

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: NON-PROFESSIONAL:
POSITION CLASSIFICATION

ADOPTED: September 9, 1991

REVISED:

**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 man-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) man-hours or less daily. Part-time employees may legitimately be requested or required to work more than 4 3/4 hours; however, such extra man-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 not more than two (2) years. 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 manpower during the absence of a regular or temporary employee. They may be assigned to either full-time or part-time responsibilities. Substitutes are compensated at the substitute pay rate established in the miscellaneous pay listing which is promulgated annually by the Business Office and approved by the School Board.

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	<p>Substitutes are not entitled to any benefits. Summer augmentation employees are considered substitute employees for wage and benefit purposes.</p>
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Renumbered 9/12/07