

Part-Time Teacher, Class B (PTTB) Waiver Guidance and Procedure **Updated: June 23, 2020**

This waiver is in response to the April 15, 2019 memorandum regarding new and updated casual employee job classifications for paraprofessional educators (PPE), part-time teachers (PTT), and paraprofessional tutors (PPT). The April 15, 2019 memo states: "PTTs must have a minimum of a Bachelor's degree from a regionally accredited institution of higher education. Therefore, only one PTT level and pay rate will be used. Consequently, PTT Class B will no longer be an option".

To mitigate the impact to programs for students a School/Office may employ a **Direct Instruction (DIN) PTTB's**, using the following procedure:

Procedure for the employment of a PTTB Direct Instruction Waiver (DIW):

1. Review the [Functions and Qualification Requirements for Casual Hire Part-Time Teachers \(PTT\) and Paraprofessionals \(PPE & PPT\)](#) Functions and Qualifications document.
2. To use the PTTB Waiver, make sure the PTTB's job duties are aligned to the PTT DIN as listed in the Functions and Qualifications document.
3. The PTTB must have a high school diploma or an alternative to a high school diploma.
4. The PTTB Waiver must be submitted, except for the exceptions noted below.
5. Waivers can be submitted using the following link: <https://bit.ly/PTTBWaiverR1>
6. No Approval/Confirmation for your submitted Waiver will be provided, you may use the PTTB DIW immediately.
7. Jobs for PTTBs must be entered into the Casual Personnel System.
8. Function Code for the PTTB is **DIW**.
9. Occupational Group codes for the PTTB are:

Occupational Group Description	Occup. Group Code	Payroll No	UAC FUNCTION CODE	Pay Rate
PTTB-INTERSESSION	D0100	EA5	2744	\$ 20.67
PTTB-DIRECTOR-INTERSESSIO	D0131	EA5	2744	\$ 21.57
PTTB-PART TIME TEMP TCHR	G0211	EB3	2744	\$ 20.67
PTTB-ALLOWED UP TO 35 HRS	G0213	EB3	2744	\$ 20.67
PTTB-IEP	P0164	EC2	2744	\$ 20.67
PTTB-CHARTER SCHOOL	P0220	EC2	2744	\$ 20.67
PTTB-PART TIME TEMP TCHR	P0226	EC2	2744	\$ 20.67
PTTB-EXT SCH YR	P0227	EC2	2726	\$ 20.67
PTTB-ALLOWED UP TO 35 HRS	P0235	EC2	2744	\$ 20.67
PTTB-PART TIME TEMP TCHR	V0226	EC7	2744	\$ 20.67
PTTB-SUM SCH TCHR	W0100	EC8	2735	\$ 20.67
PTTB-SUB-SUM SCH TCHR	W0110	EC8	2769	\$ 20.67
PTTB-DIRECTOR-SUM SCH	W0200	EC8	2736	\$ 20.67
PTTB-ASST DIRECTR-SUM SCH	W0201	EC8	2735	\$ 20.67

Note: PTTB DIW waivers are not required for PTTB Kupuna, Drivers Education, and Adult Education.

Other Requirements:

1. Notification of the Non-Hawaii Qualified Teacher (NHQT) letter informing the parent(s) of the student is required if the PTTB provides direct instruction for four (4) or more weeks.
2. A new waiver must be submitted on an annual school year basis.
3. A new waiver must be submitted for summer school, even if the person was employed in the school year, prior to the start of the summer school session.
4. PTTB Waiver justifications will be reviewed periodically by the Office of Talent Management , Educator Quality Section (EQS). Although PTTB DIW does not require the approval of the waiver justification for the casual job to be approved and/or for the person to start working, if it is determined that the justification or job duties are not aligned to PTTB DIW, the school will be notified of the invalid use of the PTTB DIW and the end date of the PTTB DIW casual personnel job. Schools will have the opportunity to enter a new job in the casual personnel system using an appropriate occupational group code.
5. The continuance of the waiver of the PTTB DIW will be determined on an annual basis, therefore, schools should not rely on the PTTB DIW as a permanent means of meeting their instructional needs.

Unallowed Activities/Use of the PTTB:

1. Title I Funds may not be used to fund the PTTB.
2. PTTB who provide Non-Instructional Duties (NID) or Direct Instructional Support (DIS) are not permitted. Schools should review the functions and qualifications for the PPE or PPT to see if the PPE or PPT will meet their needs.

3. PTTB DIW should not be used as a catch-all to employ casual personnel. Schools should review the Occupational Groups Table listing on the Hawaii Public Schools Intranet Page for Casual Personnel:
<https://intranet.hawaiipublicschools.org/offices/ohr/cps> to determine the appropriate Occupational Group Code for any job that does not align to the PTT/PPE/PPT as listed on the Functions and Qualifications document.

Contact Information:

Questions regarding this procedure document or the qualification of the PTT/PPE/PPT should be directed to the Educator Quality Section via email at hqt@k12.hi.us or via telephone at 808-441-8499.

Questions regarding the verification or status of jobs entered into the Casual Personnel System for **Certificated Casuals (PTT)** should be directed to the Teacher Reclassification Unit at 808-441-8383 or based on the following points of contact document:

<https://intranet.hawaiipublicschools.org/offices/ohr/cps/Documents/Casual%20Personnel%20Contact%20List.pdf>

Questions regarding the verification or status of jobs entered in the Casual Personnel System for **Classified Casuals (PPE/PPT)** should be directed to the Classified and Support Services Personnel (CSSP) Recruitment Unit at 808-441-8411 or based on the following points of contact document:

<https://intranet.hawaiipublicschools.org/offices/ohr/cps/Documents/Casual%20Personnel%20Contact%20List.pdf>