

**- 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. Employees who work in multiple job classifications shall receive the salary for the hours worked in each job classification.

**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.

**EXPERIENCE CREDIT**

The Superintendent shall determine placement of an employee on the salary schedule in accordance with the following:

- Previous experience in the District in the same position;
- Previous experience in the District when transferring from one classified position to another classified position;
- Previous experience earned in a similar position in another school district; and/or
- Previous experience in a job of a similar nature in the private sector. ~~In such circumstances, one (1) year of experience credit may be granted for each three (3) years of similar experience in the private sector, not to exceed a total of three (3) years.~~

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. Prior related school and/or non-school experience must be documented and approved by the Superintendent/designee. The employee's salary level shall be specified in his/her written contract.

A year's credit for experience and advancement on the salary schedule shall be granted to classified personnel who have performed their duties for a minimum of 80 (eighty) percent of the annual contract days for the position they hold in the District. Annual contract days are defined as the total number of days the school board designates per fiscal year for a position of employment.

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

**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.

**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.

**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 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

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

**RELATED POLICY:**

03.2211

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Order #: 2232