

Cache County School District Policy Series 5000: Personnel

Policy No. 5265

Classified Salary Schedules

I. Career Classified Employee:

A. Career Classified Employee is defined as an employee on the classified salary schedule who works 30 hours or more per week or a classified employee who worked more than 20 hours per week prior to July 1, 2013. An employee becomes a career employee upon the successful completion of three (3) full contract years with the District. If the employee starts after the beginning of the contract year, he/she must complete that year plus three (3) other full contract years before he/she becomes a career employee. Successful completion is determined by performance of all duties within standards acceptable to the District. These employees receive District paid benefits.

II. Provisional Classified Employee:

A. Any classified employee who has not achieved career employee status who works 30 hours or more per week. A provisional classified employee is hired on an individual, one (1) year contract which may or may not be renewed during the initial three (3) years of District employment at the discretion of the Board; except that said employee can be removed during the term of each contract only for cause. These employees receive District paid benefits.

III. Temporary Classified Employee:

A. Temporary Classified Employee is defined as an employee who is on the classified salary schedule and works less than 30 hours per week. This does not include employees who worked more than 20 hours per week prior to July 1, 2013. This employee is without expectation of continued employment. However, such an employee is covered under the classified or professional policies and procedures manual but shall not use such policies to grieve termination of employment for the adjustment of working hours as required by District needs. These employees receive no District paid benefits.

IV. Support Classified Employee:

A. Other special classified support personnel are employees who may or may not be on the classified salary schedule such as sweepers, spare drivers, substitutes, etc. These employees are considered temporary employees. They receive no benefits and are without expectation of continued employment. Support Classified Employees are not covered under the Classified Personnel Policy manual professional policies and procedures manual.

V. Probationary Employee:

A. Classified Employees in the District will be subject to a 90 day probation period from their first working day wherein they will be treated as at-will employees and can be

Cache County School District

Policy Series 5000: Personnel

terminated without cause.

VII. Salary schedules for classified employees will contain factors for experience and responsibility. In cases where a classified employee feels that the job requirements have changed to a point where a salary lane change should be made, the following procedures will be followed:

- A. The employee should review the job description for accuracy and list any changes alleged to be necessary together with his/her recommendation. This then becomes the "appeal" and should be taken to the immediate supervisor for review and recommendation.
- B. The immediate supervisor will forward the appeal together with his/her recommendation through the District supervisor to the Superintendent, who will appoint a committee of two administrators and two classified employees, to give consideration and make a recommendation concerning the appeal. The committee may ask the Utah Department of Workforce Services to provide it with wage and economic data. A final decision on the "appeal" will be made by the Superintendent and if this results in a lane change, it will be effective as of the beginning of the next pay period.

VIII. Advanced standing on the salary schedule which may be allowed classified employees with previous experience outside the Cache County School District will be determined by the Superintendent.

IX. Compensatory/Over Time Policy:

- A. Overtime worked may result in compensatory time off, additional compensation at a regular rate of pay, or additional compensation at a rate equal to time and a half.
- B. When the support of overtime hours is necessary, principals or supervisors are encouraged to manage those needs with compensatory time off. Principals or supervisors will make efforts to ensure that over time hours are distributed equally among eligible employees. When overtime work time is under 40 hours, the employee accrues one hour of compensatory time for each hour of work time. When work time exceeds 40 hours in a work week, employees accrue compensatory time off at a rate of one and one-half hours for each hour worked in excess of the 40 hour work week.
- C. In reference to 29 CFR part 553.21, the limit to accrual of compensatory time off is generally 240 hours. (Supervisors are encouraged to limit the accrual of compensatory time to no more than 120 hours). Any employee who has accrued more than 240 hours must be paid overtime compensation. Supervisors must allow the use of compensatory time within a reasonable time. Employees who accrue compensatory time off are entitled to payment for unused compensatory time upon termination.
- D. The administrative director who controls the funding related to the position is required to approve overtime work that will result in additional compensation. Employees are not authorized to schedule or approve overtime work for themselves. Unauthorized use of compensated overtime hours may result in disciplinary action being taken, up to and

Cache County School District

Policy Series 5000: Personnel

including termination. Exceptions are granted for advanced approval if the overtime is in support of unforeseeable or emergency circumstances and approval is obtained within one working day of the event.

E. Compensated overtime must be paid in accordance with the provisions set forth in the Fair Labor Standards Act. The Act generally requires payment for hours worked in excess of 40 hours per week at a rate equal to time and a half. If the scheduled workweek is less than 40 hours, extra hours up to 40, are paid at the regular rate.

F. For the purposes of FLSA 29 CFR Part 778, the District workweek begins on Sunday at 12:00 a.m. and ends the following week on Saturday at 11:59 p.m. The workweek for extra-run Bus Drivers will begin on Wednesday at 12:00 a.m. and end the following week on Tuesday at 11:59 p.m.

X. No additional automatic classified job studies will be performed. Instead, individual appeals or group appeals will be conducted according to the procedure established in section "IV-12 f.".

XII. When an employee is promoted to a higher paying lane on the salary schedule, it shall be the policy of the School District to place the employee on the first step on the new salary lane which results in a minimum of a 4% pay increase.

A. The employee shall then progress through the steps of the new lane with additional years of experience.

B. After completing the non-longevity steps on a new salary lane, an employee who has already earned a longevity step prior to promotion shall move to the final step on the new lane without an additional waiting period.

Legal References:

Synopsis:

Approved by the Board of Education: July 1, 1995. Last Revised: May 29, 2013. Prior Revised Dates: 6/1/1996, 06/01/1997, 06/01/2004, 07/01/2006, 06/07/2012