

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: NON-PROFESSIONAL:  
POSITION CLASSIFICATION

ADOPTED: September 9, 1991

REVISED: June 26, 2017

*Formerly policy 4210*

## 508. POSITION CLASSIFICATION

### Regular Full-Time Positions

Regular full-time positions are those positions established on a continuing basis and requiring daily labor of five employee hours or more for five days each week. Incumbent employees are entitled to normal wages and benefits as defined in the appropriate wage and benefit policy or employee agreement.

### Regular Part-Time Positions

Regular part-time positions are the positions of a continuing long term nature requiring four and three fourths (4 3/4) employee hours or less daily. Part-time employees may legitimately be requested or required to work more than 4 3/4 hours; however, such extra employee hours must be for a finite time period or to meet transient workload requirements. Part-time employees shall be paid in accordance with the applicable wage and benefit policy and are entitled to only those benefits applicable to part-time employees.

### Temporary Positions

Temporary positions are those created to meet transient workload or task specific needs. Temporary positions must be established with a finite life of up to but not more than one (1) year. If continuation of such a position is desired, School Board authorization must be obtained to continue the position for another fixed time frame. Employees filling temporary positions receive compensation and benefits in accordance with the respective regular full-time or regular part-time wage and benefit policy, as applicable.

### Substitute Employees

Substitute employees are those occasional employees who provide work force during the absence of a regular or temporary employee. Substitute employees may be assigned to either full-time or part-time responsibilities. Substitute employees are compensated at the substitute pay rate established in the applicable Group Wage and Benefit Policy or the pay listing which is promulgated annually by the Business Office and approved by the School Board.

508. NON-PROFESSIONAL: POSITION CLASSIFICATION

Seasonal substitutes are not entitled to any benefits. Seasonal summer augmentation employees are considered substitute employees for wage and benefit purposes, and receive no health benefits.

Renumbered 9/12/07