

**Casual Personnel
Part-Time Teacher, Class B (PTTB),
Paraprofessional Educator (PPE), Paraprofessional Tutor (PPT)
Waiver Procedures
Updated: August 9, 2021**

Due to the current availability of casual employees who meet ESSA Qualified PTT and Paraprofessional (PPE/PPT) requirements, and to mitigate the impact to programs for students, a School/Office may employ a **Direct Instruction (DIN) PTTB, Direct Instructional Support (DIS) PPE or PPT** using the following waiver procedure:

Procedure for the employment of a PTTB Direct Instruction Waiver (DIW) OR PPE/PPT (DIS-W):

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/PPE/PPT Waiver, make sure the job duties are aligned to the PTT DIN for PPE/PPT (DIS) as listed in the Functions and Qualifications document.
3. The PTTB/PPE/PPT who you are requesting a waiver for, must have a high school diploma or an alternative to a high school diploma.
4. A Waiver must be submitted for each individual whom a waiver is being requested for, except for the exceptions noted below.
5. PTTB Waivers can be submitted using the following link: <https://bit.ly/PTTBWaiverR1>
6. PPE/PPT (DIS) Waivers can be submitted using the following link: https://bit.ly/PPE_PPTWaiver
7. No Approval/Confirmation for your submitted Waiver will be provided, you may use the PTTB DIW or PPE/PPT (DIS-W) immediately.
8. Jobs for each PTTB/PPE/PPT must be entered into the Casual Personnel System.
9. Function Code for the PTTB is **DIW**.
10. Function Code for the PPE/PPT is **DIS**
11. Occupational Group codes for the PTTB and the PPE/PPT DIS eligible for the waiver are listed below (the full list of occupational group codes can be found on the intranet at <https://hidoe.sharepoint.com/sites/offices-otm/cps/Pages/default.aspx>). **Note: PTTB DIW waivers are not required for PTTB Kupuna, Driver Education, and Adult Education.**

Occupational Group Description (for Waiver)	Occup. Group Code	Payroll No.	UAC Function Code	Pay Rate
PTTB-INTERSESSION	D0100	EA5	2744	20.67
PTTB-DIRECTOR-INTERSESSIO	D0131	EA5	2744	20.67
PTTB-PART TIME TEMP TCHR	G0211	EB3	2744	20.67
PTTB-ALLOWED UP TO 35 HRS	G0213	EB3	2744	20.67
PTTB-ADULT ED (ACADEMIC)	L0132	EB8	2744	20.67
PTTB-ADULT ED (NON-ACAD)	L0133	EB8	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
PPE-SUMMER DIS	Z0100	EC2	2741	20.67
PPE-INTERSESSION DIS	Z0200	EA5	2741	20.67
PPE-PARAPRO ED DIS	Z0300	EB3	2741	20.67
PPT-PARAPRO TUTOR DIS	V0141	EC7	2721	16.99
PPT-INTERSESSION DIS	V0741	EA6	2721	16.99
PPT-SUMMER DIS	V0841	EC8	2721	16.99

Unallowed Activities/Use of the PTTB/PPE/PPT:

1. Title I Funds may not be used to fund any of the PTTB/PPE/PPT working under a waiver.
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/PPE/PPT working under a waiver 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://hidoe.sharepoint.com/sites/offices-otm/cps/Pages/default.aspx> 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.

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. Waiver justifications will be reviewed periodically by the Office of Talent Management , Educator Quality Section (EQS). Although PTTB/PPE/PPT who are working under a waiver 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 or PPE/PPT (DIS-W), the school will be notified of the invalid use of the waiver and the end date of the 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 will be determined on an annual basis, therefore, schools should not rely on the waiver as a permanent means of meeting their instructional needs.

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://hidoe.sharepoint.com/sites/offices-otm/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://hidoe.sharepoint.com/sites/offices-otm/cps/Documents/Casual%20Personnel%20Contact%20List.pdf>