

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PAYROLL

3050

KRS 161.158; 702 KAR 3:060

Related to: 3050.01AR; 3050.02AR

3050.01 PAYMENT FOR REGULAR DUTIES

All full-time employees shall be paid on a semi-monthly basis. The Board shall approve and publish a schedule of pay dates at the beginning of each school year. All employees shall be responsible for providing the Superintendent with all required certificates, health examinations and verification of experience prior to receipt of pay. The Board shall write and distribute all deferred salary checks on or before June 30.

3050.02 PAYMENT FOR EXTRA DUTIES

Annually, the Superintendent will classify extracurricular duties as either major or minor for the purpose of determining the method of pay for approved extracurricular positions. The extracurricular salary schedule will reflect which positions are major and minor.

Positions designated as major will be paid in the staff member's regular method of pay. Para-professionals employed for major extracurricular services, but who are not on staff otherwise, may be paid in not more than three installments provided that no payment is made that has the effect of payment prior to actual performance of the contracted duty.

Positions designated as minor will be paid in a lump sum payment at the end of performance of the extracurricular duties.

The intent of this policy is to ensure that payment for extracurricular duties is not made prior to performance of said duty.

3050.03 PAYROLL DEDUCTIONS *KRS 161.158*

The Board's policy in regard to deduction of insurance is as specified in Oldham County Board of Education Policy 5035. The Board shall approve payroll deductions for membership dues to employee organizations as specified by KRS 161.158.

3050.04 CAFETERIA PLAN OF INSURANCE *KRS 160.290; 160.340; 161.158; OAG 75-646; OAG 83-151; IRS Section 125*

The Board will provide a Flexible Fringe Benefit Program in which its employees may choose between taxable and non-taxable benefits as long as said program meets the requirements of the IRS Section 125. The Board will annually review the program to insure compliance with the appropriate IRS codes.

3050.05 FALSIFICATION OF TIME RECORDS

The Fair Labor Standards Act requires employers to maintain accurate records of the hours worked by non-exempt employees. As such, the Board will not tolerate actions by employees to misrepresent their own or other employees' time records, whether for time worked or for time not worked, and whether for exempt or non-exempt employees.