

**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

August 15, 2018

**To:** Principals and Office Managers

**From:** Jennifer Holmes, Human Resources Specialist - Classified

**Subject:** Classified Hourly Rates for Extra-Duty Activities (SPIF - Safety Patrol, Intramurals and Field Days)

This memo pertains to activities which will be paid via hourly rates. The chart below lists the positions, the 2018-19 hourly rates and the number of hours provided for in 2018-19.

ACTIVITY	2018-19 HOURLY RATE (Minimum Wage)	HOURLY RATE INCLUDING MANDATORY BENEFITS	ANNUAL NUMBER OF HOURS PROVIDED FOR	ACCOUNT CODE
Elem. Field Day	\$11.50	\$14.67	19 hours	0100-27-3290-LLL-0100-5032
Elem. Safety Patrol	\$11.50	\$14.67	214 hours	0100-25-3290-LLL-0100-5032
K-8 Bus Supervisor	\$11.50	\$14.67	14 hours	0100-25-3290-LLL-0500-5032
K-8 Intramurals	\$11.50	\$14.67	13 hours	0100-28-3290-LLL-0500-5032
M.S. Bus Supervisor	\$11.50	\$14.67	57 hours	0100-25-3290-LLL-0300-5032
M.S. Intramurals	\$11.50	\$14.67	53 hours	0100-28-3290-LLL-0300-5032
H.S. Intramurals	\$11.50	\$14.67	91 hours	0100-28-3290-LLL-0400-5032

These hourly rates are also listed on the 2018-19 Classified Substitutes and Hourly Pay Rates. The minimum wage increases to \$12.00 on January 1, 2019 (\$15.28 including mandatory benefits). This work does not belong to any particular bargaining unit; therefore, either classified or certificated staff may take the work at the specified hourly rates, and the object code is always 3290. If a classified staff person is assigned the work, it will not add to their regular Paraeducator or Office Personnel assignment. The hours do need to be considered when determining whether this will create an overtime situation for classified staff. Any overtime generated will be paid at time and a half of the employee's *regular rate* of pay, and come from the building budget. If a certificated person performs this work, it must be done entirely outside their contracted certificated work day.

In order to assign this work, please complete an Extra Help/Overtime HRTF for each assignment and ask the employee to submit time sheets. There are no restrictions on the use of these funds, so you may use them to cover other expenditures if you wish.