

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;
- 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 Nurses
F. Proctors

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.

XII. IMMERSION SUBSTITUTES

Licensed immersion reserves who were hired on or before 11/03/2023 and who fill an immersion Paraprofessional substitute assignment, will be compensated at the corresponding reserve teacher pay rate.

XIII. RETIREE PARAPROFESSIONAL SUBSTITUTES

Minnetonka Paraprofessional retirees who return to work as Paraprofessional substitutes will receive the same pay rate as their retirement rate or the current Paraprofessional substitute rate, whichever is higher.

XIV. PROCTORS

Proctor compensation rates shall be determined based on licensure status and assignment type.

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

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Reviewed & Approved: May 29, 2025

Wage Rates Authorized under School Board Policy 431

Section 1: Wage Rates pertaining to substitute and event specific employees as of September 3, 2024:

- A. Paraprofessionals
 - 1. \$17.80 per hour for Class A-C
 - 2. \$18.06 per hour for Class D & ESST
 - 3. \$19.48 per hour for Class E
- B. Clerical
 - 1. \$16.60 per hour for Level I
 - 2. \$16.60 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
 - \$18.75 per hour for all levels
- D. Custodial Personnel
 - \$18.75 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
- F. Proctors
 - 1. Minnetonka Retiree:
 - o Non-licensed regular payrate when retired
 - o Licensed: \$35.05 per hour
 - 2. Current Employees:
 - o Non-licensed: Current Payrate
 - o Licensed: \$35.05 per hour
 - 3. New Hire:
 - o Non-licensed: \$17.80 per hour
 - o Licensed: \$35.05 per hour
 - 4. AP/IB Testing licensed/non-licensed \$35.05 per hour

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

Fall			
Football	Hourly Rate	Playoffs	Estimated Time Frame
Ticket Sellers/Takers	\$18	Determined by Section	5:30pm to end of game
Chain Crew	\$18	Determined by Section	6:30pm to end of the game
Supervisor	\$22	Determined by Section	5:30pm to end of game
Scoreboard	\$20	Determined by Section	6:30pm to end of the game
Game Operations Worker	\$20	Determined by Section	30 minutes prior
Event Manager	\$22	Determined by Section	5:00pm to 1 hour after the game
Ticket Coordinator	\$20	Determined by Section	5:00pm to 30 minutes after the game
Video Board (new)	\$26	Determined by Section	Various to End of Game
Soccer		Playoffs	Estimated Time Frame
Ticket Seller/Taker	\$18	Determined by Section	45 min before game
Announcer/Scoreboard	\$20	Determined by Section	30 min before 1st game to end of game
Event Manager	\$22	Determined by Section	1 hour before 1st game to end of game
Video Board (new)	\$26	Determined by Section	Various to End of Game
Volleyball		Playoffs	Estimated Time Frame
Ticket Seller/Taker	\$18	Determined by Section	5:00om to end of 3rd game in the varsity match
Line Judge	\$20	Determined by Section	5:00pm to end of varsity match
Event Manager	\$22	Determined by Section	4:30pm to end of the game
Game Operations Worker	\$20	Determined by Section	30 minutes prior
Libero Scorer	\$18		6:30pm to end of matches
Cross-Country			
Meet Worker	\$20		
Adapted Soccer			
Scoreboard/Announcer	\$20	Determined by Section	15 mins before start of first match to end of last match
Event Manager	\$22	Determined by Section	30 mins before start of first match to end of last match

Winter			
Girls/Boys' Basketball	Hourly Rate	Playoffs	Estimated Time Frame
Event Manager	\$22	Determined by Section	45 min. before 1st game to end
Supervisors	\$20	Determined by Section	one hour before the scheduled start of the varsity game to the-end of varsity game
Ticket Seller/Taker	\$20	Determined by Section	45 mins before start of 1st game through end of last game
Game Operations Worker	\$20	Determined by Section	30 minutes prior
9th Score Table	\$18		15 mins before game to end
Video Board	\$26	Determined by Section	Various
Wrestling			
Event Manager	\$22	Determined by Section	1 hour before 1st match to end
Ticket Seller/Taker	\$18	Determined by Section	2 matches/1 hour before start
Game Operations Worker	\$20	Determined by Section	30 minutes prior
Gymnastics			
Event Manager	\$22	Determined by Section	1 hour before to end of match
Game Operations Worker	\$20	Determined by Section	30 minutes prior
Ticket Seller/Taker	\$18	Determined by Section	45 minutes before start
Hockey			
Ticket Taker	\$18	Determined by Section	4:30-8:30pm
Crowd Supervisors	\$20	Determined by Section	15 mins before start of varsity game to end
Event Manager	\$22	Determined by Section	30 mins before JV competition-to end of varsity to 1 hour before varsity game-end
Dance			
Event Manager	\$22	Determined by Section	5:00pm to end of varsity
Ticket Seller/Taker	\$18	Determined by Section	45 minutes before the event
Supervisors	\$20		5:00pm to end of competition
Adapted Floor Hockey			
Event Manager	\$22	Determined by Section	30 mins before start of first game
Announcer	\$20	Determined by Section	15 mins before start of first game

Spring

Track		Estimated Time Frame
Ticket Seller/Taker	\$18	45 minutes prior to end of meet
Event Worker	\$20	30 minutes prior to end of meet
Event Manager	\$22	60 minutes prior to end of meet
Adapted Softball		
Announcer/Scoreboard	\$20	
Event Manager	\$22	
Baseball		
Announcer/Scorer	\$18	
Supervisor	\$20	
Event Manager	\$22	
Ticket Seller/Taker	\$18	
Lacrosse	Single game	
Game Operations Worker	\$20	30 mins before start
Event Manager	\$22	
Ticket Taker/Seller	\$18	45 mins before start
Swimming	Dual Meets	
Ticket Seller/Taker	\$18	45 minutes before start
Game Operations Worker	\$20	30 minutes before start
Event Manager	\$22	45 minutes before start