



IN PURSUIT OF EXCELLENCE

# **SOUTHERN LEHIGH SCHOOL DISTRICT**

5775 Main Street  
Center Valley, Pennsylvania 18034

## **WAGE POLICY For ANCILLARY EMPLOYEES**

2010-2013

**ANCILLARY EMPLOYEES  
SALARY & BENEFIT POLICY**

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# **ANCILLARY EMPLOYEES SALARY & BENEFIT POLICY**

## **I. DURATION OF POLICY**

This policy shall be effective as of July 1, 2010, and remain in full force and effect until June 30, 2013.

## **II. COVERED CLASSIFICATIONS**

This policy shall cover the positions of:

Event Manager  
Athletic Worker  
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 Instructor  
Liberty Trails Field Leader  
Liberty Trails Substitute Instructor  
Liberty Trails Instructional Assistant  
Seasonal Employees  
Supplemental Registered Nurse  
Fitness Center Program Specialist  
Site Manager  
Stage Manager  
After-School Sports Monitor

## **III. HOURS OF WORK**

All employees working solely as listed above are considered part-time hourly employees.

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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. In no event shall hours of work be assigned such that the combination of hours in the classifications above and other positions held in the employment of the District exceed 40 per week except with permission of the HR Administrator.

## **(a) Overtime**

No Ancillary employee shall be approved or employed in a position that would cause them to exceed regularly 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 school children and the general public served by both the employer and the ancillary 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 or his/her designee 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 designated representative within ten (10) school business days following the written reply. The

## ANCILLARY EMPLOYEES SALARY & BENEFIT POLICY

Superintendent or his/her designated representative shall meet with the complainant and provide a written answer to the employee within (10) school business days after the meeting.

**Step 4.** If the complaint is not resolved by Step 3 to the satisfaction of the employee, the complaint may be referred to the Board of Education at its first regular meeting occurring ten (10) school business days or more following the Superintendent's written reply by written request of the complainant. The Board of Education shall provide a written reply to the employee within ten (10) school business days following the meeting at which the complaint has been referred.

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

### V. (Reserved)

### VI. WAGES

#### WAGES - PER HOUR

	<u>2010-2013</u>
Bus Monitor	\$ 15.31
Bus Monitor Substitute	15.31
Swim Bus Monitor	10.80
Swim Bus Monitor Substitute	10.80
After-School Sports Monitor	
Fitness Center Monitor	14.03
Fitness Center Monitor Substitute	14.03
Dance Chaperone	46.62/event
Hall Monitor	9.45
Recess Monitor	9.45
Cafeteria Monitor	9.45
Assistant to the Dir. of Athletics	3300.00/season
Stage Manager	Homebound Instruction Rate
Site Manager	Homebound Instruction Rate
Supplemental Licensed Nurse	18.00

## ANCILLARY EMPLOYEES SALARY & BENEFIT POLICY

### Athletic Workers

#### Football, Soccer, Field Hockey, Lacrosse, Volleyball

2010-2013

Varsity Football Ticket Manager	\$ 45.48/event
Varsity Football Ticket Sellers, Taker	36.53/event
MS & JV Football Ticket Seller/Taker	51.32/event
Football Statistician	479.90/season
Ticket Seller, Soc/FH/Lacrosse/V V&JV	51.32/event
Ticket Seller, Soc/FH/Lacrosse/V V only	36.53/event (no JV game)
Timer/Scorer Varsity S/FH/L/F/V V only	36.53/event (no JV game)
Timer/Scorer JV S/FH/L/F/V	34.71/event
Timer/Scorer MS S/FH/L/F/V	32.89/event
Timer/Scorer MS & JV (Comb) Football	51.32/event
Timer/Scorer JV & V (Comb) S/FH/L/V	51.32/event
Adult Football Announcer	41.97/event
Student Football Announcer	17.35/event
Video Operator – Football	422.07/season
Ambulance - V Football	66.39/event
Ambulance - JV Football	55.06/event
Ambulance – Middle School FB	55.06/event
Ambulance – MS & JV FB	66.39/event

### Athletic Workers

#### Basketball, Wrestling

2010-2013

Ticket Taker/Seller V/JV/JH BB/WR	\$ 51.32/event
Timer/Scorer – V BB, Wrest.	36.53/event (no JV/JH game)
Timer/Scorer – V/JV/JH BB, WR (Comb)	51.32/event
Timer/Scorer Jr. High BB/ WR	32.89/event
Timer/Scorer MS BB	32.89/event
Timer/Scorer WR Tri-Match	77.60/event
Stud. Announc. or Scorebrd Oper BB/WR	17.35/event
Video Operator BB, WR	321.27/season

# ANCILLARY EMPLOYEES SALARY & BENEFIT POLICY

## **Athletic Workers**

### **Track**

2010-13

Field Helper – Dual Meet	\$ 43.06/event
Field Helper – Triangular Meet	50.19/event
Announcer/Scorer Dual Meet	45.48/event
Announcer/Scorer Tri. Meet	53.74/event
Hy-Tec Meet Manager (dual meet)	45.48/event
Hy-Tec Meet Manager (tri-meet)	53.74/event
(Hy-tech Meet Manager Training and Informational Input is paid on a per-event basis.)	

## **Athletic Workers**

### **Baseball**

2010-13

Ticket Seller, Varsity	\$ 36.53/event
Scorekeeper/Announcer, Varsity	36.53/event
Student Announcer, Varsity	17.35/event

## **Event Managers**

2010-13

Single Game	\$ 63.99/event
Doubleheader	95.99
Fitness Center Program. Specialist	26.99

## **Seasonal Employees**

2010-13

Seasonal Employee - under 18	\$ 7.25
Seasonal Employee - 18 or over	8.18

## **Liberty Trails Program**

2010-13

Liberty Trails Field Leader	\$809.64/program
Teacher Instructor	575.38/week
Instructional Assistant	15.31/hour
Substitute Instructor	119.40/day

## **ANCILLARY EMPLOYEES SALARY & BENEFIT POLICY**

**VII. (Reserved)**

**VIII. (Reserved)**

**IX. (Reserved)**

**X. (Reserved)**

**XI. (Reserved)**

**XII. (Reserved)**

### **XIII. ADDENDUM**

Notwithstanding the intentions of the District and the ancillary employees concerning compensation arrangements for the three-year period beginning July 1, 2010, it must be openly stated, should budgetary concerns arise due to the effects 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.