

RECRUITMENT AND SELECTION

In order to secure quality personnel, the district shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants.

The Superintendent or designee shall determine the personnel needs of the district. He/she shall locate suitable candidates and make recommendations to the School Board for employment.

No inquiry shall be made with regard to the age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

(cf. 4111.1/4211.1 - Affirmative Action)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212.5 - Security Check)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent will appoint all district classified employees subject to the approval of the School Board. Selection will be based upon competence and will be in accordance with Board policy and administrative regulations, and state and federal laws of the State regulations.

Temporary, substitute, short-term and student help may be appointed by the Superintendent or designee. The position and the pay rate shall be reported at a regular meeting of the Board.

The district personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the district and an employee organization officially recognized to meet and negotiate with the Board.

ASSIGNMENT/CLASSIFICATION

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the School Board for the position the employee holds.

(cf. 4219.3 - Duties of Personnel)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

EVALUATION/SUPERVISION

The School Board endorses a continuous program of evaluation of all individuals employed by this district. The basic objective of the evaluation program is the improvement of performance of service to the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

RESIGNATION

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.

Positive supervisory action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the School Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Probationary Employees

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Permanent Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
2. Incompetency.
3. Inefficiency.
4. Neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.
8. Addiction to the use of controlled substances.
9. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

10. Absence without leave.
11. Immoral conduct.
12. Discourteous treatment of the public, students, or other employees.
13. Improper political activity.
14. Willful disobedience.
15. Misuse of district property.
16. Violation of district, Board or departmental rule, policy, or procedure.
17. Physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating retirement of employees.
18. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
19. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.
20. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this State or the United States occurring on the job or directly related thereto.
21. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment.

In cases involving a personnel action, the Superintendent or designee shall prepare a written recommendation of personnel action for the Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

1. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).
2. A statement of the cause or causes therefor as set forth above.
3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be set forth in the recommendation.
4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

Superintendent will refer to and comply with the classified negotiated agreement.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed and that continuation of the employee in active duty status after a written recommendation of such personnel action has been issued would result in an unreasonable risk of harm to students, staff, or property during the time the proceedings are pending, the Superintendent or designee may order the employee immediately suspended from his/her duties without pay in conjunction with the recommendation of personnel action.

A permanent employee may, within five calendar days after receiving the recommendation of personnel action described above, file an appeal to the Board for reconsideration of the personnel action by submitting his/her request to the Superintendent or designee.

If the employee against whom a recommendation of personnel action has been filed fails to appeal within the time specified in these rules, the employee shall be deemed to have waived his/her right to request reconsideration.

At any time before an employee's appeal is finally submitted to the Board for reconsideration, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

The Board may affirm, modify or revoke the recommended personnel action.

YAKUTAT SCHOOL DISTRICT
Adopted: July 2, 1997

TEACHER AIDES/PARAPROFESSIONALS

Note: On January 8, 2002, President Bush signed the No Child Left Behind Act. The provisions relating to paraprofessionals in Section 1119 of the Act took effect at the time the legislation was signed. Section 1119(c) of the Act requires each school district receiving assistance under Title I to ensure that all paraprofessionals hired after January 8, 2002, and working in a program supported with funds under Title I, shall have: (1) completed at least two years of study at an institution of higher education; (2) obtained an Associate's or higher degree; or (3) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment, knowledge of, and the ability to assist in, instructing reading, writing, and mathematics, or knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness as appropriate.

Section 1119(d) requires existing Title I paraprofessionals to meet these requirements by January 8, 2006. Section 1119(e) contains exceptions for paraprofessionals who are proficient in a language other than English and who provide services primarily to enhance the participation of children in programs under this part by acting as a translator, or whose duties consist solely of conducting parental involvement activities. Section 1119(f) requires that school districts, regardless of the paraprofessionals' hiring date, must ensure that all paraprofessionals working in a program supported with Title I funds have earned a secondary school diploma or its recognized equivalent.

The School Board favors the use of paid and volunteer teacher aides/paraprofessionals and considers them to be members of a professional team dedicated to the best interests of students. By relieving teachers of duties that do not require professional training, noncertificated persons allow teachers to dedicate their skills, knowledge and efforts primarily to teaching. Paraprofessionals also can help teachers to provide individualized student instruction and an enriched educational program.

(cf. 1240 - Volunteer Assistance)

Note: NCLB outlines the permissible duties and responsibilities of paraprofessionals working in programs supported by Title I funds (or, alternatively, all paraprofessionals working in a Title I schoolwide program): (1) to provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) to assist with classroom management, such as organizing instructional and other materials; (3) to provide assistance in a computer laboratory; (4) to conduct parental involvement activities; (5) to provide support in a library or media center; (6) to act as a translator; or (7) to provide instructional services to students under the direct supervision of the teacher.

The district shall use paraprofessionals in those classes where they will provide the greatest benefit to students, taking into consideration such factors as large class size, student age group and teacher workload.

TEACHER AIDES/PARAPROFESSIONALS (continued)

The Superintendent or designee shall ensure that all paraprofessionals have appropriate training and supervision.

Note: Special Education aides must serve under the supervision of qualified personnel and receive training in accordance with 4 AAC 52.250.

Paraprofessionals are expected to be courteous, discrete, cooperative and dependable, to employ high ethical standards as they work with students, and to respect school rules, district policies and administrative regulations.

The Board recognizes the need for qualified teaching staff and encourages paraprofessionals to seek opportunities leading to a teaching credential. The district shall support these efforts to the extent possible, particularly as they relate to obtaining bilingual or special education credentials.

Paraprofessionals Working In Title I Programs

Paraprofessionals working in a program supported with Title I funds will meet the qualifications as established by federal law. In compliance with applicable legal requirements, all teacher aides/paraprofessionals with instructional duties that are newly hired in a Title I school program must have a secondary school diploma or its recognized equivalent and: (1) completed at least two years of study at an institution of higher education; (2) obtained an Associate's or higher degree; or (3) met a rigorous standard of quality through a formal state or local academic assessment.

Teacher aides/paraprofessionals hired before January 8, 2002 have until January 1, 2006 to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The Superintendent or his/her designee and/or the staff development committee shall develop an appropriate in service program for paraprofessionals.

Legal Reference: (See next page)

TEACHER AIDES/PARAPROFESSIONALS (continued)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 *School curriculum and personnel*

4 AAC 52.250 *Special education aides*

4 AAC 52.255 INTERPRETERS

Title I of the Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

34 C.F.R. 200.58-.59 (2002)

Revised 1/03

YAKUTAT SCHOOL DISTRICT
Adopted: July 2, 1997
Revised: May 16, 2005

TEACHER AIDES/PARAPROFESSIONALS

Note: The following sample regulation may be revised or deleted as desired.

Paraprofessionals are auxiliary personnel who work directly with professional educators to assist them in discharging their professional duties. Instructional aides, tutors, noontime assistants, and various similar categories, both volunteer and paid, are included within the definition of paraprofessionals.

Purpose of the Paraprofessional Aide Programs -- Volunteer and Paid

Purposes of the paraprofessional aide programs are to:

1. Assist teachers in providing more individualization and enrichment of instruction to their classes.
2. Relieve teachers of many nonteaching duties and tasks.
3. Build an understanding of school problems among citizens, thus stimulating widespread involvement in the total education process.

Kinds of Services Provided

The kinds of services which paraprofessionals perform will vary according to local building site needs. Services generally fall into one or more of the following areas:

1. Relieving the professional of clerical, noninstructional, house-keeping, and/or certain instructional tasks.
2. Assisting in classroom management.
- 3. Giving special aid to students with difficulties such as English as a second language, which may include acting as a translator.
4. Giving special aid to students with exceptional talents.
5. Enriching the curriculum in areas requiring special skills or unique experiences.
6. Providing instructional support services which may include one-on-one tutoring if scheduled at a time when the student wouldn't otherwise receive instruction from a teacher.

TEACHER AIDES/PARAPROFESSIONALS (continued)

Responsibilities of the Principal

The principal's responsibilities include:

1. Responsibility for both volunteer and paid paraprofessional aide programs at his/her site.
2. Organization of the programs within the school.
3. Promotion of good staff-paraprofessional aide relationships.
4. Responsibility for evaluation of the paraprofessionals at his/her site.
5. Attesting to the State Department of Education and Early Development, on an annual basis, that paraprofessionals working in Title I programs meet the qualifications required by the federal No Child Left Behind Act.

Responsibilities of the Teacher or Staff Person using a Paraprofessional

Responsibilities of staff using aides include the following:

1. Become familiar with paraprofessional aide programs and their materials through orientation sessions.
2. Direct and supervise each aide.
3. Provide guidance for each aide.
4. Determine specific duties to be undertaken.
5. Work cooperatively with others in charge of the programs.
6. Implement the key pointers described in the handbooks for teachers and staff.

Responsibilities of Paraprofessional Aides - Volunteer and Paid

Paraprofessionals must be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, and dependable. They must accept responsibility to act with the highest ethical standards as they share with educators the common purpose of educating students, because the commitment is a professional one.

TEACHER AIDES/PARAPROFESSIONALS (continued)

Responsibility to the Student

Responsibility to the student imposes the following obligations:

1. Assuring the school that any personal information about the student will remain confidential.
2. Enjoying the working relationships with students and valuing their achievements, however modest they may be.

Responsibility to the Paraprofessional Programs

Responsibility to the program imposes the following obligations:

1. Being able to accept differences in people, values, standards, goals, ambitions, and having respect for individual integrity.
2. Maintaining consistent and regular attendance.
3. Being reliable and flexible.
4. Having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school.
5. Being willing to acquire skills needed to be of value to the school programs.
6. Discussing any specific problems with the supervising staff member or the principal.
7. Using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel.

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. Recognition that the professional staff will specify the tasks aides will perform, the authority aides will be given, and the information and materials aides will use.

TEACHER AIDES/PARAPROFESSIONALS (continued)

2. Acknowledging that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
3. Understanding that regulations and procedures of the school are to be followed at all times.

Responsibility to Self

Responsibility to self requires each paraprofessional to:

1. Maintain positive attitudes.
2. Accept the responsibility to help all students develop positive self-esteem.
3. Be responsible for his/her own actions.
4. Know his/her role and be able to express what that role is to the community in a positive manner.
5. Maintain personal cleanliness.
6. Wear appropriate clothing (avoiding extremes).
7. Use appropriate language.
8. Give full cooperation to the total school staff.

REVISED 1/03

YAKUTAT SCHOOL DISTRICT
Adopted: July 2, 1997
Revised: May 16, 2005

PARAPROFESSIONALS WORKING IN A PROGRAM SUPPORTED WITH TITLE I FUNDS

All paraprofessionals, including teacher aides, hired after January 8, 2002 and working in a program supported with Title I funds, shall have the qualifications and duties as described in Title I of the Elementary and Secondary Act.

Paraprofessionals, including teacher aides, hired *after* January 8, 2002 shall be told in writing that:

A new federal law requires that new teacher aides and other paraprofessionals working in a program supported with federal funds under Title I have two years of college, an Associate’s Degree or higher, or pass a proficiency exam. The State of Alaska is in the process of developing procedures to implement this federal law. The Yakutat School District has hired you contingent upon your meeting these requirements when clarified. When we receive this information, we will forward it on to you.

Paraprofessionals, including teacher aides, hired *before* January 8, 2002 shall be told in writing that:

A new federal law requires that teacher aides and other paraprofessionals working in a program supported with federal funds under Title I meet new requirements effective January 8, 2006. This new federal law requires that paraprofessionals have two years of college, an Associate’s Degree or higher, or pass a proficiency exam. The State of Alaska is in the process of developing procedures to implement this federal law. When we receive this information, we will forward it on to you.

This new law is re-printed below:

§ 1119(c) New Paraprofessionals

(1) **In General** - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 and working in a program supported with funds under this part shall have —

(A) *completed at least 2 years of study at an institution of higher education;*

(B) *obtained an associate's (or higher) degree; or*

(C) met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment —

- (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
- (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

(2) **Clarification** - The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirements of paragraph (1)(C).

§ 1119(d) Existing Paraprofessionals - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired before the date of enactment of the No Child Left Behind Act of 2001, and working in a program supported with funds under this part shall, not later than 4 years after the date of enactment satisfy the requirements of subsection (c).

§ 1119(e) Exceptions For Translation And Parental Involvement Activities - Subsections (c) and (d) shall not apply to a paraprofessional —

- (1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in programs under this part by acting as a translator; or
- (2) whose duties consist solely of conducting parental involvement activities consistent with section 1118.

§ 1119(f) General Requirement For All Paraprofessionals - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals working in a program supported with funds under this part, regardless of the paraprofessionals' hiring date, have earned a secondary school diploma or its recognized equivalent.

§ 1119(g) Duties Of Paraprofessionals -

- (1) **In General** - Each local educational agency receiving assistance under this part shall ensure that a paraprofessional working in a program supported with funds under this part is not assigned a duty inconsistent with this subsection.

(2) **Responsibilities Paraprofessionals May Be Assigned** - A paraprofessional described in paragraph (1) may be assigned —

(A) *to provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;*

(B) to assist with classroom management, such as organizing instructional and other materials;

(C) to provide assistance in a computer laboratory;

(D) to conduct parental involvement activities;

(E) to provide support in a library or media center;

(F) to act as a translator; or

(G) to provide instructional services to students in accordance with paragraph (3).

(3) **Additional Limitations** - A paraprofessional described in paragraph (1) —

(A) may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher consistent with section 1119; and

(B) may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

§ 1119(h) USE OF FUNDS - A local educational agency receiving funds under this part may use such funds to support ongoing training and professional development to assist teachers and paraprofessionals in satisfying the requirements of this section.

§ 1119(i) Verification Of Compliance -

(1) **In General** - In verifying compliance with this section, each local educational agency, at a minimum, shall require that the principal of each school operating a program under section 1114 or 1115 attest annually in writing as to whether such school is in compliance with the requirements of this section.

(2) **Availability Of Information** - Copies of attestations under paragraph (1) —

(A) shall be maintained at each school operating a program under section 1114 or 1115 and at the main office of the local educational agency; and

(B) shall be available to any member of the general public on request.

§ 1119(j) Combinations Of Funds - Funds provided under this part that are used for professional development purposes may be combined with funds provided under title II of this Act, other Acts, and other sources.

§ 1119(k) Special Rule - Except as provided in subsection (l), no State educational agency shall require a school or a local educational agency to expend a specific amount of funds for professional development activities under this part, except that this paragraph shall not apply with respect to requirements under section 1116(c)(3).

§ 1119(l) Minimum Expenditures - Each local educational agency that receives funds under this part shall use not less than 5 percent, or more than 10 percent, of such funds for each of fiscal years 2002 and 2003, and not less than 5 percent of the funds for each subsequent fiscal year, for professional development activities to ensure that teachers who are not highly qualified become highly qualified not later than the end of the 2005-2006 school year.

Added 1/03

**YAKUTAT SCHOOL DISTRICT
ADOPTED: MAY 16, 2005**

STAFF DEVELOPMENT

Note: Section 1119(h) of the No Child Left Behind Act authorizes a school district receiving Title I funds to use these funds to support ongoing training and professional development to assist paraprofessionals (and teachers) in satisfying the requirements of NCLB)

The Superintendent or designee may approve opportunities for classified staff to improve job skills to prepare for more responsible, higher-paying positions within the district, and to meet qualifications as established by federal and state law.

Such opportunities may include, but are not limited to, the following:

1. Visits to other schools and school districts.
2. Local and state conferences involving other classified personnel.
3. Training classes and workshops offered by private organizations or by the district, county or other appropriate agency.

Legal Reference:

Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

REVISED 1/03

**YAKUTAT SCHOOL DISTRICT
ADOPTED: MAY 16, 2005**

Classified Personnel

BP 4251.1

CLASSIFIED EMPLOYEE TIME KEEPING AND PAYROLL PROCESSING

The hours worked by classified employees will be reflected on the employee's timesheet. Hours worked in excess of the employee's condition of hire must be approved by the Superintendent.

**YAKUTAT SCHOOL DISTRICT
Adopted: July 2, 1997**

CLASSIFIED EMPLOYEE TIME KEEPING AND PAYROLL PROCESSING

Classified Employee Time Sheets

Time sheets must be submitted to the Bookkeeper on Friday, one week and half, from the related issuance of payroll checks. Payroll checks are issued to classified employees on a bi-weekly basis.

The employee should enter the following information on his/her timesheet:

1. Employee name
2. Daily time worked
3. Hours worked under each category (program), as over time and for special projects. Employees that allocated their time between categories must keep a daily log of time spent working under each program.
4. Employees that perform tasks outside of ongoing responsibilities. should record their time in the special projects column of the time sheet. When this column is used, the employee must provide a brief description of the project on the face of the time sheet.
5. Employee signature
6. Date signed by the employee

The Superintendent or his designee must sign and date the time sheet in order for the time sheet to be processed. The supervisor must also sign the time sheet to indicate that the employee was authorized to work over time (when applicable).

Classified Employee Payroll Processing

The Bookkeeper checks the information on the classified employee time sheets that are due on Friday, ten days before the payroll is run. The Bookkeeper performs the following steps:

1. Verify that the number of hours that the employee was at work each day as shown on the time sheet equals the amount of time allocated between the categories (programs), over time and special projects.
2. Recalculate the total hours recorded on the time sheet for each category, over time and special projects.
3. Verify that the employee's signature along with the date appears on the time sheet.
4. Verify that the supervisor's signature along with the date appears on the time sheet.

**CLASSIFIED EMPLOYEE TIME KEEPING AND PAYROLL PROCESSING
(continued)**

If the time sheet is missing the information discussed above or is improperly calculated, the Bookkeeper must contact the employee to obtain the necessary signature(s) or correct the time sheet. If the time sheet was incorrectly calculated, the employee should initial the correction.

Once the Bookkeeper has performed these steps, the Bookkeeper should initial and date the time sheet indicating that the time sheet is calculated correctly and properly authorized.

**YAKUTAT SCHOOL DISTRICT
Adopted: July 2, 1997**

SALARY CHECKS & DEDUCTIONS

The District will provide the benefits to each employee that are required by law or are denoted in the applicable collective bargaining agreement or separately negotiated contract. The accounting system must allocate the benefit expenditures to the appropriate fund and function based on hours worked.

The District will not withhold an amount from an employee's paycheck without express, written permission of the employee or by order of the court (garnishment).

SALARY CHECKS & DEDUCTIONS

Allocation of Benefits

The payroll system is programmed to allocate a portion of the employee's benefits to the appropriate fund and function based on the hours worked.

Withholdings

The employee must submit a signed authorization from to the Bookkeeper in order to initiate a withholding.

The withholding amount is entered into the Deduction - Benefit screen for the appropriate employee.

The Bookkeeper initials and dates the withholding request form and the form is filed in the employee's payroll file.

Pay Advances

On request of an employee, the district will provide a pay advance not to exceed 75% of the employee's period to date earnings.

Planned Advance - advance known previously and included in the disbursement (non-payroll) check run.

Emergency Advance - advance of an urgent nature, approved by the Superintendent and processed immediately.

Planned Advances

1. The employee submits a signed Payroll Advance Request form and a copy of an up-to-date time sheet (if the employee is a classified employee) to the Bookkeeper.
2. Using the employee's time sheet, the Bookkeeper multiplies the period to date earnings by 75% to calculate the maximum amount of the advance. The Bookkeeper indicates the maximum amount of the advance on the advance request form.
3. Certified employees do not submit a time sheet. The bookkeeper multiplies the employee's month to date earnings by 75% and indicates this amount on the signed advance request form.
4. The Bookkeeper includes the advance request in the disbursement batch that is submitted to the Superintendent for approval.
5. Once approved, the advance request is keyed into the payroll system by the Bookkeeper and the check is issued along with the disbursement checks.

SALARY CHECKS AND DEDUCTIONS (CONTINUED)

6. The advance request form should be filed in the CD file by employee name as vendor.

Emergency Advance

1. An emergency advance requires the pre-approval of the Superintendent. This approval may be verbal.
2. Follow steps 1, 2 and 3 above.
3. If the employee is unable to submit the advance paperwork, the Bookkeeper may estimate period-to-date (classified employees) or month-to-date (certified) earnings and indicate this amount on an advance request form.
4. The Bookkeeper immediately submits the advance request form to the Superintendent for his authorization which is denoted by his signature.
5. Once approved, the Bookkeeper prepares a check and records the payment in the payroll system.
6. The advance request form is filed in the employee's payroll file, kept in CD file by employee's name as vendor.

Lost Paychecks

The District wishes to be refunded for the bank service charge associated with stopping payment on a previously issued check.

1. The employee submits a signed Pay Check Reissue form to the Bookkeeper.
2. The following is an example of the Pay Check Reissue form:

Pay Check Reissue Form

Pay period: _____

Employee
Signature: _____

Date: _____

SALARY CHECKS AND DEDUCTIONS (CONTINUED)

3. Once the Bookkeeper receives the reissue form, the Bookkeeper contacts the bank and requests the stop payment.
4. The Bookkeeper collects the Bank stop payment from the employee prior to reissuing the check and codes the receipt to bank fees.
5. The Bookkeeper reissues the pay check in the BDS payroll module.

Cashing of Paychecks

The District will not cash an employee's paycheck.

Last Check

On receiving the notice of termination and an up-to-date, properly authorized time sheet (if applicable), the Bookkeeper will issue the employee's paycheck no later than three working days after the termination date.

OVERTIME PAY/COMPENSATORY TIME OFF

Note: The Fair Labor Standards Act (FLSA) is a federal law that requires certain “covered” employees who work more than 40 hours a week in a seven-day period to be paid at one-and-a-half times their basic hourly rate for the time they work over 40 hours. Covered employees include most nonteaching, nonadministrative employees, such as cafeteria workers, bus drivers, and paraprofessionals. Teachers, administrators, and other professional employees are exempt from the law. Covered employees cannot waive, or give up, their rights to overtime under the FLSA. A violation of the law can result in criminal and civil penalties.

The School Board is committed to compliance with the overtime pay, compensatory time, and record-keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time, as described below at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

1. **Covered employees.** Employees in the following job classifications are covered under the FLSA: assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.

2. **Exempt employees.** Certain employees are exempt under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees, such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult the District’s Superintendent/Chief School Administrator.

(cf. BP 4151 Salary Guides – Exempt Employees)

3. **Hours worked.** The District’s workweek begins on Sunday and ends of Saturday. Employees are expected to arrive and depart at or about the time specified by the District, unless requested to work overtime by their immediate supervisor. Covered employees shall accurately record hours worked during each week, including the exact time of arrival and departure from work and all overtime, by time sheet or time card. Supervisors and principals shall review, approve, and submit all time sheets or time cards to the payroll office prior to each pay period.

4. **Overtime pay.** Employees covered by the FLSA shall be paid no less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by a formula set by the District.

OVERTIME PAY/COMPENSATORY TIME OFF (continued)

5. **Compensatory time.** The District reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the District and employees must agree to compensatory time arrangement. Employees may accumulate a maximum of 240 compensatory time hours while employed by the District. Employees must get their supervisor's approval on when to take the compensatory time and must take the time off during the pay period immediately following when it was earned, if possible.

6. **Authorization for overtime required.** Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency. Each employee responsible for the supervision of employees subject to the FLSA shall receive authorization from the [Superintendent/Chief School Administrator] prior to authorizing overtime.

7. **Overtime work without prior approval.** Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

8. **Record keeping and posters.** All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The District will display minimum wage posters at each District work site where employees will be likely to see them.

*Legal Reference:*ALASKA STATUTES*23.40.070 Declaration of policy (PERA)*UNITED STATES CODE*Fair Labor Standards Act 29 U.S.C. 201-216**Department of Labor Regulations 29 C.F.R. Parts 511-800**Revised 12/04*