

WORKING ON AN HOURLY/DAILY BASIS OR OUTSIDE OF REGULAR CONTRACT

(Re: Forms PR-1, for employees, & PR-1-PT, for non-employees) General Procedures

The Board recognizes that there are occasions when the need for an employee to perform certain tasks does not constitute a full-time vacancy. In addition to the various summer programs provided by the System, such vacancies exist during the normal school year. To provide for the consistent handling of filling these vacancies, the following procedures are being adopted:

- 1- All applicants (18 years of age or older), whether submitted for employment via recommendation, form PR-1 or PR-1-PT, must comply with the required background clearance procedures prior to assuming employment obligations. The applicant must already have or obtain a Substitute or HR Records Clearance card.
- 2- Summer employment may be filled by any current employee or non-employee and compensated according to the rates of pay outlined in the current year's published Wage Rates for Extra Work, subject to the Wage and Hour Law. All employment for summer programs (summer school, Jump Start, Kindergarten Readiness, Title I Summer School, Extended School Year, et.al.) should be submitted via employment recommendation; forms PR-1 will be generated by HR.
- 3- Employment during the regular school year but inconsistent in nature or for periods of not more than 15 hours/week or less than the full year may be filled by any current employee or non-employee and compensated according to the rates of pay outlined in the current year's published Wage Rates for Extra Work, subject to the Wage and Hour Law. All such employment should be submitted via form PR-1 or PR-1-PT, as applicable.
- 4- 21st Century and After School Child Care program vacancies may be filled by any current employee or non-employee provided the vacancy is not more than 15 hours/week. Vacancies in either of these programs for more than 15 hours/week must be filled by a current employee. Regardless, all those employed in these programs will be compensated according to the rates of pay outlined in the current year's published Wage Rates for Extra Work, subject to the Wage and Hour Law. All 21st Century and After School Child Care employment should be submitted via form PR-1 or PR-1-PT, as applicable.
- 5- Other employment during the regular school year that is consistent for the full year (e.g. every day, 3 days/week, etc) and is for more than 15 hours/week must be processed as a regular employment, including new position approval, advertisement and recommendation and will be paid according to the current Board-approved Salary Schedule with applicable benefits.
- 6- All recommended employment and employment via forms PR-1 and PR-1-PT will be submitted for Board consideration of approval provided the employment is consistent in nature and for more than two consecutive weeks in duration. Employments for every day for at least two consecutive weeks will be submitted for Board consideration. Employments for vacancies shown on the Wage Rates for Extra Work with annual rates of compensation will not be submitted for Board consideration. Employments not part of a summer program and for less than two consecutive weeks will not be submitted for Board consideration.