

JLARC's SEBB Data Collection Tool – WSIPC Districts

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.

Because your district uses the WSIPC Cooperative, we have asked WSIPC to provide us with some of the data we need. This request is for information that WSIPC does not maintain or could not answer.

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, 360-786-5286

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

WSIPC is providing the following information on your behalf:

- Number of employees working in each job category by range of hours worked, except substitute teachers.
 - Number of employees that received health benefits in each job category by range of hours worked, except substitute teachers.
 - Amount the district paid for employee health benefits, except substitute teachers.
-

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 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. **If an employee works in more than one position that falls into separate categories**, please count all of their hours for the year in the category that includes the majority of hours worked.
 - For example, if a teacher works full-time for a district and 80% of their hours are instructional and 20% of their hours are coaching, count them as a full-time instructional employee.

3. 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 |
|-------------------------------|-------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Administrative | | | | | | | |
| Instructional | | | | | | | |
| ESA/Librarian | | | | | | | |
| Coach | | | | | | | |
| Substitute | | | | | | | |
| Other categories (if entered) | | | | | | | |

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. **If an employee worked in more than one position that falls into separate categories**, please count all of their hours for the year in the category that includes the majority of hours worked.
 - *For example, if a teacher works full-time for a district and 80% of their hours are instructional and 20% of their hours are coaching, count them as a full-time instructional employee.*

4. 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 |
|--------------------------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Paraprofessional | | | | | | | |
| Maintenance & Grounds | | | | | | | |
| Office/clerical | | | | | | | |
| Transportation | | | | | | | |
| Professional | | | | | | | |
| Custodian | | | | | | | |
| Food service | | | | | | | |
| Safety | | | | | | | |
| Technical | | | | | | | |
| Director/supervisor | | | | | | | |
| <i>Other categories (if entered)</i> | | | | | | | |

Comments

2019-20 pre-SEBB number of 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. **If an employee works in more than one position that falls into separate categories**, please count all of their hours for the year in the category that includes the majority of hours worked.
 - *For example, if a teacher works full-time for a district and 80% of their hours are instructional and 20% of their hours are coaching, count them as a full-time instructional employee.*

5. 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 |
|--------------------------------------|-------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Administrative | | | | | | | |
| Instructional | | | | | | | |
| ESA/Librarian | | | | | | | |
| Coach | | | | | | | |
| Substitute | | | | | | | |
| Other categories (if entered) | | | | | | | |

Comments

2019-20 school year Pre-SEBB - Number of **classified** 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. **If an employee works in more than one position that falls**

into separate categories, please count all of their hours for the year in the category that includes the majority of hours worked.

- For example, if a teacher works full-time for a district and 80% of their hours are instructional and 20% of their hours are coaching, count them as a full-time instructional employee.

6. 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

| | 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 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.

- **If an employee works in more than one position that falls into separate categories,** please count all of their hours for the year in the category that includes the majority of hours worked.
 - *For example, if a teacher works full-time for a district and 80% of their hours are instructional and 20% of their hours are coaching, count them as a full-time instructional employee.*

7. 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 |
|--|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Administrative | | | | | | | |
| Instructional | | | | | | | |
| ESA/Librarian | | | | | | | |
| Coach | | | | | | | |
| Substitute | | | | | | | |
| Other categories (if entered) | | | | | | | |

Comments

2019-20 school year - Number of **classified** 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. **If an employee works in more than one position that falls**

into separate categories, please count all of their hours for the year in the category that includes the majority of hours worked.

- For example, if a teacher works full-time for a district and 80% of their hours are instructional and 20% of their hours are coaching, count them as a full-time instructional employee.

8. 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

| | 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

Substitute questions

2018-19 Substitute questions

Please fill in the following tables with the number of distinct employees (individuals, not FTEs).

9. Number of **substitutes** 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

10. Number of **substitutes** 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

11. Number of **substitutes** 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

12. Total amount the district paid for **substitute** 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

2019-20 Substitute questions

Please fill in the following tables with the number of distinct employees (individuals, not FTEs).

13. Number of substitutes by range of hours worked, or anticipated to have worked, for the 2019-20 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

Pre-SEBB Substitute questions (Sept. 2019 - Dec. 2019)

Please fill in the following tables with the number of distinct employees (individuals, not FTEs).

14. Number of substitutes 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

15. Number of substitutes 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 |
|-------------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

16. Total amount the district paid for **substitutes** 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 |
|------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

SEBB Substitute questions (Jan. 2020 - Aug. 2020)

Please fill in the following tables with the number of distinct employees (individuals, not FTEs).

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

| | 0-539 hours | 540-629 hours | 630- 1039 hours | 1040- 1259 hours | 1260- 1440 hours | 1441- 1720 hours | 1721- 2080 hours |
|------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

18. Number of **substitutes** 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 |
|------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

19. Total amount the district paid for **substitute 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 |
|------------|----------------|------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Substitute | | | | | | | |

Additional questions

Additional questions about your district employees.

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

| | |
|---------|--|
| 2018-19 | |
| 2019-20 | |
| 2020-21 | |

21. 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 | | |

22. 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.

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

Yes

No

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

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

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

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
-