

# JLARC's SEBB Data Collection Tool

*(for districts that are not using WSIPC business services)*

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## Intro

### Welcome to JLARC's Data Collection Tool for SEBB

This data collection effort is part of a legislative study on health benefits for school employees. It includes questions about your district's employees and their health benefits before and after the start of SEBB.

We ask that each district provide a single response to JLARC.

- If you need to gather information from other district staff in order to answer our questions, we created this pdf version to help with collecting data.
- If your district does not have information to respond to a question, please indicate this in the comment box at the bottom of each page.

Please contact the JLARC staff below with any questions or [view our website](#) with additional information about this data collection effort.

- Ashley Elliott, [ashley.elliott@leg.wa.gov](mailto:ashley.elliott@leg.wa.gov), 360-786-5286

Thank you very much for your time and for helping to inform the Legislature about health benefits for school employees.

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## Contact Info

First Name	
Last Name:	
Job title:	
Email address:	
Phone number:	
School district:	

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## Employment Categories

The Washington State Legislature would like to know information about the following **certificated** job categories within school districts.

Certificated employees	Examples of positions	S-275 duty code roots
Administrative	Principals and vice principals	11 - 25
Instructional	Elementary school teachers, secondary school teachers, special education teachers, specialist teachers	31 - 34, 63
Educational Staff Associates (ESA)/Librarians	Counselors, psychologists, nurses, social workers, occupational therapists, physical therapists, speech language pathologists/audiologists, librarians	40 - 49
Coach	Coaches, club advisors, intramural athletics, other extracurricular activities	51
Substitute	Temporary replacements for other teachers assigned duty codes 310, 320, 330, or 340	52

Are there additional *certificated* categories that you would like to report on?

- Yes
- No

Display This Question:

*If Are there additional certificated categories that you would like to report on? = Yes*

How many additional categories do you need to include for **certificated staff**? (Select 1-10)  
*These categories will be included throughout the survey.*

▼ 1 (1) ... 10 (10)

The Washington State Legislature would like to know information about the following **classified** job categories within school districts.

Classified employees	Examples of positions	S-275 duty code roots
Paraprofessional	Paraeducators, teacher aides, classroom attendants, bus monitors, community service aides	91
Maintenance & Grounds	Crafts and trades such as carpenters, electricians, painters, plumbers, general maintenance, mechanics; laborers	92, 93
Office/clerical	Secretaries, bookkeepers, messengers, clerks, typists	94
Transportation	Bus drivers	95
Professional	Accountants, architects, attorneys, dietitians, engineers, statisticians, negotiators, non-certificated coaches	96
Custodian	Custodians	97
Food service	Cooks, servers	97
Safety	Security personnel	97
Technical	Computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians	98
Director/supervisor	Directors or supervisors of classified employees	99

Are there additional *classified* categories that you would like to report on?

- Yes
- No

Display This Question:

If Are there additional classified categories that you would like to report on? = Yes

How many additional categories do you need to include for **classified staff**? (Select 1-10)  
*These categories will be included throughout the survey.*

▼ 1 (1) ... 10 (10)

Comments

## Other Employment Categories

Display This Question:

*If Are there additional certificated categories that you would like to report on? = Yes*

Please list additional **certificated** categories and duty code roots here:

	Category	Duty code root
Category #1		
Category #2		
Category #3		
Category #4		
Category #5		
Category #6		
Category #7		
Category #8		
Category #9		
Category #10		

Display This Question:

*If Are there additional classified categories that you would like to report on? = Yes*

Please list additional **classified** categories and duty code roots here:

	Category	Duty code root
Category #1		
Category #2		
Category #3		
Category #4		
Category #5		
Category #6		
Category #7		
Category #8		
Category #9		
Category #10		

## Full-time definitions

### Full-time certificated definitions, as defined by your district

#### 1. Certificated employees

	Number of hours per day to be considered full-time	Number of days per year in a full-time contract
Administrative		
Instructional		
ESA/Librarian		
Coach		
Substitute		
<i>Other categories (if entered)</i>		

### Full-time classified definitions, as defined by your district

#### 2. Classified employees

	Number of hours per day to be considered full-time	Number of days per year in a full-time contract
Paraprofessional		
Maintenance & Grounds		
Office/clerical		
Transportation		
Professional		
Custodian		
Food service		
Safety		
Technical		
Director/supervisor		

	Number of hours per day to be considered full-time	Number of days per year in a full-time contract
Other categories (if entered)		

Comments

## 2018-19 employee count

### 2018-19 school year - Total number of certificated employees

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.

### 3. Number of **certificated** employees by range of hours worked in the 2018-2019 school year Count of distinct employees

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
Administrative							
Instructional							
ESA/Librarian							

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

4. How many **certificated** employees worked in positions that fall into multiple categories in the table above?

Comments



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### 2018-19 school year - Total number of classified employees

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*



5. Number of **classified** employees by range of hours worked in the **2018-2019** school year  
*Count of distinct employees*

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Paraprofessional</b>							
<b>Maintenance &amp; Grounds</b>							
<b>Office/clerical</b>							
<b>Transportation</b>							
<b>Professional</b>							
<b>Custodian</b>							
<b>Food service</b>							
<b>Safety</b>							
<b>Technical</b>							
<b>Director/supervisor</b>							
<b><i>Other categories (if entered)</i></b>							

6. How many classified employees worked in positions that fall into multiple categories in the table above?

Comments

## 2018-19 number of eligible employees

### 2018-19 school year - Number of certificated employees eligible for health benefits

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

#### 7. Number of **certificated** employees eligible for health benefits by range of hours worked in the **2018-19 school year**

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

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## 2018-19 school year - Number of classified employees eligible for health benefits

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

### 8. Number of **classified** employees eligible for health benefits by range of hours worked in the 2018-19 school year

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
Paraprofessional							
Maintenance & Grounds							
Office/clerical							
Transportation							
Professional							
Custodian							
Food service							
Safety							
Technical							
Director/supervisor							

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
<i>Other categories (if entered)</i>							

Comments

## 2018-19 number of employees who waived health benefits

### 2018-19 school year - Number of certificated employees who waived health benefits

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

9. Number of **certificated** employees who waived health benefits by range of hours worked in the **2018-19 school year**

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

### 2018-19 school year - Number of classified employees who waived health benefits

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
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- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

#### 10. Number of **classified** employees who waived health benefits by range of hours worked in the 2018-19 school year

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
<b>Paraprofessional</b>							
<b>Maintenance &amp; Grounds</b>							

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
Office/clerical							
Transportation							
Professional							
Custodian							
Food service							
Safety							
Technical							
Director/supervisor							
<i>Other categories (if entered)</i>							

Comments

## 2018-19 amount district paid for health benefits

### 2018-19 school year - Total amount district paid for certificated health benefits

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.

- For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.

**11. Total amount the district paid for **certificated** health benefits by the range of hours worked in the 2018-19 school year**

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

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**2018-19 school year - Total amount district paid for classified health benefits**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.

- For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.

**12. Total amount the district paid for classified health benefits by range of hours worked in the 2018-19 school year**

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
Paraprofessional							
Maintenance & Grounds							
Office/clerical							
Transportation							
Professional							
Custodian							
Food service							
Safety							
Technical							
Director/supervisor							
Other categories (if entered)							

Comments

## 2019-20 employee count

### 2019-20 school year – Total number of certificated employees

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.



- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**13. Number of **certificated** employees by range of hours worked, or anticipated to have worked, for the **2019-20 school year****

*Count of distinct employees*

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b><i>Other categories (if entered)</i></b>							

**14. How many **certificated** employees worked in positions that fall into multiple categories the table above?**

Comments

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**2019-20 school year – Total number of classified employees**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**15. Number of classified employees by range of hours worked, or anticipated to have worked, for the 2019-20 school year**  
*Count of distinct employees*

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Paraprofessional</b>							
<b>Maintenance &amp; Grounds</b>							
<b>Office/clerical</b>							
<b>Transportation</b>							
<b>Professional</b>							
<b>Custodian</b>							
<b>Food service</b>							
<b>Safety</b>							
<b>Technical</b>							

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
Director/supervisor							
Other categories (if entered)							

16. How many **classified** employees worked in positions that fall into multiple categories the table above?

Comments

## 2019-20 pre-SEBB number of eligible employees

2019-20 school year Pre-SEBB - Number of **certificated** employees eligible for health care benefits  
(Sept. 2019 - Dec. 2019)

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use December 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.

17. Number of **certificated** employees eligible for health care benefits in the 2019-20 school year **Pre-SEBB (Sept. 2019-Dec. 2019)**  
*by range of hours worked or anticipated to work*

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

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2019-20 school year Pre-SEBB - Number of **classified** employees eligible for health care benefits  
**(Sept. 2019 - Dec. 2019)**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use December 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.

- For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.

**18. Number of classified employees eligible for health care benefits in the 2019-20 school year Pre-SEBB (Sept. 2019-Dec. 2019)**  
by range of hours worked or anticipated to work

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
Paraprofessional							
Maintenance & Grounds							
Office/clerical							
Transportation							
Professional							
Custodian							
Food service							
Safety							
Technical							
Director/supervisor							
Other categories (if entered)							

Comments

## 2019-20 pre-SEBB number of certificated employees who waived benefits

2019-20 school year Pre-SEBB - Number of **certificated** employees who waived health care benefits (*Sept. 2019 - Dec. 2019*)

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use December 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**19. Number of certificated employees who waived health benefits in the 2019-20 school year Pre-SEBB (Sept. 2019-Dec. 2019)**

*by range of hours worked or anticipated to work*

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

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2019-20 school year Pre-SEBB - Number of **classified** employees who waived health care benefits  
**(Sept. 2019 - Dec. 2019)**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use December 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**20. Number of classified employees who waived health benefits in the 2019-20 school year Pre-SEBB (Sept. 2019 - Dec. 2019) by range of hours worked or anticipated to work**

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Paraprofessional</b>							
<b>Maintenance &amp; Grounds</b>							
<b>Office/clerical</b>							
<b>Transportation</b>							
<b>Professional</b>							
<b>Custodian</b>							

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
Food service							
Safety							
Technical							
Director/supervisor							
Other categories (if entered)							

Comments

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### 2019-20 pre-SEBB amount district paid for health benefits

2019-20 school year Pre-SEBB - Total amount district paid for **certificated** employee health benefits  
(Sept. 2019 - Dec. 2019)

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use December 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.



21. Total amount the district paid for **certificated** employee health benefits in the 2019-20 school year **pre-SEBB (Sept. 2019 - Dec. 2019)** by range of hours worked or anticipated to work

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

2019-20 school year Pre-SEBB - Total amount district paid for **classified** employee health benefits  
(Sept. 2019 - Dec. 2019)

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use December 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.

22. Total amount the district paid for **classified** employee health benefits in the 2019-20 school year **pre-SEBB (Sept. 2019-Dec. 2019)** by range of hours worked or anticipated to work

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
Paraprofessional							
Maintenance & Grounds							
Office/clerical							
Transportation							
Professional							
Custodian							
Food service							
Safety							
Technical							
Director/supervisor							
<i>Other categories (if entered)</i>							

Comments

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**2019-20 number of eligible employees for SEBB health benefits**

2019-20 school year - Number of **certificated** employees eligible for SEBB health benefits

**(Jan. 2020 - August 2020)**

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**23. Number of **certificated** employees eligible for **SEBB** health benefits in the 2019-20 school year (Jan. 2020 - Aug. 2020) by range of hours anticipated to work**

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

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**2019-20 school year - Number of **classified** employees eligible for SEBB health benefits (Jan. 2020 - Aug. 2020)**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**24. Number of classified employees eligible for SEBB health care benefits in the 2019-20 school year (Jan. 2020 - Aug. 2020) by range of hours worked or anticipated to work**

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Paraprofessional</b>							
<b>Maintenance &amp; Grounds</b>							
<b>Office/clerical</b>							
<b>Transportation</b>							
<b>Professional</b>							
<b>Custodian</b>							
<b>Food service</b>							
<b>Safety</b>							
<b>Technical</b>							
<b>Director/supervisor</b>							
<b>Other categories (if entered)</b>							

Comments

**2019-20 number of employees who waived SEBB health benefits**

2019-20 school year - Number of **certificated** employees who waived SEBB health benefits  
 (Jan. 2020 - Aug. 2020)

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**25. Number of **certificated** employees who waived **SEBB** health benefits in the 2019-20 school year (Jan. 2020 - Aug. 2020) by range of hours worked or anticipated to work**

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

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2019-20 school year - Number of **classified** employees who waived SEBB health benefits  
**(Jan. 2020 - Aug. 2020)**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

**26. Number of classified employees who waived SEBB health benefits in the 2019-20 school year (Jan. 2020 - Aug. 2020) by range of hours worked or anticipated to work**

	<b>0-539 hours</b>	<b>540-629 hours</b>	<b>630- 1039 hours</b>	<b>1040- 1259 hours</b>	<b>1260- 1440 hours</b>	<b>1441- 1720 hours</b>	<b>1721- 2080 hours</b>
<b>Paraprofessional</b>							
<b>Maintenance &amp; Grounds</b>							
<b>Office/clerical</b>							
<b>Transportation</b>							
<b>Professional</b>							
<b>Custodian</b>							

	0-539 hours	540-629 hours	630- 1039 hours	1040- 1259 hours	1260- 1440 hours	1441- 1720 hours	1721- 2080 hours
Food service							
Safety							
Technical							
Director/supervisor							
Other categories (if entered)							

Comments

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### 2019-20 amount district paid for SEBB health benefits

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2019-20 school year - Total amount district paid for **certificated** employee SEBB health benefits  
**(Jan. 2020 - Aug. 2020)**

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Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*

27. Total amount the district paid for **certificated** employee **SEBB** health benefits in the 2019-20 school year (Jan. 2020 - Aug. 2020) by range of hours worked or anticipated to work

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
<b>Administrative</b>							
<b>Instructional</b>							
<b>ESA/Librarian</b>							
<b>Coach</b>							
<b>Substitute</b>							
<b>Other categories (if entered)</b>							

Comments

2019-20 school year - Total amount district paid for **classified** employee SEBB health benefits  
(Jan. 2020 - Feb. 2020)

Please fill in the following table with the number of distinct employees (individuals, not FTEs) for each category listed.

The **ranges of hours** in the table below represent the total hours that employees worked for the full school year.

- If an employee is under contract to work a set number of hours, the employee should be counted in the column that shows their contracted range of hours. If your data systems require you to pull this information from a specific date, please use March 1.
- If an employee has a variable schedule throughout the year, such as a substitute, bus driver, or other hourly employee, they should be counted in the column that reflects the actual hours they worked for the full school year.
- If an employee works in more than one position that falls into separate job categories, please count the employee and the total hours they worked in the job category where they worked the majority of their hours.
  - *For example, if a full-time teacher works 80% of their hours as instructional staff and 20% of their hours as a coach, count this individual as a full-time instructional employee.*



28. Total amount the district paid for **classified employee SEBB** health benefits in the 2019-20 school year (*Jan. 2020 - Aug. 2020*) by range of hours worked or anticipated to work

	0-539 hours	540-629 hours	630-1039 hours	1040-1259 hours	1260-1440 hours	1441-1720 hours	1721-2080 hours
Paraprofessional							
Maintenance & Grounds							
Office/clerical							
Transportation							
Professional							
Custodian							
Food service							
Safety							
Technical							
Director/supervisor							
<i>Other categories (if entered)</i>							

Comments

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### Additional questions

**Additional questions about your district employees.**

29. How many **employees** were/are in a job share position for the following school years:

2018-19	
2019-20	
2020-21	

**30.** Were there specific job positions in your district that were not eligible for health care prior to SEBB, but now are eligible under SEBB?

- Yes
- No

If you answered yes that there are positions that were previously ineligible for health benefits that are now eligible under SEBB, please enter those positions and duty code roots below. If there are more than 10 positions, please provide those in the comments.

	Category	Duty code root
Category #1		
Category #2		
Category #3		
Category #4		
Category #5		
Category #6		
Category #7		
Category #8		
Category #9		
Category #10		

**31.** Do you contract out your bus drivers/pupil transportation services, food services, substitute teachers, or other employee positions? If so, please specify below.

- Yes
- No

Please explain the services you contract out.

32. Does your school district have a policy limiting part-time employees or substitutes to under 630 hours of employment per year?

Yes

No

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33. How many substitutes are anticipated to work for the district in the **2020-21 school year**?

34. How many substitutes are anticipated to work less than 630 hours in the **2020-21 school year**?

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If there is anything else you wish to share with the Legislature related to this data request, please provide it here.

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## Additional Districts

Do you need to fill this survey out on behalf of any other school districts?

- Yes (if selected your answers will be submitted and you will be redirected to take this survey again)
  - No
-