

CLASSIFIED STAFF WAGE SCHEDULE

All classified staff wages will be determined in accordance with the wage schedule adopted by the Board of Trustees. Neither this policy nor the classified wage schedule is intended to be a contract of employment or a promise or guarantee with respect to any particular wage, benefit or specific action. This policy is not intended to modify, replace, supersede, or add to any of the terms of the employment agreement between the employee and the school district. The classified staff wage schedule is subject to change at any time. Further, the salaries and other benefits set forth in the classified staff wage schedule are contingent upon the financial condition of the school district and availability of funds.

PLACEMENT

Classified staff may be placed up to step seven (7) on the current wage schedule approved by the Board. Factors to be considered in a placement above step one include, but are not limited to, the staff member's level of education and/or job related experience. Classified staff may, at the discretion of the Superintendent, be placed beyond the seventh step on the wage schedule.

ADVANCEMENT

Advancement from one step to the next, as set out in the wage schedule, shall become effective at the beginning of the new fiscal year as approved by the Board. Step advancements are reviewed annually as part of the wage and benefits package for employees. Employees that start on or after the second semester will not be eligible for a step increase the following school year.

PAYMENT OF WORK AGREEMENT

Classified staff shall be paid the applicable hourly rate provided in the most recent wage schedule approved by the Board. Wages shall be paid on an hourly basis, in the month following the month hours are worked. The payroll date shall be the 20th of each month. In the event that pay day falls on a weekend or holiday, the district will pay on the last working day prior to the 20th of that month.

CLASSIFIED STAFF WAGE SCHEDULE**EXTRA PAY FOR EXTRA DUTY**

Classified employees serving as school activities' sponsors shall only receive extra pay if determined by the Board of Trustees, upon the recommendation of the superintendent. Extra payments shall be paid on an hourly basis in the month following the month that hours are worked, and shall be compensated at the rate established by the Board. Wages will be processed in accordance with department of labor standards. Any remaining amount between the hourly rate paid to the classified staff member shall be paid in full at the end of the extra duty assignment.

SUBSTITUTE PAY

Substitutes for classified positions shall be paid at the daily rate as established by the Board, and presented in the special pay rates schedule.

CLASSIFIED STAFF LEAVES AND BENEFITS

All paid leaves and other benefits for classified staff are set forth in Board policies GCBBD/GDBD and GCC/GDC.

First Reading: 12-4-23
Second Reading: 1-8-24