

GCA Compensation and Work Assignments

GCA

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.

Work Assignments

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 uncused 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.

Compensation for Out-of-Town/Overnight Trips (See GAN)

When classified personnel are required 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 Hill City
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: USD 281 – 10/04