

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Employment

Policy No. 602.10

Policy Title: Compensation: Methods of Pay

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Non-certified personnel, other than supervisors, are paid on an hourly rate basis. Supervisors are paid on a salary basis.

It is the policy of the Board of Trustees that employees will be paid once each month. Pay is typically scheduled for the 25th of each month. The Finance Department publishes an annual payroll calendar showing scheduled pay dates.

Wage rates will be reviewed periodically. The new scale, when approved by the Board of Trustees, will be forwarded to all departments.

In order to meet the scheduled payday each month, a schedule of pay periods will be provided to all supervisors. Seven to ten working days are normally required to process the payroll.

Timesheets will be submitted through True Time. True Time is set up by the employees through their Skyward Employee Access. At the end of each week, the employee will verify their hours are correct and submit their electronic timesheet. Time off requests are also accessed through Skyward Employee Access and will be added directly to the timesheet once approved by the supervisor. Supervisors will review, approve, or deny the timesheets weekly. Once the timesheet is approved, it will be electronically submitted to payroll.

The normal work week is forty (40) hours. Overtime is paid only when approved in advance by the department supervisor or superintendent. Overtime should only be approved in emergencies. Overtime is paid at one and one-half times for each hour worked over forty (40) hours in a seven-day (7) work week.

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