



## **MISCELLANEOUS BUCKET POSITION PROCEDURES**

### Background

Miscellaneous buckets positions are defined as:

- Temporary positions that are intermittent or emergent in nature and are paid an hourly rate of pay
- Limited to a maximum of 1,200 hours per calendar year
- Benefits ineligible positions: No insurance, no Vacation, Sick and Personal Business Days and no paid Holidays
- Seniority ineligible.

### Appropriate use of Miscellaneous buckets

There are many cases where the use of Miscellaneous bucket positions is appropriate and essential to a unit's ability to meet its operational needs. As new projects and initiatives are introduced during the course of the fiscal year, which were not initially planned for during Public Sector Budgeting, units may need to add temporary personnel to complete such emerging projects and initiatives. Miscellaneous bucket positions are also used to employ tutors, interns, coaches, security personnel and retired teacher-certificated employees to provide coaching and mentoring and a transfer of knowledge to new principals, administrators and teachers.

### Inappropriate use of Miscellaneous buckets

There are certain circumstances under which the use of Miscellaneous bucket positions is considered inappropriate. Examples of such inappropriate use of Miscellaneous buckets positions are:

- The circumvention of collective bargaining agreements through the use of non-union temporary employees performing bargaining unit work
- The replacement of full-time and part-time, benefits eligible employees with temporary, benefits ineligible employees, particularly at pay rates which are not market-relevant or job related
- The long-term re-employment of retired employees in what are intended to be temporary positions.
- Retirees receiving a pension from any municipal pension fund are prohibited from working as a Miscellaneous employee at the Chicago Public Schools.

## **Procedure to Request Miscellaneous Bucket Positions**

Effective immediately, prior to submitting a Miscellaneous bucket position request in Oracle Position Control or Public Sector Budgeting, all Central and Area Office units must first provide the following information to the Office of Human Capital - Compensation and Benefits Management unit:

1. A written justification for opening the bucket position which clearly states the unit's business case and identifies who will be paid from the bucket, as well the means of funding such a position.
2. The requested hourly rate of pay and the total amount that will be appropriated for the requested bucket.
3. An employment start date and end date for Miscellaneous employees.
4. A written job description and organization chart that illustrates the position's reporting relationships.
5. Written approval will be provided to requesting units by Compensation and Benefits Management with a reference number that must be entered into the Comments field of the Position Opening request in Oracle. Any position opening request that does not indicate this reference number can not be approved.

### **Cost containment measures**

The Office of Human Capital is implementing the following streamlined hourly pay rate structure for central and area office departments opening Miscellaneous bucket positions:

#### **New Categories**

- Tutors: \$8.25 to \$15
- Interns: \$8.25 to \$20
- Entry Level Clerical: \$12 to \$15
- Senior Level Clerical & Entry Level Analyst/Technicians: \$16 to \$25
- Senior Level Analysts: \$28 to \$37

#### **Existing Categories**

- Security Supervisors: \$21.90
- Sports Program Coaches: \$23.40
- Retired teachers: \$37.44
- Certified Teachers performing non-instructional duties or providing instruction in non-core subjects:\$35.10
- Certified Teachers providing instruction in core subjects:\$40
- Retired Administrators: \$50

- Any requests for Miscellaneous pay rates that do not conform to these rates will require approval from the Chief Human Capital Officer and Chief Financial Officer.

Please note that some of the rates listed above are effective July 1, 2010, based on current collective bargaining agreements. Any future rate changes will be communicated to all central and area office units.

#### Implementation

- The Office of Management and Budget will update all existing central and area office Miscellaneous buckets, effective July 1, 2010, using the rates indicated above.
- These rates also apply to Miscellaneous buckets opened through Oracle Public Sector Budgeting for FY11.
- School-based Miscellaneous positions are excluded from this process but will conform to new pay rates beginning July 1, 2010.

The pay rates cited above are based on local job market benchmark pay rates and in some cases, existing collective bargaining agreement rates. Please use these pay rates whenever opening Miscellaneous bucket positions. Any deviation from this pay rate structure would require approval by the requesting unit's Executive Officer and the Chief Human Capital Officer and Chief Financial Officer

If you have any questions, please contact Dale M. Moyer or Richard Biegaj in Compensation and Benefits Management at 553-1210.