

## **8.01—CLASSIFIED SALARY SCHEDULE**

1. Classified employees who are paid monthly are paid based on either an annual salary schedule or an hourly rate approved by the school board. The annual compensation will be paid in 12 monthly paychecks. The employee will be paid on the twentieth (20) day of each month. If the twentieth (20) falls on a non-work day, payday will be the last workday preceding the twentieth (20). Vacation and holiday pay will be included in the annual salary schedule amount approved by the school board.
2. Classified employees who are paid bi-weekly are paid on an hourly rate approved by the School Board. The employee will be paid on a bi-weekly schedule. Payday will be on the second Friday following the end of the pay period.
3. All employees, except for executive, administrative and professional employees who are exempt from the overtime provisions of the Fair Labor Standards Act, will be paid at one and one-half times their normal hourly rate whenever they work more than forty (40) hours in one work-week. The workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.
4. An employee must be employed by 11/15 of a contract year in order to qualify for a step increase on the next year's contract.
5. The superintendent has the authority, when recommending an applicant and his/her placement on the District's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the District.
6. Overtime hours should be approved in advance by the employee's supervisor.
7. Districts shall distribute funding for health insurance coverage in accordance with state law, the Affordable Care Act, and policy 7.23-Health Care Coverage and the Affordable Care Act.

Cross References:     Policy 1.9—POLICY FORMULATION  
                              7.23-Health Care Coverage and the Affordable Care Act

Legal References:     A.C.A. § 6-17-2301  
                              A.C.A. § 21-5-405

Date Adopted: 06/11/01  
Last Revised: 05/14/18