Holmes District School Board

701 E. Pennsylvania Ave.
Bonifay, FL 32425

2022-2023
Non-Instructional, Support, & Student Services
Salary Schedule - Amended

Amended 12/13/2022

SCHOOL PSYCHOLOGY & THERAPY RELATED FIELDS

Step	239 Days	196 Days	190 Days	
	School Psychologist	Certified Speech Language Pathologist Assistant	Non-Instructional Social Worker	Occupational Therapist
0	59,320.00	42,668.00	32,668.00	48,600.00
1	59,800.00	42,668.00	33,068.00	49,000.00
2	60,280.00	42,668.00	33,468.00	49,400.00
3	60,760.00	42,668.00	33,868.00	49,800.00
4	61,240.00	42,668.00	34,268.00	50,200.00
5	61,720.00	42,668.00	34,668.00	50,600.00
6	62,200.00	42,668.00	35,068.00	51,000.00
7	62,680.00	42,668.00	35,468.00	51,400.00
8	63,160.00	42,668.00	35,868.00	51,800.00
9	63,640.00	42,668.00	36,268.00	52,200.00
10	64,120.00	42,668.00	36,668.00	52,600.00
11	64,600.00	42,668.00	37,068.00	53,000.00
12	65,080.00	43,025.00	37,468.00	53,400.00
13	65,560.00	44,025.00	37,868.00	53,800.00
14	66,040.00	45,025.00	38,268.00	54,200.00
15	66,520.00	46,025.00	38,668.00	54,600.00
16	67,000.00	47,025.00	39,068.00	55,000.00
17	67,480.00	48,025.00	39,468.00	55,400.00
18	67,960.00	49,025.00	39,868.00	55,800.00
19	68,440.00	49,625.00	40,268.00	56,200.00
20	68,920.00	50,225.00	40,668.00	56,600.00
21	69,400.00	50,225.00	41,068.00	57,000.00
22	69,880.00	50,225.00	41,468.00	57,400.00
23	70,360.00	50,225.00	41,868.00	57,800.00
24	70,840.00	50,225.00	42,268.00	58,200.00
25	71,320.00	50,225.00	42,668.00	58,600.00
26	71,800.00	50,225.00	43,068.00	59,000.00
27	72,280.00	50,225.00	43,468.00	59,400.00

*District personnel will work 7 hours per day and school based personnel will work 7.5 hours per day.

**Salaries are based on the negotiated grandfathered teacher salary schedule.

Certified Occupational Therapist Assistant	29.03 per hour
Supplements:	**Amount**
Therapy Related State License	$6,000.00
Therapy Assistant (BA and Stated Licensed)	$1,000.00
Masters Degree Supplement*	$2,660.00
Ed Specialist Degree Supplement*	$3,568.00
Doctorate Degree Supplement*	$4,736.00

*See 1012.22 Florida Statutes, add 20% for 12 month position and 10% for 11 month position.

FACILITIES & MAINTENANCE

7/1/2022 - 9/30/2022

Step	239 Days				190 days
	Maintenance I	Maintenance II	Deliv. Clerk I	Custodian	Custodian
0	19.50	17.60	20.66	12.09	12.09
1	19.75	17.85	20.89	12.21	12.21
2	20.00	18.10	21.12	12.33	12.33
3	20.25	18.35	21.35	12.45	12.45
4	20.50	18.60	21.58	12.57	12.57
5	20.75	18.85	21.81	12.69	12.69
6	21.00	19.10	22.04	12.81	12.81
7	21.25	19.35	22.27	12.93	12.93
8	21.50	19.60	22.50	13.05	13.05
9	21.75	19.85	22.73	13.17	13.17
10	22.00	20.10	22.96	13.29	13.29
11	22.25	20.35	23.19	13.41	13.41
12	22.50	20.60	23.42	13.73	13.73
13	22.75	20.85	23.65	14.05	14.05
14	23.00	21.10	23.88	14.37	14.37
15	23.25	21.35	24.11	14.69	14.69
16	23.50	21.60	24.34	15.01	15.01
17	23.55	21.65	24.44	15.05	15.05
18	23.60	21.70	24.54	15.09	15.09
19	23.65	21.75	24.64	15.13	15.13
20	23.70	21.80	24.74	15.17	15.17
21	23.75	21.85	24.84	15.21	15.21
22	23.80	21.90	24.89	15.25	15.25
23	23.85	21.95	24.94	15.29	15.29
24	23.90	22.00	24.99	15.33	15.33
25	23.95	22.05	25.04	15.37	15.37

*District personnel will work 7 hours per day and school based personnel will work 7.5 hours per day.

Supplements:	**Amount**	**Period**
Head Custodian - Facilities over 1,000 FTE	$4,800.00	Annually
Gap Custodial	$36.63	Daily

Other Pay:	**Amount**	**Period**
Custodian -- Per Day	30.00	Daily
Additional Summer Custodial	Min. Wage-$25	Hourly

FACILITIES & MAINTENANCE

10/1/2022 - 6/30/2023

Step	239 Days				190 days
	Maintenance I	Maintenance II	Deliv. Clerk I	Custodian	Custodian
0	19.50	17.60	20.66	15.00	15.00
1	19.75	17.85	20.89	15.00	15.00
2	20.00	18.10	21.12	15.00	15.00
3	20.25	18.35	21.35	15.00	15.00
4	20.50	18.60	21.58	15.00	15.00
5	20.75	18.85	21.81	15.00	15.00
6	21.00	19.10	22.04	15.00	15.00
7	21.25	19.35	22.27	15.00	15.00
8	21.50	19.60	22.50	15.00	15.00
9	21.75	19.85	22.73	15.00	15.00
10	22.00	20.10	22.96	15.00	15.00
11	22.25	20.35	23.19	15.00	15.00
12	22.50	20.60	23.42	15.00	15.00
13	22.75	20.85	23.65	15.00	15.00
14	23.00	21.10	23.88	15.00	15.00
15	23.25	21.35	24.11	15.00	15.00
16	23.50	21.60	24.34	15.01	15.01
17	23.55	21.65	24.44	15.05	15.05
18	23.60	21.70	24.54	15.09	15.09
19	23.65	21.75	24.64	15.13	15.13
20	23.70	21.80	24.74	15.17	15.17
21	23.75	21.85	24.84	15.21	15.21
22	23.80	21.90	24.89	15.25	15.25
23	23.85	21.95	24.94	15.29	15.29
24	23.90	22.00	24.99	15.33	15.33
25	23.95	22.05	25.04	15.37	15.37

*District personnel will work 7 hours per day and school based personnel will work 7.5 hours per day.

Supplements:	**Amount**	**Period**
Head Custodian - Facilities over 1,000 FTE	$4,800.00	Annually
Gap Custodial	$45.00	Daily

Other Pay:	**Amount**	**Period**
Custodian -- Additional Custodial	15.00	Hourly
Additional Summer Custodial	Min. Wage-$25	Hourly

TRANSPORTATION

7/1/2022 - 9/30/2022

Step	239 Days		180 Days
	Mechanic I	Mechanic II	Bus Drivers
0	21.15	18.05	18.30
1	21.38	18.28	18.66
2	21.61	18.51	19.02
3	21.84	18.74	19.38
4	22.07	18.97	19.74
5	22.30	19.20	20.10
6	22.53	19.43	20.46
7	22.76	19.66	20.82
8	22.99	19.89	21.18
9	23.22	20.12	21.54
10	23.45	20.35	21.90
11	23.68	20.58	22.26
12	23.91	20.81	22.62
13	24.14	21.04	22.98
14	24.37	21.27	23.34
15	24.60	21.50	23.70
16	24.83	21.73	24.06
17	25.06	21.83	24.12
18	25.29	21.93	24.18
19	25.52	22.03	24.24
20	25.62	22.13	24.30
21	25.72	22.23	24.36
22	25.82	22.33	24.42
23	25.92	22.43	24.48
24	26.02	22.53	24.54
25	27.08	22.63	24.60

*District personnel will work 7 hours per day and bus drivers will work 3.5 hours per day.

Supplements:	**Amount**	
Mechanic State Inspector	$2,400.00	
Bus Driver Supplement	$11,529.00	
Other Pay:	**Amount**	**Period**
Transportation of Choice Students	$10.00	Day
Transportation District Bus Inspection (Outlying Schools	$10.00	Trip
Transportation Physical Exam	$10.00	Trip
Transporting Handicapped and Attendant	$30.00	Day
Handicapped Bus Attendant - Longer Routes	$34.28	Day
Field Trips - Bus Drivers	$35-$85	Trip
WINGS Bus Drivers, Aides	$12.00	Hour

TRANSPORTATION

10/1/2022 - 6/30/2023

Step	239 Days		180 Days
	Mechanic I	Mechanic II	Bus Drivers
0	21.15	18.05	18.30
1	21.38	18.28	18.66
2	21.61	18.51	19.02
3	21.84	18.74	19.38
4	22.07	18.97	19.74
5	22.30	19.20	20.10
6	22.53	19.43	20.46
7	22.76	19.66	20.82
8	22.99	19.89	21.18
9	23.22	20.12	21.54
10	23.45	20.35	21.90
11	23.68	20.58	22.26
12	23.91	20.81	22.62
13	24.14	21.04	22.98
14	24.37	21.27	23.34
15	24.60	21.50	23.70
16	24.83	21.73	24.06
17	25.06	21.83	24.12
18	25.29	21.93	24.18
19	25.52	22.03	24.24
20	25.62	22.13	24.30
21	25.72	22.23	24.36
22	25.82	22.33	24.42
23	25.92	22.43	24.48
24	26.02	22.53	24.54
25	27.08	22.63	24.60

*District personnel will work 7 hours per day and bus drivers will work 3.5 hours per day.

Supplements:	**Amount**	
Mechanic State Inspector	$2,400.00	
Bus Driver Supplement	$11,529.00	
Other Pay:	**Amount**	**Period**
Transportation of Choice Students	$10.00	Day
Transportation District Bus Inspection (Outlying Schools	$10.00	Trip
Transportation Physical Exam	$10.00	Trip
Transporting Handicapped and Attendant	$52.50	Day
Handicapped Bus Attendant - Longer Routes	$60.00	Day
Field Trips - Bus Drivers	$35-$85	Trip
WINGS Bus Drivers, Aides	$15.00	Hour

DISTRICT SUPPORT POSITIONS

Based on 239 days

7/1/2022 - 9/30/2022

Step	239 Days			190 Days
	Technology Assistant	Accountant/ Superintendent Secretary	District Data/ Admin Secretary/ Accounting Clerk	Staffing Assistant
0	20.05	17.35	13.10	12.73
1	20.34	17.65	13.40	12.90
2	20.63	17.95	13.70	13.15
3	20.92	18.25	14.00	13.45
4	21.21	18.55	14.30	13.75
5	21.50	18.85	14.60	14.05
6	21.79	19.15	14.90	14.35
7	22.08	19.45	15.20	14.65
8	22.37	19.75	15.50	14.95
9	22.66	20.05	15.80	15.25
10	22.95	20.35	16.10	15.55
11	23.24	20.65	16.40	15.85
12	23.53	20.95	16.70	16.15
13	23.82	21.25	17.00	16.45
14	24.11	21.55	17.30	16.75
15	24.40	21.85	17.60	17.05
16	24.69	22.15	17.90	17.35
17	24.74	22.20	17.95	17.40
18	24.79	22.25	18.00	17.45
19	24.84	22.30	18.05	17.50
20	24.89	22.35	18.10	17.55
21	24.94	22.40	18.15	17.60
22	24.99	22.45	18.20	17.65
23	25.04	22.50	18.25	17.70
24	25.09	22.55	18.30	17.75
25	25.14	23.05	18.35	17.81

*District personnel will work 7 hours per day and school based personnel will work 7.5 hours per day.

Supplements:	**Amount**
District Support Specialist (VPK, Data, Payroll, ESE)	$2,000.00
Technology Coordinator	$6,000.00

College Credit in a Related Field*	**Amount**
A.A. Degree, A.S. Degree, or 60 Hours	$1.00 per hour
Bachelors Degree	$2.00 per hour

*Must be from an accredited institution.

DISTRICT SUPPORT POSITIONS

Based on 239 days

10/1/2022 - 6/30/2023

Step	239 Days			190 Days
	Technology Assistant	Accountant/ Superintendent Secretary	District Data/ Admin Secretary/ Accounting Clerk	Staffing Assistant
0	20.05	17.35	15.00	15.00
1	20.34	17.65	15.00	15.00
2	20.63	17.95	15.00	15.00
3	20.92	18.25	15.00	15.00
4	21.21	18.55	15.00	15.00
5	21.50	18.85	15.00	15.00
6	21.79	19.15	15.00	15.00
7	22.08	19.45	15.20	15.00
8	22.37	19.75	15.50	15.00
9	22.66	20.05	15.80	15.25
10	22.95	20.35	16.10	15.55
11	23.24	20.65	16.40	15.85
12	23.53	20.95	16.70	16.15
13	23.82	21.25	17.00	16.45
14	24.11	21.55	17.30	16.75
15	24.40	21.85	17.60	17.05
16	24.69	22.15	17.90	17.35
17	24.74	22.20	17.95	17.40
18	24.79	22.25	18.00	17.45
19	24.84	22.30	18.05	17.50
20	24.89	22.35	18.10	17.55
21	24.94	22.40	18.15	17.60
22	24.99	22.45	18.20	17.65
23	25.04	22.50	18.25	17.70
24	25.09	22.55	18.30	17.75
25	25.14	23.05	18.35	17.81

*District personnel will work 7 hours per day and school based personnel will work 7.5 hours per day.

Supplements:	**Amount**
District Support Specialist (VPK, Data, Payroll, ESE)	$2,000.00
Technology Coordinator	$6,000.00

College Credit in a Related Field*	**Amount**
A.A. Degree, A.S. Degree, or 60 Hours	$1.00 per hour
Bachelors Degree	$2.00 per hour

*Must be from an accredited institution.

SCHOOL-BASED SUPPORT

7/1/2022 - 9/30/2022

Step	190 Days			180 Days	
	Receptionist/ School Secretary	School Secretary	Bookkeeper/ Data Records	Data II (2)	Data I (1)
0	11.15	11.40	12.25	13.30	13.95
1	11.30	11.65	12.53	13.58	14.23
2	11.45	11.90	12.81	13.86	14.51
3	11.60	12.15	13.09	14.14	14.79
4	11.75	12.40	13.37	14.42	15.07
5	11.90	12.65	13.65	14.70	15.35
6	12.15	12.90	13.93	14.98	15.63
7	12.40	13.15	14.21	15.26	15.91
8	12.65	13.40	14.49	15.54	16.19
9	12.90	13.65	14.77	15.82	16.47
10	13.15	13.90	15.05	16.10	16.75
11	13.40	14.15	15.33	16.38	17.03
12	13.65	14.40	15.61	16.66	17.31
13	13.90	14.65	15.89	16.94	17.59
14	14.15	14.90	16.17	17.22	17.87
15	14.40	15.15	16.45	17.50	18.15
16	14.65	15.40	16.73	17.78	18.43
17	14.72	15.45	16.78	17.83	18.48
18	14.79	15.50	16.83	17.88	18.53
19	14.86	15.55	16.88	17.93	18.58
20	14.93	15.60	16.93	17.98	18.63
21	15.00	15.65	16.98	18.03	18.68
22	15.07	15.70	17.03	18.08	18.73
23	15.14	15.75	17.08	18.13	18.78
24	15.21	15.80	17.13	18.18	18.83
25	15.28	15.85	17.18	18.23	18.88

*School based personnel will work 7.5 hours per day.

(1) Data I designation dependent on the completion of 90 semester hours from an Accredited Institution.

(2) Data II designation dependent on the completion of 60 semester hours from an Accredited Institution.

SCHOOL-BASED SUPPORT

10/1/2022 - 6/30/2023

Step	190 Days			180 Days	
	Receptionist/ School Secretary	School Secretary	Bookkeeper/ Data Records	Data II (2)	Data I (1)
0	15.00	15.00	15.00	15.00	15.00
1	15.00	15.00	15.00	15.00	15.00
2	15.00	15.00	15.00	15.00	15.00
3	15.00	15.00	15.00	15.00	15.00
4	15.00	15.00	15.00	15.00	15.07
5	15.00	15.00	15.00	15.00	15.35
6	15.00	15.00	15.00	15.00	15.63
7	15.00	15.00	15.00	15.26	15.91
8	15.00	15.00	15.00	15.54	16.19
9	15.00	15.00	15.00	15.82	16.47
10	15.00	15.00	15.05	16.10	16.75
11	15.00	15.00	15.33	16.38	17.03
12	15.00	15.00	15.61	16.66	17.31
13	15.00	15.00	15.89	16.94	17.59
14	15.00	15.00	16.17	17.22	17.87
15	15.00	15.15	16.45	17.50	18.15
16	15.00	15.40	16.73	17.78	18.43
17	15.00	15.45	16.78	17.83	18.48
18	15.00	15.50	16.83	17.88	18.53
19	15.00	15.55	16.88	17.93	18.58
20	15.00	15.60	16.93	17.98	18.63
21	15.00	15.65	16.98	18.03	18.68
22	15.07	15.70	17.03	18.08	18.73
23	15.14	15.75	17.08	18.13	18.78
24	15.21	15.80	17.13	18.18	18.83
25	15.28	15.85	17.18	18.23	18.88

*School based personnel will work 7.5 hours per day.

(1) Data I designation dependent on the completion of 90 semester hours from an Accredited Institution.
(2) Data II designation dependent on the completion of 60 semester hours from an Accredited Institution.

PARAPROFESSIONALS

7/1/2022 - 9/30/2022

Step	190 Days			180 Days
	Aide I (1)	Aide II (2)	Lab Assistant	Aide III
0	12.72	11.90	12.73	10.70
1	12.87	12.05	12.90	10.85
2	13.02	12.20	13.15	11.00
3	13.22	12.40	13.45	11.20
4	13.42	12.60	13.75	11.40
5	13.62	12.80	14.05	11.60
6	13.82	13.00	14.35	11.80
7	14.02	13.20	14.65	12.00
8	14.22	13.40	14.95	12.20
9	14.47	13.65	15.25	12.45
10	14.72	13.90	15.55	12.70
11	14.97	14.15	15.85	12.95
12	15.22	14.40	16.15	13.20
13	15.52	14.70	16.45	13.50
14	15.82	15.00	16.75	13.80
15	16.17	15.35	17.05	14.10
16	16.52	15.70	17.35	14.40
17	16.87	16.05	17.40	14.70
18	16.92	16.10	17.45	14.75
19	16.97	16.15	17.50	14.80
20	17.02	16.20	17.55	14.85
21	17.07	16.25	17.60	14.90
22	17.12	16.30	17.65	14.95
23	17.17	16.35	17.70	15.00
24	17.22	16.40	17.75	15.05
25	17.27	16.45	17.81	15.10

*School based personnel will work 7.5 hours per day.

(1) Aide I designation dependent on the completion of 90 semester hours from an Accredited Institution.

(2) Aide II designation dependent on the completion of 60 semester hours from an Accredited Institution.

PARAPROFESSIONALS

10/1/2022 - 6/30/2023

Step	190 Days			180 Days
	Aide I (1)	Aide II (2)	Lab Assistant	Aide III
0	15.00	15.00	15.00	15.00
1	15.00	15.00	15.00	15.00
2	15.00	15.00	15.00	15.00
3	15.00	15.00	15.00	15.00
4	15.00	15.00	15.00	15.00
5	15.00	15.00	15.00	15.00
6	15.00	15.00	15.00	15.00
7	15.00	15.00	15.00	15.00
8	15.00	15.00	15.00	15.00
9	15.00	15.00	15.25	15.00
10	15.00	15.00	15.55	15.00
11	15.00	15.00	15.85	15.00
12	15.22	15.00	16.15	15.00
13	15.52	15.00	16.45	15.00
14	15.82	15.00	16.75	15.00
15	16.17	15.35	17.05	15.00
16	16.52	15.70	17.35	15.00
17	16.87	16.05	17.40	15.00
18	16.92	16.10	17.45	15.00
19	16.97	16.15	17.50	15.00
20	17.02	16.20	17.55	15.00
21	17.07	16.25	17.60	15.00
22	17.12	16.30	17.65	15.00
23	17.17	16.35	17.70	15.00
24	17.22	16.40	17.75	15.05
25	17.27	16.45	17.81	15.10

*School based personnel will work 7.5 hours per day.

(1) Aide I designation dependent on the completion of 90 semester hours from an Accredited Institution.

(2) Aide II designation dependent on the completion of 60 semester hours from an Accredited Institution.

FOOD SERVICE

Based on 182 days - 7.5 Hours/Day

7/1/2022 - 9/30/2022

	Food Service Worker
0	10.90
1	11.05
2	11.20
3	11.45
4	11.70
5	11.95
6	12.20
7	12.45
8	12.70
9	12.95
10	13.20
11	13.45
12	13.70
13	13.95
14	14.20
15	14.50
16	14.80
17	15.05
18	15.10
19	15.15
20	15.20
21	15.25
22	15.30
23	15.35
24	15.40
25	15.45

Supplements:		**Amount**
Lunchroom Certification (Managers)		$300.00
Lunchroom Certification (Others)		$200.00
Lunchroom Manager (1 per school)		
Based on Meals Served:	0 - 199 Meals Served	$1,273.00
	200 - 399 Meals Served	$1,487.00
	400 - 599 Meals Served	$1,701.00
	600 - 799 Meals Served	$1,915.00
	800 - 999 Meals Served	$2,129.00
	1,000+ Meals Served	$2,343.00

FOOD SERVICE

Based on 182 days - 7.5 Hours/Day

7/1/2022 - 9/30/2022

	Food Service Worker
0	15.00
1	15.00
2	15.00
3	15.00
4	15.00
5	15.00
6	15.00
7	15.00
8	15.00
9	15.00
10	15.00
11	15.00
12	15.00
13	15.00
14	15.00
15	15.00
16	15.00
17	15.05
18	15.10
19	15.15
20	15.20
21	15.25
22	15.30
23	15.35
24	15.40
25	15.45

Supplements:		**Amount**
Lunchroom Certification (Managers)		$300.00
Lunchroom Certification (Others)		$200.00
Lunchroom Manager (1 per school)		
Based on Meals Served:	0 - 199 Meals Served	$1,273.00
	200 - 399 Meals Served	$1,487.00
	400 - 599 Meals Served	$1,701.00
	600 - 799 Meals Served	$1,915.00
	800 - 999 Meals Served	$2,129.00
	1,000+ Meals Served	$2,343.00

SUBSTITUTES & HOURLY

Description	Period	Amount	
Substitutes:		**7/1-9/30**	**10/1-6/30**
Doctorate	Hour	15.85	15.85
Educational Specialist	Hour	15.55	15.55
Masters	Hour	15.35	15.35
Bachelors	Hour	15.05	15.05
90 Semester Hours	Hour	10.75	15.00
60 Semester Hours	Hour	10.50	15.00
No Rank	Hour	10.25	15.00
Non-Instructional Substitute	Hour	Min. Wage	Min. Wage
FCAT Proctor	Hour	10.00	15.00
Substitute Bus Drivers	Day	50.00	52.50
WINGS Other	Hour	Min. Wage	Min. Wage

Mandatory Workshops/Training:		**Hourly**
Instructional, 17.50 per hour limit of $100 per day.	Hour	17.50
Non-instructional, limit of 8 hours per day.	Hour	Min. Wage
Bus Drivers	Hour	Min. Wage

Other Pay:		**Hourly**
Summer Support	Hour	Min. Wage-$25
Additional Summer Custodial	Hour	Min. Wage-$25
Other Approved Hourly	Hour	Min. Wage
Summer Receptionist - 262.5 Hour Limit	Hour	Min. Wage
Adjunct Virtual Teacher - Paid by Segment	Completion	150.00

ADDITIONAL DUTY DAYS

The positions below have approved duty days outside of their normal contract period. These days will run from July - June for each year.

Position	School Type	# of Days
Data I	All Schools	15
Data II	All Schools	15
Student Records Data Entry	All Schools	15
Bookkeeper	All Schools	10

Position	# of Positions	# of Days
District Food Service Menu & Nutrition Manager	1	8

PAYROLL PERIODS

I. Twelve Month Employees

A. Timesheets are due in the Finance Department by 10:00 A.M. the 1st and 16th of each month for the preceding payroll period.

B. Direct deposits shall be made on the 1st and 16th of each month with the following exception, June 30th rather than July 1st.

C. Any date for which direct deposit is scheduled to be made that falls on a weekend or holiday, the deposit shall be made on the day preceding the weekend or holiday.

II. Ten and Eleven Month Employees

A. Timesheets are due in the Finance Department by 10:00 A.M. the 1st and 16th of each month for the preceding payroll period.

B. Direct deposits shall be made on the 1st and 16th of each month with the following exceptions:

1. The first direct deposit for employees who work 190 or 196 days will be made on August 16th.
2. The first direct deposit for employees who work 180 or 182 days will be made on September 1st.
3. The balance due for fiscal year earnings is to be made on June 30th.

C. Any date for which direct deposit is scheduled to be made that falls on a weekend or holiday, the deposit shall be made on the day preceding the weekend or holiday.

III. Substitutes

Substitutes are to be reported with the timesheets submitted to the Finance Department and direct deposits are to be made on the 1st and 16th of each month.

IV. Other Relevant Information

A. All regularly hired employees will received semi-monthly checks, equal to the annual salary divided by 24.

B. Payment is not permitted for services rendered in excess of the listed hours per day for any regular, part-time, or substitute position unless approved by the Superintendent.

C. Hours for any position or combined positions are not to exceed 40 hours per week.

D. All personnel reemployed after retirement from any employer will be allowed qualified experience on the salary schedule, not to exceed 7 years.