



IN PURSUIT OF EXCELLENCE

SOUTHERN LEHIGH SCHOOL DISTRICT

WAGE POLICY For ANCILLARY EMPLOYEES AND ATHLETIC WORKERS

2013-2016

**ANCILLARY EMPLOYEES AND
ATHLETIC WORKERS
WAGE POLICY**

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ANCILLARY EMPLOYEES AND ATHLETIC WORKERS WAGE POLICY

I. DURATION OF POLICY

This policy shall be effective as of **July 1, 2013**, and remain in full force and effect through **June 30, 2016**.

II. COVERED CLASSIFICATIONS

This policy shall cover the positions of:

Event Manager
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 Licensed Nurse
Fitness Center Program Specialist
Site Manager
Stage Manager
After-School Sports Monitor
Assistant to the Coordinator of Athletics
PEAK Program Staff
PSAT Proctor
PSAT Asst. Proctor/Monitor
Speech & Debate Judge
Athletic Worker

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III. HOURS OF WORK

All employees working solely as listed above are considered part-time hourly employees and may not exceed 29 hours per week (For seasonal employees, this limit becomes effective 9/1/13). In no event shall hours of work be assigned or allowed such that the combination of hours worked in the hourly classifications above and/or those worked in any other hourly PT classifications or hourly positions in the employment of the District exceed 29 per week except with express permission of the Superintendent or his/her designee.

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.

(a) Overtime

No Full time District employee shall be approved or employed in an Ancillary or Athletic Worker position that would cause them to regularly exceed 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 general public served by both the employer, the ancillary employees and athletic 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

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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 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 designee within ten (10) school business days following the written reply. The Superintendent or his/her designee shall meet with the complainant and provide a written answer to the employee within (10) school business days after the meeting.

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

V. (Reserved)

VI. WAGES

A NOTE CONCERNING HOURLY EMPLOYEES:

- No FT District hourly employee may be appointed or allowed to work in a District Ancillary, stipended or Athletic Worker position if his/her regular hours, combined with his/her hours working in any other Ancillary, stipended or athletic worker position, would regularly exceed 40 per week in total.
- Also, no employee not otherwise employed by SLSD or employed as an employee working less than 30 hours per week in another classification will be allowed to work in any combination of positions such that their total hours worked exceeds 29 hours per week.
- All employees must be pre-approved by the Board of School Directors

STUDENT EMPLOYEES: Students under 18 years of age must have working papers prior to employment. All students must work within the parameters of the Pennsylvania Child Labor Laws. Students are only allowed to work in positions marked in this policy with an asterisk*)

RETIREEES: Are eligible to work any position an SLSD employee could work outside normal school hours without limitation, except as above. If employed in a District position that

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entails work during normal school hours, retirees must be hired on an emergency basis only after all other non-retired applicants have received consideration.

CLEARANCES: Athletic Workers are not required to have clearances but will sign and submit a PDE-6004 before beginning work. All other positions must submit all clearances and Form PDE-6004 before beginning work, along with physical examination results, TB tests, and other required documentation.

"Any SLSD Employee" as used below means that any adult who successfully meets the requirements as stated and has been approved by the School Board may work in this category. Student workers must meet listed requirements and be Board-approved as well.

ANCILLARY EMPLOYEES: (with definitions of eligible employees for each position): Clearances, TB test, physical examination and payroll processing are required for employment in these categories:

	<u>2010-2013</u>
Bus Monitor	\$15.31/hour.
<i>(Any SLSD employee eligible. If an IEP designates, must be an Instructional Assistant)</i>	
Bus Monitor Substitute	15.31/hour.
<i>(Any SLSD employee eligible. If an IEP designates, must be an Instructional Assistant)</i>	
Swim Bus Monitor	10.80/hour.
<i>(Any SLSD employee eligible)</i>	
Swim Bus Monitor Substitute	10.80/hour.
<i>(Any SLSD employee eligible)</i>	
After-School Sports Monitor	10.80/hour.
<i>(Any SLSD employee eligible)</i>	
Fitness Center Monitor	14.03/hour.
<i>(Any SLSD employee eligible, must have current First Aid and CPR certifications)</i>	
Fitness Center Monitor Substitute	14.03/hour.
<i>(Any SLSD employee eligible, must have current First Aid and CPR certifications)</i>	
Dance Chaperone	46.62/event
<i>(SLSD Teachers, Long-term Substitute Teachers and Instructional Assistants eligible)</i>	
Hall Monitor	10.00/hour
<i>(Any SLSD employee eligible)</i>	
Recess Monitor	10.00/hour
<i>(Any SLSD employee eligible)</i>	
Cafeteria Monitor	10.00/hour
<i>(Any SLSD employee eligible)</i>	
Assistant to the Coordinator of Athletics	3333.33 /season
<i>(Any SLSD employee eligible: preference given to actively teaching professionals)</i>	

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(Any SLSD employee eligible) Adult Football Announcer	41.97/event
(Any SLSD employee eligible) Video Operator – Football	422.07/season
(Any SLSD employee eligible) *Student Football Announcer	17.35/event
(Any SLSD student eligible– note Child Labor Law and Working Paper concerns above.)	

ATHLETIC WORKERS

Basketball, Wrestling

	<u>2010-2013</u>
Ticket Taker/Seller V/JV/JH BB/WR	\$ 51.32/event
(Any SLSD employee eligible) Timer/Scorer – V BB, Wrest.	36.53/event (no JV/JH game)
(Any SLSD employee eligible) Timer/Scorer – V/JV/JH BB, WR (Comb)	51.32/event
(Any SLSD employee eligible) Timer/Scorer Jr. High BB/WR	32.89/event
(Any SLSD employee eligible) Timer/Scorer MS BB	32.89/event
(Any SLSD employee eligible) Timer/Scorer WR Tri-Match	77.60/event
(Any SLSD employee eligible) *Student Announcer or Scoreboard Operator BB/WR	17.35/event
(Any SLSD student eligible– note Child Labor Law and Working Paper concerns above.)	
(Any SLSD employee eligible) Video Operator BB, WR	321.27/season

ATHLETIC WORKERS

Track

	<u>2010-13</u>
Field Helper – Dual Meet	\$43.06/event

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(Any SLSD employee eligible)

Field Helper – Triangular Meet **50.19/event**

(Any SLSD employee eligible)

Announcer/Scorer Dual Meet **45.48/event**

(Any SLSD employee eligible)

Announcer/Scorer Tri.Meet **53.74/event**

(Any SLSD employee eligible)

Hy-Tec Meet Manager (dual meet) **45.48/event**

(Any SLSD employee eligible)

Hy-Tec Meet Manager (tri-meet) **53.74/event**

(Any SLSD employee eligible)

(Note: Hy-tech Meet Manager Training and Informational Input is paid on a per-event basis.)

ATHLETIC WORKERS

Baseball

Ticket Seller, Varsity **\$36.53/event**

(Any SLSD employee eligible)

Scorekeeper/Announcer, Varsity **36.53/event**

(Any SLSD employee eligible)

*Student Announcer, Varsity **17.35 /event**

(Any SLSD student – note Child Labor Law and Working Paper concerns above.)

OTHER ANCILLARY POSITIONS: Clearances, TB Tests, Physicals, payroll processing required for Employment

Event Managers

Event Managers are placed in charge of SLSD (incl. League) sporting events in the absence of the CA or Assistant CAs.

(Preferably administrators, teachers also eligible)

Single Game **2010-13
\$63.99/event**
Doubleheader **95.99/doubleheader event**
Tournament **\$200/day (8 hours)**
Over/Under 8 hours for Tournament Event Manager **+ or - \$25.00/hr.**

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Fitness Center Program. Specialist **26.99/hr.**
(Must be appropriately certificated/ licensed)

Seasonal Employees

(There are a set number of students and adults for each summer season.)

2010-13

*Seasonal Employee - under 18 **\$7.25/hour**
(SLSD HS or returning college student– note Child Labor Law and Working Paper concerns above.)

*Seasonal Employee - 18 or over **\$8.25/hour**
(SLSD HS or returning college student, returning adults, new adults.)

Liberty Trails Program

2010-13

Liberty Trails Field Leader **809.64/program**

(SLSD Teaching professionals only)

Teacher Instructor

575.38/week

(SLSD Teaching professionals only)

Instructional Assistant

15.31/hour

(SLSD Instructional Assistants only)

Substitute Instructor

119.40 /day

(SLSD Teaching professionals only)

PEAK Program Staff

Intramural Rate/ session

(SLSD Teaching professionals only)

PSAT Proctor

\$40.09 per hour

(SLSD Teaching Professionals only)

PSAT Asst. Proctor/Monitor

\$17.12 per hour

(SLSD Teaching professionals or certificated Instructional Assistants only)

Speech and Debate Judge

\$63.99 per event

(Any SLSD employee)

VII. (Reserved)

ANCILLARY EMPLOYEES AND ATHLETIC WORKERS WAGE POLICY

VIII. (Reserved)

IX. (Reserved)

X. (Reserved)

XI. (Reserved)

XII. (Reserved)

XIII. ADDENDUM

Notwithstanding the intentions of the District and the ancillary employees and athletic workers concerning compensation arrangements for the three-year period beginning **July 1, 2013**, it must be openly stated, should budgetary concerns arise due to the effects of 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.

WRK 7/1/13
REV 4.28.13

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