



## Short-term Employment in Secondary Education Support Positions

Pay rates for classified employees or substitute teachers doing additional work in short-term, non-classified, non-certificated roles.

We have created three new short-term positions for voluntary paid additional assignments to support schools: **Proctor: Standardized Tests (AP/PSAT) , Proctor: Saturday School, Assistant: Extra-curricular Support.**

For each of these positions listed below, the following applies:

### Classification

- A Job Description is posted on the HR website.
- These positions entail short-term employee status for non-teachers (classified, substitutes) who voluntarily engage in additional work outside of their regular employment with the district.
- This short-term status is intended for current employees (classified employees, substitute teachers) working additional hours outside of their regular assignment. They do not need to be “hired” for this additional work.
- An Agreement provided by HR is signed at the site by the short-term employee recognizing terms of position. An Agreement is not needed for current IUSD teachers.
- The Agreement should be stored in electronic format and is kept at school site for three years.
- These hours are not subject to OT for classified employees taking an additional assignment as the work is voluntary and outside of the regular assignment.
- For classified employees, the hours also worked as a short-term employee do not count towards probationary status, sick leave or vacation, unless the employee does the work for 20 consecutive days (this would be very unlikely)
- Substitute teachers working additional assignments do not qualify for OT on a day-to-day basis, but may qualify for OT if working on weekends in excess of 40 hours for the week.

### Payment by Stipend

- Sites use the Stipend system on the classified payroll cycle for classified employees, and on the certificated payroll cycle for substitutes and IUSD teacher.
- For Proctor: Standardized Tests, submit stipends after each test event using the iStipend system.
- The submitted stipend is the official record of hours worked.
- Sites must complete a COS at beginning of the assignment for the new position in order to use iStipend to pay employees. Note a beginning and end date on the COS.
- Sites should establish accountability measures to track and approve hours worked. For example, the employee may submit a log of hour worked on a regular basis to site designee, approved by site designee. Sites may keep spreadsheets for the same purpose.

### Pay Rates

- Short-term employees are paid hourly according to the table below.



## Rates Short-term Employees

Position	Rate	Description
<b>Proctor: Standardized Tests PSAT/AP</b>	<p>\$22</p> <p>\$22 for classified IUSD employees working out of class as short-term employee</p> <p><i>\$37.39 for IUSD teachers (current teacher hourly rate)</i></p>	<p>Description: Proctors standardized tests during the school day or on weekends.</p> <ul style="list-style-type: none"> <li>Administers PSAT, AP, etc. exams. Each exam is 5 - 6 hours per administration; non-instructional.</li> </ul>
<b>Proctor: Saturday School</b>	<p>\$22 for classified IUSD employees working out of class as short-term employee</p> <p>Regular Hourly Rate for CCA</p> <p><i>\$37.39 for IUSD teachers (current teacher hourly rate)</i></p>	<p>Description: Supervises Saturday School and other after hours discipline/attendance activities.</p> <ul style="list-style-type: none"> <li>Use teacher hourly rate for contracted IUSD teachers. Comp time not appropriate.</li> <li>Use non-certificated classified employees or IUSD subs at \$22 rate when teachers not available.</li> </ul>
<b>Assistant Extracurricular Support</b>	<p>\$15 for classified IUSD employees working out of class as short-term employee; \$15 for teachers</p>	<p>Description: Supports extracurricular activities including athletics, VAPA, and fine arts</p> <ul style="list-style-type: none"> <li>Job Description Posted on Website</li> <li>Non-instructional- conducts duties related to athletic games including shot-clock, scorekeeper, announcing duties, etc</li> <li>Conducts duties related to VAPA productions including sets, painting, lighting, etc.</li> <li>May require ASCC or FBI and DOJ fingerprints if supervising students.</li> </ul>