

**BASIC PAYROLL POLICIES AND PROCEDURES**

**ATTENDANCE REPORT**

1. Attendance, time cards and comp time reports will be distributed monthly to each location. These reports will reflect data entry for the current month. Employees and their supervisors must sign all timecards prior to submitting them to their secretary. The Principal is required to sign these reports and must be retained for auditing purposes.
  
2. A Time and Attendance Manual is available for you to print on the AS400 system. This manual contains instructions and illustrations for data entry for the Automated Payroll Process. To print the T&A manual:
  - Sign on to the AS400 System
  - T&A Reports TAREPT
  - Print T&A Manual TA.MAN
  
3. Time and Attendance monthly edit reports  
 Secretaries are required to edit monthly reports for all time cards and attendance entered into the AS400 payroll system. The reports to be edited are listed on the main menu of the AS400 payroll data entry system. To print the edit reports:
  - Sign on to the AS400 System
  - T&A Reports TAREPT
  - Print Unposted Employee Absences TA601L
  - Print Unposted Time cards TA602L

[See District Forms for Absentee Request form](#)

4. Attendance codes - Use the appropriate leave or overtime codes to report absences.

S	Sick	OE	Overtime Earned
F	Funeral (counts against sick)	CTO	Time and a half taken
I	Industrial Accident	D	Full day dock (must explain, requires letter from the supt.).
A	Professional meeting	FML	Family medical leave
V	Vacation	L	Legislative
J	Jury Duty	AD	Adoption
P	Personal Leave	FI	Family Illness (counts against sick)
W	Wedding	S	Maternity (after 15 days doctor letter is required)
G	Graduation		
GU	Graduation from Utah University		

- a. Absences are reported in half-day increments (with the exception of overtime which is discussed on following pages.)
  - Contracted custodians and secretaries work eight hours per day. Any absence of four hours or less would be reported as ½ day. Any absence in excess of four hours would be one full day.
  - Food Service workers work six hours, and managers 6.75 hours.
  
  - A teacher's day is based on seven hours. Anything over 3.5 hours is marked as a full day.
- b. Part-time contract employees  
 For employees who are less than full time, the sick and personal leave balances represent the number of absence days available.  
 Example: a half-time teacher normally works 3.5 hours per contract day. If he/she took 3.5 hours of personal leave, it would be regarded as one of her work days. It would be reported as a full day of leave and docked the cost of a substitute for half of a day.

## **REQUIREMENTS TO RECEIVE FIRST PAYCHECK**

1. All new employees must visit the Human Resource Department on Wednesday and Thursday between the hours of 1:00 p.m. and 4:00 p.m. to be fingerprinted for a background check and do the following:
  - Fill out a W-4 for tax withholding
  - Fill out I-9 eligibility form
  - Show Picture I.D.
  - Show actual social security card (in current legal name)
  - Fill out waiver form
  - Fill out entry form
  - Fill out Direct Deposit Authorization Agreement form
  - Sign and complete notification of assignment and retirement status forms at their school location to be forwarded to the payroll department.

[See District Forms for Notification of Assignment and Termination form](#)

[See District Forms for Payroll Direct Deposit Authorization Agreement form](#)

2. New Hourly Employees hired during the last week of the published payroll cutoff date and employees who are hired within the two weeks after the payroll cutoff date, qualify for the early payment option.
3. Employees will need to fill out a time card with his/her name and social security number, sign and return it to the payroll secretary each week.
4. Please ask any employee who is called to work at your school for the first time if he/she has properly filled out the required forms. If there is any question, please call the Human Resources Dept. or Payroll Dept. to make sure the person's information is on the computer.

## **HOURLY EMPLOYEES**

1. Identification  
The classification of an "hourly" employee would be an employee who performs the same job for the same number of hours per week.
2. Paperwork
  - a. Schools will be required to complete a function sheet to advertise the position and a notification of assignment and retirement status forms. The notification of assignment will include the employee's hire date as an hourly employee (not when he began as a substitute), as well as a location code, and must have account number and social security number. All paperwork should be forwarded to the Payroll Dept.
  - b. Termination of assignment papers must also be filed with the Payroll Department when an hourly employee leaves his/her position.
3. Time Cards
  - a. Preprinted time cards will be generated at the school location for identified hourly employees. Only one time card per employee per job code can be printed. If an hourly employee works at more than one location, a home base will be assigned.
  - b. Hourly employees will be paid according to the negotiated Hourly Salary Schedule printed in the Salary Schedule book. Eligible employees will be paid a bonus after working the required number of hours.
4. Miscellaneous
  - a. When an hourly employee works outside of their identified assignment, they are paid on the hourly salary schedule for whatever position they are substituting. The employee will be paid at the regular hourly rate of the identified assignment or the hourly rate of the new assignment, whichever is the greatest.

## TIME CARDS

1. Time cards should be submitted for the following:
  - All hourly employees and substitute employees
  - Contracted employees with miscellaneous earnings during the summer months. Lunch workers, flexible contract employees, only hours worked over contract, paid at regular hourly rate. Food Service managers are responsible for submitting these time cards.
  - Special programs require special authorization. The following is a list of special programs and the person's signature needed to authorize payment:

Teachers/Misc. Subs	Jackie Ketchersid	Drug-Free Schools	Kim Walker
Reading Recovery	Cristi Carter	JTPA (Job Train)	Janna Rogers
504 Compliance	Jeannette Keate	Indian Ed	Gina Zupan
Sp. Ed.	Linda Otte	Emergency Immigrant	Juliana Murphy
Education Plan	Jeanne Walton	Budget/Stu Acct	James Hansen
Prof. Dev. #1516	Marilyn Allen	Student Supp Serv	Jeanette Keate
Drug Prevention	Kim Walker	Secondary Accred	Jeanne Walton
Alt. Language	Cristi Carter	Admin Assistant	Jeanne Walton
Special Needs	Debbie Hale	Dir-ASD Foundation	Clara Jacobson
Home/Hospital	Gina Zupan	Educational Services	Dixie Harward
YIC-Alpine Summit	Glori Thelin	Inservice/Sci/Ber Text	Leslie Turner
Gifted/Talented	Dixie Harward	BYU Partnership*	Marilyn Allen
Adv. Placement	Jeanne Walton	* #8100.0008.0.10.870	
Concur Enrollment	Leslie Turner	Bright Ideas Dixie Harward	
At Risk	Jeannette Keate	Title II G	Cristi Carter
At Risk	Debbie Hale	Title II	Cristi Carter
At Risk	Kim Walker	TAH # 7180 Leslie Turner	
At Risk	Cristi Carter	PEP #7182 Leslie Turner	
At Risk-Homeless & Minority	Juliana Murphy	UPASS/BSCT #5699	Leslie Turner
Incentives for Excell.	Clara Jacobson	Art #5614	Leslie Turner
Compreh Guidance	Justin Keetch	#7507	Cristi Carter
At Risk-Fact		Sorenson Grant #5843	Leslie Turner
Curricular #5843	Leslie Turner	Preschool #0007	Cristi Carter
Curricular Math #5845	Marilyn Allen	Staff Dev. #5842	Dixie Harward
Assoc. - Prof. Dev#0006	Leslie Turner	Instr. Tech. #5362	Dixie Harward
App Tech-Sch to Car	Janna Rogers	District Associates	Leslie Turner
App Tech-Placement	Janna Rogers	#8100.008.0.10.662	
All H.S.-Sch to Careers	Janna Rogers		
Literacy #5844/5805	Marilyn Allen		
Title I	Cristi Carter		
Neglected/Delinquent	Debbie Hale		
Migrant Ed	Juliana Murphy		

2. Secretary's responsibility regarding Time Cards.
  - a. Make sure the employee has filled out the time card completely. It is to your discretion whether you require the social security number. All time cards must be signed by the employee and their supervisor.
  - b. A list follows of the most frequently used account numbers. This is not an exhaustive list. If you have questions, please call the Payroll Department or Department Head.
  - c. Time cards must be entered on a weekly basis.
  - d. Time cards to be processed by Payroll Department.
    - We cannot guess or assume from which account you want these employees to be paid.
    - Time cards without account numbers will be returned.
    - If a time card contains several account numbers which require District authorization, please separate the hours to be paid by the account number. This will facilitate the

- obtaining of necessary approval before the time cards can be processed for payment.
  - Fill in the account number and job code. Hours per day must be itemized on the time card.
3. The District is placed at risk anytime a school uses bad judgment and tries to pay an employee more than the approved rates:
- All employees in Alpine School District are bound by the policies and procedures approved by the Board of Education, which include the published/approved rates of pay.
  - **The District does not pay unapproved odd rates.**
  - New odd rates must be approved in a cabinet meeting. The Board of Education should be aware of all rates of pay including odd rates.
  - Cabinet level administrators must approve payroll exceptions.
  - Substitutes are not guaranteed, in advance, work time frames. Substitutes are hired on an "as needed basis". The school district will make every attempt to provide a highly qualified / licensed teacher in any classroom where the teacher of record is absent for an extended period of time.
  - **Administrators should never promise to pay an employee above approved rates of pay.**

**COMMONLY USED ACCOUNT NUMBERS:**

<u>Description</u>	<u>Account Number</u>
Negotiated Aide Time (Traditional Schools only - 4 hours per day)	1000.162.0.10.xxx
Office Assistant (Playground Supervision - 1¼ hours per day)	3310.164.0.23.xxx
Office Assistant (Lunchroom Supervision - 1 hour per day)	3100.194.0.50.xxx
Office Assistant (as authorized)	2410.157.500.10.xxx
Sweeper (only when students are in school and hours are authorized by Director of Maintenance)	2610.186.9051.10.xxx
Tracker (as authorized by Director of Student Support Services)	1000.162.5215.10.xxx

**Substitutes**

Temp	\$ 6.55	Classified Substitute (use appropriate authorized account number)	
		Office Assistant (for contract secretaries only)	2410.157.0.10.xxx
		Media	2220.166.0.10.xxx
<b>SUBTCH (Traditional Schools)</b>			
	\$60.00	Non-certified Substitute Teacher	
	\$70.00	Certified Substitute Teacher (must have current teaching certificate)	
	\$80.00	Retired Teacher from Alpine School District	
<b>SUBPRO (Extended Day or Productivity School)</b>			
	\$65.00	Non-certified Subs	
	\$75.00	Certified Subs (must have current teaching certificate)	
	\$80.00	Retired Teacher from Alpine School District	
<b>SUBT2 (Traditional School)</b>			
	\$80.00	Substitute after 20 consecutive days for same teacher - see below	
<b>SUBPR2 (Extended Day or Productivity)</b>			
	\$80.00	Substitute after 20 consecutive days for same teacher - see below	
<b>SUBPRM (Assigned Substitute)</b>			
	\$72.00	Full Time (Substitute working "1" Location Only)	
		Regular Classroom	1000.132.0.10.xxx
		Conference	2834.581.500.10.xxx
		Alpine Education Assn.	8100.8.0.10.837
		Utah Education Assn.	8100.8.0.10.838
		Subs to be reimbursed by other entities	8100.8.0.10.890
		Title I	1000.132.7513.10.xxx
		Special Education	1000.132.7365.10.xxx

**Miscellaneous Codes:**

M06	\$10.00	Special Activity Supervision	8100.007.0.10.xxx
M23		Certified Teacher Hourly (Code used to report wages for ONLY CONTRACTED CERTIFIED employees which are not covered by any other job code)	Varies
M26		Overtime or Hourly Work	Varies
M28	17.50	Misc. \$17.50 per hour	Varies
M29	31.46	Summer School	8100.007.0.10.xx

**PAYROLL JOB CODES      Hourly Employees (Basic Rate)**

Lane A	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
\$ 6.55	\$ 8.20	\$ 8.37	\$ 8.92	\$ 10.22	\$ 11.53	\$13.02	\$14.45
Asst. Student	Custodian, Sweeper	Assistant, Teaching (classroom only)	Asst. Computer & Writing Lab	Sp.Ed.Para-Educ II (untrained)	Sp.Ed.Para - Educ II (trained)	ESL Aide Level 3	Hrly. Bus Driver
	Day Care Assistant	Assistant, School Office	Food Serv Lead Cook	Gang mower Operator	ATEC, Trans. Specialist	Summit Prog Teaching Asst.	Preschool Instr. w/ degree
	Maint Worker, Gen	ESL Aide Level 1	Para-Educ Sect. 504	Food Serv. Acct. Tech. Jr. High	ESL Aide Level 2	Media Spec. Elem (untrained)	Print Shop Asst.
	Space Center	Food Serv. Worker	Transportation Bus Asst.	Assistant, Teaching Title I - Level 2	Assistant, Teaching Title I - Level 3	Warehouseman	Media Spec. Elem. (trained)
		ATE Skills Certification Spec.	Transportation Technical Clerk	Computer Systems Operator	Food Svc. Acct. Tech. - High School	Mntc. Trainee-Elec/HVAC/Plumb	K-12.com Secretary
		Maint. Helper - General Maint.	Technology Delivery Person	Sp Ed. Para-Eductr Autistic Unit	Concurrent Enrollment Secretary		
		***Custodian Head Sweeper, Elem.	Food Svc. Acct Tech. - Elem.	ATEC Job Coach	Preschool Instructor w/o Degree		
		Computer Tech. Asst.	Sp. Ed. Para-Ed. 1	Teaching Asst., Level 2	Summit Program Teaching Asst.		
		Distance Learning/ Receiving Facil.			Teaching Asst., Level 3 (Trained)		

\*\*\*Head Sweeper Elem. will be paid \$10.43/hr. for the 2008-09 year

Bonus 1    After working 1400 hours an employee is eligible for the bonus 1 program. A bonus is paid after hour worked beyond the basic 1400 hours.

\$0.23                      \$0.93                      \$1.00                      \$1.15                      \$1.29                      \$1.46                      \$1.62

Bonus 2    After working 2800 hours an employee is eligible for the bonus 2 program. A bonus is paid after each hour worked beyond the basic 2800 hours.

\$0.47                      \$1.93                      \$2.05                      \$2.36                      \$2.66                      \$3.00                      \$3.33

## TIME & ATTENDANCE

T & A

### CUT OFF DATES:

Fri. July 3, 2009  
Fri. Aug. 7  
Fri. Sept. 4  
Fri. Oct. 9  
Fri. Nov. 6  
Fri. Dec. 4  
Fri. Jan. 8, 2009  
Fri. Feb. 5  
Fri. Mar. 5  
Fri. Apr. 2  
Fri. May 7  
**Fri. May 28**  
Fri. June 4  
Fri. July 2  
Fri. Aug. 6

SECRETARY ENTRY

### CUT OFF DATES:

**Mon. July 6, 2009**  
Wed. Aug. 12  
Wed. Sept. 9  
**Mon. Oct. 12**  
Wed. Nov. 11  
**Mon. Dec. 7**  
Wed. Jan. 13, 2010  
Wed. Feb. 10  
Wed. Mar. 10  
**Wed. Apr. 14**  
Wed. May 12  
**Last Day of School**  
Wed. June 9  
Wed. July 7  
Wed Aug. 11

ADMIN. APPROVAL

### CUT OFF DATES:

**Wed. July 8, 2009**  
Fri. Aug. 14  
Fri. Sept. 11  
**Mon. Oct. 14**  
Fri. Nov. 13  
**Tues. Dec. 8**  
Fri. Jan. 15, 2010  
Fri. Feb. 12  
Fri. Mar. 12  
**Fri. Apr. 16**  
Fri. May 14  
**Attendance Only**  
Fri. June 11  
Fri. July 9  
Fri. Aug. 13

## PAYROLL DATES:

Fri. July 31, 2009  
Mon. Aug. 31  
Wed. Sept. 30  
Fri. Oct. 30  
Mon. Nov. 30  
Tues.. Dec. 22

Fri. Jan. 29, 2010  
Fri. Feb. 26  
Wed.. Mar. 31  
Fri. April 30  
Fri. May 28  
Wed. June 30  
Fri. July 30  
Tues. Aug. 31

Employees voted to receive their December check on the last school day in December.

Summer Checks, Policy #4064

Employees may elect to receive their May, June and July checks on the last working day of May. The August check will be held until the last working day of August.

## MISCELLANEOUS PAYROLL ITEMS

Any individual providing an outside consultation service, i.e., basketball clinic, workshop, etc., needs to be paid in the following manner:

1. District Employees-- fee charged should be submitted on time card, including amount to be paid and a description of services.
2. Non-District Employees
  - a. Monies collected from students **FOR INSTRUCTOR WAGES** should be credited to "Summer School" account 8100.007.0.10.XXX.
  - B. When non-district employees are paid he/she should be classified as a 1099 vendor.
  - C. A 1099 form will be sent to the non-district employee if payment is more than \$600.

## SUMMARY OF LEAVE AND PAY DOCKS (see attendance codes for data entry Section I C)

1. How much sick leave? (Also known as Health and Disability Leave), Policy #4019, 4412.
  - A full time person hired at the beginning of the school year is given seven (7) days of sick leave.
  - Human Resources require a written doctor statement after 15 consecutive sick days.
  - Any unused sick leave will carry-over to the following year.
  - A full time employee is eligible to receive 180 calendar days of sick leave three years from date of hire.
  - a. **Non-Tenured Educators** - Those who have completed less than three years of service, will be docked for each day of leave taken beyond the earned cumulative balance. This will normally be \$45.00 per day up to a combined maximum of 180 calendar days.
  - b. **Non-Tenured Classified Employees** - Classified employees shall have their daily salary reduced by one half for each day of health or disability leave taken beyond the earned cumulative days up to a combined maximum of 180 calendar days.
  - c. **Termination** - Tenured employees will be terminated after 180 calendar days, and may apply for long term disability from Educators Mutual.
  
2. Family Illness

Only one day may be granted for a critical family illness or emergency surgical procedure or the day of the birth of a child if it falls on a work day. (Interpretation of Policy 4412a.) This day is counted toward sick leave. Data entry code is "FI".

Adoption: If an educator adopts a child under the age of five he/she may take four days health leave to help the child settle into the family. Educators may take accrued "P" days without dock.

Upon receiving verification from the hospital, *classified* employees may take the day a dependent child or spouse is admitted to or released from the hospital.
  
3. Family Medical Leave Policy #4026

Family medical leave requests should be directed to the Personnel Department. "FML" should be entered on days employee is absent.
  
4. Graduation

When an employee's child graduates from an Alpine School District school, the employee is granted a half day leave without dock or reduction in personal leave. Principals may also grant up to one day of personal leave without dock to employees who have a spouse or child graduating or are themselves graduating from Brigham Young University or any other major Utah University. This day will count as one of the five personal leave days with no loss in pay but should not expand the total of personal days available or the day will be a full dock. This absence should be entered as a "GU". Graduation ceremonies other than graduations from major Utah universities or Alpine School District still require permission from the Superintendent.
  
5. Weddings

Principals may grant the day of the wedding ceremony of an employee or the child or parent of an employee. The day of the wedding ceremony can only be given if the ceremony occurs on a school day. The day will count as one of the five days of personal leave. It may be granted without a dock in pay but should not exceed the total of personal days available or the day will be a full dock in pay.

6. Legislative

When an employee has been elected to the State Legislature and is required to attend numerous meetings.

7. Bereavement Leave Policy #4020, 4416

- a. Bereavement is counted as sick leave. It covers only members of immediate family. Up to three days may be granted for bereavement leave. An additional two days (certified only not classified) at cost of substitute may be granted, upon approval of principal, for employee's spouse, parent or child. Bereavement for others may be taken as personal leave.
- b. Employees with less than three (3) years of employment may take one bereavement day per year without dock. It will **not** count as a sick day.

8. Jury Duty Policy #4021, 4471

The current statutory dock rate for jury duty is \$18.50 per day and \$49.00 for each additional day(Judicial Code 78-46-18). The employee retains any payment they receive from the court.

9. Military Leave Policy #4022, 4414

A letter of permission from the superintendent is required. Up to 15 consecutive calendar days (eleven contract days per year) with prior approval, with the cost of a substitute as a dock.

EXAMPLE: Educators - \$45.00 per day

Classified - Substitute rate of pay whether or not a substitute is hired.

10. Personal Leave Policy #4024, 4413

- a. Educators - \$45.00 dock per day  
Classified - dock of 30% of daily salary, not to exceed \$30.00 per day.  
Administrators - dock \$45.00 per day (may only be taken after all vacation days are used or can be used for wedding and graduation.)
- b. Once an employee has used all his personal leave days during the contract year, he will receive a full day's pay dock for each subsequent day of personal leave taken. A letter of permission from the superintendent is required.
- c. When the superintendent grants a personal leave day without loss of pay, this day counts as one of the five personal leave days.
- d. Employees may carry over each year unused days to a maximum of 10 days.

11. Full Day Dock Policy #4024 1.3

Employees may not take personal or vacation leave during the first week of school, during the last week of school or the day before or following Christmas vacation.

12. Statute of Limitations Policy #4031.2; #4481

Occasionally employees may be over/under paid. According to the provisions of Policy #4031.2 and #4481. The District has provided a way whereby a claim can be made to resolve the problem.

- a. Certified and Administrative personnel are limited to one year for filing the claim, with a minimum of 5% of gross salary. Docks less than \$100.00 will be taken out in one check.
- b. Classified personnel are limited to one year prior to date of filing claim. A reasonable amount per month will be deducted.

13. Industrial Leave Policy #4051, 4409

Direct all questions to Susan Vest. Use the "I" absence code on all days an employee is absent.

[See District Forms for Individual Time & Attendance Report form](#)

[See District Forms for Utah Retirement Investment Contract form](#)

## **PAYROLL DEDUCTIONS**

Deduction Changes:

1. Payroll deduction requests and changes must be made before the 10th of the month to become effective on the next regular check.
2. Employees receiving their first contract check in September may not make any changes on **their June, July or August checks**. May 10 is the cut-off for deductions associated with all summer checks.
3. Extended-year employees may not make changes on their June or July checks.
4. Year round and hourly employees may not make changes on their June checks.
5. Direct deposit is mandatory for all employees. Direct deposit forms must be submitted by the 10th of the month to be effective for the next check.

[See District Forms for Direct Payroll Deposit Agreement](#)

## **PAY CHECKS**

**No one will receive a payroll check early.**

## **VACATION PROCEDURE**

1. Vacation days are recorded by cut off days not by the month's end.
  - a. Vacation days are recorded during payroll cut off periods and not by the last day of each month.
  - b. All payroll cut off days are published at the beginning of each fiscal year.
  - c. As employees reach the maximum number of vacation days that they can accumulate (25 days for classified employees, 30 days for administrators) they are encouraged to take vacation time so they will not lose vacation accrual. These days must be taken and recorded on Time and Attendance sheet during the current payroll period. A maximum of 20 days vacation will be paid at time of termination.
  - d. White copies of vacation and leave requests should be given to the secretary responsible for completing the T&A.
2. Personal Leave for Administrators -  
Administrators will use personal leave only when all vacation days have been used, with the exception of weddings and graduations. (See Policy #4736)

## **ADDENDA & EXTENDED CONTRACTS**

### **1. Addenda Agreement**

Due to fair labor standards and requirements associated with extracurricular activities, forms have been developed for Certified, Para-Professional, and Classified Employees. Please see below the forms now required for each employee group.

#### **a. Certified Employees**

- i. **EXTRACURRICULAR ADDENDA AGREEMENT**
    - \* This is a goldenrod form used in prior years. This form is submitted to payroll to authorize payment.
  - ii. **Agreement for Para-Professionals and Certified Extracurricular Staff**
    - \* This new pink form is for both Certified Employees and Para-Professionals from the community that have no other employment relationship with the District. This form outlines basic requirements of all coaching staff. This form is kept on file at the school and is subject to audit.
- b. Para-Professional**
- i. **Para-Professional Caching or Services Agreement**
    - \* This is basically the same white form used last year for Para-Professionals. This form is submitted to Accounts Payable to authorize payment.
  - ii. **Agreement for Para-Professionals and Certified Extracurricular Staff**
    - \* This new pink form is for both Certified Employees and Para-Professionals from the community that have no other employment relationship with the District. This form outlines basic requirements of all extracurricular and coaching staff. This form is kept on file at the school and is subject to audit.
- c. Classified Employees**
- i. **Volunteer Classified Employee for Extra Curricular Activities**
    - \* This new light green form outlines Fair Labor Standards requirements that are specific to classified employees, and includes basic requirements of all extracurricular and coaching staff. This form is kept on file at the school and is subject to audit.
  - ii. **Volunteer Classified Employee for Extra Curricular Activities**  
Principal Authorization for Payment
    - \* This new dark green form is submitted to payroll to authorize a nominal fee at the conclusion of the season.

**2. Extended Contracts**

- a. In order for an employee to receive wages for an extended contract, an appropriate form must be filled out and signed by the employee, principal, division head, and administrator of Human Resources.
- b. It is the responsibility of the principal to record the total contract amount and term of contract.
- c. Forms (May be obtained from Human Resources)
  - Classified forms are red
  - Certified forms are buff

**PAY FOR SUMMER SCHOOL**

Please follow these instructions when conducting a Summer School Program in your school:

1. Make sure all Summer School employees have completed appropriate paper work in Human Resources.
2. Requests for payment need to be submitted on a time card.
  - a. Include days worked and rate of pay
  - b. Account Number to be used is: 8100.7.0.10---

It is not necessary to send a check to the District at the same time the time cards are submitted to Payroll.
3. When to send check for wages
  - a. When Principal's Budget Report comes you will note that Summer School wages have been charged to the 8100.007.0000.10--- account.

- b. As 8100.007. account is reconciled, this amount should be included in check sent to the District.
- c. Send only one check per month to cover these charges.

### **PROFESSIONAL DEVELOPMENT DAYS**

Three (3) Professional Dev. Days (PDD) , August 17, October 5 and February 5 (FY 2009-10) have been negotiated for all teachers. Days are principal directed and will be paid in November for dates August 17 and October 5<sup>th</sup> and March for February 5<sup>th</sup>. **Teachers will be paid for a full day regardless of FTE, with Interns receiving 50%.**

### **MENTOR PAYMENT**

Mentors are paid in April of the school year. Mentors will be paid \$150.00 for first year educators, \$80.00 for second year educators and \$40.00 for third year educators.

### **FAIR LABOR STANDARDS ACT**

General Information for Time and Attendance Secretaries

1. In accordance with the Fair Labor Standards Act regarding overtime and becoming effective April 15, 1986, attached is a copy of the form to authorize compensating time off.
2. All overtime worked and Compensating Time Off, or "CTO," must be reported to the school payroll secretary. The employee will fill out an OVERTIME/TIME OFF OR COMPENSATING TIME OFF form. (See following form.) The employee keeps the pink copy, the yellow is retained by the supervisor, and the white copy will be given to the payroll secretary. (Sample is following)
3. It is the responsibility of the Time & Attendance Secretary to keep an accurate record of all overtime worked and time off, or compensating time off taken.
4. All overtime paid must have prior approval from a cabinet level person and must be submitted on a green time card for payment.
5. Compensating time off taken after the work week is computed at one and one-half hours for each hour of overtime worked. Time off given within a work week is computed at straight time (i.e., only 40 hours worked within the work week). A work week is from Saturday morning to the following Friday evening.

[See District Forms for Overtime Card form](#)

[See District Forms for Overtime/Time Off or Compensating Time Off form](#)

## **GUIDELINES FOR SUBSTITUTE TEACHER PAYROLL**

1. The only time a substitute teacher should be charged to the school's substitute teacher account (1000.132.0.10.-) is when the regular teacher is ill or has taken personal leave.
2. Teachers attending special meetings sponsored by the district should provide accounting information to the payroll secretary at the school at the time the substitute is requested. If necessary, the teacher can contact the department at the district office who is responsible for the activity to obtain this information. Charges sponsored by the district will need district office supervisor approval. The account number is entered into the computer for approval processing.
3. Periodically, teachers will perform a service for the school and a substitute teacher is used in the classroom. The principal must provide the payroll secretary with an appropriate account number from school funds to pay the cost of a substitute in those particular instances. An example of this is a teacher going to Clear Creek, or a debate teacher traveling with the debate team. The substitutes should be charged to the school's Special Activity Fund (8100.7.0.10.)
4. Teachers are often asked to participate in "outside of the district" meetings, seminars or workshops. In these types of meetings the "outside" group will pay the cost of the substitute. When teachers attend these meetings they are given information regarding where to send the invoice to receive reimbursement. An example of this would be a teacher serving on the Utah State Office of Education Curriculum Committee and they meet once a month. Another example would be teachers attending a health conference.
5. On "outside of the district" substitutes Jackie Ketchersid will invoice the different entities for you if you will send her the billing information. If Jackie is going to do this for your school you need to charge the substitute to this account 8100.9.0.10.890. The responsibility for collection then becomes the district's and you don't need to worry about it. Substitutes charged to this account without proper paperwork sent in will be denied and it will be sent back to the school.

If you would like to invoice the outside entity you will need to charge the substitute to your Student Activity account (8100.7.0.10.-). When the check is received you will credit your school administration/management account.

6. When billing, remember that the cost for your substitute teacher must include benefits, (Social Security and Disability Insurance). When the wrong amount is invoiced to the different entities the school is responsible for the difference in amount.
7. Enter all time cards into the computer to keep all records accurate.

## **REPORTING OF OVERTIME ON T&A**

1. Jean Smith, worked four hours of overtime on Friday, Feb. 22. The secretary indicated this on the T&A form. Jean is the mother of 20 children and elects to take compensating time off or CTO. CTO is granted at time and half if it cannot be taken during the work week. (Work week is Saturday to Friday) Jean worked four hours overtime so she took six hours off on Wednesday, February 27.
2. John Jones had to work "3" hours of overtime for an emergency situation when a student blew up the toilet. This blow up happened on Monday, Feb. 13. On Friday, Feb. 17, John left work three hours early to take his time off within the same 40-hour work week.

3. Bill Johnson received permission from his supervisor to leave work two hours early, on Monday for a personal problem and worked to make up the time Tuesday. (Note: This practice may only be done in the work week of Saturday to Friday night.)
4. Overtime is determined to be anything in excess of 40 hours worked in a week. Check the Fair Labor Standards Act for exceptions.

### **MANDATORY DIRECT DEPOSIT**

Direct deposit is mandatory for all employees. Those employees who are not able to personally obtain a checking or savings account may have funds deposited into a family member's account. Please call Christine Huggard in Payroll if you have any questions (801) 610-8402.

(sample letter)  
(your school letterhead)

# ***MEMORANDUM***

TO: All Staff

FROM: (your principal or administrator)

DATE: (current date)

SUBJECT: Comp Time

We are indeed grateful for those willing to put in the time needed to solve problems and complete essential tasks for the school, especially during certain crunch periods! The administration **must** have the opportunity to assess the overall long-term impact of each incident where extra hours are needed to complete necessary school projects in a timely manner. In as much as possible, we will avoid approving any "overtime" situations because of the negative effect of having to grant 1½ hours off at a later date for all time worked above 40 hours in a work-week. Extra work hours must be managed very tightly by the administration because allowing such additional work time significantly reduces the hours available for completing the "regular" work that must be done on a daily basis. Therefore, employees need to forecast such "necessary overtime" incidents so we can analyze the need and impact of each situation and avoid last minute desperate decisions that may reflect negatively on our overall mission at a later time.

If any personal record is kept of comp time, it should agree to the official record maintained on the monthly employee check stub. Please review your pay stub and report monthly to payroll any comp time discrepancies.

## **Summary of Comp Time Procedures**

"Comp" time is accrued after 40 hours have been worked in one recorded work week (Sat. thru Friday). It is compensated at the rate of 1 & ½ times for all hours actually worked above 40. Vacation, holidays, sick and personal leave taken do not count toward the 40-hour work week to compute comp time. The 40-hour time allotment in the federal law governing classified employees allows for employers to have employees work extended shifts such as four ten-hour shifts in a work week or other combinations that keep the total hours worked by an employee during a work week at, or under, the 40-hour level, which best serves the needs of the business. It also allows for adjustments in work schedules during any given work week. In some cases, immediate adjustments in the daily work schedule may be made to prevent the accrual of 40 hours during the work week (Sat. thru Friday), such as giving an employee two hours off the day following (or before) a necessary two-hour extension of the usual work day, or some similar adjustment.

The old Alpine District policy required that earned compensatory time be taken off during the same pay period as it was earned in. That is no longer the case, but, any compensatory time to be taken off must be approved by the principal (or designee). Requests to use earned compensatory time off will most likely be approved for periods when it will have the least negative effect on school functions, and require the least number of consecutive hours or days possible in a single absence.

As we have discussed in the past, classified employees have an official form to use for getting authorization to work beyond an assigned contract (or non-contract) time. Anyone feeling the necessity to work beyond their regularly set schedule, needs administrative approval to do so. We would not like to be in a situation where work is self-authorized and then have questionable eligibility for compensation. Also, proper recording of the extra time needed to complete required work is needed for District analysis of future school needs, and to insure employee's approved "overtime" is properly compensated.

Generally, holiday work is limited to emergencies that relate to maintenance and custodial employees at the school plant. Time and a half comp time is given for working on a holiday as published by the school District without regard to the over 40 hours worked provision, for example:

Over the Thanksgiving weekend if an employee works Friday and Saturday the total hours actually worked would not be in excess of forty hours, therefore, the employee would be compensated at straight time. If the employee worked Thanksgiving day, compensation would be time and a half.

Holidays published and observed by the District that would be generally considered a time-and-a half compensation are:

New Years Day	Human Rights Day	Pioneer Day
Memorial Day	Independence Day	Thanksgiving
Labor Day	President's Day	Christmas

### **PAYROLL QUESTIONS - Who to Call:**

Lori Adams - 610-8422

- Time cards
- Stop Payment on checks

Dee Ann Francom - 610-8438

- Voluntary deductions
- Absences

Jackie Ketchersid - 610-8489

- Contracts
- Addenda's and Extended Contracts

Christine Huggard - 610-8402

- Direct deposit
- Employment verifications
- Retirement research
- W-4 & W-2 forms

Dr. Vern Henshaw, Superintendent  
BOARD OF EDUCATION: JoDee Sundberg, President; Andrea Forsyth, Vice-President;  
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