

# **New Employee System Packet 2019-20**

PO Box 2098  
Everett, WA 98213  
[www.everettsd.org](http://www.everettsd.org)



# **Welcome to Everett Public Schools!**

We have several information systems within Human Resources that are integral to your employment within our district. Within this document are training briefs for these two systems.

## **Frontline - Absence Management** – absence substitute management system

- How to create an absence
- Managing your personal information
- Accessing absence management on the phone

## **Frontline - Professional Growth** – Professional Development system

- Setting up your account
- Registering for professional development activities

## **SafeSchools** - online mandatory safety training

- How to log into your account
- Taking your mandatory trainings

## **Who do you need in HR?**



## **FL - Absence Management**

### **Absence Reporting and Leaves of Absence**

#### **ABSENCE REPORTING**

- All staff members are required to report their absence no later than the day of the absence via the Frontline absence management system even if a substitute is not required.
- Office staff cannot create your absence on your behalf.
- If not reported on the day of the absence, an absence verification form is required.

#### **REASON CODES FOR ABSENCES**

- |   |   |
|---|---|
| 1. Illness  | 9. Bereavement (Verification form required)             |
| 2. Serious Family Illness (Verification form required)    | 10. Religious Holiday                                   |
| 3. Personal Day (EEA)                                     | 11. Military Leave                                      |
| 4. Vacation (prior approval required) (EAEOP/SEIU/TRADES) | 12. Association/Union (Prior approval required)         |
| 5. Subpoena/Court   | 13. L&I Disability                                      |
| 6. Jury Duty (Verification form required)                 | 14. Birth/Adoption                                      |
| 7. Emergency (Verification form required)                 | 18. DRA Testing   |
| 8. Unpaid Leave (Prior approval required)                 | 19. SWA Release   |
|   | 27. Witness/District Court (Verification form required) |
|   | 32. Personal Day (Classified) (Prior approval required) |

#### **UNPAID LEAVE**

Any unpaid leave must be pre-approved by the immediate supervisor prior to the leave being taken. A Payroll Absence Verification Form is required for this type of leave.

#### **LONG-TERM LEAVE & WORK RESTRICTIONS**

When an employee is on a long-term leave (medical, personal, childcare, etc.) they **may not** work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district, attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about leave of absence requests and restrictions please contact the benefits department.

- [benefits@everettsd.org](mailto:benefits@everettsd.org) 425-385-4115

Questions about absence reporting contact substitute services,

- Substitute Coordinator: Jessica Peyton
- [subservices@everettsd.org](mailto:subservices@everettsd.org) 425-385-4111



## **FL - Absence Management**

### **Absence Reporting and Leaves of Absence**

#### **ADDITIONAL ABSENCE REPORTING TIPS**

- Confirm your work schedule and location every year. You can do this by clicking on "Create an Absence" (No need to report an absence if one is not needed). Request changes with your building office manager or contact [subservices@everettsd.org](mailto:subservices@everettsd.org) 425-385-4111.
- Schedules with multiple locations or classifications must enter an absence for each schedule, select alternate schedule in the drop down menu for location or classification.
- Receive email confirmations of absences and cancellations by updating your e-mail address in your Frontline profile.
- Email preferred substitute name and ID to [subservices@everettsd.org](mailto:subservices@everettsd.org) and request they be added to your "Priority List".
- Within your Frontline profile, you can review or cancel absences and review the assigned substitute.
- Refer to your school/department office manager for school schedules when reporting less than a full day absence.
- Certificated long-term subs (21+ days) must be approved by Human Resources prior to placement.

#### **Contact Information**

Substitute Services  
Human Resources  
6:30am – 3:30pm  
425-385-4111  
[Subservices@everettsd.org](mailto:Subservices@everettsd.org)



## FL - Absence Management

### Absence Reporting and Leaves of Absence

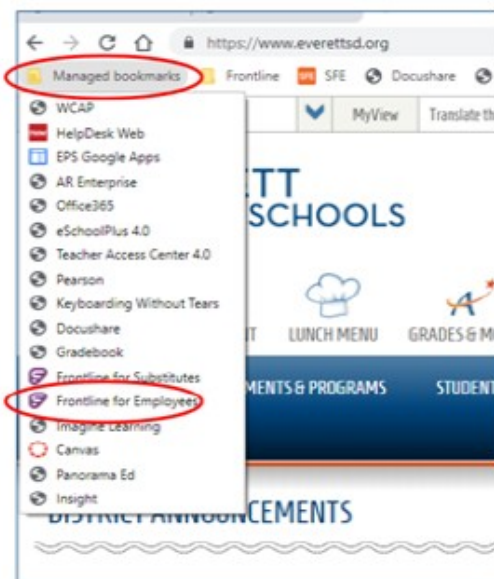
**All staff members are required to report their absence via the Frontline absence management system even if a substitute is not required.**

### LOGGING IN ON THE WEB

**Frontline for Employees** (Managed Bookmarks in Google Chrome)

<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No log in credentials will be required within the district network.



### CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the Create Absence tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

**Create Absence** | 3 Scheduled Absences | 1 Past Absences | 0 Denied Absences

Please select a date | Need more options? | Advanced Mode

**Substitute Required** Yes

**Absence Reason** Select One

**Time** Please enter a valid time range using the HH:MM AM format. Full Day 07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute) 255 character(s) left

**Notes to Substitute** 255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence



## FL - Absence Management

### Absence Reporting and Leaves of Absence

### CREATING AN ABSENCE

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

<b>Personal Info</b>	<b>Personal Info</b>
Change Phone Pin	<b>General Information</b>
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: 8105553747
Excluded Substitutes	Email Address: Apond@education.com
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your <a href="#">Account Settings</a> .
	<b>Address</b>

<b>HELP RESOURCES</b>	Amy Pond Employee
CONTACT YOUR ORGANIZATION	
Victoria County School District	
Eric Owens Phone: (555) 849-9075	
Frontline Support	

### GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select Frontline Support. This opens a knowledge base of help and training materials. You may also contact Human Resources at ext. 4111 or 4114

### GETTING HELP AND TRAINING

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



## Frontline: Professional Growth

### Navigating Your Info and Learning Plan

When you log into Frontline: Professional Growth, you will see options to view **My Info** and **Learning Plan** on the Navigation Bar.

Under **My Information**, you will be able to:

- Update your profile information, view your **User Profile**. This includes your notification settings, your email address, your assignment location, department (where applicable) and subject area
- View **My Portfolio** to see classes you've taken.
- You will also be able to look at any actives in progress.
- You can click on any completed activity to see if you have a required pending evaluation.

- Finally, you can also find and print your transcript from here.
- Your transcript will look like this

Transcript of Professional Study				
Organization: Everett Public Schools				
Name: Sample - TEST ACCOUNT, Dean				
Date	Activity Title	Hours	Credits	
7/23/2018	test test 18073199	6.00	0.00	
TOTALS		6.00	0.00	

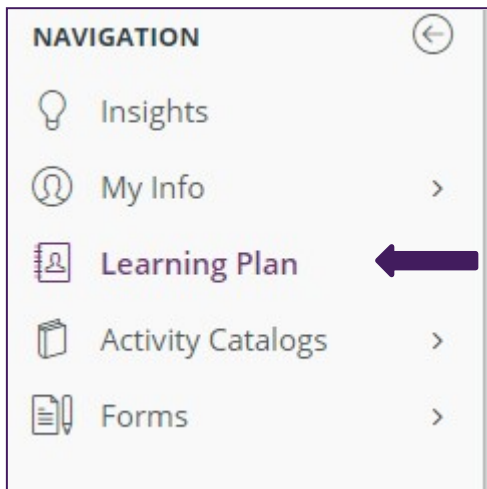




## Frontline: Professional Growth

### Navigating Your Info and Learning Plan

To find additional Professional Development information, select **Learning Plan** from your navigation bar.



From the Learning Plan tab, you will find:

- **Wait List**- if you have signed up for an activity, but the class list was full, you will automatically be added to the wait list.
- **Pending Prior Approval** – sometimes an instructor may want to restrict who can take an activity. If they are monitoring, your name will be here until approved or denied.
- **Approved and/or In-Progress** – all upcoming and in-progress activities will be listed here
- **Instructor has Confirmed or Awaiting Final Credit** this is for sessions awaiting attendance. If these are empty, it means you've been marked as attended.
- **Recently Completed** is where you will find activities that have recently ended.
- Again, if there is a clipboard, that means an evaluation is required. Select **Manage** next to the activity and then select the evaluation to complete it.

My Requests - Dean Sample - TEST ACCOUNT

Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In-Progress (0 Record(s))			
-- no records --			
Instructor Has Confirmed Attendance (0 Record(s))			
-- no records --			
Awaiting Final Credit (0 Record(s))			
-- no records --			
Denied (0 Record(s))			
-- no records --			
Recently Completed (2 Record(s))			
Manage	test test 18073199	07/10/2018	07/23/2018
Manage	Test course 06/01/2018	06/01/2018	06/01/2018

View My Portfolio for full list

Activity Details

Activity ID: 18073199

Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Requester(s): SUSAN MCCOARD

Meeting(s)

Date	Time	Location
Tue Jul 10, 2018	9:00 am to 12:00 pm	here
Mon Jul 23, 2018	9:00 am to 12:00 pm	there

Approval Status

Administrator	Approval Type	Comments
	Final Approval	

If you have any questions regarding the approval of this request, please contact the administrator.

Activity Team Room Summary

Recent Discussion

No discussion topics have been added to the Team Room.

Recent File

No files have been added to the Team Room.

View/Print Form

2 - CLASSIFIED COURSE EVALUATION (Anonymous)





## Frontline: Professional Growth

### Viewing the Catalog & Registering for Activities

NAVIGATION

- My Info
- Learning Plan
- Activity Catalogs >
- Activities >**
- Forms >

CATALOGS

- District Catalog**
- Calendar

In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for Professional Development offerings.

Or use the Calendar option to browse by date.

Catalog: Everett Public Schools

Search Options

Search Term(s)

All Events All Programs

Between: 05/30/2018 and 04/30/2019

Advanced Search Options

Purpose: All

Goal: All

Search

You can search by date, content area, purpose, etc. Be sure to select **search**. After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

Catalog: Everett Public Schools

Search Options

first aid

All Events All P

Between: 07/05/2018 and 06/30/2019

Advanced Search Options

Search Results (1 - 20 of 20)

1. Coaches Only First Aid/CPR/AED Certification 18061803

Program: District Catalog

Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.org

Dates: 8/14/2018

\*\*\*Coaches Only\*\*\* Provide coaches with the mandatory First Aid, CPR and AED c

2. **First Aid / CPR 18062002**

Program: District Catalog

Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. We regret the seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pri stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi \*Sessions are held twice per month on Mondays, except on Holidays.

First Aid / CPR 18062002

Program: District Catalog

Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Dates: 9/3/2018

First Aid

1 Meeting(s)

#	Date	Time
1.	Mon Sep 3, 2018	4:30 pm to 7:30 pm

First Aid/CPR is a required course for positions considered high risk. We regret the seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pri stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult \*Sessions are held twice per month on Mondays, except on Holidays.

Purposes

CLOCK HOURS

Categories

Human Resources HMR

Goals

5. Current or anticipated assignme

Buildings

All

Departments

All

Grades

All

Groups

All

Instructors

SUSAN MCCOARD (SMccoard@everettsd.org)  
INGRID STAFFORD (IStafford@everettsd.org)  
MYRNA WEISS (JWeiss@everettsd.org)  
Joan Weiss

Registration Options

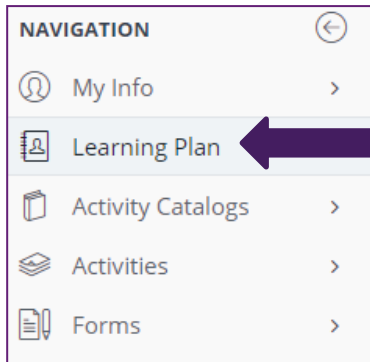
Sign Up Now



## Frontline: Professional Growth

### Viewing the Catalog & Registering for Activities

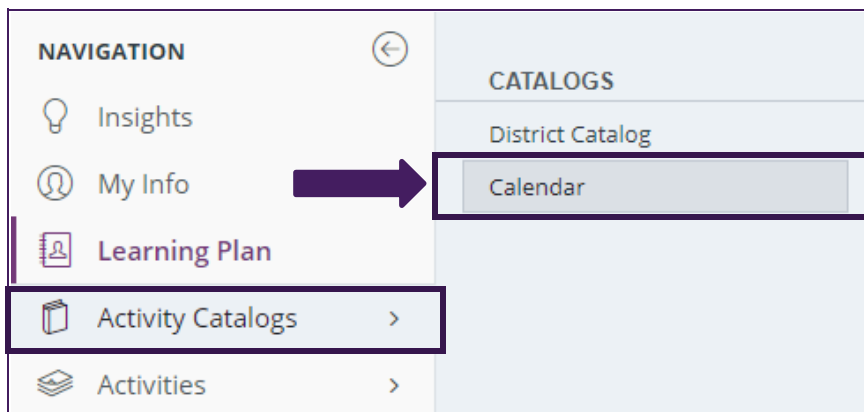
To review your schedule, click on Learning Plan from the Navigation bar.



All activities for which you have signed up will appear under Approved and/or In-Pro

Approved and/or In-Progress (3 Record(s))						
Manage	Updating Your Classroom Website LITS 18052501	07/24/2018	07/24/2018		In-District PD Request Form	
Manage	test 05/15/2018	05/16/2018	05/17/2018			
Manage	HMR - Sample Activity TEST - 18052199	05/01/2018	05/03/2018		In-District PD Request Form	
Instructor Has Confirmed Attendance (0 Record(s))						

You can also use the Calendar view to find an Activity.



While you can search by day or month, we find that the **LIST** view is the most user friendly. (Shown below)

Make sure that you've selected **District Catalog** and **EPS Online Catalog** to see all of Everett's courses.



## Frontline: Professional Growth

### Viewing the Catalog & Registering for Activities

Professional Development

Personal Calendar

☒ My Calendar

[+] Add Event

District Catalog

☒ District Catalog

☒ EPS Online Catalog

☐ Online Courses

Calendar - Everett Public Schools

<< May Jun Jul **Aug** Sep Oct Nov Dec Jan Feb Mar Apr May >>

Add Event | Search | Print

August 2018

DAY MONTH [LIST]

Wednesday, August 1, 2018
7:30a-4:30p Superintendent's Leadership Team Retreat 18072603
Thursday, August 2, 2018
8a-4p Equipped to Lead 18072602
Friday, August 3, 2018
8a-3:15p Equipped to Lead 18072602 [2]
Monday, August 6, 2018
7:30a-4:30p Office Professionals Meeting 18061201
Tuesday, August 7, 2018
8a-11a LITS Building a Classroom Website18060506
8a-12p Substitute Para Pro Assessment 18061929
9a-10:30a Frontline PD System "Catalog Administrator" Training 18062506
12p-3p LITS Updating Your Classroom Website 18060507
Wednesday, August 8, 2018
8a-3p LITS Canvas Camp Day 1 18060522
Thursday, August 9, 2018
8a-11a LITS Classroom Notebook 18060526
8a-11a LITS Elementary Gradebook 2018 18060542

Follow the steps above to sign up for an activity.

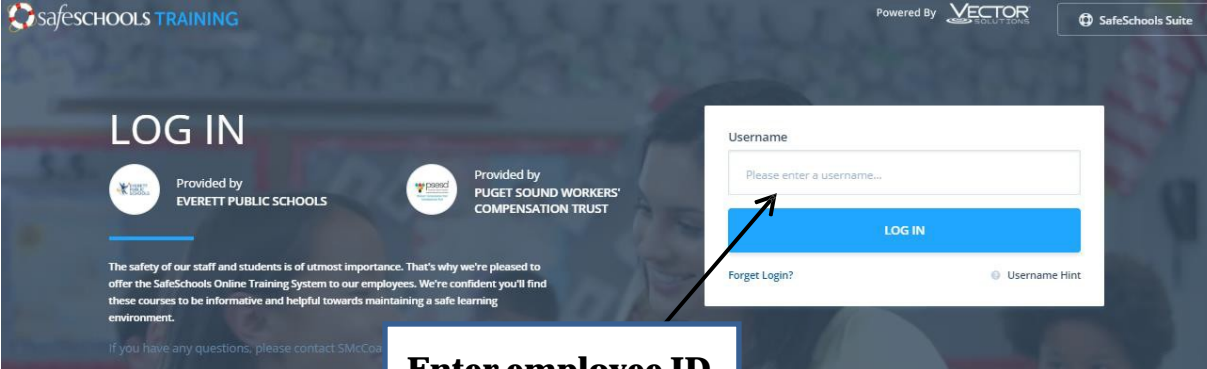
Questions regarding this process, contact Nattawan or Ingrid in HR.

The district requires all employees be trained on the following topics through *SafeSchools*. These trainings are a condition of employment and should be completed during the scheduled work day for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If they are unable to complete the training during their regular work day, it is up to the supervisor to allocate additional time.

<https://everett-wa.safeschools.com/training/home>

- Every year, the law requires each staff member to receive training in:
  - ***Bullying: Recognition & Response*** (25 minutes) [RCW 28A.300.285](#)
  - ***Health Emergencies Overview*** (School staff only) (25 minutes) [RCW 28A.210](#)
  - ***Staff Handbooks & District Policies and Procedures*** (15 min)
  - ***McKinney-Vento Homeless Assistance Act*** (10 min)
  - ***Bloodborne Pathogen Exposure Prevention*** (High-risk assignments) (21 min)
- Every three years, which included the 2016-17 school year, the law requires each staff member to receive training in:
  - ***Boundary Invasion Training*** (25 minutes) [WAC 392-190](#)
  - ***What Every Coach Must Be Told*** (45 min – coaches only)
- Upon new employment to the district, in addition to the trainings listed above, it is required each new staff member receive training in the following:
  - ***What Every Employee Must Be Told*** (66 min) [WAC 181-87](#) [RCW 28a.400](#) [RCW 26.44.030](#) [RCW 28A.400.317](#) [RCW 42.41](#) [RCW 9A.36.078](#)
  - ***What Every Coach Must Be Told*** (
  - ***Back Injury and Lifting*** (20 min) [RCW 28A.320.125](#)
  - ***Bloodborne pathogen Exposure Prevention*** (21 min) [OSHA 1910.1030](#)
  - ***District Employee Handbook*** (15 min)

Log into [SafeSchools](#) using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>



Enter employee ID

A list of mandatory trainings are assigned to you according to your hire status and assignment. Click on a course title to begin the training. You must finish each section of the course to complete it, including the quiz. To avoid past due notices, complete all trainings assigned by the due date.

**Mandatory New Hire Training Plan**  
ASSIGNMENTS COMPLETED: 0%

Course Title	Duration	Due Date
Boundary Invasion	25m	2018-08-30
McKinney-Vento Homeless Assistance Act	15m	2018-08-30
What Every Employee Must Be Told	66m	2018-08-30
Bullying: Recognition & Response	25m	2018-08-30
Back Injury and Lifting	18m	2018-08-30
District Employee Handbook	15m	2018-08-30
Health Emergencies: Overview	20m	2018-08-30
Bloodborne Pathogen Exposure Prevention	22m	2018-08-30

When reviewing the staff and/or district handbooks it is important to follow all the steps through completion. After opening the handbook, select the blue “Close Window” button and continue by clicking the “Next” button. Complete the training by checking “I agree”.

I acknowledge receipt of the information provided in the handbook and understand it is my responsibility, as well as the expectation of the district, that I am familiar with and understand the content. This includes the technology policy and procedures outlining acceptable use of district technology.

☒ I agree to abide by all district policies and procedures.

Previous

I agree

#### Helpful hints

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions

# Who do you need in HR?

## **Frontline Systems**

Ingrid Stafford—System Support Analyst – 425-385-4114

## **Absence Management**

Jessica Peyton—Substitute Coordinator — 425-385-4111

## **Professional Growth**

Nattawan Wood— Administrative Assistant — 425-385-4127

## **SafeSchools Online Training**

Ingrid Stafford—System Support Analyst – 425-385-4114

Nattawan Wood— Administrative Assistant — 425-385-4127

## **Employment Services**

Kylie Helm—Administrative Assistant — 425-385-4113

Katrina McNeal—Administrative Assistant — 425-385-4112

## **Benefits**

Katy Bursch—Benefits - 425-385-4116

Linda Conti—Benefits - 425-385-4128

## **Help Desk**

425-385-4127 (HELP)