



Update - Stay Connected

September 29, 2021

MISSING SUB COVERAGE PLANS

Last week we explained that [certain practices need to be reviewed every year](#) by building staff. A building's missing sub coverage plan is on the list!

Across the county schools are experiencing staffing shortages, especially substitute shortages. This is particularly challenging when Covid quarantine and isolation requirements cause demand for substitutes to be higher than usual.

What can buildings do to ensure that students are supervised and to avoid burning out teachers who are continually losing precious planning minutes?



Ask that a plan to be created: our CBA says that the building's leadership team and principal to [create a plan by October 1 each year](#). Inquire about *when* the planning discussion will begin, *who* will be included in the discussion, and *how* the plan will be finalized.



Consult our negotiated agreements: we have language in our CBA and a [Sub Coverage LOU](#) that outlines the process and considerations for a building's missing sub coverage plan.



Use the building decision-making model to create the plan: our CBA says that the [building's decision-making model should be used to address site-specific issues](#). Missing sub coverage is already having a significant impact on staff in schools. It's crucial that the building decision-making model is used to ensure that the plan is developed collaboratively and can be implemented with fidelity.



Devote time to developing a sustainable plan: our CBA calls for the [plan to be predictable and equitable](#). Anyone who is going to be included in the sub coverage plan should be consulted as it is being developed and prior to its implementation. That means that staff need to discuss options and build the plan together before it's implemented.

We need subs! Ask your friends and family in the area to apply to be a sub in our district. Individuals can [apply through the LWSD website](#).

TECH STIPEND REMINDER

Payroll has received numerous inquiries about the \$1,300 Tech stipend. Good news is, you are reviewing your paychecks. Great habit!! **The Tech stipend will be paid in November.** For more information about your 1st paycheck of the year, see page 3.



Safety committee members needed!



Safety, including safety issues related to Covid, remains an important topic this year. Each building is [required by law](#) to have a **building safety committee**. These safety committees pre-date Covid, and they are [separate from the Covid Incident Command Teams](#) at each building.

- The purpose of the building safety committee, by law, is to ensure that the workplace is safe, and that workplace accident and illness prevention programs are evaluated and improved, if needed.
- Each building safety should have employee-elected committee members, an elected (not designated) chair, and a collaborative atmosphere.

Add member voice to the safety discussions occurring in your building by joining your building's safety committee. **Consider joining your building's safety committee as an employee-elected member or running for the elected chairperson position.**

To America's Educators: Thank You

Educators have always been the foundation of our communities, work tirelessly to make sure future generations receive the knowledge and tools to succeed in an ever-changing world. Your dedication to shaping our students' futures makes a vital difference to improving society. We are grateful for all you do and to thank you, we would like to offer a complimentary oil change, vehicle cleaning, and inspection – even if you don't drive a Mazda.

[Mazda Educators Appreciation – Oil Change & Vehicle Cleaning | Mazda USA | Mazda USA](#)

LWEA

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LWEA
WE are YOU
This is your union!



1st Pay Day of the Year



Tomorrow, Thursday, September 30 is the first payday of the school year. Human Resources and Payroll staff have been working very hard to ensure that paychecks for September are issued for 4,100 employees and substitutes.

Please Note:

- **New hire placement and education advancement credits for movement on the salary schedule** will not take effect on the September paycheck, but **will be processed in October or November** with backpay retroactive to the beginning of the school year. New hires will be placed initially based on highest degree on file. Certificated staff can view current salary placements in Employee Access under "Lane/Step History" (adjust records displayed and effective date). Updated salary placements will be in Employee Access no later than November 30.
- **Super contracts** will be paid starting in October and paid over 11 months.
- **Activity stipends** will be paid starting in November and paid over 10 months.

Please be sure to check your pay information in [Employee Access](#).

If you have questions about your paycheck, do the following:

- For questions about how certificated staff can interpret salary placement in Employee Access, follow this link: [How to View Salary Placement on Employee Access](#).
- For questions about how certificated staff are placed on the salary schedule, follow this link: [Placement and Advancement on LWEA Salary Schedule](#).
- If you still have questions related to placement on the salary schedules, contracted hours/assignments, etc., please use the Human Resource contacts below:
 - Eastlake area schools and ESAs (OT, PT, SLP, Psych) – asalgado@lwsd.org
 - Juanita area schools/Bus Drivers/Support Services – bmedhaug@lwsd.org
 - Lake Washington area schools/Resource Center/WANIC – hangel@lwsd.org
 - Redmond area schools/Online School/Custodians/Extended Day/SS Willows – epoulson@lwsd.org

If you have questions on additional pay or a general payroll question, contact Payroll at askpayroll@lwsd.org. **PLEASE NOTE:** timecard pay/extra hours/sub pay is paid through the 10th of each month. **Your September check reflects extra hours worked from August 11 - September 10.**

For all benefit questions contact Sebbbenefits@lwsd.org



Marketplace

Ads are run in the Update on a first come, first served basis. All ads must include a home email and/or phone number. Send directly to [Terri Neely](#) in the LWEA office.



Oct. 5

Exec Committee

Oct. 12

Rep Assembly Mtg

Oct. 11, 12 & 14

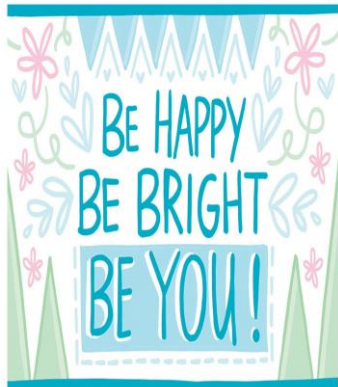
Elementary Half Day
Conferences

Oct. 15

No School (Students)
LEAP Day

Oct. 18

Covid Vaccine Required



NEA Member Benefits 2021-22

Just announced! **Apply to receive \$1,000 for your middle/high school's team.** You can visit www.calcasathletics.com for a \$1,000 athletics grant allocation this year! The California Casualty Thomas R. Brown Athletics Grant was established to provide support to public school sports programs impacted by reduced budgets. As an employee of the school and a member of a participating education association, you can apply for a grant award for your school's sports program.



Giving educators the support they deserve. NEA member Benefits offers travel discounts, budget tips, retirement advice and help researching and choosing the right financial and insurance products. More than what you need, it's what you deserve as a member.

For information on NEA member Benefits programs and services, see:

<https://www.washingtonea.org/membership/nea-member-benefits-october-2021/>

WEA Retired: You do not have to be retired to join! Benefits include flowing seamlessly from pre-retired to retired when the time comes, continues NEA Member benefits such as credit card and insurance programs, attorney referral program offering two free 30-minute consultations, and \$1,000,000 liability insurance if you choose to work as a substitute! There are also travel benefits, opportunities to get involved as an advocate for retired and current educators and our public-school students! WEA Retired also offers pre-retirement seminars and creates camaraderie! You can become a lifetime member with a one-time payment or break it down into smaller payments. It's never too early or too late to join WEA Retired! You can join at www.washingtonea.org/retired or email wearetired@washingtonea.org for more information. (Brigitte Tennis, WEA Retired Board Member, tennissb@outlook.com)

