# PERSONNEL 03.221

‑ Classified Personnel ‑

Salaries

Hourly or Salary Basis

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

Salaries will be paid on the prescribed pay dates without deductions for days on which schools were closed with the following exceptions:

1. School closed because of work stoppage and/or strikes; and
2. An employee fails to render services.

Work Day/Work Week

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

Qualifications

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

Determination of Experience

Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules adopted by the Board and, in the absence of the issue being addressed in such schedules, experience credit shall be determined as follows:

1. Previous experience in the District.

Credit for years of experience in one (1) classified position with the District will transfer with the employee when assuming another classified position within the District, if there is no break in employment~~.~~ and within the same salary schedule.

1. If the new position is a change in salary schedule, years of service will be determined by the Superintendent.
2. Previous experience in an equivalent position in another school district up to nine (9) years of experience.
3. Previous private sector experience in a job of a similar nature up to nine (9) years of experience.

In determining whether previous experience is applicable to a District position, similar experience shall refer to the essential functions, licensing/training requirements, and/or daily job responsibilities of the positions being similar.

Payroll Distribution

Checks will be issued according to a schedule approved annually by the Board. The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

.PERSONNEL 03.221

#  (Continued)

Salaries

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year

Payroll Deduction

The Board shall approve all payroll deductions as specified by [KRS 161.158](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/158.pdf&requesttype=krs) and Board Policy 03.2211.

Overtime

Overtime work shall be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work.

References:

[KRS 78.615](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/078-00/615.pdf&requesttype=krs); [KRS 160.291](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/291.pdf&requesttype=krs); [KRS 161.011](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/011.pdf&requesttype=krs)

[KRS 337.070](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/337-00/070.pdf&requesttype=krs); [KRS 337.285](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/337-00/285.pdf&requesttype=krs); [KRS 424.120](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/424-00/120.pdf&requesttype=krs)

[702 KAR 003:320](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/003/320.htm&requesttype=kar); [803 KAR 001:060](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/803/001/060.htm&requesttype=kar); [803 KAR 001:070](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/803/001/070.htm&requesttype=kar)

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985)

Related Policy:

03.2211

Adopted/Amended: 6/18/2018

Order #: 17799