

## **GCA    Compensation and Work Assignments**

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Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

### **Appointment**

Appointments of classified employees shall be made by the Board of Education upon recommendation of the superintendent of schools.

A one year contract that sets forth the amount of time to be worked and salary for classified employees who work on a regular basis shall be issued each year. However, each contract shall have an employment-at-will provision that allows either party to terminate the contract upon two (2) weeks notice to the other party. Classified employees who are employed after the beginning of the work year shall be issued a contract for the remainder of the work year during which employment began. These contracts shall also include the same employment-at-will provisions that would allow either party to terminate the contract upon two (2) weeks written notice to the other party. The normal work year for classified employees falls within the school district's fiscal year, July 1 through June 30.

It is not the intent of this policy to create a right to continuing employment on the part of a classified employee. It is the intent of the policy and the contracts that shall be issued to classified employees to present an employment-at-will situation.

Subject to board approval, the superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

**Attendance Required**

Regular attendance is required of all employees subject to leave provisions in district policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

**Overtime**

The employee shall not work more than 40 hours per week without the prior permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a work week.

Nonexempt employees whose work week is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a work week.

Approved: KASB Recommendation – 2/98; 9/00