

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

328-AR-0. COMPENSATION

All twelve-month salaried employees will be paid annually in twenty-six (26) equal bi-weekly installments.

Employees working less than twelve (12) months will be paid bi-weekly till their completion of assignments for the school year.

Salary payments will be made by bank deposit, in compliance with Board policy and applicable collective bargaining agreements or individual contract.

District employees are responsible to notify the Business Office regarding attainment of credits that will affect the employee's placement on the salary schedule. The employee will complete the form Notification Of Lateral Movement On Salary Schedule and submit the form in a timely manner.

Extended Employment

Extended employment is defined as the number of days certificated employees are contracted to work in addition to the normal school term.

Extended employment must be approved by the Board and will be recommended by the Superintendent only for those activities necessary to improve the educational programs in the schools.

The length of the work day for extended employees will be established by the Board.