

SUPPORT STAFF COMPENSATION

The Board of Trustees adopts annual salary ranges for each support staff position including part-time and substitute workers based on the recommendation of the superintendent. The schedules and/or salary ranges shall be reviewed annually and modified as deemed appropriate by the Board of Trustees.

Pay Day. The normal payday for all employees will be the 16th of the month. If the 16th falls on a weekend or a holiday, payday will be the last working day preceeding the 16th.

Salary Deductions. Salaries of support personnel shall be subject to those deductions required by law, including retirement, social security, and withholding taxes. All enrollment forms, exemptions, certificates, or other necessary reports must be filed before salary payments will be made.

Salary Schedule Placement. Support staff hired by the district shall receive credit in accordance with the district's salary schedule for all prior years of service in the same position in Wyoming. The maximum experience that shall be allowed a support staff member coming into the district from out of state shall be five (5) years.

Overtime for Classified Employees. Overtime at the rate of time and one-half will be earned by any classified employee required to work more than forty (40) hours during the work week. Administrators or the superintendent may require compensatory time to be given in lieu of payment, which must be taken within the month of the accrued overtime. Any overtime or compensatory which needs to be carried over into the following month must be approved by the superintendent or the business manager.

Each classified employee is responsible for properly documenting the time that he/she arrives at or leaves work. The employee must properly record the time on his/her time sheet each time he/she arrives or leaves work, including lunch. It is the employee's responsibility to keep track of his/her hours, and to seek prior approval of the building administrator if the employee feels he/she must work overtime to adequately perform his/her duties. All overtime must have prior approval of the building administrator.

Classified employees whose attendance is required at meetings beyond their work hours will be paid at the regular rate for the time required unless it exceed the forty (40) hours during the work week.

Classified employees who work in more than one position and whose hours for those positions combined total more than forty (40) hours will be paid overtime based on a weighted ratio of hours for each of the positions worked. Any leave time used by the employee will not be counted as hours worked and will not be calculated for overtime.

Adoption Date: February 14, 2005