

SOUTHERN LEHIGH

SUBSTITUTE & SEASONAL WORKER
EMPLOYMENT REQUIREMENTS
RATES of PAY SCHEDULE
2023-2024 School Year (July 1-June 30)
Board Approved 8/14/2023

DEFINITIONS:

Substitute and Seasonal positions are jobs that provide necessary support and coverage to the primary operations of the District, schools and department on a temporary or as needed basis.

Substitute and Seasonal employees are approved for hire annually. The details below are for informational purposes only.

LIMITATIONS:

- Full-time non-exempt Employees of SLSD may not be assigned nor accept Seasonal or Substitute work if such work, when combined with his/her regular working hours, exceeds 40 hours per week except as expressly approved by the School Board.
- Part-time non-exempt Employees of SLSD may not be assigned nor accept Seasonal or Substitute work if such work, when combined with his/her regular working hours, exceeds 29 hours per week except as expressly approved by the School Board.
- Seasonal and Substitute workers may not be assigned, accept nor work in any combination of positions such that the total number of hours worked in a week exceeds 29 except as expressly approved by the School Board.

PAPERWORK:

Seasonal and Substitute workers must submit PDE required background checks, pre-employment paperwork and be School Board approved before beginning work.

DEFINITIONS:

- **SUBSTITUTE EMPLOYEE** – Substitutes approved for hire by the School Board.
- **SUBSTITUTE TEACHER** –Substitutes with valid PDE teaching or other professional certificates.
- **SEASONAL EMPLOYEE** – Seasonal employees under 18 years of age must have working papers prior to employment and work within the parameters of the Pennsylvania Child Labor Laws. Board approved student employees are permitted to work in positions marked an asterisk below (*).
- **RETIREEES** – SLSD retirees may work with Board approval in any substitute position for which they have been approved outside regular school hours. If considered for work during regular school hours, retirees may only be hired on an emergency basis and after all other non-retired applicants have been considered.

SUBSTITUTE POSITIONS	2023-2024 Rates are hourly unless noted	EMPLOYEE CREDENTIALS and PAPERWORK: All PDE required background checks, physical exam and TB.
Teaching & Learning		
DAILY Substitute Teacher/Professional	\$130.00/day	<i>PDE qualified substitute</i>
EXTENDED TERM Substitute Teacher/Professional (18-69 days in the same assignment)	\$200.00/day	<i>PDE qualified substitute</i>
LONG TERM Substitute Teacher/Professional (70+ days in the same assignment)	Contract Step & Benefits	<i>PDE qualified substitute</i>
Operations & Staff		
Substitute Bus Monitor Athletics	\$11.60	
Substitute Bus Monitor Instructional	\$16.50	
Substitute Food Services	\$11.60	
Substitute Cafeteria Monitor	\$11.60	
Substitute Custodian	\$17.20	
Substitute Nurse	\$20.30	<i>Qualified substitute with current First Aid and CPR certification</i>
Substitute IA <i>(NOTE: A sub IA working 90+ days in place of a regular employee will be paid the regular IA rate of pay)</i>	\$17.80	
Substitute Licensed Nurse	\$23.90	<i>Qualified licensed substitute</i>
Substitute Secretary	\$17.80	
SEASONAL CUSTODIAL/MAINTENANCE EMPLOYEES	July 1, 2023 to June 30, 2024 Rates are hourly unless noted	EMPLOYEE CREDENTIALS and PAPERWORK: All PDE required background checks, physical exam and TB. Working papers as noted below.
UNDER 18 (*)	\$8.50	<i>SLSD students and returning college students preferred. Note Child Labor Law and Working Papers.</i>
OVER 18	\$9.50	<i>Returning workers preferred.</i>