

# MINNETONKA PUBLIC SCHOOLS

---

## POLICY #431 WAGE RATES – SUBSTITUTE OR EVENT SPECIFIC EMPLOYEES

---

### I. PHILOSOPHY

The School Board's Vision on support staff provides that:

- A. Creating a culture of child-centered excellence will depend on the efforts of all adults in the organization. While excellence in education is often focused exclusively on the interaction between teachers and students, a truly world-class school district will pursue excellence in all work areas.
- B. In order for all students to reach their highest levels of academic and personal achievement, support staff members will recognize and appreciate that they are partners in the education success of each student and are an integral part of our school system. These highly qualified employees will be positive role models who are committed to creating a supportive learning environment for all students, as well as providing essential support for teachers. Their positive attitudes, encouraging words, and consistent and caring discipline will form an essential part of Minnetonka's focus on child-centered excellence.
- C. Likewise, we expect everyone who works for the District to be positive ambassadors for our schools as they go about their daily work. Support staff members provide unique contributions to our organization and are key communicators in our community. Their helpful attitudes and responsive behavior will convey what is best about who we are and what we do. Excellence across all support areas will enable everyone to do their best work, thereby allowing us to fulfill our mission and vision.

### II. PURPOSE

This policy provides wage rates for part-time and/or substitute personnel. The Board's Vision reflects the importance of these positions to the success of our schools and students.

### III. CONDITIONS

- A. In no case shall wages paid be lower than minimum prescribed by law; and
- B. In no case shall wages paid exceed amounts established otherwise by Board Policy or Master Agreement for personnel being replaced on a temporary basis.

#### **IV. GENERAL STATEMENT OF POLICY**

The Superintendent, or designee, shall annually review wage levels and factors affecting the wage levels, including budget and market conditions, and publish the rates for the school year. The Superintendent, or designee, is authorized to make modifications in these rates during the year if conditions require such adjustments. Specific rates will be approved by the Board.

#### **V. COMPLIANCE WITH OTHER POLICIES**

Any employee hired under this policy any positions listed in Section 1 is subject to all other District policies, and shall be subject to policies related to hiring, including, but not limited to:

- #401 Equal Employment Opportunity
- #404 Employee Background Checks
- #424 License Status
- #433 Nepotism

Positions listed in Section 2 do not normally require background checks in that the hiring is done for a single event activity. However, all other applicable policies apply.

#### **VI. WAGE RATES**

Rates for the following positions are listed in Wage Rates authorized under Policy 431, Section 1.

- A. Paraprofessionals
- B. Clerical
- C. Child Nutrition Personnel
- D. Custodial Personnel
- E. Registered Nurse

#### **VII. STUDENT HELPER**

Minimum Wage: in accord with current law.

#### **VIII. CO-CURRICULAR EVENTS**

As per School Board directives, every attempt will be made to secure volunteers. Where it is not possible to secure volunteers, the wage rates listed in Wage Rates authorized under Policy 431, Section 2 will prevail.

#### **IX. SPEECH CLINICAL SUBSTITUTE**

If the individual hired as a speech clinician for Pre-school Screening is currently employed by the District as a teacher, the employee will receive the employee's regular hourly rate of pay.

## **X. WAGE APPLICATION**

- A. The adopted wages apply unless the person employed is covered by a Board Policy or Master Agreement which has specific provisions dealing with wages to be paid. In such cases, Board Policy or Master Agreement provisions pertain.
- B. Payment beyond the ranges indicated may be made by authorization of the Superintendent, or designee.

## **XI. EXTENDED SUBSTITUTION ASSIGNMENTS**

- A. After working in a substitute capacity in the same assignment, the substitute employee shall be paid on a long-term basis, which shall be the first step of the wage schedule, beginning on the sixth day in the assignment.
- B. When it is known in advance by the employer that the substitute assignment will extend beyond five days, the substitute employee may be paid on the long-term basis beginning on the first day of the assignment, at the discretion of the Superintendent or designee.

### **Related Policies:**

- #401 Equal Employment Opportunities
- #404 Employment Background Checks
- #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- #417 Chemical Use Policy
- #424 License Status
- #427 Harassment and Violence
- #428 Respectful Workplace
- #430 Reserve Teachers
- #432 Confidential Support Staff

*Approved: September 12, 2019*

*Reviewed: October 28, 2021*

*Approved: November 4, 2021*

*Reviewed: September 15, 2022*

*Approved: October 6, 2022*

**\*Wages Rates Authorized under School Board Policy 431\***

**Section 1: Wage Rates pertaining to substitute and event specific employees as of October 10, 2022:**

- A. Paraprofessionals
  - 1. \$16.80 per hour for Class A-C
  - 2. \$17.06 per hour for Class D
  - 3. \$18.48 per hour for Class E
  
- B. Clerical
  - 1. \$15.60 per hour for Level I
  - 2. \$16.17 per hour for Level II
  - 3. \$17.64 per hour for Level III
  - 4. \$18.74 per hour for Level IV
  - 5. \$19.22 per hour for Level V+
  
- C. Child Nutrition Personnel
  - \$16.50 per hour for all levels
  
- D. Custodial Personnel
  - \$17.85 per hour for all levels
  
- E. Registered Nurse
  - 1. \$30.00 per hour for Substitute
  - 2. \$30.00 per hour for Early Childhood Screening RN

**Section 2: Wage Rates Pertaining to Event Specific Co-Curricular Employees**

<b>Fall</b>			
<b>Football</b>	<b>Hourly Rate</b>	<b>Playoffs</b>	<b>Estimated Time Frame</b>
Ticket Sellers-Category 1	\$16	Determined by Section	6:00 PM - end of 3rd Quarter + counting - 5:30 start \$7 more
Ticket Sellers-Category 2	\$16	Determined by Section	6:00 PM - end of game and counting - 5:30 start \$7 more
Ticket Sellers-Category 3	\$16	Determined by Section	6:00 PM - Pagel/Tickets/Pass Gate -1/2 time/count - 5:30 start \$7 more
Ticket Takers	\$16	Determined by Section	6:00 PM -end of the 3rd Quarter - 5:30 start \$6 more
Ticket Takers	\$16	Determined by Section	6:00 PM - end of game - 5:30 start \$6 more
Chain Crew	\$16	Determined by Section	6:30 PM - end of the game
Supervisor-Category 1- Inside Pagel	\$18	Determined by Section	6:00 PM - end of the game
Supervisor-Category 2-Hill/ Plaza/Students /Away	\$20	Determined by Section	6:00 PM - end of the game
Supervisor-Category 3- Other- gates	\$18	Determined by Section	6:00 PM - end of the game
Supervisor-Category 4-Away Game	\$20	Determined by Section	6:30 PM - end of the game
Announcer	\$18	Determined by Section	6:15 PM - end of the game
Spotter	\$16	Determined by Section	6:45 PM - end of the game
Scoreboard	\$18	Determined by Section	6:30 PM - end of the game
Event Manager	\$20	Determined by Section	5:00 PM - 1 hour after the game
Ticket Coordinator	\$18	Determined by Section	5:00pm - 30 minutes after the game
Video Board (new)	\$22		
<b>Soccer</b>		<b>Playoffs</b>	<b>Estimated Time Frame</b>
Ticket Seller	\$16	Determined by Section	45 min before 1st game- 1/2 of 2nd game/counting
Ticket Taker	\$16	Determined by Section	45 min before 1st game - 1/2 of 2nd game
Announcer/Scoreboard	\$18	Determined by Section	30 min before 1st game - end of game
Event Manager	\$20	Determined by Section	1 hour before 1st game - end of game
<b>Volleyball</b>		<b>Playoffs</b>	<b>Estimated Time Frame</b>
Ticket Seller/Taker	\$16	Determined by Section	5:00 PM - end of 3rd game in the varsity match
Announcer	\$18	Determined by Section	6:30 PM- end of varsity match
Scoreboard	\$18	Determined by Section	5:00 PM - end of varsity match
Scorebook	\$18	Determined by Section	5:00 PM - end of varsity match
Line Judge	\$18	Determined by Section	5:00 PM - end of varsity match
Event Manager	\$20	Determined by Section	4:30 PM - end of the game
Libero Scorer	\$16		6:30 PM - end of matches
<b>Cross-Country</b>			
Meet Worker	\$18		
<b>Adapted Soccer</b>			
Scoreboard/Announcer	\$18	Determined by Section	15 mins before start of first match - to end of last match
Event Manager	\$20	Determined by Section	30 mins before start of first match - to end of last match
<b>Winter</b>			
<b>Girls/Boys' Basketball</b>	<b>Hourly Rate</b>	<b>Playoffs</b>	<b>Estimated Time Frame</b>
Event Manager	\$20	Determined by Section	45 min. before 1st game - to end
Supervisors	\$18	Determined by Section	one hour before the scheduled start of the varsity game to the-end of varsity game
Scoreboard	\$18	Determined by Section	arrive 15 min. before game
Scorebook	\$18	Determined by Section	arrive 15 min. before game
Ticket Seller/Taker	\$16	Determined by Section	30 mins before start of 1st game to -start of 3rd quarter final game + counting - 14 minutes left in varsity game + counting
Ticket Taker	\$16	Determined by Section	30 mins before scheduled start of 1st game - start of 3rd quarter of final game – 14 minutes left in varsity game
Ticket Seller	\$16	Determined by Section	30 mins before scheduled start of 1st game - start of 3rd quarter of final game and counting – 14 minutes left in varsity game + counting
Announcer	\$18	Determined by Section	30 mins before varsity game
9th score table	\$16		15 mins before game - to end
Video Board	\$18		
<b>Wrestling</b>			
Event Manager	\$20	Determined by Section	1 hour before 1st match - to end
Ticket Seller/Taker	\$16	Determined by Section	2 matches/1 hour before start
Announcer	\$18	Determined by Section	15 mins before 1st match - to end - no JV announcer
Scorekeeper/Timer	\$18		
<b>Gymnastics</b>			
Event Manager	\$20	Determined by Section	1 hour before - end of match
Clock	\$18	Determined by Section	30 minutes prior the start of meet
Timer	\$18	Determined by Section	30 minutes prior the start of meet

Announcer	\$18	Determined by Section	30 minutes prior the start of meet
Ticket Seller/Taker	\$16	Determined by Section	45 minutes before start
<b>Hockey</b>			
Ticket Taker	\$16	Determined by Section	4:30-8:30
Crowd Supervisors	\$18	Determined by Section	15 mins before start of varsity game-end
Event Manager	\$20	Determined by Section	30 mins before JV competition-to end of varsity - 1 hour before varsity game-end
<b>Dance</b>			
Event Manager	\$20	Determined by Section	5:00 pm to end of varsity
Ticket Seller	\$16	Determined by Section	6:00-end of competition
Ticket Taker	\$16	Determined by Section	6:00-end of competition
Door Security	\$14	Determined by Section	5:15-end of competition
Judge Runner	\$14	Determined by Section	6:30-end of competition
Supervisors	\$18		5:00-end of competition
<b>Adapted Floor Hockey</b>			
Event Manager	\$20	Determined by Section	30 mins before start of first game
Announcer	\$18	Determined by Section	15 mins before start of first game

<b>Spring</b>		
<b>Track</b>	<b>Regular Meet</b>	<b>Estimated Time Frame</b>
Ticket seller	\$16	45 minutes before start
Ticket taker	\$16	45 minutes before start
Announcer	\$18	15 mins before - to the end of the meet
Field Events	\$18	15 mins before - to the end of their event
Pole Vault	\$18	15 mins before - to the end of their event
Event Manager	\$20	60 mins before - to the end of the meet
Timers	\$18	15 mins before - to the end of the meet
Score Keeper	\$18	15 mins before - to the end of the meet
Clerk of Course	\$18	15 mins before - to the end of the meet
Recorder	\$18	15 mins before - to the end of the meet

\* if event starts and is rained out then a portion of stipend is given based on time of cancellation.

<b>Adapted Softball</b>		
Announcer/Scoreboard	\$18	15 mins before start of 1st match - to the end of last match
Event Manager	\$20	30 mins before start of 1st match - to the end of last match
<b>Baseball</b>		
Announcer/scorer	\$18	15 mins before start of varsity game
Supervisor	\$18	15 mins before start of varsity game
Event Manager	\$20	45 mins before start of varsity game
Ticket Seller/Taker	\$16	45 minutes before start
<b>Lacrosse</b>		
	<b>Single game</b>	
Announcer	\$18	15 mins before start of varsity game
Score Keeper	\$18	15 mins before start of varsity game
Event Manager	\$20	1 hour before start of varsity game
Ticket Taker	\$16	45 minutes before start
Ticket Seller	\$16	45 minutes before start

\* if event starts and is rained out then a portion of stipend is given based on time of cancellation.

<b>Swimming</b>		
	<b>Dual Meets</b>	
Ticket Taker	\$16	45 minutes before start, 4:15 - 6:30pm Invite 7 hours
Ticket Seller	\$16	45 minutes before start, 4:15 - 6:30pm Invite 7 hours
Announcer	\$18	30 minutes before start
Event Manager	\$20	45 minutes before start
Scorer	\$18	30 minutes before start