

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 1, 2026

TOPIC/TITLE: Classified Salary- First Reading

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board is required to review and approve all policies that govern the Board of Education

SUMMARY OF MAJOR ELEMENTS:

Updating language to allow for compensatory time as we transition to a system that allows for compensatory time to be calculated and used. A non-exempt classified employee may use overtime pay or compensatory time with this policy.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Jeri Jones

- 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 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.

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

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

3. 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 District employees shall participate in direct deposit of payroll. 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. Direct deposits will be issued according to a schedule approved annually by the Board.

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board policy 03.2211.

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 1½ times the regular rate for all hours beyond 40 as provided by law for overtime work. If overtime is approved, compensatory time may also be granted at the rate of one and one-half (1½) hours for each overtime hour worked and taken in the same work week or banked for future use. At time of separation, any compensatory time unused will be paid at the appropriate rate of pay. Compensatory time may not exceed two hundred forty (240) hours.

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: 7/16/2018
Order #: IVA