



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

7362 E. Point Douglas Rd. S.


Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Superintendent

FROM: Theresa Lenarz, Assistant Director of Human Resources

DATE: 6/15/17 

TOPIC/PURPOSE OF REPORT: 2017-2018 Miscellaneous Wage Sheet

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 6/22/17

REPORT

The Miscellaneous Wage Sheet is reviewed annually and consists of the rates of pay for non-union miscellaneous positions. The recommendation is that the rates would be effective July 1, 2017 upon your approval. Where appropriate, based on labor conditions and economic data, the general recommendation is for a 0% increase, with a few positions receiving a slight increase due to a demonstrated need.

2016-2017 ~~2017-2018~~ Miscellaneous Wage Sheet

Rates effective July 1, 2016 ~~2017~~

Rates are hourly unless otherwise indicated

Department	Job Title	2016-2017 2017-2018 Wage
Accompanist	Concert Accompanist	\$19.55
Driver's Education	Helper (non-student)	\$13.40
	Helper (student)	\$8.15
Students (District 833)	OJT Interns- Technology Assistants, Student Video Assistants	\$10.55
	OJT Interns- All Others	\$8.65
	Custodial- Student aides (including summer)	\$8.65
	Kids Club Aides: 16-17 years old	\$8.65
	Kids Club Aides 18+ years old	\$9.50
	Driver's Ed Helper, Bus Monitor, Collator, TV Taping, Athletic Event Worker, Other	\$8.15
Substitute/Temporary Worker	Clerical/ Paraprofessional Substitute	\$12.65 \$13.50
	Teacher Substitute	\$17.70 (\$132.75/day) \$18.00 (\$135/day) \$15.00 extra for subbing during prep time (periods that exceed 60 minutes) \$10.00 extra for subbing during prep time (periods 60 min or less)
		**For 10 or more consecutive work days in the same assignment, pay is base of appropriate wage schedule in current contract.
	Licensed School Nurse Sub	\$17.70 (\$132.75/day) \$18.00 (\$135/day)
	Health Care Specialist Sub	\$15.05
	Temporary Employees- trans, Clerical, Nutrition Services, etc.	\$12.65 \$13.50
	Temporary Custodian Employees	\$13.56 (step 1)
	ACCESS Program Intern	\$12.65 \$13.50
	Kids Club Supervisor Sub	Step 1 of KC Super. contract
Special Services	Amplification Specialist	\$25.00
Technical	TV Taping	\$13.50
	Television Production Tech- Sub	\$16.20
	Technology Assistant	\$14.00
Officials	Speech/Debate- Adult Officials	\$21.20/ round
	Speech/Debate- Student Officials	\$8.65/ round
	Concessions Coordinator	\$14.00

2017-2018 Misc Wage Sheet- 2

	Ticket Taker/seller, Announcer, Timekeeper, Scorekeeper, Supervision	\$14.00
	Chaperone, Timekeeper	\$14.00

	NON-VARSITY GAME OFFICIAL *																		
*As determined by the Metro Athletic Directors Officials Fees Committee	FALL SPORTS:																		
	Football (9 th , B, JV)- 3 officials	\$64.00																	
	Volleyball (9 th , B, JV)- 1 official	\$39.00																	
	Soccer (9 th , B, JV)- 1 official	\$56.00																	
	Soccer (9 th , B, JV)- 2 officials	\$48.00																	
	WINTER SPORTS:																		
	Basketball (9 th , B, JV)-2 off.	\$57.00 (one game)																	
	Basketball (9 th , B, JV)-2 off.	\$81.00 (two games)																	
	Wrestling (9 th , B, JV)- 1 off.	\$49.00 (one match)																	
	SPRING SPORTS:																		
	Baseball (9 th , B, JV)- 1 umpire	\$76.00 (one game)																	
	Softball (9 th , B, JV)- 1 umpire	\$68.00 (one game)																	
	Track	\$14.00/hr Additional staff (adult)																	
		\$8.35/hr additional staff (student)																	
	Hosted MSHSL Tournament Games- Reimbursed by respective region	<table border="1"> <thead> <tr> <th>Region 3AA (PHS)</th> <th>Region 4AA (ERHS, WHS)</th> </tr> </thead> <tbody> <tr> <td>Section Site Manager</td> <td>\$65- single \$75- neutral single \$100- double \$120- double-neutral site/football</td> <td>\$70- single \$125- double Football- \$125</td> </tr> <tr> <td>Section Ticket Taker</td> <td>\$45- single game \$70- two games</td> <td>\$45- single game \$70- double header</td> </tr> <tr> <td>Section Carpenter/ Tech Director</td> <td>\$85/event</td> <td></td> </tr> <tr> <td>Section Supervision</td> <td>\$45- single game \$70- two games \$65- FB Game Manager</td> <td>\$45- single game \$70 double header</td> </tr> <tr> <td>Clerical</td> <td>\$45- single game \$70- two games</td> <td>\$45- single game \$70- double header</td> </tr> </tbody> </table>	Region 3AA (PHS)	Region 4AA (ERHS, WHS)	Section Site Manager	\$65- single \$75- neutral single \$100- double \$120- double-neutral site/football	\$70- single \$125- double Football- \$125	Section Ticket Taker	\$45- single game \$70- two games	\$45- single game \$70- double header	Section Carpenter/ Tech Director	\$85/event		Section Supervision	\$45- single game \$70- two games \$65- FB Game Manager	\$45- single game \$70 double header	Clerical	\$45- single game \$70- two games	\$45- single game \$70- double header
Region 3AA (PHS)	Region 4AA (ERHS, WHS)																		
Section Site Manager	\$65- single \$75- neutral single \$100- double \$120- double-neutral site/football	\$70- single \$125- double Football- \$125																	
Section Ticket Taker	\$45- single game \$70- two games	\$45- single game \$70- double header																	
Section Carpenter/ Tech Director	\$85/event																		
Section Supervision	\$45- single game \$70- two games \$65- FB Game Manager	\$45- single game \$70 double header																	
Clerical	\$45- single game \$70- two games	\$45- single game \$70- double header																	
	SITE MANAGER																		
	FALL SPORTS:																		
	Football	\$100.00 per event																	
	Soccer	\$55.00 per single game, \$73.00 per double header																	
	Volleyball	\$61.00 per event																	
	Girls Swimming	\$55.00 per event																	
	WINTER SPORTS:																		

2017-2018 Misc Wage Sheet- 4

Basketball	\$75.00 per event
Hockey	\$55.00 per event
Boys Swimming	\$55.00 per event
Wrestling	\$55.00 per event
Gymnastics	\$55.00 per event
SPRING SPORTS:	
Track	\$57.00 per event
Lacrosse	\$55.00 per event
FINE ARTS:	
Performing Arts Event	\$45.00 per event

Community Education Miscellaneous Wage Sheet 16-17 17-18 Rates		
Position	15-16 rates	16-17 17-18 rates
Classroom Instruction - includes prep	A - \$15.30/\$16.30/\$17.30	A - \$15.30/\$16.30/\$17.30
<i>*Step increase after at least</i>	B - \$20.20/\$21.20/\$22.30	B - \$20.20/\$21.20/\$22.30
<i>2 quarters of instruction.</i>	C – Contract with Instructor	C – Contract with Instructor
	D – Without payment	D – Without payment
Prog. Coord. - part time	\$21.20	\$21.20
Prog. Supervisor 2 - part time	\$18.00	\$18.20
Program Supervisor 1 - part time	\$14.10	\$14.10
Enrichment/Act. Center Supervisor	\$12.85/ \$13.90/ \$14.30/ \$14.75	\$12.85/ \$13.90/ \$14.30/ \$14.75
Middle School Enrichment Supervisor	\$15.00	\$15.00
Roving/ Stadium Supervisor	\$11.00	\$11.00
Activity Center Student Supervisor	OJT rate	OJT rate
Auditorium Manager	\$15.00	\$15.00
Auditorium Stage Hand- Under 18	\$8.65	\$8.65
Auditorium Stage Hand- 18+ years old		\$9.50
Middle School Athl. Coaches	Contract Formula- see attached	Contract Formula- see attached
Middle School Athl. Officials	See following	See following
Football	\$50.00 /game	\$51.00/game
Volleyball	\$35.00/game	\$36.00/game
Basketball	See following	See following
2 back to back games	\$45.00	\$45.00
1 long game	\$30	\$30
Wrestling	\$33.00 /match	\$33.00 /match
Track	See following	See following
Finish Clerk	\$50/meet	\$50/meet
Starter	\$50/meet	\$50/meet
Clerk of Course	\$45/meet	\$45/meet
Additional staff w/H.S. diploma	\$12.00/hour	\$12.00/hour
Middle School Athl. Supervisor	\$15.75	\$15.75
Seasonal CE Temp	\$8.90/hr	\$9.50
Kids Club Supervisor Sub	Step 1 on contract	Step 1 on contract
Kids Club Aides - no H.S. diploma	OJT rate	OJT rate or \$9.50 over 18 Student/Kids Club Aides Rates
Sound & Lighting (CE) w/H.S. diploma	\$17.75	\$18.30
Sound & Lighting (CE) no H.S. diploma	OJT Tech rate	OJT Tech rate
Intramurals instructor	Teacher contract rate	Teacher contract rate
Early Childhood Screeners	\$20.80/hr	\$21.40
Sign Language Interpreter		\$20.50

Middle School Athletics Miscellaneous Wage Sheet 16-17 17-18 Rates		
*Point value for 15-16 is \$133		
Middle School Athletic Coaches	15-16 rates	16-17 rates
	Base Points	Base Points
Football	13	13
Volleyball	10	10
Cheerleading	9	9
Basketball	10	10
Wrestling	12	12
Track	10	10
Experience points	Points	
0 years	0	
1 year	1	
2-3 years	2	
4-6 years	3	
7-10 years	4	
11-15 years	5	
16 + years	6	
Responsibility points	Points	
Head football coach	2	
Head wrestling coach	1	
Head track coach	3	
Head basketball coach	1	
Head volleyball coach	1	

Aquatics Miscellaneous Wage Sheet

16-17 ~~17-18~~

Current staff with wages over step 5
receive 1% increase

Instructors						
Level A: 1000 hours w/HS Degree New Hire: BS/BA degree w/teaching experience	Base	Step 1	Step 2	Step 3	Step 4	Step 5
	\$13.75	\$14.00	\$14.25	\$14.55	\$14.85	\$15.10
Level B: 500 hours w/HS Degree New Hire: BS/BA no teaching experience	Base	Step 1	Step 2	Step 3	Step 4	Step 5
	\$11.55	\$11.80	\$12.10	\$12.35	\$12.65	\$12.90
Level C: 250 hours w/age 16 or (<250 hours w/age 18, LG step 2) New Hire: Ages 18+ after base training	Base	Step 1	Step 2	Step 3	Step 4	Step 5
	\$10.45	\$10.70	\$11.00	\$11.25	\$11.55	\$11.80
Level D: Lifeguards Ages 15-17	Base	Step 1	Step 2	Step 3	Step 4	Step 5
	\$9.35	\$9.60	\$9.90	N/A	N/A	N/A
Level E: Base Training Ages 14-19 Ages 14-17 move to step 1 Ages 18-19 move to Level C Base	Base	Step 1	Step 2	Step 3	Step 4	Step 5
	\$7.75 Training Wage	\$8.00	\$8.25	\$8.50	N/A	N/A

- Must have completed at least **72** hours of work for at least 6 months for step increase.
- When increasing levels employees start at base of that new level unless otherwise indicated.
- Any current staff making a level change will either begin at base or receive a **\$.25** increase, whichever is higher.
- All new hires will start at base.
- American Red Cross Certification Accepted
- WSI w/BA/BA degree – Level A
- WSI w/HS Degree – Level B
- WSI – Level C
- Current staff with wages over step 5 receive a 1% increase.

Aquatics-Site Supervisors	Base	Step 1	Step 2	Step 3	Step 4	Step 5
Level A: Site Supervisor Lifeguard Trainer	\$15.40	\$16.50	\$17.60	\$18.15	\$18.70	\$19.25
Level B: Assistant Site Supervisor/Daytime Lifeguard	\$13.75	\$14.30	\$14.85	\$15.40	\$15.65	\$16.20

Current staff with wages over Step 5 receive 1% increase.

Base: Certification only, no experience.

Step 1: 1-2 years of supervisory experience in aquatics or related field.

Step 2: 3-4 years of supervisory experience in aquatics or related field.

Step 3: 5 plus years of supervisory experience in aquatics or related field.

Water Exercise/ LG Trainer	Base	Step 1	Step 2	Step 3	Step 4	Step 5
Level A: Instructor high school degree	\$15.40	\$15.95	\$17.05	\$17.60	\$18.15	\$18.70

Current staff with wages over Step 5 receive 1% increase.

*All level A instructors are hired at base.

Gymnastics- Instructors	Base	Step 1	Step 2	Step 3
Level A: 7+ years coaching experience. HS or Club gymnastics coaching experience preferred.	\$20.00	\$21.00	\$22.00	XXX
Current staff grandfathered in at previous rates.				
Level B: 5+ years coaching experience. Trained in spotting and creating lessons for Pre-K through HS classes	\$15.00	\$16.00	\$17.00	XXX
Level C: 3+ years coaching experience. Background in spotting and creating lessons for Pre-K through HS classes	\$12.00	\$13.00	\$14.00	XXX
Level D: Gymnastics background preferred. Little to no coaching experience	\$8.00 \$9.00 \$9.50 (age 18+)	\$9.00 \$10.00	\$10.00 \$11.00	XXX

Current staff with wages over Step 3 receive 1% increase.

*Must have completed a minimum of 6 months of work at current wage and complete coaching clinics with gymnastics supervisors, or obtain coaching certifications for step increases.

*When increasing levels, employees start at base of that new level

*All new hires will start at base