

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/13/16



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: 12/6/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: Revised Temporary Employment Compensation Schedule

Description: Jason Andreas, Executive Director, is recommending that the board approved temporary employment compensation schedule be revised to reflect a rounded up 5% increase. The schedule has not been updated since February 14, 2012 and this has been the change in State of Montana minimum wage since that time.

Financial Impact: \$TBD

Funding Source (Budget/grant, etc.): Various

Attachment(s): December 13, 2016 draft revision of 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 #9-10: February 14, 2012 December 13, 2016

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. Attendance is paid from sign in time sheets
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	
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 superintendent. May include non-certified professional/ technical as applicable. All hourly rates paid from approved timesheets.
3.1	<u>Extra-Duty/Extended Contracts</u>			
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.
3.2	<u>Student Supervision</u>			Provides supervision of students to ensure safety and proper use of facilities. May open and close facility.
3.2a	Gymnasium	\$ 10.00 10.50	Hr	
3.2b	Lunch Duty – per CBA	\$ 18.00	Hr	
3.2c	Weight/Conditioning and Drivers Education	\$ 16.00 17.00	Hr	
3.3	<u>Summer school (except NAS has own schedule)</u>			
3.3a	Director (Each School)	Daily Salary Rate	Term	The Summer School Director's salary is the employee's daily rate plus 10% or \$1,700.00, whichever is greater.
3.3b	Teacher	Daily Salary Rate	1/2 Day	Calculated hourly
3.4	<u>Summer Support Services</u>	According to Temporary/Substitute schedule (below)		Must complete temporary application. Selected by supervisor.
3.5	Tutoring <u>Extended day instructional student activities</u>	\$ 20.00 21.00	Hr	Outside of teaching contract (as noted above).
4.	Professional Development			Except for in-service training, all temporary work is contracted following Board approval. Must be performed outside of regular contract days/times. Selected by Superintendent. Includes Success for All, Reading Recovery, Reading Excellence, Six Traits Writing, etc. Participants must be present for entire professional development to receive compensation.
4.1	Required Training	Daily salary rate		
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 Participant, 6 Contact Hours	\$ 225.00 \$ 100.00	Day Day	
				Presenter time for prep & setup is not paid. Presentation and materials belong to district. May convert to hourly rate for hours in excess of 6.
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	<u>Summer Break</u>			According to list approved by Board.

5.1a	Continuation of Regular or Similar Duties	Per Labor Agreement		Supervisor requests work schedule be extended into the summer. 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. Selected by supervisor.
5.2	<u>School term Outside of Regular Hours</u>			Only under special circumstances with prior approval of supervisor. Supervisor completes temporary request form, approved by supt. 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.
5.2a	Continuation of regular or similar duties	Per Labor Agreement		
5.2b	Different work from regular position	Per Labor Agreement or Temporary/Substitute schedule as applicable		
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	\$ 12.00 \$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>			Minimum 4 hour work & pay unless wants less time. 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	\$ 11.00 \$11.50	Hr	Maximum 7 hrs/day
6.2bb	Substitute for Teacher Assistant/Aide	\$ 9.00 \$9.50	Hr	Up to 8 hrs/day
6.2c	<u>Non-Instructional</u>			
6.2ca	Security and Custodial	\$ 10.00 \$10.50	Hr	Hard to fill, odd hours, weekends.
6.2cb	Bus Drivers	\$ 10.00 \$10.50	Hr	Hard to fill, short hours generally
6.2cc	Other (Cooks, Office, TA's, etc.)	\$ 9.00 \$9.50	Hr	
6.3	<u>Temporary worker</u>			Supplements existing staff
6.3a	Highly Skilled	\$ 12.00 \$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	Personal Care Attendant, One-on-One	\$ 11.00	Hr	Contracted following board approval, generally for special education. Added 8/29/02.
6.3c	Other Temporary Workers (All Types: Maintenance, Office, etc.)	\$ min. wage	Hr	May also substitute, but must meet those particular requirements.
6.4	<u>Tutors Extended Day Activities</u>			Only applies beyond regular school hours.
6.4a	MT Certified Teacher	\$ 20.00 \$21.00	Hr	
6.4b	Non-Certified	\$ 11.00 \$11.50	Hr	
6.4c	Student Tutors	\$ Min wage	Hr	Site supervision for open gym, summer program, etc.
6.4d	Site Supervisor (extracurricular)	\$ 16.00	Hr	Site supervision for open gym, summer program, etc.

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. Effective 9/01/02.
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)	\$ 18.00 \$19.00	Hr	Paid per contract 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>	\$ 150.00 \$160.00	Event	Independent contractor paid according to contract terms
7.5	<u>Drum Groups</u>	\$ 200.00 \$210.00	Event	Minimum of 5-members. Paid to group, not to individuals
7.6	<u>Native American Color Guard</u>	\$ 100.00 \$105.00	Event	Fee to organization, not to individuals.
7.7	<u>Special Event Performers</u>	Market	Event	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>	\$ 250.00 \$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>	\$ 14.00 \$15.00	Hr	Specialized field of tutoring. Only applies beyond regular school hours. Paid per contract according to actual hours.