

**Casual Personnel**  
**Part-Time Teacher, Class C DIN (PTTC DIN),**  
**Paraprofessional Educator Direct Instructional Support (PPE DIS),**  
**Paraprofessional Tutor Direct Instructional Support (PPT DIS)**  
**Waiver Procedures**  
**Updated: July 1, 2023**

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) PTTC, Direct Instructional Support (DIS) PPE or PPT** using the following waiver procedure:

**Procedure for the employment of a PTTC Direct Instruction Waiver OR PPE/PPT Direct Instructional Support Waiver):**

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 PTTC/PPE/PPT Waiver, make sure the job duties are aligned to the PTT DIN or for PPE/PPT (DIS) as listed in the Functions and Qualifications document.
3. The PTTC/PPE/PPT who you are requesting a waiver for, must have a high school diploma or equivalent.
4. A Waiver must be submitted for each individual whom a waiver is being requested for, except for the exceptions noted below.
5. PTTC Waivers can be submitted using the following link:  
<https://forms.gle/RSYgWJ9zwdiLgcur5>
6. PPE/PPT (DIS) Waivers can be submitted using the following link:  
<https://forms.gle/efBLfhBiic44LFus9>
7. No Approval/Confirmation for your submitted Waiver will be provided, you may use the PTTC or PPE/PPT DIS immediately.
8. Jobs for each PTTC/PPE/PPT must be entered into the Casual Personnel System.
9. Function Code for the PTTC is PTTC.
10. Function Code for the PPE/PPT is PPE or PPT **DIS**
11. Occupational Group codes for the PTTC 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: PTTC DIN waivers are not required for Kupuna, Driver Education, and Adult Education.**

### **Unallowed Activities/Use of the PTTC/PPE/PPT:**

1. Title I Funds may not be used to fund any of the PTTC/PPE/PPT working under a waiver.
2. PTTC who provide 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. PTTC/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 PTTC 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 PTTC/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 PTTC DIN or PPE/PPT DIS , 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](mailto: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>