

Classified employees shall be paid according to rates established by the board.

Monthly Pay for Employees Working Less than 12 Months

Regularly scheduled employees who work less than 12 months each year may be paid in substantially equal payments over 12 months. Any overtime payment shall be paid in the first pay period after the overtime duty was performed. A copy of this policy shall be given to all classified employees each year.

Overtime

There shall be no overtime unless prior approval is granted.

Compensation for Out-of-Town/Overnight Trips

When classified personnel are requested to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay as appropriate for time away from USD 378

MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal);
- and 3. Time used exclusively for pleasure or personal business.

Approved:

Revised: February 18, 2008; 3/9/2009