



IN PURSUIT OF EXCELLENCE

# **SOUTHERN LEHIGH SCHOOL DISTRICT**

## **WAGE POLICY For ANCILLARY EMPLOYEES AND ATHLETIC WORKERS**

~~20152016-20162017~~

# ANCILLARY EMPLOYEES AND ATHLETIC WORKERS

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# ANCILLARY EMPLOYEES AND ATHLETIC WORKERS

## I. DURATION OF POLICY

This policy shall be effective as of July 1, 2016~~3~~, 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 Teacher Instructor  
Liberty Trails Field Leader  
Liberty Trails Substitute Teacher Instructor  
Liberty Trails Instructional Assistant  
Seasonal Employees  
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  
MS Musical Director  
HS Production Lighting Designer, Play  
HS Production Lighting Designer, Musical  
HS Production Choreographer, Musical  
HS Production Stage Manager, Play  
HS Production Stage Manager, Musical  
Grant Coordinator

# ANCILLARY EMPLOYEES AND ATHLETIC WORKERS

## III. HOURS OF WORK

All employees working solely as listed above are considered part-time hourly-non-exempt employees and may not reach or exceed 29 hours per week (For seasonal employees, this limit becomes effective 9/1/1316). In no event shall hours of work be assigned or allowed such that the combination of hours worked in the hourly non-exempt classifications above and/or those worked in any other hourly non-exempt PT classifications or hourly non-exempt positions in the employment of the District reach or exceed 29 per week specific without 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 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 NON-EXEMPT EMPLOYEES:**

- *No FT District hourly non-exempt 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\*)*

**RETIREES:** 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 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 or a TB test 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 if required.

"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:

Bus Monitor      \$15.69/hour.

*(Any SLSD employee eligible. If an IEP designates, must be an Instructional Assistant)*

Bus Monitor Substitute      \$15.69/hour.

*(Any SLSD employee eligible. If an IEP designates, must be an Instructional Assistant)*

Swim Bus Monitor      \$11.07/hour.

*(Any SLSD employee eligible)*

Swim Bus Monitor Substitute      \$11.07/hour.

*(Any SLSD employee eligible)*

After-School Sports Monitor      \$11.07/hour.

*(Any SLSD employee eligible)*

Fitness Center Monitor      \$14.5292/hour.

*(Any SLSD employee eligible, must have current First Aid and CPR certifications)*

Fitness Center Monitor Substitute      \$14.5292/hour.

*(Any SLSD employee eligible, must have current First Aid and CPR certifications)*

Dance Chaperone      \$47.79/event

*(SLSD Teachers, Long-term Substitute Teachers and Instructional Assistants eligible)*

Hall Monitor      \$10.3563/hour

*(Any SLSD employee eligible)*

Recess Monitor      \$10.3563/hour

*(Any SLSD employee eligible)*

Cafeteria Monitor      \$10.3563/hour

*(Any SLSD employee eligible)*

Assistant to the Coordinator of Athletics      \$3416.663,510.62/season

*(Any SLSD employee eligible: preference given to actively teaching professionals)*

**Stage Manager Homebound Instruction Rate**

*(Stage Managers operate AV and stage-related equipment for those who rent our facilities under the Facilities Usage Policy. If necessary, they are usually Teachers, Administrators or Technology Dept. staff.)*

**Site Manager Homebound Instruction Rate**

*(Site Managers have the overall responsibility of managing an entire location during a rental from an outside user, when this is outside the normal duties of their position. Administrators, experienced Teachers, retired Administrators, or Assistants to the CAS usually perform this duty.)*

**ATHLETIC WORKERS**

**Football, Soccer, Field Hockey, Lacrosse, Volleyball : Form PDE-6004 and payroll processing required for employment:**

Varsity Football Ticket Manager \$46.62/event  
*(Any SLSD employee eligible)*

Varsity Football Ticket Sellers, Taker \$37.44/event  
*(Any SLSD employee eligible)*

MS & JV Football Ticket Seller/Taker \$52.60/event  
*(Any SLSD employee eligible)*

Football Statistician \$491.90/season  
*(Any SLSD employee eligible)*

Ticket Seller, Soc/FH/Lacrosse/V V&JV \$52.60/event  
*(Any SLSD employee eligible)*

Ticket Seller, Soc/FH/Lacrosse/V V only \$37.44/event (no JV game)  
*(Any SLSD employee eligible)*

Timer/Scorer Varsity S/FH/L/F/V V only \$37.44/event (no JV game)  
*(Any SLSD employee eligible)*

Timer/Scorer JV S/FH/L/F/V \$35.58/event  
*(Any SLSD employee eligible)*

Timer/Scorer MS S/FH/L/F/V \$33.71/event  
*(Any SLSD employee eligible)*

Timer/Scorer MS & JV (Comb) Football \$52.60/event  
*(Any SLSD employee eligible)*

Timer/Scorer JV & V (Comb) S/FH/L/V \$52.60/event  
*(Any SLSD employee eligible)*

Adult Football Announcer \$43.02/event  
*(Any SLSD employee eligible)*

Video Operator – Football   **\$432.62/season**  
*(Any SLSD employee eligible)*

**\*Student Football Announcer           \$17.78/event**  
*(Any SLSD student eligible– note Child Labor Law and Working Paper concerns above.)*

**ATHLETIC WORKERS**

**Basketball, Wrestling**

Ticket Taker/Seller V/JV/JH BB/WR       **\$52.60/event**  
*(Any SLSD employee eligible)*

Timer/Scorer – V BB, Wrest.               **\$37.44/event (no JV/JH game)**  
*(Any SLSD employee eligible)*

Timer/Scorer – V/JV/JH BB, WR (Comb)   **\$52.60/event**  
*(Any SLSD employee eligible)*

Timer/Scorer Jr. High BB/ WR              **\$33.71/event**  
*(Any SLSD employee eligible)*

Timer/Scorer MS BB                         **\$33.71/event**  
*(Any SLSD employee eligible)*

Timer/Scorer WR Dual Match               **\$52.60/event**  
*(Any SLSD employee eligible)*

Timer/Scorer WR Tri-Match                 **\$79.54/event**  
*(Any SLSD employee eligible)*

**\*Student Announcer or Scoreboard  
Operator BB/WR                               \$17.78/event**  
*(Any SLSD student eligible– note Child Labor Law and Working Paper concerns above.)*

Video Operator BB, WR                      **\$329.30/season**  
*(Any SLSD employee eligible)*

**ATHLETIC WORKERS**

**Track**

Field Helper – Dual Meet                    **\$44.14/event**  
*(Any SLSD employee eligible)*



Field Helper – Triangular Meet <i>(Any SLSD employee eligible)</i>	\$51.46/event
Announcer/Scorer Dual Meet <i>(Any SLSD employee eligible)</i>	\$46.62/event
Announcer/Scorer Tri.Meet <i>(Any SLSD employee eligible)</i>	\$55.08/event
Hy-Tec Meet Manager (dual meet) <i>(Any SLSD employee eligible)</i>	\$46.62/event
Hy-Tec Meet Manager (tri-meet) <i>(Any SLSD employee eligible)</i>	\$55.08/event

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

### **ATHLETIC WORKERS**

#### **Baseball**

Ticket Seller, Varsity <i>(Any SLSD employee eligible)</i>	\$37.44/event
Scorekeeper,..... Varsity <i>(Any SLSD employee eligible)</i>	\$37.44/event
Adult Announcer, Varsity <i>(Any SLSD employee eligible)</i>	\$46.62/ event
*Student Announcer, Varsity <i>(Any SLSD student – note Child Labor Law and Working Paper concerns above.)</i>	\$17.78 /event

### **ATHLETIC WORKERS**

#### **Swimming**

Swim Meet Scorer <i>(Any SLSD employee eligible)</i>	\$52.60 / event
Swim Meet Announcer <i>(Any SLSD employee eligibl)</i>	\$43.02 / event

### **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	\$65.59 /event
Doubleheader	\$98.39 /doubleheader event
Tournament	\$200/day (8 hours)

Over/Under 8 hours for Tournament Event Manager + or - \$25.00/hr.

**Fitness Center Program. Specialist**    \$27.67/hr.  
*(Must be appropriately certificated/ licensed)*

**Seasonal Employees**

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

**\*Seasonal Employee - under 18**    \$8.30 53 /hour  
*(SLSD HS or returning college student– note Child Labor Law and Working Paper concerns above.)*

**\*Seasonal Employee - 18 or over**    \$9.4167/hour  
*(SLSD HS or returning college student, returning adults, new adults.)*

**Liberty Trails Program**

Liberty Trails Field Leader                    \$846.48 / program  
*(SLSD Teaching professionals only)*

Teacher Instructor                                \$601.56 / week  
*(SLSD Teaching professionals only)*

Instructional Assistant                         \$16.01 / hour  
*(SLSD Instructional Assistants only)*

Substitute Instructor                            \$121.84 /day  
*(SLSD Teaching professionals only)*

**District Theatre Arts**

MS Musical Director	\$900.00
HS Lighting Designer, Play	\$1150.00 (may be contracted)
HS Lighting Designer, Musical	\$1150.00 (may be contracted)
HS Choreographer, Musical	\$2000.00
HS Stage Manager, Play	\$750.00
HS Stage Manager, Musical	\$750.00

**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*)

Grant Coordinator – position and stipend amounts to be individually and annually approved by the Board.  
(*Any SLSD Employee*)

**VII. (Reserved)**

**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.