there are clock hours/credits missing from your Skyward account that you have completed and would like to receive credit for, you will need to submit the necessary documentation to the Human Resources Department.

I am looking to renew my certification and would like to see how many clock hours I have earned since the issue date of my certificate, is this something I can view in Skyward?

Yes, by using the sorting tool, or by exporting your credit information to an excel document, you can view a specified date range in Skyward. For more tips and information on filtering, sorting and exporting your credits in Skyward please visit: [Viewing Your Credits/Clock Hour Information in Skyward](#)

How are my academic and in-service credits calculated in Skyward?

All credits/clock hours entered into Skyward are converted to, and listed as quarter credits. The following ratios are used to determine the total number of credits earned; 10 clock hours = 1 quarter credit, 1 quarter credit = 1 quarter credit, and 1 semester credit = 1.5 quarter credits.

How will earning my master's degree affect my placement on the certificated salary schedule?

As per WAC [392-121-261](#) your credit total would be figured by adding all “academic and in-service credits in excess of 45 earned after the awarding date of the bachelor’s degree and prior to the awarding of the master’s degree, as well as all academic and in-service credits earned after the awarding of the master’s degree.” For example, if you earned a total of 75 credits after the awarding of your bachelor’s degree, and you completed a total of 35 credits to earn your master’s degree, and you earned an additional 15 credits after the awarding of your master’s degree, you would have an excess of 65 credits [$75 + 35 = 110$, $110 - 45 = 65$]. You would then add the 65 excess credits to the 15 credits earned after the awarding of your master’s degree to receive a new credit total of 80. Your placement on the certificated salary schedule would then be reflective of your new degree and credit total.

Eligibility

I am currently working as a classified employee, however; I hold a current teaching certificate and am required to complete clock hours for purposes of renewing my certificate. Can I submit clock hours to the Human Resources Department?

All clock hours submitted to Omak are processed and included in Skyward for placement on the certificated salary schedule. As a classified employee you are not placed on the certificated salary schedule and submitting the credits/clock hours to the Omak Human Resources Department would be irrelevant. However; you may choose to submit the documentation to Human Resources to be placed in your personnel file if desired. Please note that, submitting credits to the Omak Resource Department does not take the place of submitting your credits to OSPI for the purpose of renewing your certificate.

Credit/Clock Hours Submission

I completed clock hours from the ESD 171, what documentation do I need to submit in order to receive credit for these hours?

For ALL credits/clock hours earned, a [Credit Approval Form](#) must be included with your in-service registration form or transcript. These documents must be submitted to the Human Resources Department in order to be credited to your Skyward account.

I am in the process of renewing my Washington State Teaching Certificate, who do I need to submit my clock hours to for the purposes of renewal?

ALL credits/clock hours that you wish to use towards your certificate renewal must be submitted to OSPI through eCert. If you wish to submit the same clock hours to Omak School District for the purpose of your salary schedule placement you may do so as well, however; by submitting clock hours/credits to OSD, it does not automatically submit them to OSPI, and vice versa. If you have questions specific to your certificate renewal they would be best directed to OSPI’s Certification Department at the information provided below.

Office of the Superintendent of Public Instruction
Certification Department

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

Phone: (360) 725-6400

Email: cert@k12.wa.us

SafeSchools©

Mandatory Training Courses

I received an email with a list of mandatory training courses and noticed that I took most of them last year, do I still need to complete them?

Yes, the SafeSchools© courses are assigned on an annual basis for all OSD employees and the training plan is customized based on your current assignment, however; there are annual trainings required for all staff members as mandated by Washington State. If the training is listed in your account as “Mandatory,” it is required and you will have a designated timeline to complete each course once it is assigned. You will continue to receive email notifications until all of your training has been completed.

Reimbursement for Courses

Will I be reimbursed for the training courses I am required to take?

If you are a classified employee, it is recommended that you complete the mandatory training courses during your scheduled work day. However; if you and your supervisor are unable to schedule a time within your work day to complete the mandatory courses and you have no other option but to complete the assignments outside of your regularly scheduled hours, you may receive additional hours of pay. This time may be listed on your monthly timesheet under the “Additional Hours” column and must be pre-approved and signed by your supervisor. You must complete all of your assignments prior to submitting your timesheet for the additional hours. A notice will be sent out annually to all classified staff indicating the maximum number of additional hours that may be submitted for SafeSchools training for that school year.

If you are a certificated employee, the time required for completion of these training courses is paid out to you as part of your base salary. This time is considered part of your professional responsibilities as per the [OEA Collective Bargaining Agreement](#).

If you are a Substitute or coach-only employee, the district does not, at this time, reimburse substitutes or coach-only employees for the required training courses through the SafeSchools© system.

Additional Training Courses

There is a section in my account that says “Extra Training,” what is that?

In addition to the mandatory training courses, there is a wide variety of additional, beneficial courses in a number of fields that are available to you to take on a voluntary basis.

Absence Management (Formerly AESOP)

Troubleshooting Login Issues

I am having difficulties accessing Absence Management and the “Forgot Password” link has not been helpful?

If you are having troubles accessing your account please first verify that your username and password are entered correctly. You may also contact the Human Resources Department to verify that you have the correct username (Human Resources can no longer verify your password). If you are still unable to access your account by doing so, please reference the [Troubleshooting Login Issues](#) form created by Absence Management for more information regarding;

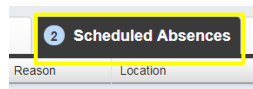
- Clearing your web browser’s cache
- Being aware of saved or bookmarked websites for the system
- Troubleshooting issues using the Safari Browser

Creating/Editing an Absence

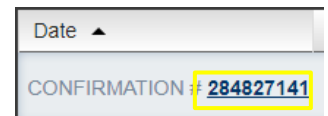
How do I create an absence in Absence Management (AESOP)?

Please reference the [Employee Quickstart Guide](#) for instructions on creating an absence. Once an absence has been created in your account, you can edit the absence by following the instructions below;

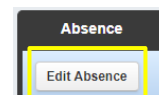
- 1) Select the “Scheduled Absences” tab



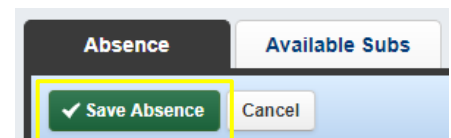
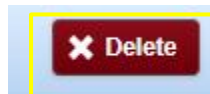
- 2) Select the “Confirmation Number” of the absence you would like to edit.



- 3) In the upper left hand corner of the page select “Edit Absence.”



- 4) Edit the absence as necessary and when completed then select “Save Absence.”
 - a. From here you can also delete the absence by selecting “Delete,” in the upper right hand corner.



Requesting an Absence

Do I need to communicate with anyone before creating my absence in Absence Management?

Yes. All absences should be pre-approved before they are submitted into the online system. Please contact your building/department supervisor for the preferred protocol for requesting time off.

First Aid

District Offered Courses

I am required to have my First Aid/CPR card for my position, how do I obtain this certification?

The District offers First Aid/CPR certification courses that are scheduled throughout the year. These courses are available to our employees at no cost.

What do I do with my First Aid/CPR card once I receive it?

Once you have completed the course, you will immediately receive a certification card. A copy of this card must be sent to the Human Resources Department to be kept in your personnel file. Additionally, the card will be valid for two years; it is your responsibility to know when your certification expires.

Reimbursement for Courses

Will I be reimbursed for the First Aid/CPR certification course?

If you are a classified employee, the time spent at the training may be listed on your monthly timesheet under the "Additional Hours" column and must be pre-approved and signed by your supervisor.

If you are a certificated employee, if First Aid/CPR is a **requirement** for your teaching or supplemental contract, the district will compensate you at committee pay when attending the District provided training. You must submit a timesheet for these hours to the payroll department.

If you are a Substitute or coach-only employee, the district does not, at this time, reimburse substitutes or coach-only employees for the First Aid/CPR training.

Address and Name Changes

Who to Contact

My personal information has changed, who do I need to contact?

In order to update your address and/or personal information, or to change your name, please email Kammie Hilton at khilton@omaksd.org with the requested changes. She will update your information with the District.

Student Teachers

Placement Procedures

I have a former student who has shown interest in completing their student teacher practicum with me, what steps do I need to take to have them placed with me?

All prospective student teachers must be formally placed through the Human Resources Department. If a potential student teacher or University Coordinator contacts you directly, please forward the request to Brittney Richter who will work with the Student Teacher's Placement Coordinator to appropriately finalize the placement. All student teachers must be approved first by the building Principal and are required to complete a background check prior to formal placement.

Volunteers

Online Application

What is our current process for volunteer applications?

All volunteers are required to complete a volunteer application. Brittney Richter in Human Resources works with the building Secretaries and Principals to approve each volunteer. Anyone who is participating in a school sponsored event or activity must have an approved application on file with the building they are volunteering in. Volunteer approval always includes a Washington State background check and the applications are considered active for two consecutive school years.

Taking/Requesting Leave

Leave Types

What types of paid leave options are available to me as an employee of Omak?

All Omak employees are granted paid Sick Leave, Annual Leave, Personal Leave, and Family Leave in accordance with Washington State Law. Sick leave, annual leave, and personal leave are accrued annually and are front loaded in September. Additional paid leave is granted based on your position with the district. For more information regarding leave, along with specific leave-centered FAQs please visit our [Leave Information](#) webpage. Links have also been provided below for additional FAQs.

- [Sick Leave FAQs](#)
- [Family and Medical Leave FAQs](#)
- [Leave Types and Explanations](#)

Jury Duty

I've been summoned for jury duty, how do I need to document this with Omak?

Once you receive a Jury Summons, please turn in a copy of the summons to the HR Department.

Worker's Compensation

Procedures and Protocol

What do I do if I injure myself at work?

When an on-the-job incident or injury occurs, an Employee Incident Form is required. Please remember that all incident reports must be completed by the employee and their supervisor **within 24 hours** of the injury and sent to the District Office. Additionally, anytime an employee is involved in a workplace accident that results in a fatality or admission to the hospital, Labor and Industries must be notified within **eight hours**. All incident reports must be sent to Deana Abel immediately after they are completed.

Human Resources

Contact Information

Heather Popelier
Human Resources
Specialist
509-826-7687
hpopelier@omaksd.org

Deana Abel
Human Resources
Communication Coordinator
509-826-8340
dabel@omaksd.org

Sources

Sources:

2021-2024 Omak Education Association Collective Bargaining Agreement;
[https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2379720/2d768d28-95aa-11ec-bab9-02c234db7ce9/file/Omak%20Education%20Association%20\(OEA\)%202021-24.pdf](https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2379720/2d768d28-95aa-11ec-bab9-02c234db7ce9/file/Omak%20Education%20Association%20(OEA)%202021-24.pdf)

2021-2023 Public School Employees Collective Bargaining Agreement;
[https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2379722/2d769570-95aa-11ec-bf8e-02c234db7ce9/file/Public%20School%20Employees%20\(PSE\)2021-23.pdf](https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2379722/2d769570-95aa-11ec-bf8e-02c234db7ce9/file/Public%20School%20Employees%20(PSE)2021-23.pdf)
12.5

2021-2023 Omak Secretaries Education Association Collective Bargaining Agreement;
Job Posting Website;
[https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2379721/2d7692e6-95aa-11ec-b591-02c234db7ce9/file/Omak%20Secretaries'%20Education%20Association%20\(OSEA\)%202021-24.pdf](https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2379721/2d7692e6-95aa-11ec-b591-02c234db7ce9/file/Omak%20Secretaries'%20Education%20Association%20(OSEA)%202021-24.pdf)

Human Resources Webpage;
<https://www.omaksd.org/departments/human-resource>

School Calendar;
<https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2367590/2c882a24-7ed1-11ec-9c94-0e4baa5d8333/file/2021-22%20Calendar%20Final%20Board%20Approved%20%202.23.21.Updated%204.12.21.Updated%201.25.22.pdf>

SafeSchools Login;
<https://omaksd-wa.safeschools.com/login>

Credit Approval Form for Certificated Staff
<https://campussuite-storage.s3.amazonaws.com/prod/1559065/85f87584-9de8-11eb-8afd-0a853569f59d/2276753/117da37e-c91b-11eb-bf1c-0e9e8dd162af/file/Certificated%20-%20Credit%20Approval%20Form.pdf>

WAC 392.121.261 ; <https://apps.leg.wa.gov/WAC/default.aspx?dispo=true&cite=392-121>