# Draft 05/22/2023

# PERSONNEL AS03.221

‑ Classified Personnel ‑

Salaries

Hourly or Salary Basis

All regular and substitute classified personnel shall be employed and 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

All 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.

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

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

1. 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.

Payroll Distribution

All payroll checks shall be direct deposited. 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.

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.

Payroll Deduction

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

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#  (Continued)

Salaries

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 161.158; KRS 160.291; KRS 161.011

KRS 337.070; KRS 337.285; KRS 424.120

702 KAR 3:320; 702 KAR 3:060; 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