



SOUTHERN LEHIGH SCHOOL DISTRICT

5775 Main Street
Center Valley, Pennsylvania 18034

WAGE POLICY FOR ANCILLARY EMPLOYEES & ATHLETIC WORKERS

2017-2018

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I. DURATION OF POLICY

This Policy shall become effective as of July 1, 2017 and remain in full force and effect through June 30, 2018.

II. CLASSIFICATIONS PARTICIPATING IN THIS POLICY

This Policy shall cover the positions of:

Event Manager
Bus Monitor
Bus Monitor Substitute
Swim Bus Monitor
Swim Bus Monitor Substitute
Fitness Center Monitor
Fitness Center Monitor Substitute
Dance Chaperone
Cafeteria Monitor
Hall Monitor
Recess Monitor
Liberty Trails Teacher Instructor
Liberty Trails Field Leader
Liberty Trails Substitute Teacher Instructor
Liberty Trails Instructional Assistant
Seasonal Employees
Fitness Center Program Specialist
Site Manager
Stage Manager
After-School Sports Monitor
Assistant to the Coordinator of Athletics
PEAK Program Staff
PSAT Proctor
PSAT Asst. Proctor/Monitor
Speech & Debate Judge
Athletic Worker
MS Musical Director
MS Musical Director
HS Production Lighting Designer, Play
HS Production Lighting Designer, Musical
HS Production Choreographer, Musical
HS Production Stage Manager, Play
HS Production Stage Manager, Musical
Grant Coordinator

III. HOURS OF WORK

All employees working solely as listed above are considered part-time non-exempt employees and may not reach or exceed 29 hours per week (For seasonal employees, this limit becomes effective 9/1/13). In no event shall hours of work be assigned or allowed such that the combination of hours worked in the non-exempt classifications above and/or those worked in any other non-exempt PT classifications or non-exempt positions in the employment of the District reach or exceed 29 per week specific without express permission of the Superintendent or his/her designee.

The work week for all employees will begin at 12:00 am Sunday and end at 11:59 pm Saturday.

Hours of work shall be assigned by the appropriate Administrator.

a. Overtime

No Full time District employee shall be approved or employed in an Ancillary or Athletic Worker position that would cause them to regularly exceed 40 hours in total weekly service to the District in an hourly classification or combination of hourly classifications.

b. Reserved

IV. COMPLAINT PROCEDURE

Recognizing that reconciliation of complaints is in the best interests of the general public served by both the employer, the ancillary employees and athletic workers, all complaints which may arise out of the interpretation of the provisions of this policy and the conditions of work specified herein shall be resolved as expeditiously as possible in accordance with the following procedure.

Step 1. Any employee initiating a complaint shall present the complaint to the appropriate Administrator or his/her designee within ten (10) school business days of the alleged problem or occurrence. The appropriate Administrator or his/her designee shall reply to the employee within ten (10) school business days after receipt of the complaint.

Step 2. If the complaint is not resolved by Step 1 to the satisfaction of the employee, he/she shall present the complaint to the Human Resources Administrator in writing within ten (10) school business days of the appropriate Administrator's answer. The Human Resources Administrator or his/her designee shall reply in writing to the employee within ten (10) school business days after receipt of the complaint.

Step 3. If not satisfied with the answer received in Step 2, the employee may request a meeting with the Superintendent or his/her designee within ten (10) school business days following the written reply. The Superintendent or his/her designee shall meet with the complainant and provide a written answer to the employee within (10) school business days after the meeting.

Extensions to the time periods above may be mutually agreed upon.

V. (Reserved)

VI. WAGES

A NOTE CONCERNING NON EXEMPT EMPLOYEES:

- No FT District non-exempt employee may be appointed or allowed to work in a District Ancillary, stipend or Athletic Worker position if his/her regular hours, combined with his/her hours working in any other Ancillary, stipend or athletic worker position, would regularly exceed 40 per week in total.
- Also, no employee not otherwise employed by SLSD or employed as an employee working less than 30 hours per week in another classification will be allowed to work in any combination of positions such that their total hours worked exceeds 29 hours per week.
- All employees must be pre-approved by the Board of School Directors

STUDENT EMPLOYEES: Students under 18 years of age must have working papers prior to employment. All students must work within the parameters of the Pennsylvania Child Labor Laws. Students are only allowed to work in positions marked in this policy with an asterisk*)

RETIREEES: Are eligible to work any position an SLSD employee could work outside normal school hours without limitation, except as above. If employed in a District position that entails work during normal school hours, retirees must be hired on an emergency basis only after all other non-retired applicants have received consideration.

CLEARANCES: Athletic Workers are not required to have clearances or a TB test but will sign and submit a PDE-6004 before beginning work. All other positions must submit all clearances and Form PDE-6004 before beginning work, along with physical examination results and TB tests (TB test is required if spending more than 10 hours/week in direct contact with students), and other required documentation if required.

"Any SLSD Employee" as used below means that any adult who successfully meets the requirements as stated and has been approved by the School Board may work in this category. Student workers must meet listed requirements and be Board-approved as well.

		PAPERWORK REQUIREMENTS: CLEARANCES and PDE Form 6004. TB TEST and PHYSICAL EXAM needed if spending more than 10 hours/week in direct contact with students. Payroll processing.
JOB TITLE/DESCRIPTION	2017-18 RATE	
ANCILLARY		WORKER REQUIREMENTS
BUS MONITOR or SUB	15.69	Any SLSD employee. If IEP designates, must be an IA
SWIM BUS MONITOR or SUB	11.07	Any SLSD employee
AFTER SCHOOL SPORTS MONITOR	11.07	Any SLSD employee
FITNESS CENTER MONITOR or SUB	15.29	Any SLSD employee with First Aid and CPR certifications
FITNESS CENTER PROGRAM SPECIALIST	27.67	Appropriately certified and licensed.
DANCE CHAPERONE	47.79	SLSD Teachers, LTS Teachers and Instructional Assistants
HALL, RECESS, CAF MONITOR	10.90	Any SLSD employee
ASST. TO ATHLETIC COORDINATOR	3,598	Any SLSD employee. Active teaching professional preferred.
SEASONALS EMPLOYEES		
UNDER 18	7.63	SLSD HS returning student/college student. Note Child Labor Law and Working Papers.
OVER18	8.69	SLSD HS returning college student/adult.
LIBERTY TRAILS		
LT FIELD LEADER	846.48	SLSD Teaching professionals
LT TEACHER INSTRUCTOR	601.56	SLSD Teaching professionals
LT INSTRUCTIONAL ASSISTANT or SUB	16.01	SLSD Instructional Assistants
LT TEACHER INSTRUCTOR SUB	124.84	SLSD Teaching professionals
THEATER ARTS / BUILDING USE		
HS LIGHTING DESIGNER, PLAY	1150.00	May be qualified SLSD employee or may be contracted.
HS LIGHTING DESIGNER, MUSICAL	1150.00	May be qualified SLSD employee or may be contracted.
HS CHOREOGRAPHER, MUSICAL	2000.00	Any qualified SLSD employee
HS STAGE MANAGER, PLAY	750.00	Any qualified SLSD employee
HS STAGE MANAGER, MUSICAL	750.00	Any qualified SLSD employee
MS MUSICAL DIRECTOR	900.00	Any qualified SLSD employee

STAGE MANAGER	45.78/hr	Homebound rate. Any Teaching professional, Administrator or Technology Department Staff. Operate AV and stage equipment for groups renting our facilities.
SITE MANAGER	45.78/hr	Homebound rate. Any Teaching professional, Administrator, retired Administrator, or Assistants to the Director of Athletics. Overall responsibility for managing entire location and facility when rented.
PEAK	Intramural Rate/CBA	SLSD Teaching professionals preferred
SPEECH & DEBATE JUDGE	63.99/event	Any SLSD employee
PSAT PROCTOR	\$40.09/hr.	SLSD Teaching professionals
PSAT ASSISTANT PROCTOR/MONITOR	\$17.12/hr.	SLSD Teaching professionals and Instructional Assistants with teaching certificates.
GRANT COORDINATOR		Any SLSD employee. Position and stipend to be individually approved by the Board annually.
ATHLETIC WORKERS FALL & SPRING		PAPERWORK REQUIREMENTS: PDE Form 6004 and payroll processing required. Clearances, TB test and physical exam are NOT needed.
TICKET MANAGER - VARSITY FOOTBALL	46.62	Any SLSD employee
TICKET TAKER/SELLER - VARSITY FOOTBALL	37.44	Any SLSD employee
TICKET TAKER/SELLER - MS/JV FOOTBALL	52.60	Any SLSD employee
FOOTBALL STATISTICIAN	491.90	Any SLSD employee
TICKET SELLER - VARSITY & JV SOCCER/FIELD HOCKEY/LACROSSE/VOLLEYBALL	52.60	Any SLSD employee
TICKET SELLER - VARSITY ONLY (No JV game) SOCCER/FIELD HOCKEY/LACROSSE/VOLLEYBALL	37.44	Any SLSD employee
TIMER or SCORER - VARSITY ONLY (No JV game) SOCCER/FIELD HOCKEY/LACROSSE/FOOTBALL /VOLLEYBALL	37.44	Any SLSD employee

TIMER or SCORER - JV SOCCER/FIELD HOCKEY/LACROSSE/FOOTBALL/VOLLEYBALL	35.58	<i>Any SLSD employee</i>
TIMER or SCORER - MS SOCCER/FIELD HOCKEY/LACROSSE/FOOTBALL/VOLLEYBALL	33.71	<i>Any SLSD employee</i>
TIMER/SCOR MS & JV (combo) FOOTBALL	52.60	<i>Any SLSD employee</i>
TIMER or SCOERR JV & V (combo) SOCCER/FIELD HOCKEY/LACROSSE/VOLLEYBALL	52.60	<i>Any SLSD employee</i>
ADULT FOOTBALL ANNOUNCER	43.02	<i>Any SLSD employee</i>
STUDENT FOOTBALL ANNOUNCER	17.78	<i>Any SLSD student. Note Child Labor Law and Working Papers.</i>
VIDEO OPERATOR- FOOTBALL	432.62	<i>Any SLSD employee</i>
AMBULANCE- VARSITY FOOTBALL	68.05	<i>Any SLSD employee</i>
AMBULANCE- JV FOOTBALL	56.44	<i>Any SLSD employee</i>
AMBULANCE - MS FOOTBALL	56.44	<i>Any SLSD employee</i>
AMBULANCE- MS & JV (combo) FOOTBALL	68.05	<i>Any SLSD employee</i>
WINTER		
BASKEBALL & WRESTLING		
TICKET TAKER/SELLER - VARSITY/JV/JUNIOR HIGH BASKETBALL OR WRESTLING	52.60	<i>Any SLSD employee</i>
TIMER/SCORER - VARSITY BASKETBALL, WRESTLING	37.44	<i>Any SLSD employee</i>
TIMER/SCORER - J&JV COMBO, BB, WR	52.60	<i>Any SLSD employee</i>
TIMER/SCORER JUNIOR HIGH or MS BASKETBALL OR WRESTLING	33.71	<i>Any SLSD employee</i>
Timer/Scorer - WRESTLING Dual Match	52.60	<i>Any SLSD employee</i>
TIMER/SCORER - WRESTLING TRI-MATCH	79.54	<i>Any SLSD employee</i>
STUDENT ANNOUNCER or SCOREBOARD - WRESTLING, BASKETBALL	17.78	<i>Any SLSD student. Note Child Labor Law and Working Papers.</i>
VIDEO OPERATOR - WRESTLING, BASKETBALL	329.30	<i>Any SLSD employee</i>
TRACK		
FIELD HELPER - DUAL	44.14	<i>Any SLSD employee</i>
FIELD HELPER - TRIANGULAR	51.46	<i>Any SLSD employee</i>
ANNOUNCER/SCORER - DUAL	46.62	<i>Any SLSD employee</i>
ANNOUNC/SCORER - TRI-MEET	55.08	<i>Any SLSD employee</i>
HY-TECH MEET MANAGER	46.62	<i>Any SLSD employee</i>
HY-TECH MEET MANAGER - TRI-MEET	55.08	<i>Any SLSD employee; PAID per event</i>
BASEBALL		
TICKET SELLER - VARSITY	37.44	<i>Any SLSD employee</i>
SCOREKEEPER - VARSITY	37.44	<i>Any SLSD employee</i>

ADULT ANNOUNCER - VARSITY	46.62	<i>Any SLSD employee</i>
STUDENT ANNOUNCER - VARSITY	17.78	<i>Any SLSD student. Note Child Labor Law and Working Papers.</i>
SCORER - SWIM	52.60	<i>Any SLSD employee</i>
ANNOUNCER - SWIM	43.02	<i>Any SLSD employee</i>
EVENT MANAGERS		<i>EVENT MANAGERS - SLSD Administrators or teachers to serve in the absence of the Director of Athletics or Assistant Director of Athletics.</i>
SINGLE	65.59	<i>See above</i>
DOUBLEHEADER	98.39	<i>See above</i>
TOURNEMENT (8 hours)	200.00	<i>See above</i>
Over or Under 8 hours for TOURNAMENT Event Manager + or - \$25/hr.		

VII. (Reserved)

VIII. (Reserved)

IX. (Reserved)

X. (Reserved)

XI. (Reserved)

XII. (Reserved)

XIII. ADDENDUM

Notwithstanding the intentions of the District and the ancillary employees and athletic workers concerning compensation arrangements for the three-year period beginning July 1, 2013, it must be openly stated, should budgetary concerns arise due to the effects of any state law or its provisions, that one or more of the preceding Sections may be reopened and action taken in an effort to comply with this law.