



## **Non-Affiliated Hourly Employee**

### **Handbook**

*Revised 10/04/2024*

## Table of Contents

A. Recognition.....	3
B. Salary.....	3
C. Performance Evaluations.....	3
D. Work Week/Attendance.....	3
E. Mileage Reimbursement.....	3
F. Annual Training.....	3
G. Leaves with Pay.....	3-5
H. Benefits.....	5
I. Calendars.....	5
J. Grant Funded Positions.....	5
K. Positions.....	6-17
Accompanist.....	6
Alternative/Adult Education Paraprofessional.....	7
Adult Education ESL Instructor.....	8
Alternative/Adult Education Security Officer.....	9
Alternative/Adult Education Security Guard.....	10
Athletic Events Coordinator.....	11
GSRP Teacher.....	12
Lifeguards/Swim Staff.....	13
School Nurse - Transportation.....	14
Student Assistant and Medical Aide.....	15
High School Performing Arts Positions.....	16
Other Hourly Positions.....	17
a. Athletic/Game Supervisor	
b. LCPS-TV Coordinator	
c. Stage Technician	
d. Translator	
e. Summer Day Camp Positions	
f. SACC School Year Multi-Site Director	

**L'ANSE CREUSE PUBLIC SCHOOLS NON-AFFILIATED HOURLY EMPLOYEES**

**A. Recognition**

This reference guide represents non-affiliated hourly employees working at L'Anse Creuse Public Schools.

**B. Salary**

Please reference individual position schedule as it relates to wages.

**C. Performance Evaluations**

Written performance evaluations are to be prepared annually. Forms can be found on the District's Intranet Webpage, under the Human Resources Department.

**D. Work Week/Attendance**

Regular and timely attendance is a requirement for each employee. All absences should be recorded in Frontline.

**E. Mileage Reimbursement**

Mileage reimbursement calculated according to the established IRS rate. District form required for reimbursement.

**F. Annual Training**

All staff members are required to take annual training tutorials in compliance with Board Policy and Federal Law. A reminder memo with the required tutorials is sent on a yearly basis by the Human Resources Department.

**G. Leaves with Pay**

I. Bereavement Days: Please review the chart below as it pertains to bereavement days.

Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	2 days
Not listed above	1 day S/L

Leave days may be non-consecutive and must be used within eight (8) calendar days following the death unless there are extenuating circumstances. One (1) day leave may be granted for funerals of others than those persons defied above and will be charged to sick leave. These days will be the non-weekend days following the death. If any part of this leave occurs during a non- paid break such as summer, those leave days will be non-paid.

I. Absences related to Jury Duty.

In an effort to assist our office in processing pay and attendance properly for Jury Duty, please follow the steps below:

- After confirming the absence for Jury Duty (usually Jury Duty is confirmed by a phone call the evening before the reporting date), please log the absence as soon as possible in AESOP by selecting Personal Day or PTO. If no PTO time is available, this will become unpaid until documentation is submitted as outlined in the third bullet point.
- Fulfill Jury Duty commitment.
- Submit Jury Duty verification of attendance letter to Deborah Demick in the Human Resources Office within one week of Jury Duty. The Human Resources Office will edit your absence reason to Jury Duty once proper documentation has been received.

II. Paid Time Off (PTO) will be earned in compliance with legislation and Board Policy. Employees that are eligible under the Paid Medical Leave Act are entitled to one (1) hour of PTO for every 35 hours worked, not to exceed 40 hours of PTO per year. PTO will be loaded July 1 of each fiscal year based on the employee's eligibility. Please note, these days are given up front but not fully earned until the year is completed. If a full year is not worked, days will be calculated on a prorated basis. If all time has been exhausted at the time of separation and a full year has not been worked, the employee will be responsible for any money owed to the district.

Employees that are currently in another bargaining unit and completing an hourly position listed in this handbook as a supplemental source of income do not qualify for PTO under these guidelines.

PTO shall be taken in hourly increments. PTO may not be used for the following:

- The day beginning or ending the school year
- The day before or after holidays/breaks
- Parent Teacher conference days or evening open houses/staff meetings
- Vacations during the school year

Absences more than three consecutive school days will require medical documentation. Extenuating circumstances and family emergencies will be considered, but must be approved by Human Resources. Unless approved, absences beyond three consecutive school days will be unpaid.

Unused PTO time will roll over to the next school year. Upon separation, with proper two weeks or more notice, unused PTO will be paid as follows:

With 5 or more years of service with LCPS	25% of current rate of pay
With 10 or more years of service with LCPS	50% of current rate of pay
With 15 or more years of service with LCPS	60% of current rate of pay

There will be no payment for accumulated unused PTO when the employee separates without notice, or separates with insufficient notice (less than two weeks).

**H. Benefits**

The District shall comply with the Affordable Care Act in providing health insurance unless otherwise noted in the individual position breakdown document.

**I. Calendars**

Please refer to school year calendar.

**J. Grant Funded Positions**

Some positions within this handbook are either partially or fully grant funded and may or may not be filled on an annual basis. Positions that are grant funded are notated with an asterisk.

*This guide does not constitute an employment contract. It is to be used as a reference for listed positions and may be updated at any time*

<b>Accompanist</b>	
<b>Hourly Rate - \$20.74</b>	
<b>Inclement Weather</b>	
<p>In the event of school closure due to inclement weather or other circumstances employees will receive the days paid. The school closures due to inclement weather or other circumstances will be paid at the employees' regular pay rate and regular scheduled hours.</p>	
<b>Insurance</b>	
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)

<b>Adult/Alternative Education Paraprofessional*</b>		
<b>Hourly Rate</b>		
<b>Step</b>	1	<b>\$13.12</b>
<b>Step</b>	2	<b>\$14.06</b>
<b>Step</b>	3	<b>\$14.70</b>
<b>Step</b>	4	<b>\$15.26</b>
<b>Step</b>	5	<b>\$16.20</b>
<b>Step</b>	6	<b>\$17.18</b>
<b>Senior Alternative Education Paraprofessional</b>		
<b>Step</b>	1	<b>\$16.21</b>
<b>Step</b>	2	<b>\$16.68</b>
<b>Step</b>	3	<b>\$16.93</b>
<b>Step</b>	4	<b>\$17.27</b>
<b>Senior Alternative Education Paraprofessional</b>		
<b>Flat Rate</b>		<b>\$19.41</b>
<b>*Leave Time</b>		
<b>Personal Time Off</b>	Employees will receive seventy-seven (77) hours of PTO per year when working thirty (30) hours or more per week. Employees working less than thirty (30) hours per week will receive prorated leave time.	
*Adult/Alternative Education paraprofessionals hired <b>after</b> March 1, 2019 will earn PTO as noted in G.I. of the handbook and will not be entitled to the time listed above.		
<b>Holidays</b>	3; Christmas Day, New Year's Eve Day, New Year's Day <i>Paid as straight time. Employee must have worked their full shift the day prior to and the day following the holiday.</i>	
<b>Inclement Weather</b>		
In the event of school closure due to inclement weather or other circumstances employees will receive the days paid. The school closures due to inclement weather or other circumstances will be paid at the employees' regular pay rate and regular scheduled hours.		
<b>Insurance</b>		
<b>Life Insurance</b>	Madison NIS \$10,000 – Less than 20 hours per week Madison NIS \$25,000 – More than 20 hours per week	

<b>Adult Education ESL Instructor</b> (Non-LCEA Member)	
<b>Hourly Rate: \$23.26</b>	
<b>*Leave Time</b>	
<b>Personal Time Off</b>	Employees will receive one hundred four (104) hours of PTO per year when working a forty (40) hours per week. Employees working less than forty (40) hours per week will receive prorated leave time.
<b>Holidays</b>	7; December 25, December 26, December 27, December 28, December 29, December 31, January 1. <i>Paid as straight time. Employee must have worked their full shift the day prior to and the day following the holiday.</i>
<b>Inclement Weather</b>	
In the event of school closure due to inclement weather or other circumstances employees will receive the days paid. The school closures due to inclement weather or other circumstances will be paid at the employee's regular pay rate and regular scheduled hours.	



<b>Alternative/Adult Education Security Officer</b>	
<b>Hourly Rate - \$28.54</b>	
<b>Inclement Weather</b>	
<p>In the event of school closure due to inclement weather or other circumstances employees will receive the days paid. The school closures due to inclement weather or other circumstances will be paid at the employees' regular pay rate and regular scheduled hours.</p>	
<b>Insurance</b>	
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)

<b>Alternative/Adult Education Security Guard*</b>	
<b>Hourly Rate - \$20.54</b>	
<b>Inclement Weather</b>	
<p>In the event of school closure due to inclement weather or other circumstances employees will receive the days paid. The school closures due to inclement weather or other circumstances will be paid at the employee's regular pay rate and regular scheduled hours.</p>	
<b>Insurance</b>	
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)

<b>Athletic Events Coordinator</b>		
<b>Hourly Rate: \$22.28</b>		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	190 (up to 29 hours per week)	
<b>Vacation Leave</b>	0	
<b>Sick Leave</b>	6	
<b>Personal Leave</b>	0	
<b>Flex Days</b>	0	
<b>Holidays</b>	News Years Day, MLK Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
<b>Calendar</b>	Athletic Events Coordinator	
<b>Insurance</b>		
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)	

<b>GSRP Teacher</b>			
<b>Hourly Rate</b>			
<b>Schedule</b>		Bachelor's Degree	Master's Degree
<b>Step</b>	1	\$31.08	\$31.70
<b>Step</b>	2	\$32.22	\$32.89
<b>Step</b>	3	\$33.40	\$34.05
<b>Step</b>	4	\$34.04	\$34.73
<b>Step</b>	5	\$34.74	\$35.42
<b>*Leave Time</b>			
<b>Personal Time Off (PTO)</b>	77 hours of PTO per year		
*GSRP teachers hired <b>after</b> March 1, 2019 will earn PTO as noted in G.I. of the handbook and will not be entitled to the time listed above.			
<b>Holidays</b>	Holidays shall be paid in accordance with holiday pay in the current AFSCME 1993 Collective Bargaining Agreement		
<b>Inclement Weather</b>			
In the event of school closure due to inclement weather or other circumstances, days will be paid.			
<b>Insurance</b>			
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)		
<b>Health Insurance</b>	MESSA ABC Plan 1: \$1,600 / \$3,200 (or compared plan) Full Time GSRP Teachers		
<b>Cash In Lieu</b>	Employees are eligible for a cash in lieu payment as determined by the Board of Education, currently \$100 per month. However, if additional employees take a cash in lieu payment, the yearly stipend is subject to increase per person. Signed documentation of current active insurance is required to be eligible for cash in lieu. (Full Time GSRP Teachers)		

<b>Permanent Building Lifeguard (One position at each high school)</b>	
<b>Hourly Rate</b>	
Without CPR Instructor Endorsement	\$15.75
<b>*Leave Time</b>	
Sick Leave	5 days per year
Personal Leave	1 day per year
*Lifeguards hired <b>after</b> March 1, 2019 will earn PTO as noted in G.I. of the handbook and will not be entitled to the time listed above.	
<b>Inclement Weather</b>	
In the event of school closure due to inclement weather or other circumstances, the first two (2) days will be unpaid. Beginning with the third (3rd) day, employees will receive the remainder of days paid. School closures due to inclement weather or other circumstances will be paid at the employee's regular pay rate and regular scheduled hours.	
<b>Insurance</b>	
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)

<b>Community Education Program Swim Staff</b>	
<b>Hourly Rates</b>	
Lifeguard	\$15.75
Water Safety Instructor	\$15.75
Pool Manager	\$21.53
Summer Rate	An additional dollar (\$1.00)

<b>School Nurse Transportation</b>	
<b>Hourly Rate</b>	
	<b>Rate of Pay</b>
Step 1	\$21.91
Step 2	\$23.81
Step 3	\$25.71
Step 4	\$27.61
Step 5	\$29.51
Step 6	\$31.40
This position is not eligible for time, benefits, or inclement weather days.	

<b>Student Assistant/Medical Aide</b>	
<b>Hourly Rate</b>	
<b>*Tier</b>	<b>Rate of Pay</b>
Tier I - Elementary	\$11.97
Tier II – Middle School/High School	\$14.79
Tier III – Complex Medical Needs	\$17.87
<i>*The tier an employee is placed on is based upon the medical needs of the student(s).</i>	
<b>Inclement Weather</b>	
In the event of school closure due to inclement weather or other circumstances, the first two (2) days will be unpaid. Beginning with the third (3rd) day, employees will receive the remainder of days paid. School closures due to inclement weather or other circumstances will be paid at the employee's regular pay rate and regular scheduled hours.	
<b>Insurance</b>	
<b>Life Insurance</b>	Madison National Life Insurance (\$10,000.00 benefit)

<b>Non-Affiliated High School Performing Arts Positions</b>	
<b>Hourly Rate</b>	
<b>Position</b>	<b>Stipend Amount</b>
Consultant	\$250.00
Professional Performer	\$500.00
Designer	\$750.00
Coordinator	\$1,000.00
Manager	\$1,500.00
Assistant Director	\$2,000.00
Producer	\$2,500.00



<b>Other Hourly Positions</b>	
<b>Athletic/Game Supervisor</b>	
Hourly Rate - \$35.00 (LCEA MEMBERS OUTSIDE of Contract Hours) (position may not exceed 6 hours per week)	
<b>LCPS-TV Coordinator</b>	
Hourly Rate - \$20.24	
<b>Stage Technician</b>	
\$10.10	
<b>Translator</b>	
\$35.00	
<b>*Summer Day Camp</b>	
<b>Counselor</b>	
SACC Aide School Year Rate	
<b>Assistant Director</b>	
SACC Aide School Year Rate + \$2.00/hour	
<b>Director</b>	
SACC Director School Year Rate	
* Increase .50 cents for 60 credits for all above Summer Day Camp Positions	
<b>SACC School Year Multi-Site Director</b>	
<b>Number of Sites</b>	<b>Hourly Rate</b>
II	\$25.58
III	\$26.49
<b>Inclement Weather</b>	
There will be no compensation to the above-listed employees in the event of school closure due to inclement weather or other circumstances.	