

Guidelines for Assigning Educational Assistant – Level 2 Back-Up Duties (Information from Human Resources for Duties & Pay)

- In the event that an EA Level 1 is required to backfill for an EA Level 2, the EA Level 1 is paid at the EA Level 2 rate for the hours he/she is backfilling.
- In the case of G-tube feeding and other certified medical procedures, the EA who has been identified as the back-up must be certified. In order to keep the certification active, he/she must perform G-tube feeding or other medical procedure a minimum of once per week. Therefore, an EA Level 1 assigned to back-up an EA Level 2 for G-tube feeding or other medical procedures will be paid at the Level 2 rate of pay for one (1.0) hour per week (.029 FTE).
- The school principal or Human Resources will generate a Position Control form to reflect this, and the EA will be paid as such UFN.
- Any additional time for which the EA Level 1 is performing EA Level 2 back-up duties will be entered via AMS comments by the school's administrative staff.