



**MARPLE NEWTOWN SCHOOL DISTRICT
HUMAN RESOURCES**

EMPLOYEE GUIDELINES

FOR

SUPPLEMENTAL CONTRACTS

AUTHORITY:

In accordance with Board Policy No. 122 and Board Policy No. 123, The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences through co-curricular activities, including interscholastic athletics, as an integral part of the total school experience. To implement and provide these experiences, proper staff shall be employed.

The Board shall approve the employment, fix the compensation, and establish terms of employment for supplemental positions in accordance with bargaining agreements and policies. Such approval shall normally be given to those candidates for employment recommended by the Superintendent. The Board also will give consideration to the expertise and attainment of all applicants, but the Board's decision on filling vacancies is final.

It is understood that the supplemental position is a non-mandated, non-teaching position and therefore does not become a temporary professional or professional employee of the Marple Newtown School District; nor shall the holder of the position obtain or accrue any rights against the school district under any collective bargaining agreement, compensation plan, or the Public School Code as to tenure, seniority, contract renewal, or health or welfare benefits otherwise accorded a professional employee or teacher or non-professional employee by the district.

The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with Board policy, state, and federal law. The following information is to provide guidance and direction regarding the procedures, terms and conditions of employment for supplemental contracts

to perform supplementary duties as set forth in the Marple Newtown Education Association Bargaining Agreement and district policies and procedures. This document is not meant to be inclusive of all regulations and requirements as specified in existing laws, policies and procedures for supplemental positions and is subject to change. If you want more details or have any questions regarding supplemental positions, refer to the MNEA collective bargaining agreement or call the Human Resources Office at 610-359-4380 or via email to HRdept@mnsd.org.

RECOMMENDATION FOR EMPLOYMENT:

The Superintendent must recommend all candidates for supplemental contracts and contract renewals to the Board for approval. Upon Board approval, supplemental contracts will be signed and executed and shall be in effect until the end of the school year or assignment.

All salaries or rates of pay will be determined in accordance with bargaining agreements and/or compensation plans by Human Resources and approved by the Superintendent.

New hires that are non-district employees recommended for vacant supplemental positions must report to Human Resources to complete or provide the following:

- W-4
- Immigration and Naturalization Service Employment Eligibility Verification Form (I-9)
- Current Criminal and Child Abuse Clearances
- Enrollment information for PSERS (Public School Employees Retirement System)

NOTE: PSERS (Public School Employees Retirement System) requires that part-time salaried employees, including coaches, must be enrolled in PSERS and have member contributions deducted from their pay. A part-time employee may waive membership in PSERS if:

- Within the first thirty- (30) days of employment the Part-time Salaried Employee completes the PSERS membership waiver form; and
- Provides proof to the district of participation in an alternate Internal Revenue Code (IRC) qualified retirement plan under IRC Section 408.

If part-time salaried employees making contributions to PSERS, including coaches, leave the employment of the district, they may request a refund of their contributions from PSERS.

This pre-employment process must be completed prior to payment for services.

PAYMENT FOR SUPPLEMENTAL CONTRACTS:

A coach and his/her assistant whose team participates in District 1 P.I.A.A. playoffs (after the regular season is completed and beyond the first round of the playoff competition) shall be compensated the value of one (1) extra unit as determined by his/her level of experience. If a team or individual team member competes beyond the District 1 Tournament, the coach and his/her assistant will receive one (1) additional unit for all tournament participation beyond District play.

Supplemental contracts approved by the Board shall be authorized for payment upon completion of all responsibilities and written notice to Human Resources from the Administration.

CIVIL RIGHTS NOTICE

The Marple Newtown School District is an equal opportunity education institution and will not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability or other legally protected classifications. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964; Title IX of the Educational Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Inquiries may be directed to the Director of Human Resources.