

MINNETONKA PUBLIC SCHOOLS

POLICY #431 WAGES RATES – PART TIME OR SUBSTITUTE

1. PHILOSOPHY

The School Board's Vision on support staff provides that:

- 1.1. Creating a culture of child-centered excellence will depend on the efforts of all adults in the organization. While excellence in education is often focused exclusively on the interaction between teachers and students, a truly world-class school district will pursue excellence in all work areas.
- 1.2. In order for all students to reach their highest levels of academic and personal achievement, support staff members will recognize and appreciate that they are partners in the education success of each student and are an integral part of our school system. These highly qualified employees will be positive role models who are committed to creating a supportive learning environment for all students, as well as providing essential support for teachers. Their positive attitudes, encouraging words, and consistent and caring discipline will form an essential part of Minnetonka's focus on child-centered excellence.
- 1.3. Likewise, we expect everyone who works for the District to be positive ambassadors for our schools as they go about their daily work. Support staff members provide unique contributions to our organization and are key communicators in our community. Their helpful attitudes and responsive behavior will convey what is best about who we are and what we do. Excellence across all support areas will enable everyone to do their best work, thereby allowing us to fulfill our mission and vision.

2. PURPOSE

This policy provides wage rates for part-time and/or substitute personnel. The Board's Vision reflects the importance of these positions to the success of our schools and students.

3. CONDITIONS

- 3.1 In no case shall wages paid be lower than minimum prescribed by law; and
- 3.2 In no case shall wages paid exceed amounts established otherwise by Board Policy or Master Agreement for personnel being replaced on a temporary basis.

4. GENERAL STATEMENT OF POLICY

The Superintendent, or designee, shall annually review wage levels and factors affecting the wage levels, including budget and market conditions, and publish the rates for the school year. The Superintendent, or designee, is authorized to make modifications in these rates during the year if conditions require such adjustments. Specific rates will be approved by the Board.

5. COMPLIANCE WITH OTHER POLICIES

Any employee hired under this policy any positions listed in Section 1 is subject to all other District policies, and shall be subject to policies related to hiring, including, but not limited to:

- #401 Equal Employment Opportunity
- #404 Employee Background Checks
- #424 License Status
- #433 Nepotism

Positions listed in Section 2 do not normally require background checks in that the hiring is done for a single event activity. However, all other applicable policies apply.

6. WAGE RATES

- 6.1 Rates for the following positions are listed in Wage Rates authorized under Policy 431, Section 1.
 - 6.1.1 Paraprofessionals
 - 6.1.2 Clerical
 - 6.1.3 Custodial Personnel
 - 6.1.4 Child Nutrition Personnel

7. STUDENT HELPER

- 7.1 Minimum Wage: accord with current law.

8. CO-CURRICULAR EVENTS

- 8.1. As per School Board directives, every attempt will be made to secure volunteers. Where it is not possible to secure volunteers, the wage rates listed in Wage Rates authorized under Policy 431, Section 2 will prevail.

9. SPEECH CLINICAL SUBSTITUTE

- 9.1 If the individual hired as a speech clinician for Pre-school Screening is currently employed by the District as a teacher, the employee will receive the employee's regular hourly rate of pay.

- 10.** The adopted wages apply unless the person employed is covered by a Board Policy or Master Agreement which has specific provisions dealing with wages to be paid. In such cases, Board Policy or Master Agreement provisions pertain.
- 11.** Payment beyond the ranges indicated may be made by authorization of the Superintendent, or designee.

Related Policies:

- #401 Equal Employment Opportunities
- #404 Employment Background Checks
- #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- #417 Chemical Use Policy
- #424 License Status
- #427 Harassment and Violence
- #428 Respectful Workplace
- #430 Reserve Teachers
- #432 Confidential Support Staff

Approved: August 17, 2017

Revised and Approved: December 7, 2017

Wages Rates Authorized under School Board Policy 431

Section 1: Wage Rates pertaining to substitute and part time employees:

1.0 Paraprofessionals

- 1.1 \$12.70 per hour for Class A
- 1.2 \$13.50 per hour for Class B
- 1.3 \$13.80 per hour for Class C
- 1.4 \$14.50 per hour for Class D
- 1.5 \$15.00 per hour for Class E

2.0 Clerical

- 2.1 \$13.35 per hour for Level I
- 2.2 \$13.85 per hour for Level II
- 2.3 \$15.10 per hour for Level III
- 2.4 \$16.00 per hour for Level IV
- 2.5 \$16.50 per hour for Level V+

3.0 Child Nutrition Personnel

- 3.1 \$13.70 per hour for all levels

4.0 Custodial Personnel

- 4.1 \$13.70 per hour for all levels

5.0 Registered Nurse

- 5.1 \$22.50 per hour for Substitute
- 5.2 \$22.50 per hour for Early Childhood Screening RN

Section 2: Wage Rates Pertaining to Co-Curricular Events

Fall			
Football	Hourly Rate	Playoffs	Estimated Time Frame
Ticket Sellers-Category 1	\$13	Determined by Section	6:00 PM - end of 3rd Quarter + counting - 5:30 start \$7 more
Ticket Sellers-Category 2	\$13	Determined by Section	6:00 PM - end of game and counting - 5:30 start \$7 more
Ticket Sellers-Category 3	\$13	Determined by Section	6:00 PM - Page1/Tickets/Pass Gate -1/2 time/count - 5:30 start \$7 more
Ticket Takers	\$12	Determined by Section	6:00 PM -end of the 3rd Quarter - 5:30 start \$6 more
Ticket Takers	\$12	Determined by Section	6:00 PM - end of game - 5:30 start \$6 more
Chain Crew	\$14	Determined by Section	6:30 PM - end of the game
Supervisor-Category 1- Inside Page1	\$16	Determined by Section	6:00 PM - end of the game
Supervisor-Category 2- Hill	\$18	Determined by Section	6:00 PM - end of the game
Supervisor-Category 3- Other	\$16	Determined by Section	6:00 PM - end of the game
Supervisor-Category 4- Away Game	\$16	Determined by Section	6:30 PM - end of the game
Announcer	\$16	Determined by Section	6:15 PM - end of the game
Spotter	\$14	Determined by Section	6:45 PM - end of the game
Scoreboard	\$16	Determined by Section	6:30 PM - end of the game
Event Manager	\$18	Determined by Section	5:00 PM - 1 hour after the game
Ticket Coordinator	\$16	Determined by Section	5:00pm - 30 minutes after the game
Video Board (new)	\$14		
Soccer			
		Playoffs	Estimated Time Frame
Ticket Seller	\$13	Determined by Section	45 min before 1st game- 1/2 of 2nd game/counting
Ticket Taker	\$12	Determined by Section	45 min before 1st game - 1/2 of 2nd game
Announcer/Scoreboard	\$16	Determined by Section	30 min before 1st game - end of game
Event Manager	\$18	Determined by Section	1 hour before 1st game - end of game
Volleyball			
		Playoffs	Estimated Time Frame
Ticket Seller/Taker	\$13	Determined by Section	5:00 PM - end of 3rd game in the varsity match
Announcer	\$16	Determined by Section	6:30 PM- end of varsity match
Scoreboard	\$16	Determined by Section	5:00 PM - end of varsity match
Scorebook	\$16	Determined by Section	5:00 PM - end of varsity match
Line Judge	\$16	Determined by Section	5:00 PM - end of varsity match
Event Manager	\$86	Determined by Section	4:30 PM - end of the game
Libero Scorer	\$14		6:30 PM - end of matches
Cross-Country			
Meet Worker	\$16		
Adapted Soccer			
Scoreboard/Announcer	\$16	Determined by Section	15 mins before start of first match - to end of last match
Event Manager	\$18	Determined by Section	30 mins before start of first match - to end of last match
Winter			
Girls/Boys' Basketball	Hourly Rate	Playoffs	Estimated Time Frame
Event Manager	\$18	Determined by Section	45 min. before 1st game - to end
Supervisors	\$16	Determined by Section	one hour before the scheduled start of the varsity game to the-end of varsity game
Scoreboard	\$16	Determined by Section	arrive 15 min. before game
Scorebook	\$16	Determined by Section	arrive 15 min. before game
Ticket Seller/Taker	\$14	Determined by Section	30 mins before start of 1st game to -start of 3rd quarter final game + counting - 14 minutes left in varsity game + counting
Ticket Taker	\$12	Determined by Section	30 mins before scheduled start of 1st game - start of 3rd quarter of final game – 14 minutes left in varsity game
Ticket Seller	\$13	Determined by Section	30 mins before scheduled start of 1st game - start of 3rd quarter of final game and counting – 14 minutes left in varsity game + counting
Announcer	\$16	Determined by Section	30 mins before varsity game
9th score table	\$14		15 mins before game - to end
Video Board	\$14		
Wrestling			
Event Manager	\$18	Determined by Section	1 hour before 1st match - to end
Ticket Seller/Taker	\$14	Determined by Section	2 matches/1 hour before start
Announcer	\$16	Determined by Section	15 mins before 1st match - to end - no JV announcer

Scorekeeper/Timer	\$16		
Gymnastics			
Event Manager	\$18	Determined by Section	1 hour before - end of match
Clock	\$16	Determined by Section	30 minutes prior the start of meet
Timer	\$16	Determined by Section	30 minutes prior the start of meet
Announcer	\$16	Determined by Section	30 minutes prior the start of meet
Ticket Seller/Taker	\$14	Determined by Section	45 minutes before start
Hockey			
Ticket Taker	\$12	Determined by Section	4:30-8:30
Crowd Supervisors	\$16	Determined by Section	15 mins before start of varsity game-end
Event Manager	\$18	Determined by Section	30 mins before JV competition-to end of varsity - 1 hour before varsity game-end
Dance			
Event Manager	\$18	Determined by Section	5:00 pm to end of varsity
Ticket Seller	\$13	Determined by Section	6:00-end of competition
Ticket Taker	\$12	Determined by Section	6:00-end of competition
Door Security	\$12	Determined by Section	5:15-end of competition
Judge Runner	\$12	Determined by Section	6:30-end of competition
Announcer	\$16	Determined by Section	6:30-end of competition
Supervisors	\$16		5:00-end of competition
Adap. Floor Hockey			
Event Manager	\$18	Determined by Section	30 mins before start of first game
Announcer	\$16	Determined by Section	15 mins before start of first game

Spring			
Track	Regular Meet	Estimated Time Frame	
Ticket seller	\$13	45 minutes before start	
Ticket taker	\$12	45 minutes before start	
Announcer	\$16	15 mins before - to the end of the meet	
Field Events	\$16	15 mins before - to the end of their event	
Pole Vault	\$16	15 mins before - the end of the their event	
Event Manager	\$18	60 mins before - to the end of the meet	
Timers	\$16	15 mins before - to the end of the meet	
Score Keeper	\$16	15 mins before - to the end of the meet	
Clerk of Course	\$16	15 mins before - to the end of the meet	
Recorder	\$16	15 mins before - to the end of the meet	
* if event starts and is rained out then a portion of stipend is given based on time of cancellation.			
Adapted Softball			
Announcer/Scoreboard	\$16	15 mins before start of 1st match - to the end of last match	
Event Manager	\$18	30 mins before start of 1st match - to the end of last match	
Baseball			
Announcer/scorer	\$16	15 mins before start of varsity game	
Supervisor	\$16	15 mins before start of varsity game	
Event Manager	\$18	45 mins before start of varsity game	
Ticket Seller/Taker	\$14	45 minutes before start	
Lacrosse			
	Single game		
Announcer	\$16	15 mins before start of varsity game	
Score Keeper	\$16	15 mins before start of varsity game	
Event Manager	\$18	1 hour before start of varsity game	
Ticket Taker	\$12	45 minutes before start	
Ticket Seller	\$13	45 minutes before start	
* if event starts and is rained out, then a portion of stipend is given based on time of cancellation.			
Swimming			
	Dual Meets		
Ticket Taker	\$12	45 minutes before start, 4:15 - 6:30pm Invite 7 hours	
Ticket Seller	\$13	45 minutes before start, 4:15 - 6:30pm Invite 7 hours	
Announcer	\$16	30 minutes before start	
Event Manager	\$18	45 minutes before start	
Scorer	\$16	30 minutes before start	