

Non-Affiliated Hourly Employee

Handbook

Revised 7/13/2026

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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 shall be completed during an employee's first year in a position, or during the first year following placement into a new position. Thereafter, while the employee remains in the same position, written performance evaluations shall be completed every other year. 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 Red Rover.

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 Red Rover 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/Sick Leave shall be taken in hourly increments. PTO may <u>not</u> 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.

2026-2027 Information

Accompanist	
Hourly Rate - $21.26	
Inclement Weather	
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.	
Insurance	
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)

2026-2027 Information

Adult/Alternative Education Paraprofessional*		
		Hourly Rate
Step	1	**$13.87**
Step	2	**$14.20**
Step	3	**$14.85**
Step	4	**$15.41**
Step	5	**$16.36**
Step	6	**$17.61**
Senior Alternative Education Paraprofessional		
Step	1	**$16.37**
Step	2	**$16.85**
Step	3	**$17.10**
Step	4	**$17.70**
Senior Alternative Education Paraprofessional		
Flat Rate		**$19.90**
***Leave Time**		
Personal Time Off	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 **after** March 1, 2019 will earn PTO as noted in G.I. of the handbook and will not be entitled to the time listed above.		
Holidays	3; Christmas Day, New Year's Eve Day, New Year's Day *Paid as straight time. Employee must have worked their full shift the day prior to and the day following the holiday.*	
Inclement Weather		
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.		
Insurance		
Life Insurance	Madison NIS $10,000 – Less than 20 hours per week Madison NIS $25,000 – More than 20 hours per week	

2026-2027 Information

Adult Education ESL Instructor (Non-LCEA Member)	
Hourly Rate: $23.84	
***Leave Time**	
Personal Time Off	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.
Holidays	7; December 25, December 26, December 27, December 28, December 29, December 31, January 1. *Paid as straight time. Employee must have worked their full shift the day prior to and the day following the holiday.*
Inclement Weather	
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.	

2026-2027 Information

Alternative/Adult Education Security Officer	
Hourly Rate - $29.26	
Inclement Weather	
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.	
Insurance	
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)

2026-2027 Information

Alternative/Adult Education Security Guard	
Hourly Rate - $21.06	
Inclement Weather	
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.	
Insurance	
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)

2026-2027 Information

Athletic Events Coordinator		
Hourly Rate: $22.84		
Leave Time		
Scheduled Work Days	190 (up to 29 hours per week)	
Vacation Leave	0	
Sick Leave	6	
Personal Leave	0	
Flex Days	0	
Holidays	News Years Day, MLK Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day	
Jury Duty	Paid	
Bereavement	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
Calendar	Athletic Events Coordinator	
Insurance		
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)	

2026-2027 Information

GSRP Teacher			
Hourly Rate			
Schedule		Bachelor's Degree	Master's Degree
Step	1	$31.39	$32.02
Step	2	$32.54	$33.22
Step	3	$33.73	$34.39
Step	4	$34.38	$35.08
Step	5	$35.61	$36.31
***Leave Time**			
Personal Time Off (PTO)	77 hours of PTO per year		
*GSRP teachers hired **after** March 1, 2019 will earn PTO as noted in G.I. of the handbook and will not be entitled to the time listed above.			
Holidays	Holidays shall be paid in accordance with holiday pay in the current AFSCME 1993 Collective Bargaining Agreement		
Inclement Weather			
In the event of school closure due to inclement weather or other circumstances, days will be paid.			
Insurance			
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)		
Health Insurance	MESSA ABC 2 – 3 Tier MESSA ABC 2 – 5 Tier MESSA ABC 2 – 80/20 with 5 Tier Choices– 5 Tier (or compared plan) Full Time GSRP Teachers		
Cash In Lieu	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)		

2026-2027 Information

Permanent Building Lifeguard (One position at each high school)	
	Hourly Rate
Without CPR Instructor Endorsement	$15.75
***Leave Time**	
Sick Leave	5 days per year
Personal Leave	1 day per year
*Lifeguards hired **after** March 1, 2019 will earn PTO as noted in G.I. of the handbook and will not be entitled to the time listed above.	
Inclement Weather	
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.	
Insurance	
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)

2026-2027 Information

Community Education Program Swim Staff	
Hourly Rates	
Lifeguard	$15.75
Water Safety Instructor	$15.75
Pool Manager	$22.07
Summer Rate	An additional dollar ($1.00)

2026-2027 Information

School Nurse Transportation	
Hourly Rate	
	Rate of Pay
Step 1	$22.13
Step 2	$24.05
Step 3	$25.97
Step 4	$27.89
Step 5	$29.81
Step 6	$32.19
This position is not eligible for time, benefits, or inclement weather days.	

2026-2027 Information

Student Assistant/Medical Aide	
Hourly Rate	
***Tier**	**Rate of Pay**
Tier I – Elementary	$14.08
Tier II – Middle School/High School	$15.16
Tier III – Complex Medical Needs	$18.32
**The tier an employee is placed on is based upon the medical needs of the student(s).*	
Inclement Weather	
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.	
Insurance	
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)

2026-2027 Information

Test Administrator	
Hourly Rate - $21.06	
Inclement Weather	
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.	
Insurance	
Life Insurance	Madison National Life Insurance ($10,000.00 benefit)

2026-2027 Information

Non-Affiliated High School Performing Arts Positions		
Tier 1	**Stipend Amount**	**Minimum # of Hours Expected**
1	$250.00	5 Hours
2	$500.00	10 Hours
3	$750.00	15 Hours
4	$1,000.00	20 Hours
5	$1,250.00	25 Hours
6	$1,500.00	30 Hours
7	$2,000.00	35 Hours
8	$2,500.00	40 Hours

2026-2027 Information

Other Hourly Positions	
Athletic/Game Supervisor	
Hourly Rate - $35.00 (LCEA MEMBERS OUTSIDE of Contract Hours) (position may not exceed 6 hours per week)	
Facility Attendant	
$25.00	
LCPS-TV Coordinator	
$20.75	
Stage Technician	
$13.73	
Translator	
$35.00	
***Summer Day Camp**	
Counselor	
SACC Aide School Year Rate	
Assistant Director	
SACC Aide School Year Rate + $2.00/hour	
Director	
SACC Director School Year Rate	
* Increase .50 cents for 60 credits for all above Summer Day Camp Positions	
SACC School Year Multi-Site Director – Checking with Tony about # of sites I	
Number of Sites	**Hourly Rate**
II	$25.58
III	$26.49
Inclement Weather	
There will be no compensation to the above-listed employees in the event of school closure due to inclement weather or other circumstances.	