

Summers County Board of Education

Scope: This policy is enacted by the county board to establish the number of payments in which an employee's salary will be made.

Authority: West Virginia State Board Policy 8100.2

Adopted: August 27, 1981.

Amended: July 8, 1993; May 23, 1996; November 17, 2004, August 9, 2022.

Reviewed: June 28, 2022.

PAY PLAN FOR ALL EMPLOYEES

At the beginning of a full term of employment (200 days or more) all new employees are systematically set up on the 12-month pay plan (meaning he/she shall receive checks throughout the summer months). If an employee is hired for less than 200 days he/she shall be set up on a 10-month pay plan. If a newly hired full term employee desires to be set up on a 10-month pay plan it shall be his/her responsibility to notify the payroll office of his/her choice. Voluntary pay plan changes can only be made between July 1 and September 1 of each year. It is the employee's responsibility to notify the payroll office of desired changes between pay plans.

The payroll office shall have the option of changing the 12-month pay plan of any employee back to a 10-month pay plan during any pay period in which said employee is being "docked" for 7 or more days. Once it is necessary to change an employees pay plan back to a 10-month plan, the change shall remain in effect for the remainder of the school term. Further, if the employee wants to be set up on the 12-month pay plan for the following year it shall be his/her responsibility to notify the payroll office.

Voluntary deductions permitted by law shall be deducted on a 10-month basis. PEIA premiums shall be deducted on a 12-month basis for all employees set up on a 12-month pay plan. For employees set up on a 10-month pay plan, PEIA premiums for July and August shall also be deducted in May and June.

All employees shall be paid on the 15th and 30th of each month included in the pay plan. If payday falls on day when school is scheduled to be closed (weekend, holiday, or scheduled break) then all employees shall be paid on the last scheduled workday preceding the 15th or 30th.