

**SCOTT COUNTY SCHOOLS
2016-2017 PAY DATE SCHEDULE**

**Weeks in
Pay**

<u>Period</u>	<u>Pay Period</u>		<u>Pay Date</u>
		Base Only	July 8, 2016
School Year Employees Contract Pay (23rd of 24 Payments)			July 8, 2016
School Year Employees Final Pay FY2015 Contract			July 25, 2016
1	7/1 - 7/3		July 25, 2016
2	7/4 - 7/17		August 10, 2016
First Pay for School Year Employees			August 11, 2016
2	7/18 - 7/31		August 25, 2016
2	8/1 - 8/14		September 9, 2016*
2	8/15 - 8/28		September 23, 2016
2	8/29 - 9/11		October 7, 2016
2	9/12 - 9/25		October 25, 2016
3	9/26 - 10/16		November 10, 2016
2	10/17 - 10/30		November 23, 2016
2	10/31 - 11/13		December 9, 2016
2	11/14 - 11/27		December 22, 2016
2	11/28 - 12/11		January 10, 2017
3	12/12 - 1/1		January 25, 2017
2	1/2 - 1/15		February 10, 2017
2	1/16 - 1/29		February 24, 2017
2	1/30 - 2/12		March 10, 2017
2	2/13 - 2/26		March 24, 2017
2	2/27 - 3/12		April 10, 2017
2	3/13 - 3/26		April 25, 2017
3	3/27 - 4/16		May 10, 2017
2	4/17 - 4/30		May 25, 2017**
2	5/1 - 5/14		June 9, 2017
3	5/15 - 6/4		June 23, 2017
3	6/5 - 6/30	Hourly, ROT OVT Only	July 10, 2017
School Year Employees Contract Pay (23rd of 24 Payments)			July 10, 2017
School Year Employees Final Pay FY2017 Contract			July 25, 2017

Reports Due Each Monday for Previous Week

* First pay day for substitutes, co-op students and hourly employees

** School year employees have until May 26, 2017 to request, in writing to the Director of Business & Finance, to have remaining salary paid in accordance with KRS 160.291(1)

WHAT DOES THE PAY PERIOD REPRESENT?

For any employee paid on an hourly basis (classified employees who averages less than 80 hours per month; temporary part-time employees; substitute employees; ESS, etc.) the period of time upon which an employee's pay check is calculated for the corresponding pay date.

Also, the time period that adjustments are made for dock time, sick, emergency or personal leave for that pay date.

Employees contracted for less than 220 days are classified as "school year employees" for pay purposes.

CERTIFIED EMPLOYEES:

All certified salaries are paid in accordance with the attached schedule and are calculated by dividing your annual contract by 24. Your pay should remain the same each time unless you have extra time (ESS, Stipend, etc.) or deductions due to dock time.

CLASSIFIED EMPLOYEES:

Classified personnel who work less than 260 days per year and average 80 hours or more per month are paid 1 / 24 of your annual salary each pay day. Any overtime or dock time is added/deducted from your pay, according to the pay period schedule on the front of this sheet.

Any classified employee who averages less than 80 hours per month are paid hourly, according to the pay period schedule on the front of this sheet.

~ School year employees have until May 26, 2017 to request, in writing to the Director of Business and Finance, to have remaining salary paid in accordance with KRS 160.291(1).

RESIGNATION/TERMINATION:

If an employee resigns or is terminated prior to the end of their contract, their final payroll payment will be issued by check instead of direct deposit.

SCOTT COUNTY SCHOOLS
2016-2017 PAY DATE SCHEDULE
Supplemental Coaching Pay Date Schedule

If a certified or classified coach leaves before the end of the school year:

- 1 Supplemental pay will stop immediately, any remaining salary will be forfeited, and restitution for any services not rendered by said coach may be due.
- 2 No forfeited salary will be made available for redistribution to any remaining coaching staff.

Based on the recognized KHSAA and Middle School season calendar, listed coaches & all paraprofessional coaches will be paid on the following schedule:

- September 9** - *First pay to fall coaches*
- December 9** - *Last pay to fall coaches*
First pay to winter coaches
- April 10** - *Last pay to winter coaches*
First pay to spring coaches
- June 9** - *Last pay to spring coaches*

Paraprofessional Sports/Activities will be paid over 3 payments:

- September 9** - *First payment*
- December 9** - *Second payment*
- April 10** - *Third payment*

Salary due at any of the listed pay dates for paraprofessionals is contingent upon satisfactory completion of all required duties. Coaches not completing time allocated may have salary prorated. Decisions will be final and made by HR and Finance using information from the school. Hourly coaches are paid based on weekly approved time reports as processed through timeclock.