

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/01/2018



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide
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Date: 10/15/2018

To **Corrina Guardipee-Hall**
 Superintendent

From: **Emorie Davis Bird**
 Title: Human Resources Director

Subject: Amend Temporary Employee Compensation Schedule

Description: Jeri Matt has requested to add Assessment Specialist to the Temporary Employee Compensation Schedule with a salary of \$25.00 per hour. Assessor will administer the State Assessment tests and score all District Writing Assessments. All Assessors receive training and are certified. If approved, the temporary employment compensation schedule will add Item #8.

Financial Impact: \$38,940.00

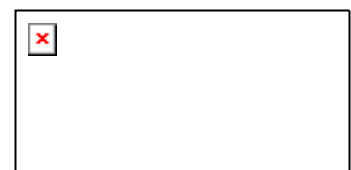
Funding Source (Budget/grant, etc.): Title I School Wide 115.90.494.2100.120.119

Attachment(s): Temporary Compensation Schedule

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____





Browning Public Schools

Temporary Employment Compensation Schedule

Effective: July 1, 2002

Revision #11: December 13, 2016, Amended November 1, 2018

Item No.	Work Classification	Rate	Per	Notes
	Employee in Regular Position			Positions created by Board, applicants hired through selection process.

1. Administrative staff

1.1 Administrators & Directors

No extra pay for temporary extra duties including weekends while under contract. If duties and responsibilities change significantly over remaining contract term, negotiate extra-duty contract. Except for Management, Administrators will be eligible for the Saturday Professional Development stipend referred to in 4.2 when such PD is in allowable Title II activity.

1.2 Professional/Technical Staff

2. Committee Work

Committee must be created by the Board each year. Voluntary committees are not compensated.

2.1a	Chair	\$ 22.00	Hr	The committee may be recommended by a building, department or program administrator and must be approved by the superintendent. A working committee has a specific purpose and expected outcome that supports the goals of the district as articulated in the Board Goals, the 5 Year Comprehensive Plan and/or building School Improvement Plans.
2.1b	Member	\$ 18.00	Hr	
2.1c	Elders (Limited to 2 Hours Each per Grant)	\$ 25.00	Hr	
2.1d	Member - Student	\$ Min Wage	Hr	

Certified staff

Except for in-service training, all temporary work is contracted following Board approval. Must be performed outside of regular contract days/times. Selected by supt. May include non-certified professional/ technical as applicable. All hourly rates paid from approved timesheets.

3. Extra-Duty/Extended Contracts

3.1a	Same Position, Similar Duties	Daily Salary Rate		
3.1b	Night School/SBE	Hourly Computed from Regular Daily Rate		
3.1c	Rural Supervising Teacher	Add 4 Steps, Same Lane		If off-scale, add equivalent percentage. 10 extra duty days and one (1) hour per day extra duty.
3.2a	Student Supervision	\$ 10.50	Hr	Provides supervision of students to ensure safety and proper use of facilities. May open and close facility.
	Gymnasium			
3.2b	Lunch Duty – per CBA	\$ 18.00	Hr	
3.2c	Weight/Conditioning and Drivers Education	\$ 17.00	Hr	

3.3 Summer school (except NAS has own schedule)

3.3a	Director (Each School)	Daily Salary Rate	Term	
3.3b	Teacher	Daily Salary Rate		Calculated hourly

3.4 According to Temporary/Substitute schedule (below) Must complete temporary application. Selected by supervisor.

Summer Support Services

3.5 **Extended day instructional activities** \$ 21.00 Hr Outside of teaching contract (as noted above).

4. Professional Development

4.1 Except for in-service training, all temporary work is contracted following Board approval. Must be performed outside of regular contract days/times. Selected by Supt. Participants must be present for entire professional development to receive compensation.

Required Training Daily salary rate

4.2 **Encouraged but not required Training**

Presenter, 6-hour Workshop	\$ 225.00	Day	Training encouraged by supervisor, but not required. Must be minimum 6-hour workshop, but may be presented over a number of days. Participants must clock in and out to verify attendance and may not occur during assigned working hours.
Participant, 6 Contact Hours	\$ 100.00	Day	

Presenter time for prep & setup is not paid. Presentation and materials belong to district.

4.3 **Voluntary training** None

Strictly voluntary, Various Trainings, Mostly out of district and not during assigned work times. Does not apply to classified staff.

5. Classified staff Paid from approved timesheets.

5.1 **Summer Break** According to list approved by Board.

5.1a Continuation of Regular or Similar Duties Per Labor Agreement

Supervisor completes a temporary work agreement to request temporary position.

5.1b Different Work from Regular Position According to Temporary/Substitute schedule (below)

Must complete temporary application.

5.2 **School term Outside of Regular Hours**

Only under special circumstances with prior approval of superintendent. Work beyond a regular employee's 8-hr day will result in weighted overtime rate if in excess of 40 hours per week. Positions will be advertised for a competitive selection process.

<p>Temporary/Substitute, Not Regular BPS Employee Unless During Employee's Summer Break</p>	<p>Must complete temporary and/or substitute teacher application form, employment requirements apply. On call, "as-needed" basis. May not be employed more than 10 months during any 12-month period. Temporary workers added to list for Board approval to employ then authorized by supt. from temporary request form submitted by supervisor. Paid from approved timesheets. Except for regular BPS employees, no district benefits apply to temporary or substitute employment unless provided by state law (leave, subject to waiting period, and retirement).</p>
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6.1 **Facilities Use, Contracted Non-School Events** Scheduled non-school activities according to Facilities Use Agreement.

6.1a Custodian \$ 12.75 Hr

6.2	<u>Substitutes</u>				Replaces regular employee during absence.
6.2a	<u>MT Licensed Teacher Substituting for a Teacher</u>				After five (5) continuous days in the same substitute teaching assignment, teacher will be paid at base daily rate from Teacher Salary Schedule. After a break of two (2) or more days or a change in teaching assignments, the five-day requirement starts over. Must present license to Personnel Office to be eligible. If teacher will remain in a continuous assignment for more than 35 teaching days, must be issued temporary teaching contract (Board approved) to remain in the assignment.
6.2b	<u>Instructional (Non-Licensed)</u>				Must complete substitute teacher workshop and pre-employment requirements then added to eligibility list. Four (4) hour paid orientation for each selected school.
6.2ba	Substitute for Teacher	\$ 11.50		Hr	
6.2bb	Substitute for Teacher Assistant/Aide	\$ 9.50		Hr	Up to 8 hrs/day
6.2c	<u>Non-Instructional</u>				
6.2ca	Security and Custodial	\$ 10.50		Hr	Hard to fill, odd hours, weekends.
6.2cb	Bus Drivers	\$ 10.50		Hr	Hard to fill, short hours generally
6.2cc	Other (Cooks, Office, TA's, etc.)	\$ 9.50		Hr	
6.3	<u>Temporary worker</u>				Supplements existing staff
6.3a	Highly Skilled	\$ 13.00		Hr	May also be used as substitute. Special skills not otherwise available and employed for a special project, usually of short duration (up to 3 months). For example, a carpenter or plumber equivalent to union journeyman, accounting clerk with skills particular to District's software, etc.
6.3b	Other Temporary Workers (All Types: Maintenance, Office, etc.)	\$ 9.50		Hr	May also substitute, but must meet those particular requirements.
6.4	<u>Extended Day Activities</u>				Only applies beyond regular school hours.
6.4a	MT Certified Teacher	\$ 21.00		Hr	
6.4b	Non-Certified (Classified Tutors)	\$ 11.50		Hr	
6.4c	Student Tutors	\$ Min wage		Hr	
6.4d	Site Supervisor (extra curricular)	\$ 16.00		Hr	Site supervision for open gym, summer program, etc.
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7.	Blackfeet/Native American Studies Classroom Consultants				Qualified by Director of NAS. Board approval required to add to qualified list then contracted for each event or course by Director.
7.1	<u>Cultural Consultants</u>	\$ 19.00		Hr	Paid per temporary work agreement according to actual hours for services only as documented on a timesheet (not supplier of goods). Consultants in language, art, storytelling, drum making, cradle boards, beading, singing, games, tribal history and other cultural activities (except separately listed)
7.2	<u>BPS Regular Employees</u>				Must be outside employee's regular work time. Contracted amount paid through payroll. Compensation will not duplicate any other compensation paid by BPS.
7.3	<u>Dancers</u>	Market		Event	Does not apply during regular school hours.

7.4	<u>Cultural Keynote Speaker</u>	\$ 160.00	Event	Independent contractor paid according to contract terms
7.5	<u>Drum Groups</u>	\$ \$210.00	Event	Minimum of 5-members. Paid to group, not to individuals
7.6	<u>Native American Color Guard</u>	\$ \$105.00	Event	Fee to organization, not to individuals.
7.7	<u>Special Event Performers</u>	Market		Subject to independent contractor licenses/insurance
7.8	<u>Summer BAWAP</u>			In-camp continuous service. Paid per contract, lump sum as shown. Prorated if not completed.
7.8a	MT certified teacher	\$300.00		Per 24 hour continuous period
7.8b	Non-certified staff	\$300.00		Per 24 hour continuous period
7.8c	Student	\$70 stipend per day		Students receive elective academic credit
7.9	<u>Training with Cultural Content</u>	\$ 263.00	Day	Based on 6-hour course. Time for prep & setup is not paid. Presentation and materials belong to district. CEUs may apply. Paid per contract.
7.10	<u>Tutors in Blackfeet Culture/Language</u>	\$ 15.00	Hr	Specialized field of tutoring. Only applies beyond regular school hours. Paid per contract according to actual hours.
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8.	<u>Assessment Specialist</u>	\$25.00	Hr	Specialized Training and Certified assessors who provide scoring for writing assessments, EL and math; Access 2:0 and Aimsweb 1:1 Assessment, for kindergarten and district wide.