

HOW DO I GET PAID?

Classification	Pay Type/Form	Pay amount	Authorization	Date Due to Payroll	Date Paid
Extra-curricular duty assignments (e.g. student supervision, bus duty)) Article 6.5 of SRTA CBA	Certificated Hourly Time Card ; Employment Authorization EA	Extended-Day Hourly Salary Schedule	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Recess/Brunch Assigned Duties Article 16.12 of SRTA CBA	Certificated Hourly Time Card ; Employment Authorization EA	\$10.00 per 20 minutes	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Certificated Extra-Duty Article 16.6 of SRTA CBA	Certificated Hourly Time Card ; Employment Authorization EA	Certificated Extra Duty Title and Classes Pay Schedule	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Substituting during Prep Period Article 16.6.6 of SRTA CBA	Certificated Hourly Time Card ; Employment Authorization EA	Elementary: \$20/30 min. Secondary: \$40/ period \$80/Block	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Splitting Classes when no sub available (lack of sub) Article 6.4.2.3 of SRTA CBA	Elementary: hourly Certificated Hourly Time Card ; Secondary: per student Secondary Class Count Over 33 due to Lack of Sub	Elementary: Extended Day Rate per hour for any number of students over five (5) that are distributed into their class. Secondary: \$15.00 per student for any single class period in which students placed from an absent unit member's class increase the receiving unit member's class count over 33.	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Caseload & Class Size Limits / Overages Article 14.6 of SRTA CBA	Electronic Salary Claim Forms located in Staff Hub	\$15/per student over Class Size Limits per Contract	Site/Program Administrator	No later than 1st working day of following month	Supplemental Payroll not later than the 10th of the following month

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Classified Overtime Article 6.6 of CSEA 75 CBA	Hourly; EA	1.5 or 2.0 times the base rate (6.6.3)	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Coaches	Stipend	Depends upon sport and years of coaching Extra Duty Title and Classes Tracked on SportsNetInc.com	Board Approval	The last working day of October, the last working day of January, and the last working day of April	Paid 3 times a year; at the end of sport program season (Fall, Winter & Spring)
Department Chairperson Article 16.8 of SRTA CBA (Appendix H)	Stipend	Department Chairperson Index	Board Approval	Included with position control regular pay automation, any changes need to be updated by the 18th day of each month to be accurate on that months payroll	Regular payroll last work day of each month
Elementary Lead Teacher Article 16.6.3.2 of SRTA CBA (Appendix I)	Stipend	Annual Stipend \$6,569.60 (paid in two supplemental pay periods) Extended-Day Hourly Salary Schedule	Board Approval	The last working day of November and the last working day of April	Dec 10 and May 10
Extended-Day Pay (Article 16.13)	GreenTime Card/ EA	\$52.39 Extended-Day Hourly Salary Schedule	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Induction Intern Mentor Teacher	Stipend	\$1,250 per year (per NCSOE MOU)	Associate Superintendent Educational Services	The last working day of November and the last working day of April	Dec 10 and May 10

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Master's MA/MS, Ph.D., Ed.D., BCLAD/Bilingual Authorization	Annual stipend Included in monthly payroll	\$1,200 per year, per degree	Contract Salary Schedule	Included with position control regular pay automation, any changes need to be updated by the 18th day of each month to be accurate on that months payroll	Regular payroll last work day of each month
Misc. Salary Schedule	Hourly; EA	Depends upon position Extra Duty Hourly/Miscellaneous Salary Schedule	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
National Board for Professional Teaching Standards Certification Program (NBPTS Article 16.13.1)	Annual Salary Payment	\$2,500	Subject to approval of the State Teachers Retirement System		
American Speech-Language-Hearing Association or National Association of School Psychologists (NASP) (Article 16.13.3)	Annual Salary Payment	\$2,500	Completed Certification		
Regular Payroll Certificated/Classified	Monthly	Depends upon position Salary Schedules	Contract Salary Schedule	Included with position control regular pay automation, any changes need to be updated by the 18th day of each month to be accurate on that months payroll	Regular payroll last work day of each month

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Reimbursement for Expenses (i.e. Travel) Pre-trip funds request... 3 weeks before	Separate Check -	Variable Trips & Travel Guide Post Trip Claim Form Pre Trip Advance Form	Fiscal Services	Monday by 10AM check comes on Thursday, Wednesday by 10AM check comes on Friday	Weekly as cut
Substitutes	Supplemental	Guest Teachers and Classified Substitute Rates	Human Resources Substitute Technician	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Summer School Certificated/Classified	Hourly; EA	Depends upon position Extended-Day Hourly Salary Schedule	Site/Program Administrator	Last working day of the month earned in	10th of the month, July-August
Travel pay between schools Article 16.11.2 of SRTA CBA	Hourly; EA	Paid at adult-education, Designate Hourly Rate Extended-Day Hourly Salary Schedule	Site/Program Administrator	Last working day of the month earned in	Supplemental Payroll not later than the 10th of the following month
Working Prep - Secondary (Article 16.14.1)	Monthly	Supplementary stipend of 0.2 FTE their base salary	Site/Program Administrator	Included with position control regular pay automation, any changes need to be updated by the 18th day of each month to be accurate on that months payroll	Regular payroll last work day of each month