

- CLASSIFIED PERSONNEL -**Salaries**

The Board shall approve salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

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 be Saturday - Friday and shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

QUALIFICATIONS

~~An employee~~ ~~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 compliance with the Salary Placement Procedures.

PAYROLL DISTRIBUTION

~~An employee~~ ~~Employees~~ shall be paid 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, ~~the employee~~ ~~employees~~ shall be provided access to a computer and printer for review and printing of his/her/their statement.

At the close of the school year, ~~an employee who has~~ ~~employees who have~~ completed all responsibilities and duties may request to be paid ~~the employee's~~ ~~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.

EXTRA SERVICES AND SUPPLEMENTARY PAY

The Board shall approve a schedule of compensation for extra services.

SENIORITY

Seniority shall be computed from the first compensable day of employment as a permanent employee in the District following the last break in service, if any.

OVERTIME

Approved overtime for ~~an~~ hourly ~~employee who works~~ ~~employees~~ over forty (40) hours in a work week shall be paid at one and one-half (1½) times the normal hourly rate of pay as authorized, except as provided in this section. To fulfill an essential purpose, including, but limited to, ensuring

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OVERTIME (CONTINUED)

the safety and security of people attending a major District-sponsored public event, the Superintendent may authorize overtime pay at a rate higher than one and one-half (1 ½) times the normal hourly rate.

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

Adopted/Amended: 8/7/2018

Order #: 2018-177