

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: September 23, 2021



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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:**   9/21/21

**To:**        **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   John E. Salois  
                    Title:    Director Human Resources

**Subject:** **Amend Temporary Employment Compensation Schedule**

**Description:** Request amendments as highlighted:

3.2a) Student Supervision-Gymnasium: change to **\$13.00/hr.** Provides supervision of students to ensure safety and proper use of facilities. May open and close facility.

6.2cd) Other: **Office, PCAs, Activity/Event Workers**

**Financial Impact:** N/A

**Funding Source (Budget/grant, etc.):** N/A

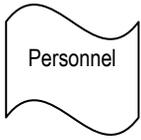
**Attachment(s):** BPS Temporary Employment Compensation Schedule with proposed revision highlighted

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial): \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**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, Amended September 26, 2019, Amended June 9, 2020, Amended August 10, 2021, Amended September 14, 2021

Item No.	Work Classification	Rate	Per	Notes
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**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	

Attendance is paid from time sheets

**3. 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.

**3.1 Extra-Duty/Extended Contracts**

Daily Salary Rate

3.1a Same Position, Similar Duties

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.

**3.2 Student Supervision**

Provides supervision of students to ensure safety and proper use of facilities. May open and close facility.

3.2a	Gymnasium	\$ <del>10.50</del> <b>\$13.00</b>	Hr	Per negotiated agreement
3.2b	Lunch Duty – per CBA	\$ 25.00	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	<b>Summer Support Services</b>	According to Temporary/Substitute schedule (below)		Must complete temporary application. Selected by supervisor.
3.5	<b>Extended day instructional activities</b>	\$ 21.00	Hr	Outside of teaching contract (as noted above).

4	<b>Professional Development</b>			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.
4.1	<b>Required Training</b>	Daily salary rate		
4.2	<b>Encouraged but not required Training</b>			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.
	Presenter, 6-hour Workshop	\$ 225.00	Day	Presenter time for prep & setup is not paid. Presentation and materials belong to district.
	Participant, 6 Contact Hours	\$ 100.00	Day	
4.3	<b>Voluntary training</b>	None		Strictly voluntary, Various Trainings, Mostly out of district and not during assigned work times. Does not apply to classified staff.

5	<b>Classified staff</b>			Paid from approved timesheets.
5.1	<b>Summer Break</b>			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	<b>Outside of Regular Hours</b>			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. 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).
6	<b>Temporary/Substitute, Not Regular BPS Employee Unless During Employee's Summer Break</b>			

6.1	<b>Facilities Use, Contracted Non-School Events</b>			Scheduled non-school activities according to Facilities Use Agreement.
6.1a	Custodian	\$14.00	Hr	

6.2	<b><u>Substitutes</u></b>			Replaces regular employee during absence.
6.2a	<b><u>MT Licensed Teacher Substituting for a Teacher</u></b>	\$ 19.00	Hr.	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.
		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.		
6.2b	<b><u>Instructional (Non-Licensed)</u></b>			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	\$ 14.00	Hr	
6.2bb	Substitute for Teacher Assistant/Aide	\$ 13.00	Hr	Up to 8 hrs/day
6.2c	<b><u>Non-Instructional</u></b>			
6.2ca	Security	\$ 14.00	Hr	Hard to fill, odd hours, weekends.
6.2cb	Custodial	\$ 14.00	Hr	Hard to fill, short hours generally
6.2cb	Bus Drivers	\$ 13.00	Hr	Hard to fill, short hours generally
6.2cc	Maintenance	\$ 13.00	Hr	Hard to Fill, short hours generally
6.2cd	Cooks	\$ 13.00	Hr	Hard to Fill
6.2cd	Other (Office, PCAs)	\$ 13.00	Hr	Office, PCA's, activity/event workers
6.3	<b><u>Temporary worker</u></b>			Supplements existing staff
6.3a	Highly Skilled	\$ 15.00	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.
6.4	<b><u>Extended Day Activities</u></b>			Only applies beyond regular school hours.
6.4a	MT Certified Teacher	\$ 21.00	Hr	
6.4b	Non-Certified (Classified Tutors)	\$ 13.00	Hr	
6.4c	Student Tutors	\$ Min wage	Hr	
6.4d	Site Supervisor (extra-curricular) Classified	\$16.00	Hr	Site supervision for open gym, summer program, etc.
6.4d	Site Supervisor (extra-curricular) Certified	\$21.00		Site supervision for open gym, summer program, etc.

7.	<b>Blackfeet/Native American Studies Classroom Consultants</b>			Qualified by Director of NAS. Board approval required to add to qualified list then contracted for each event or course by Director.
7.1	<b><u>Cultural Consultants</u></b>	\$ 25.00	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	<b><u>BPS Regular Employees</u></b>			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	<b><u>Dancers</u></b>	Market	Event	Does not apply during regular school hours.
7.4	<b><u>Cultural Keynote Speaker</u></b>	\$ 160.00	Event	Independent contractor paid according to contract terms
7.5	<b><u>Drum Groups</u></b>	\$ 210.00	Event	Minimum of 5-members. Paid to group, not to individuals
7.6	<b><u>Native American Color Guard</u></b>	\$ 105.00	Event	Fee to organization, not to individuals.
7.7	<b><u>Special Event Performers</u></b>	Market		Subject to independent contractors' licenses/insurance
7.8	<b><u>Summer BAWAP</u></b>			In-camp continuous service. Paid per contract, lump sum as shown. Prorated if not completed.
7.8c	BAWAP Summer Instructional Teacher	Daily Salary Rate		Calculated hourly
7.8c	Student	\$70 stipend per day		Students receive elective academic credit
7.9	<b><u>Training with Cultural Content</u></b>	\$ 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	<b><u>Tutors in Blackfeet Culture/Language</u></b>	\$ 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.	<b>WIDA ASSESSORS</b>	\$ 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.
9.1	Technology	\$2,000.00 Annual		To assist staff in each building with technology issues, gradebook, Infinite campus, etc.
9.2	Wellness Coach	\$2,000.00 Annual		Inspire healthier habits through health & wellness