

# 308: Pay and Compensation Policy

## 1. Purpose

The purpose of this policy is to establish and administer fair and equitable compensation policy for St George Academy.

## 2. Policy

2.1 St. George Academy will establish a fair and equitable pay procedure for employees who are hired, promoted, or advanced to a higher pay grade.

## 3. Procedure

### 3.1 Definitions:

3.1.1 **Basic Rate:** The basic rate is the first pay increment (step) of a pay schedule or salary lane.

3.1.2 **Benefited Employee:** All employees who are contracted to work 30 hours or more per week or .6 FTE for certified employees for a minimum of 180 days or its equivalent.

3.1.3 **Certificated/ Certified Personnel:** Are professional staff employees who are required to hold a valid teaching, administrative, or educational related certificate (as defined in Utah Code Title 53E Chapter 6) for the position to which they are assigned. Certified personnel are exempt from the provisions of the Fair Labor Standards Act.

3.1.4 **Classified Personnel:** Are non-certificated employees and shall function in the capacity assigned by the Director or local Board.

3.1.5 **Temporary Employees:** Temporary/at-will employees serve at the will of the LEA and may be terminated at any time at the sole discretion of the LEA. Employees hired for one-year only or less, serve under temporary agreements. Their assigned hours, days, and duration of employment may change or conclude at any time.

### BASIC PROCEDURE THAT APPLIES TO ALL LEA EMPLOYEES

**Notification:** St George Academy will give new hire or rehire employees an at-will offer of employment stating their salary and conditions of employment.

EMPLOYEE SCHEDULE	CONTRACT PERIOD	PAY PERIOD
12- Month Employee	The period commencing July 1 <sup>st</sup> and ending June 30 <sup>th</sup>	July 1 <sup>st</sup> to June 30 <sup>th</sup>
Traditional	Subject to approved school calendar	August 1 <sup>st</sup> to July 31 <sup>st</sup>

## 3.2 Payments

3.2.1 One-twenty fourth of the total annual salary will be paid twice monthly on the 5<sup>th</sup> and the 20<sup>th</sup> of each month for salaried employees. Employees released prior to the end of the contract year will receive a lump sum payment for the balance of accrued wages from the date of release.

### 3.2.2 Step Adjustments

3.2.2.1 SGA will process step adjustments for faculty at the beginning of the next contract period after the employee meets eligibility for an approved step adjustment subject to funding and budget approval.

3.2.2.2 Employees who are hired after the start of the second semester will not receive credit for the contract year toward step adjustment.

3.2.2.3 Employees who are terminated in good standing but are rehired may retain their step adjustment for two years. Leave longer than two calendar years will begin at the basic rate.

3.2.2.4 Administration and support staff are not eligible for step adjustments.

## 3.3 Annual Pay Increase for Classified Personnel

3.3.1 Classified staff shall receive an incremental increase annually to be determined by the board and administration as part of by the annual budgeting process.

3.3.2 SGA will process incremental increase for employees at the beginning of the next contract period after the employee meets eligibility for an approved increase subject to funding and budget approval.

## 3.4 Extra Duty Assignments

3.4.1 Extra Duty stipends will be paid the month following submission of documentation in the Business Services Department that authorizes and verifies completion of the extra duty assignment. Extra duty stipends will not be paid in whole prior to the completion of the authorized assignment.

3.4.2 Extra duty assignments for work performed by employees deemed as non-exempt under the Fair Labor Standards Act shall be based on hours worked and included in the employee's twice-monthly compensation. Non-exempt employees may volunteer for extra duty work if the services performed are different from those services performed in their paid position.

3.4.3 Administrators are not eligible for additional compensation for extra duty activities.