



Sequim School District #323
503 N. Sequim Avenue
Sequim, Washington 98382

Sequim School District Employee Frequently Asked Questions (FAQs)

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As valued employees of Sequim School District, we want to equip you with as much information as possible as we embark upon this unprecedented journey in response to the Governor's mandate to close schools across our state. To help you move through these weeks, we have compiled a list of frequently asked questions as they relate directly to SSD employees that we hope will help alleviate some confusion.

Q: Will students/staff need to make up the days missed?

A: *If a school district closes schools in response to the COVID-19 outbreak, they should make every effort to make up missed time, including using scheduled vacation days and planned school closure days. Districts will be expected to make up as much time as they can, using those previously scheduled closure days, through Friday, June 19. For any missed time beyond June 19, OSPI will grant school districts with emergency waivers and allow them to end the school year. Please note, it is OSPI's expectation that districts will maintain their graduation timelines.*

Q: Will we still have the scheduled spring break?

A: *Yes. Spring break **WILL NOT** change.*

Q: What has been done to clean the schools?

A: *In addition to their regular cleaning duties, custodial crews will be working to disinfect and sanitize the buildings and offices.*

Q: Will I get paid?

A: ***If you are a regular Sequim School District employee (salary or hourly, certificated or classified) you will be paid for your regular assignment throughout the closure period.** You will be paid for green-sheeted time up **through March 16 only**. Bus drivers will be paid for their regularly scheduled routes but will not be paid for any field trip/athletic events scheduled to take place between March 17-April 24.*

Q: I am a long-term substitute employee, will I get paid for the long-term assignment I was assigned to work prior to the school closure?

A: **CERTIFICATED Employees:** *If you were assigned to a long-term substitute assignment prior to school closure to work all or part of the time through April 24, 2020, you will be paid for the regular work hours you were assigned to work during that time span.*
CLASSIFIED Employees: *If you were assigned to a long-term substitute assignment prior to the school closure and scheduled to work all or part of the time through April 24, 2020 you will be paid for the regular work hours you were assigned to work during that time span.*



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Q: I am a substitute employee but was not assigned to a long-term assignment. Will I get paid for the time between March 17-April 24?

A: *Certificated and Classified substitutes who are assigned on a day-to-day basis will not be paid for the time between March 17 and April 24. However, since this group of employees had reasonable assurance of employment during this time, unemployment benefits may be available to them. Employees will need to go to the Employment Security Department (ESD) website to file for unemployment. NOTE: Eligibility for unemployment is determined by the ESD and is not determined by the District. The ESD website is <https://esd.wa.gov/unemployment>.*

*Note: All future jobs have been cancelled. You should **not** expect to be paid for jobs you had accepted for a future date beyond.*

Q: I am an athletic coach for a spring sport, and my season has been interrupted. Will I get paid?

A: *If you are a spring coach who has completed all your on-boarding paperwork through the Athletic Director and Human Resources to coach your spring sport prior to school closure, you will be paid a pro-rated stipend amount in accordance to the time you have coached. We will be looking at this again as we move through April and determine how athletics will ultimately be impacted.*

Q: For the time period covering March 17 through April 24, which employees should be reporting to work?

A: ***March 16-17, 2020** all employees are to report to work. If an employee needs to take time off during this time, they will need to put in for the appropriate leave.*

***March 18-20, 2020** the following individuals should plan on reporting to work daily:*

*Superintendent
Assistant Superintendent
Directors
Principals
Assistant Principals
School Office Staff
District Office Staff
Maintenance & Operations
Transportation (as needed)*

***March 23-27, 2020**, access to buildings will be limited and we will be communicating precise expectations by **3:00pm on Friday, March 20, 2020** via Skyward and District email.*

***March 30-April 3 is spring break** and employees must follow their established work calendar, (if an employee is not assigned to work during Spring break, they are not expected to report to work or remain on-call during this specific time period.)*

We will communicate additional post-spring break information by 3:00pm on Friday March 27, 2020 via Skyward and District email.



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Q: Can teachers work in their classrooms?

A: *For the week of March 16-20 teachers may work in their classrooms but will need to notify their building principal when they arrive and when they leave. **At no time should any staff bring students or children to campus with them while school is closed.***

Q: Will TRS and SERS service be interrupted for employees?

A: CERTIFICATED Employees: *Certificated employees who are TRS members will continue to earn service with TRS based on their annual salary for the assignment and the amount they are paid during the school year and reported to TRS by SSD. TRS members who are regularly contracted bargaining unit employees (SEA Members) will be paid for the days we are closed, therefore, their TRS will NOT be affected. Substitute employees who happen to be TRS members will earn service credit on a pro-rated amount paid during the closure.*

CLASSIFIED Employees: *Classified employees who are SERS members will continue to earn service credit with SERS based on hours paid and reported to SERS by SSD. Service credit accumulates on a fiscal year basis from July 1 through June 30. 1,720 hours is equal to one year of service credit, anything less is credited as a partial year. SERS members who are regularly contracted bargaining unit employees will be paid for the days we are closed, therefore SERS will not be affected. Substitute employees who happen to be SERS members will earn service credit on a pro-rated basis based upon paid hours during this time.*

For additional information, please contact the Department of Retirement Services (DRS) directly at 360-664-7000 or 800-547-6657. TTY users dial 711. Hours: Monday – Friday 8am to 5 pm Pacific Time.

For users who have set up their online account access can use the personalized Contact Us tool in their online account or the secure contact email form at <https://drslogin.drs.wa.gov/Contact/Contact>.

Q: I am currently on a long-term medical leave of absence (LOA), or will be on a long-term medical LOA between the dates of March 17-April 24. Do I have to use my sick leave (or other available leave) during the time period the district is closed?

A: *Yes, you will need to use your sick leave during the closure. Governor Inslee has mandated schools to continue to provide service to specific groups of students which means certificated and classified employees will need to remain available and on-call in order to be paid. Since you are not available due to your illness/recovery period, as indicated by your doctor's note, you will continue to use your sick leave, etc. for any medical leave that scheduled you to be off work during the school closure period.*

Q: If I already put in for a sub will the sub automatically be cancelled?

A: *No. Any sub you have requested must be cancelled by you. If you need assistance, please contact Ashley Slezak at 360-582-3268*

Should any employee have questions about their work status during this time, please contact the Human Resources Department at 360-582-3418.