

- 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.

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.

2. Previous experience in an equivalent position in another school district.

Years of experience in an equivalent position may be transferred from another school district.

3. Previous private sector experience in a job 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 similar.

Any employee new to a District position will start with no more than six (6) years credited experience provided this experience is within the last five (5) years.

CLASSIFIED YEAR OF EXPERIENCE

The term "year" as applied to terms of service means actual service at a minimum of 75% of contract days worked. This does not apply to retirement credit.

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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.

Provided the employee completes all necessary paperwork in time for the payroll to be run, personnel employed by the fifth day of the month will receive their first paycheck during that

month based on the approved pay schedule. Anyone employed after the fifth day of the month will receive his/her first paycheck the next month based on the approved pay schedule.

Employees working in positions of at least 230 days will be paid based on the yearly pay cycle running from July to June. Those working in positions less than 230 days will be paid based on the pay cycle running from August to July with July payroll released the end of June of the current fiscal year.

PERSONNEL

03.221
(CONTINUED)

Salaries

PAYROLL DISTRIBUTION (CONTINUED)

Employees changing positions in the District that requires changing from at least 230 days of employment to less than 230 days will be paid based on the August to July pay cycle with July payroll released the end of June of the current fiscal year. Those changing positions in the District that requires changing from less than 230 days employment to at least 230 days will be paid based on the July to June pay cycle.

DIRECT DEPOSIT

All employees participate in the direct deposit payroll program.

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board policy 03.2211.

OVERTIME

Except in cases of emergency, all overtime shall be approved in advance by the immediate supervisor.

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](#); [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

RELATED POLICY:

03.2211

Adopted/Amended: 7/19/2018
Order #: 2371