

- 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. Employees who work in multiple job classifications shall receive the salary for the hours worked in each job classification.

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.

DETERMINATION OF EXPERIENCE

Personnel employed on a daily full or part-time basis must be employed a minimum of 140 work days, including any days actually substituted in the position, during the school year in order to receive a year's credit for experience and advancement on the salary schedule.

Individuals who have had military experience and have been honorably discharged will receive credit for each year served in active duty, not to exceed five (5) years of credit toward any Rank.

Beginning July 1, 2015, employees of the District who successfully complete a two (2) year Associate Degree or a four (4) year College Degree that is not required by their job description, shall receive two (2) additional years of experience for the two (2) year Associate Degree and four (4) years of experience for the four (4) year College Degree. Employees whose job description requires a degree shall not receive additional years of experience.

Employees that transfer to another position within the District shall not lose years of experience.

PRIOR EXPERIENCE

Beginning July 1, 2019~~Upon initial employment~~, the Superintendent/designee shall determine experience credit to be granted for classified positions from previous employment for pay purposes, based on the following:

- 1 ~~Classified employees shall be granted up to five (5) years of related experience from outside a school district. New applicants for positions within the District may be given up to three (3) years experience on the salary schedule for previous external work in similar non-school positions. These applicants may receive one (1) year of experience for every two (2) years of external experience. Employees~~ New applicants are eligible for prior years experience credit and military credit provided the combination does not exceed five (5) years.
- 2 Previous related experience in a Kentucky School District shall receive full credit.:
 - a. ~~Years of service in a related position shall receive full credit.~~
 - b. ~~Years of service in an unrelated position shall receive one half (1/2) credit up to a maximum of ten (10) years.~~

Salaries**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.

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.

Deferred salary checks shall be written in accordance with applicable Kentucky Administrative Regulations. 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

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 the Fair Labor Standards Act for overtime work. Except in cases of emergency, all overtime shall be approved in advance by the Superintendent or designee.

REFERENCES:

KRS 78.615; KRS 161.158; KRS 160.291; KRS 161.011

KRS 337.070; KRS 424.120

702 KAR 3:320; 702 KAR 3:060

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985).

RELATED POLICY:

03.2211