

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/28/17



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

Date: 9/28/17

To: **Browning School Board**

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: **Revise Temporary Compensation Schedule**

Description: My recommendation is that we change the Temporary Employment Compensation under section 6.3c: Other Temporary Workers, office, etc.) which is now \$8.15 an hour.

Financial Impact: N/A

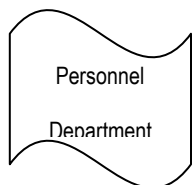
Funding Source (Budget/grant, etc.): N/A

Attachment(s): TEC

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: September 29, 2017

Revision #11: September 28, 2017

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

1.2 Professional/Technical Staff

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.

2. Committee Work

2.1a	Chair	\$ 22.00	Hr
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

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

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.

Attendance is paid from time sheets

3. Certified staff

3.1 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	

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.

If off-scale, add equivalent percentage. 10 extra duty days and one (1) hour per day extra duty.

3.2 Student Supervision

3.2a	Gymnasium	\$ 10.50	Hr
3.2b	Lunch Duty – per CBA	\$ 18.00	Hr
3.2c	Weight/Conditioning and Drivers Education	\$ 17.00	Hr

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

3.3 Summer school (except NAS has own schedule)

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

The Summer School Director's salary is the employee's daily rate plus 10% or \$1,700.00, whichever is greater.

Calculated hourly

3.4 Summer Support Services

According to Temporary/Substitute schedule (below)

Must complete temporary application. Selected by supervisor.

3.5	<u>Extended day instructional activities</u>	\$ 21.00	Hr
-----	--	----------	----

Outside of teaching contract (as noted above).

4. Professional Development

4.1	Required Training	Daily salary rate	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.
4.2	Encouraged but not required Training		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
	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

5.1	<u>Summer Break</u>		Paid from approved timesheets.
5.1a	Continuation of Regular or Similar Duties	Per Labor Agreement	According to list approved by Board.
5.1b	Different Work from Regular Position	Supervisor completes a temporary work agreement to request temporary position.	Must complete temporary application.
5.2	<u>School term Outside of Regular Hours</u>	According to Temporary/Substitute schedule (below)	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.

6.

Temporary/Substitute, Not Regular BPS Employee Unless During Employee's Summer Break

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).

6.1	<u>Facilities Use, Contracted Non-School Events</u>		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 remain in a continuous assignment for more than 35 teaching days, must be issued temporary teaching contract (Board approved) to remain in the assignment.	Must present license to Personnel Office to be eligible. If
		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	<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.)	\$8.15 - \$ 9.50	Hr		May also substitute, but must meet those particular requirements.
6.3c	Student workers	\$ min. wage			All student workers
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	\$ 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.
<hr/>					
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> Consultants in language, art, storytelling, drum making, cradle boards, beading, singing, games, tribal history and other cultural activities (except separately listed)	\$ 19.00	Hr		Paid per temporary work agreement according to actual hours for services only as documented on a timesheet (not supplier of goods).
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 contractors 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.
