

No individual shall be placed on the payroll or receive salary adjustments without prior written authorization of the Superintendent.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Contracts shall be based on the salary schedules, with task increments and time increments (extended contracts) added at the discretion of the superintendent.

Salary schedule placement shall be finalized on October 1st of each school year. Training and experience allowable at that time shall determine the salary for the year.

During the regular school year, an employee may elect to receive a regular printed paycheck or have their payroll amount sent as a direct deposit to a U.S. financial institution of the employee's choosing (valid routing and account numbers required of the employee). Instructions regarding the disposition of the checks must be communicated in writing to the business office.

Beginning with the first scheduled payroll falling after the close of the regular school year, personnel, with the exception of 12-month employees, have three options in the disposition of paychecks for the remainder of the fiscal year ending June 30. The paychecks may be picked up at the business office, mailed to the employee, or sent as a direct deposit to the employee's U.S. financial institution. Instructions regarding the disposition of the summer pay must be communicated in writing to the business office. Any difference in pay disposition instructions from those provided for during the school year must be received no later than one week prior to the close of the regular school year in order to be honored.

Classified Personnel

Personnel paid on classified salary schedules are assigned positions on the schedules based on years of experience and on the nature of work previously performed. An individual must have worked at least six (6) months in a full-time position to be credited with one year of experience.

Classified experience within the district is interchangeable for the purpose of determining salary schedule step placement, so that employees transferring from one kind of work to another assignment are not penalized.

Instructional Assistants shall receive credit on the salary schedule for having earned either an Associates or a Bachelors degree in any field. For purposes of salary schedule placement only, an Instructional Assistant having earned at least 64

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semester hours of credit will be considered as having completed an Associates degree, and an Instructional Assistant having earned at least 128 semester hours of credit will be considered as having completed a Bachelors degree.

Classified employees are paid twice monthly; on or about the fifteenth and on or about the final day of the month. Paychecks are issued in twenty-four (24) equal installments. Substitute personnel and coaches are exceptions and are paid once each month.

Professional Personnel

Every new professional employee shall receive credit on the salary schedule for the highest degree earned in any field, as well as all semester hours (or quarter hours converted to semester hours) beyond the degree, as verified by official transcripts. All semester hours (or quarter hours converted to semester hours) of credit which are applicable to the salary schedule must be earned after the most recent degree is granted. In the event that no such degree has been earned, such credits recorded on official transcripts after the employee completes educational licensure requirements or is issued a license by the PED's Licensure Unit shall be considered applicable to the salary schedule.

Subsequent credits must be related to K-12 education in order to be applicable to the salary schedule. The superintendent shall be the sole judge of whether subsequent credits are relevant to K-12 education and allowable toward advancement on the salary schedule.

One year of experience is granted for instructors employed full-time for at least ninety days of instruction in a given school year. Two or more partial years shall not be added together to accomplish the ninety days required.

Professional employees shall be paid in twelve (12) equal installments on or about the fifteenth of each month beginning in September and ending in May, with the final three installments being payable on or about June 15. Professional employees who work only nine months shall have the option of being paid in thirteen (13) equal installments, with the first installment being on or about August 15.

The first installment for professional personnel who work more than nine months but who do not work twelve months shall be due August 15, and shall be based on the amount of time worked through that date. Payments of the remainder of the salary due for the year shall be in eleven equal installments and shall be paid on the fifteenth of each month thereafter.