

**Nerstrand Elementary School Policy #412.1**  
**Independent Charter School District #4055**  
*Adopted: 09/08/2003*

**412.1 EMPLOYEE PAY POLICY**

**WAGE OR SALARY INCREASES**

Wage or salary increases will be determined by the Board of Directors on the basis of school financial status at their discretion.

**TIMEKEEPING**

Accurately recording of time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job performing assigned duties.

EdVisions Cooperative does not pay for extended breaks or time spent on personal matters.

The time sheet is a legal instrument. Altering, falsifying, tampering with time sheets, or recording time on another team member's time sheet will result in disciplinary action, including termination of employment.

Authorized personnel will review time sheets each month. The payroll person or appropriate person must approve any changes to an employee's time sheet. Questions regarding the payroll should be directed to the payroll/personnel member at your school and/or EdVisions Cooperative.

Time Sheets – Non-exempt employees will be issued a time sheet on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

**OVERTIME**

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Paid-Time-Off, personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime.

All overtime work performed by an hourly employee must receive the administrative team's prior authorization. Overtime worked without prior authorization may result in disciplinary action. The Director's signature on a time sheet authorizes pay for hours worked and overtime.

## **PAYDAYS**

All employees are paid monthly. The pay period begins on the 20<sup>th</sup> of each month and ends on the 19<sup>th</sup> of the following month. Paychecks are issued the 20<sup>th</sup> of each month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will usually receive pay on the next day of operation according to the Direct Deposit Electronic processing schedule.

EdVisions Cooperative processes payroll through a direct deposit or paycheck system. Employees receive an “advice of deposit” or check stub indicating the paid hours and deductions.