



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:

Monitors
Fitness Center Employees
Athletic Workers
Event Managers
Site or Stage Managers
Seasonal Employees
Liberty Trails Program Employees
Dance Chaperones
Assistants to the Coordinator of Athletic Services
Supplemental Licensed Nurses

III. HOURS OF WORK

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

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

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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 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

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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

Monitors

Bus Monitor	\$15.31
Bus Monitor Substitute	15.31
Swim Bus Monitor	10.80
Swim Bus Monitor Substitute	10.80
Hall Monitor	9.45
Recess Monitor	9.45
Cafeteria Monitor	9.45
After-School Sports Monitor	9.45

Fitness Center Employees

Fitness Center Monitor	\$14.03
Fitness Center Monitor Substitute	14.03
Fitness Center Program. Specialist	26.99 (certified)

Athletic Workers

Football, Soccer, Field Hockey, Lacrosse, Volleyball

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

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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

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	

Athletic Workers

Track

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

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

Event Managers (SLSD Sports Activities)

Single Game	\$63.99/event
Doubleheader	\$95.99

Tournament \$200.00/day (8 hours)

Over/Under 8 hours for tournament Event Manager + +/- \$20.00/hr.

Site or Stage Managers (Outside Activities)

Stage Manager	Current Homebound Instruction Rate
Site Manager	Current Homebound Instruction Rate

Seasonal Employees

Seasonal Employee - under 18	\$8.10
Seasonal Employee - 18 or over	9.18

Liberty Trails Program

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

Miscellaneous Employees

Dance Chaperone	\$46.62/event
Asst. to the Coord. of Athletic Services	\$3300./season
Supplemental Licensed Nurse (regular or substitute hours)	\$18.00/hour

VII. (Reserved)

VIII. (Reserved)

IX. (Reserved)

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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.