

**- CLASSIFIED PERSONNEL -****Salaries****SALARY SCHEDULE DEVELOPED AND APPROVED**

The Board shall approve salary schedules for each category of classified personnel during or before the June Board meeting. These schedules shall be based on skills required, training, longevity, and supervisory responsibilities.

The substitute salary schedule shall be a per-diem schedule but may be lower than the rate of pay for regular full-time employees. Checks shall be issued on paydates designated in the schedule approved annually by the Board.

**OFFICIAL WORK SCHEDULE**

Each year the Superintendent, Superintendent/ Designee, or the employee's immediate supervisor shall develop a schedule of days worked for all employees by reviewing the employee contract, and these are distributed to each administrator. The employee is then, who then notified of the official work schedule the classified employees under his/her supervision. No dDeviations shall be made from these work schedules should only occur without prior approval from the immediate supervisor~~Central Office~~.

Holidays shall be established in the official school calendar. Eligibility for paid holidays shall be determined per Policy 03.222.

Employees shall not be paid for:

1. Scheduled lunch periods
2. Overtime, unless approved in advance per Policy 03.221
3. Unapproved early arrivals/late departures
4. Days when schools are closed for inclement weather or other emergencies, unless otherwise approved in advance by the Superintendent/designee.

**SALARY FOR PERSONNEL WHO RESIGN**

Classified personnel who resign during the contract period will be paid in full for the actual days worked during the pay period on the regular payday of the month following the resignation. Staff shall be paid only for those holidays occurring prior to resignation.

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