



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

March 2, 2017

AGENDA ITEM: 10.3

TOPIC: Short Term Classified Substitutes Policy 434

BACKGROUND: This policy establishes the hourly salary for our short term classified employees.

PROCESS: The School Board Policy Committee has reviewed this policy, and they are presenting it to the School Board with the changes noted.

RECOMMENDATION: First reading of this policy.

Short-term substitutes are casual employees who are asked to provide additional help or to substitute for an employee on a leave that is short and/or temporary. Short-term substitutes are not eligible for benefits.

Wage rates:

Custodians	\$11.00	<u>\$12.00</u>
Food Service	\$11.00	<u>\$12.00</u>
Office and Instructional Support	\$11.00	<u>\$12.00</u>
Title I Assistants	\$11.00	<u>\$12.00</u>
Noon Duty Assistants	\$11.00	<u>\$12.00</u>
School Age Care Assistants	\$11.00	<u>\$12.00</u>
Family Center Teacher Assistants	\$11.00	<u>\$12.00</u>
Health Office Assistant / Student		
Health Assistant (LPN)	\$18.00	
Temporary summer help	\$11.00	<u>\$12.00</u>

EXCEPTION TO WAGE RATE

When a regular employee of the district substitutes in another position in their current bargaining unit, that employee will receive his/her regular rate of pay during the time he/she is substituting. The period of time spent substituting is not combined with an employee's regular time for purposes of determining eligibility for benefits.

Adopted: 3/5/01
Revised: 6/2/05
Revised: 1/8/09
Revised: 2/5/15