KELLER ISD	
ADMINISTRATIVE REGULATION	
Seasonal/Summer Employee Hiring Guidelines	DAB (R4)

Campuses and other departments may hire appropriate seasonal/summer employees according to the attached flowchart (**Attachment 1***). Hourly rates for seasonal/summer help are established annually, and are reflected in (**Attachment 2***). Funding for seasonal/summer employees will come from the campus/department budget. Seasonal/summer employees must be at least sixteen years old and may not be supervised by a relative.

The following must occur before a summer/seasonal employee begins work:

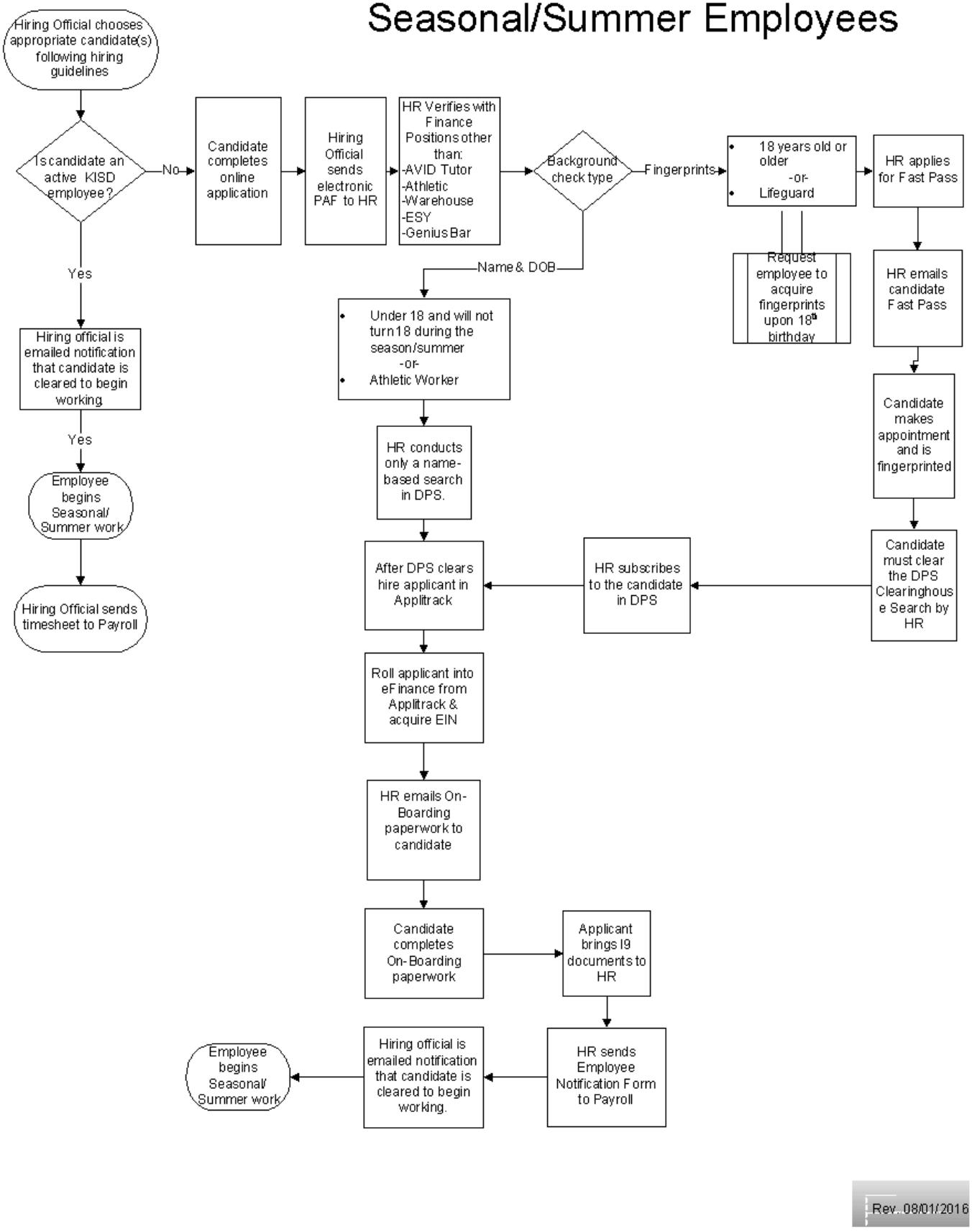
- Hiring officials must complete an electronic Seasonal/Summer Hire PAF and submit it to Human Resources for non-KISD employees.
- All seasonal/summer (non-KISD employee) applicants must complete an online application at www.kellerisd.net.
- Seasonal/summer applicants must complete all necessary new hire paperwork prior to beginning work. Human Resources will email the applicant and hiring official once the applicant has been cleared to begin work.
- Seasonal/summer employees must submit his/her timesheet to payroll on the Monday following the prior work week (**Attachment 3***).

Keller ISD complies with Senate Bill 9 (SB9) also known as the "Fingerprinting Bill." Affected seasonal/summer applicants are responsible for the cost of fingerprinting.

<u>Student Aides</u>
The district will budget annually for student aides, as identified in (**Attachment 2***).

*Attachments follow AR; scroll down.

Seasonal/Summer Employees



Rev. 08/01/2016

DATE ADOPTED: 07/26/2009	1 of 4
LAST REVISION: 05/18/2017	ADDITIONAL POLICY CORRELATION:
CONTACT: Director of Human Resources	

Attachment 2

SEASONAL/SUMMER HOURLY RATES

The guidelines listed below will allow hiring offiicials to employ seasonal/summer employees. Funding for seasonal/summer employees will come from the campus/department budget, including summer employees answering phones in the High School Counseling office. Summer employees must be at least sixteen years old and may not be supervised by a relative.

The period from June -12 – July 13 has been established as a time that the elementary, intermediate and middle schools may be closed to the public. Remember, campuses and other district offices will be closed on Fridays from June 9 through July 28. Hourly rates for seasonal/summer employees are as follows:

School Year Positions	**Hourly Rate**
Saturday School Monitors	$25.00
Tutors (outside contract day)	$25.00
Homebound HS Teacher (outside contract day)	$27.00
In Home Trainers (outside contract day)	$37.50
AVID Tutor	$12.00
Substitute Rate – Child Nutrition	**Hourly Rate**
Child Nutrition Substitute	
Summer School-General Education	**Hourly Rate**
Teacher (Must have applicable certification &/or licensure); RNs	$25.00
Administrative Interns, Academic Assoc., Counselor (EL/IS/MS/HS)	$25.00
Secretary, Data Clerk (HS) – non KISD employee	$7.50
Secretary, Data Clerk (HS) – KISD employee	Daily Rate/7.50 hours*
ESY-Special Education/Seasonal	**Hourly Rate**
ESY Receptionist	$7.50
ESY Special Ed Teacher, Administrators, Assessment Team (ex.: Diag., OT, PT, LSSP, SLP, BCBA)	Daily Rate/8.00* hours
ESY Aesop Sub	Sub Pay Scale
ESY Special Ed Student Helper (must be 16+ years old)	$7.50*
ESY Special Ed Aide (not KISD employee)	$10.00
ESY Special Ed Aide (KISD employee)	Daily Rate/7.50 hours*
Seasonal	
Fine Arts Student Worker	$15.00
Drill Team Support	$10.00
Athletics Adult Coach	$22.00
College Student Asst. Coach	$12.00
Camp Director	Net camp receipts
Clerical - Answering the phone, light filing, data entry, etc.	$7.25
• Front office – use function 23	
• Counseling office – use function 31	
Warehouse work/textbooks	$7.25
Maintenance/construction work	$8.00
Computer technician	$10.25

Computer technician – lead	$13.50
Educational Aide; LVN	$7.25
Athletic Game Workers (ticket takers, announcers, parking attendants)	Per Event Amount
Itinerant Audiology Liaison/Auditory Impaired-Teacher	$55.00

* Special Funding

The following must occur before seaonal/summer employees begin work:

- Hiring officials must complete a *PAF* and submit it to Human Resources for non-KISD employees.
- All seaonal/summer (non-KISD employee) applicants must complete an online application at www.kellerisd.net
- All seasonal/summer applicants must complete all necessary new hire paperwork prior to beginning work. Human Resources will email the applicant and hiring official once the applicant has been cleared to begin work.

Keller ISD complies with Senate Bill 9 (SB9), also known as the "Fingerprinting Bill". Affected seasonal/summerapplicants are responsible for the cost of fingerprinting.

Seasonal/Summer employees must submit time sheets to payroll on the Monday following the work week.

If you have any questions, please contact Human Resources.

Fax (817)337-1140
Attachment 3

Keller
Independent
School District

Payroll Office: 350 Keller Parkway
Keller, TX 76248
(817) 337-3264 (fax)
payroll@kellerisd.net

2017 Summer/Seasonal Time Sheet

(Please print clearly)

Employee: _____ **Employee ID:** _____

Address: _____

_____

Phone: _____

Position: _____

Campus/Dept: _____

DAY	DATE	TIME IN	TIME OUT	LUNCH	TOTAL HOURS
		(Round to nearest quarter hour)			
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

TOTAL NUMBER OF HOURS WORKED: _____
(See Summer Hiring Guidelines for rate)

RATE OF PAY: _____

BUDGET CODE

TOTAL DUE EMPLOYEE: _____

Provider Signature: _____
I hereby certify I have performed the services as described above.

Supervisor Signature: _____
(Live signature required, NO STAMPS)

Updated 4/19/2017-FM