



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

February 15, 2019

**TO:** Current Substitute Teachers  
**FROM:** Cynthia A. Covell  
Assistant Superintendent  
**SUBJECT: Employment Renewal for 2019-2020 School Year**  
**Renewal Period: February 19, 2019 to March 15, 2019**

The Department of Education (DOE) appreciates your service as a substitute teacher this school year. In order to renew your employment for on-call, day-to-day substitute teaching for the upcoming 2019-2020 School Year (SY), the following requirements must be met:

**I. RENEWAL PROCEDURES**

The [DOE OTM 600-004](#), *Substitute Teacher Application and Renewal* form and attachments are available at your priority school or online at <http://bit.ly/DOEsubstitute>.

Note: If a classification change is requested, official transcripts must be attached.

**A. SCHOOL PRIORITY LIST**

A school administrator must select you for placement on the school's priority list. A principal or designated vice-principal must sign the renewal form.

**B. BLOODBORNE PATHOGEN TRAINING**

This training is federally mandated for all employees of the DOE and must be viewed annually. On the DOE OTM 600-004, record the date and location of your training. Your training must be completed within one year of the date on your application. The video can be viewed online at <https://vimeo.com/6578874>.

**C. 30-HOUR SUBSTITUTE TEACHER COURSE OR RECERTIFICATION CLASS**

The 30-hour substitute teacher course or the recertification class requirement must be completed by the established deadline noted in Box 51, Remark "C" of your *Notification of Personnel Action* form (Standard Form (SF) 5A1). It will state: "Completed 30-Hour Substitute Teacher Course: MM/DD/YYYY" which is valid for five years from this date; or "Substitute Teacher Course Requirement Deadline: MM/DD/YYYY" for those who were initially exempt from the course but still need to fulfill the requirement.

**RECERTIFICATION CLASS.** The recertification class is being offered first to substitute teachers who previously completed the 30-hour substitute teacher course as well as to Class III substitute teachers who have been given an exemption deadline of 2019. This will allow these substitute teachers the opportunity to meet the recertification class requirement for renewal for the 2019-2020 SY. Please contact your local Community School for Adults office for registration information on the recertification class.

**D. PREFERENCES**

Section IV of DOE OTM 600-004 does not need to be completed if your current preferences are not changing. Any preference changes will be effective for the upcoming school year.

Note: If you want to ONLY accept assignments offered directly by the school or teacher, check the Pre-Arranged Assignments ONLY box in Section IV d. Do not select any complex, grade level, or subject preferences.

**E. ATTACHMENTS TO RENEWAL APPLICATION**

The following forms must be completed and submitted with your DOE OTM 600-004:

- *Acknowledgment of General Confidentiality Expectations,*
- *Workplace Violence Training Video Viewing Confirmation,*
- *Patient Protection and Affordable Care Act ("ACA") Declaration* form, and
- *Certification of Compliance with Requirements for Employment of a Retirant (ERS 209),* form if applicable. If you are a state or county retiree and you are receiving a retirement allowance from the Employees' Retirement System (ERS) of the State of Hawaii you will need to complete Part I of the ERS 209 form.

**F. DEADLINE**

Submit the completed and signed DOE OHR 600-004, *Acknowledgement of General Confidentiality Expectations, Workplace Violence Training Video Viewing Confirmation, ACA Declaration,* and ERS 209 form, if applicable by **Friday, March 15, 2019** to your priority school.

After the school administrator signs all the appropriate paperwork, the school will forward the documents to the District Office for further review, signature, and authorization for employment for the 2019-2020 SY.

Note: Failure to respond by the **Friday, March 15, 2019** deadline will be considered a resignation. If the deadline is not met, you may apply during the open enrollment period of July 1, 2019 to March 15, 2020, provided you meet the minimum requirements for 2019-2020 SY and the district's need for additional substitutes.

## II. COMPENSATION & BENEFITS

The daily per diem rate for the 2019-2020 SY is:

Class I: \$151.71

Class II: \$165.07

Class III: \$178.42

Substitute teachers are hired to work a seven-hour work day. There are occasions, however, when a substitute teacher may work for less than a full day, necessitating payment for a partial day. Such payment shall be calculated on an hourly basis. The following schedule shall be used to determine partial day payments:

HOURS WORKED	CLASS I	CLASS II	CLASS III
6 hours 1 minute to 7 hours	151.71	165.07	178.42
5 hours 1 minute to 6 hours	130.02	141.48	152.94
4 hours 1 minute to 5 hours	108.35	117.90	127.45
3 hours 1 minute to 4 hours	86.68	94.32	101.96
2 hours 1 minute to 3 hours	65.01	70.74	76.47
1 hour 1 minute to 2 hours	43.34	47.16	50.98
Up to 1 hour	21.67	23.58	25.49

Wages are subject to Social Security and Medicare taxes. You may participate in the Tax-Sheltered Annuity Program otherwise known as the 403(b) Retirement Plan.

## III. FREQUENCY OF CALLS FOR ASSIGNMENTS

Substitute teaching is an on-call, casual, supplementary-type employment. Frequency of calls for assignments cannot be guaranteed.

## IV. WHEN TO EXPECT YOUR RE-EMPLOYMENT DOCUMENT

Prior to the end of this current school year, applicants who meet all requirements for renewal and agree to employment terms will receive a SF 5A1 for the upcoming school year in the mail. Check with the Teacher-Substitute Employee Automated System (T-SEAS), Help Desk if you have not received an SF 5A1 by mid-June.

## V. CLASS I SUBSTITUTE TEACHERS

Class I substitute teachers that fall into one or more of the following categories will be allowed to renew employment for the upcoming 2019-2020 SY providing that the renewal requirements are met.

### A. PROFESSIONAL DEVELOPMENT PLAN

Substitute teachers on a professional development plan will be allowed to renew for one semester at a time. At least one class (three or more credits) must be completed with a passing grade from an accredited university or college and is counted towards a bachelor degree. Failure to meet this requirement will result in a non-renewal of employment.

### B. EXEMPTED LOCATIONS

Substitute teachers with a priority school in the following complexes are allowed to renew:

- Hana Complex
- Molokai Complex
- Lanai Complex
- Nanakuli Complex
- Waianae Complex

### C. KAIAPUNI SCHOOLS

Substitute teachers on a Kaiapuni's school priority list will be allowed to renew.

Should you have any questions, please contact the T-SEAS Help Desk at (808) 441-8400 or e-mail [help\\_tseas@notes.k12.hi.us](mailto:help_tseas@notes.k12.hi.us).

CAC:mh

c: Complex Area Superintendents  
Principals (All)  
Personnel Regional Officers  
Office of Talent Management – T-SEAS Unit; Teacher Reclassification Unit