

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.4 R2

Effective Date: 10/28/08

Revised Date: 11/15/10 *Denotes change

Section: PERSONNEL

Subject: Communication of a Reduction in Employee Compensation

Related Policy:

I. DEFINITIONS

II. PROCEDURES

When an employee's pay is reduced by a change determined by the Board of Education, (such as a change in calendar, etc.) or by a change in duties, responsibilities, etc. the immediate supervisors/or principals will be notified of these changes by the Finance Director to ensure that the reduction is warranted.

Examples: A special education assistant is paid an additional 60 cents for special services and that service is discontinued or an employee changes from 11 months to 10 months or from 8 hrs. to 7 hrs.

Prior to making a reduction in pay for any employee, the Director of Schools must approve the reduction.

1. The Budget Director will complete the reduction in compensation form and submit it to the *Personnel Department.
2. The *Personnel Department will approve the reduction based on wage/hr. laws, etc. and will submit it to the Director of Schools.
3. Once it is approved, the *Personnel Department will send a copy to the budget director, the payroll office and to the immediate supervisor.
4. The employee will be notified in writing (copy of the form) of the change by the immediate supervisor before the beginning of the contract year for that position.

III. ATTACHMENTS

1. 5.4Addendum-A Reduction in Employee Compensation Form

Signature on File

Jacob Sorrells, Director of Schools