

Part-Time and Substitute Support Staff Employment

Nonlicensed employees working half-time or more are covered under the negotiated agreement.

Nonlicensed employees working less than half-time will receive benefits as follows:

1. Salaries

- a. Substitutes will receive the entry level salary of that classification.
- b. Regular part-time employees will be paid the same rate as in the negotiated contract provided such classification exists.
- c. If no classification exists, employees may be paid minimum wage.

2. Insurance

No medical or dental insurance will be paid by the district for substitute or less than half-time employees.

3. Retirement

The district must comply with state law and pay the employer's contribution to retirement if an employee works over 600 hours. For employees working less than 600 hours the district will not pay retirement.

4. Social Security

The district will conform to law and pay the employer's contribution to social security for all employees exclusive of student employees who work during the school year.

5. Workers' Compensation

The district will pay the employer's contribution to Workers' Compensation Insurance for all employees, volunteers and students involved in work experience programs.

6. Sick Leave

Regular part-time employees will be entitled to 10 days sick leave per year in the hour amount of their work day. The number of hours of sick leave will be accrued from year to year. Employees whose status changes from full-time to part-time or vice versa will carry forward their sick leave.

Example:

No. of days required by statute	No. of hrs. worked daily	Yearly sick leave
10	3.5	35 hrs.

7. Substitutes and employees working less than half-time receive no paid leave, paid vacation or paid holidays.

END OF POLICY

Legal Reference(s):

ORS 332.505