

CHAPTER 6.00 – HUMAN RESOURCES

SALARY SCHEDULES

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- I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the School Board, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
- II. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty at the rate of one and one-half times the regular rate of pay for the service performed or shall be provided compensatory time (premium time).

Any employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

- III. The Board will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.
 - A. The Board may make certain other salary deductions when employees or groups of employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.
 - B. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.
 - C. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.
 - D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
 - E. When amounts have been correctly deducted and remitted by the Board, the Board shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-17, 16-13-231.1,
16-22-6, 16-22-17**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-2-1-.01

HISTORY:

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GALA, GALAD, GALD**