

PAYROLL PROCEDURES

Personnel will be paid according to salary scales or pay rates adopted annually by the School Board.

Employees working any part of a year will be eligible for any salary increase granted for the following year.

Contracted salaries will be paid in twelve (12) monthly installments.

12 month contracts	-	Paid starting July through June
11 month contracts	-	Paid starting August through July
10 month contracts	-	Paid starting September through August

Personnel will be paid and payroll stubs distributed monthly.

Prorating, docking, and other adjustments to an annual salary will be done on a daily rate of pay basis, which will be computed by dividing the number of contracted days into the contracted salary.

If the Finance Office receives an approved leave form on an employee and it is determined the employee does not a positive leave balance, then the employee is docked at their daily rate of pay for the number of days absent.

Overtime must be approved in advance by the Principal, department director/manager, and by the Assistant Superintendent.

Changes in payroll deductions must be submitted, in writing, to the finance office by the fifth of each month in order implement the payroll change for that current month.

A substitute teacher who works more than twenty (20) consecutive days in one (same) position will be considered a long-term substitute and will be paid at a daily rate determined annually as reflected on the "Miscellaneous Pay Rate" schedule. Long term substitutes must be decreed and are approved by the Assistant Superintendent. Substitutes are paid at a decreed or non-decreed rate that is approved annually by the School Board.

After ninety (90) consecutive days of substituting as a full-time teacher in the same position a contract must be issued. At such time the substitute teacher will be paid in accordance with payroll procedures of contracted personnel.

Non-contracted employees are paid monthly by timesheet or are listed on the monthly school substitute report. Timesheets and substitute reports must be approved by the budget manager or department supervisor and submitted by the fifth of each month in order to be paid for that current month. The actual pay period for which they are paid is for the prior month of performed work.

Principals and departmental directors must approve and submit to the Finance Office monthly leave forms and timesheets for non-exempt employees.

Adopted: July 8, 2008

Cross Refs.: DK Payment Procedures

Miscellaneous Pay Rate – Substitute Pay Rates