

- 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.

Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures.

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, the Superintendent shall determine experience credit to be granted for classified positions from previous employment for pay purposes, based on the following:

1. Previous experience in any school:
 - a. Years of service in a similar position will receive full credit.
 - b. Year of service in a different position will receive one-half (½) credit up to a maximum of ten (10) years. Example: Four (4) years as a custodian would count as two (2) years for placement on the secretary scale, provided the total does not exceed ten (10) years of converted experience.
2. Previous non-school/private sector employment in a position of a similar nature.

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 basically the same, as determined by the Superintendent.

STAFF INPUT

The Salary Schedule Committee comprised of two (2) Board members and the Superintendent shall develop salary schedules for employees and shall obtain input from classified employees and a representative group of teachers selected from the education association. These representatives, in turn, shall solicit input from the employees they represent.

Salaries

PAYROLL DISTRIBUTION

Payroll will be distributed 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.

Deferred salary checks shall be written in accordance with applicable Kentucky Administrative Regulations. 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](#) 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 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work.~~

REDUCTION OF SALARY

Should it become necessary to reduce the salary level of a classified position, such reduction shall be approved by the Board and accomplished through procedures developed by the Superintendent.

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 1½ times the regular rate for all hours beyond 40 as provided by law for overtime work. ~~An employee cannot use paid leave for regular work hours and also be compensated with overtime pay in the same work day.~~

REFERENCES:

[KRS 78.615](#); [KRS 160.291](#); [KRS 161.011](#)
[KRS 337.070](#); [KRS 337.285](#), [KRS 424.120](#)
[702 KAR 003:320](#); [803 KAR 001:060](#), [803 KAR 001:070](#)
Fair Labor Standards Act
[Garcia v. San Antonio Metropolitan Transit Authority](#), 105 S.Ct. 1005 (1985)

RELATED POLICY:

03.2211

Adopted/Amended: 7/16/2018
Order #: 1877