

- CLASSIFIED PERSONNEL -**Salaries****HOURLY OR SALARY BASIS**

Substitute classified personnel shall be paid on an hourly or salary basis.

QUALIFICATIONS

All employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to receipt of pay.

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.

For purposes of determining placement on the salary schedule, all full-time, twelve month classified employees shall be given one (1) year of service credit for each two hundred (200) days employed. All other classified personnel shall receive one (1) year of service credit for each one hundred forty (140) days employed. Service experience shall be approved by the Superintendent or the Superintendent's designee.

For purposes of retirement, service credit will be determined in accordance with CERS guidelines.

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.

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PAY SCHEDULE

All payroll checks shall be direct deposited. Checks will be distributed on the 15th and 30th of each month. If these days occur on a weekend or holiday, the checks will be distributed on the last work day before the designated pay day.

~~All classified employees receive twelve equal payments and shall be paid on the tenth (10th) day of each month. If the tenth (10th) day of the month occurs on a Saturday, Sunday, or scheduled holiday, payments will be made on the last working day prior to the tenth (10th).~~

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

In the event a classified employee leaves the school district prior to the end of the contract term, his/her salary shall be computed on a daily basis and the settlement made accordingly.

DIRECT DEPOSIT

Direct deposit of payroll payments is mandatory for all employees. Employees will have the option to make deposits into multiple financial institution accounts that accept ACH transactions. Arrangements will be made with the bank where the District's payroll account is established to provide free checking accounts to employees who may not already have a checking account. The distribution of payment advices to employees will be via secure email notification. All employees shall be provided an email account in the District's email services and employees will be given the option to have payment advices sent to an external email account.

OVERTIME

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.

Except in an emergency overtime must be approved in advance by the employee's immediate supervisor.

PAYROLL DISTRIBUTION

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.

PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.2211.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011

KRS 337.070; KRS 337.285; KRS 424.120

702 KAR 3:320; 803 KAR 1:060, 803 KAR 1:070

Fair Labor Standards Act

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

PERSONNEL

03.221
(CONTINUED)

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RELATED POLICY:

03.2211