# Draft 4/13/2022

# PERSONNEL AE03.221

‑ 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.

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 any previous employment for pay purposes, based on the following:

1. Previous experience in any school:
2. Years of service in a similar position will receive full credit
3. Years of service in a different position will receive one-half (1/2) 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.
4. Previous non-school/private sector employment 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.

NOTE: This Policy is effective July 1, 2022 and does not affect experience determinations prior to this date.

# PERSONNEL AE03.221

# (Continued)

Salaries

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.

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 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 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)

Related Policy:

03.2211