

Payroll Guidelines for Exempt and Non-Exempt Staff

All payroll guidance is based on the following:

Hourly paid staff (non-exempt) are protected under FLSA (Fair Labor Standards Act) Time missed from work can be made up or leave must be taken to be paid.

Salaried staff are exempt from FLSA. Exempt staff are responsible for completing their job responsibilities and accounting for their day.

11/12 Month Exempt	11/12 Month Non-Exempt	10 Month Exempt	10 Month Non-Exempt	10 Month Part-time
Staff who are paid a monthly salary and work 11/12 months	Staff who are paid an hourly wage and work 11/12 months	Staff who are paid a monthly salary and work less than 11/12 months	Staff who are paid an hourly wage and work less than 11/12 months These employees <u>are required</u> to take built in leave days per school calendar.	Staff who are paid an hourly wage and work less than 11/12 months These employees <u>are not required</u> to take built in leave days per school calendar.
Administrators, principals, assistant principals, directors, IPS, 12 month certified staff	Clerical, custodial, office staff, treasurers, facilities and operations, transportation	Certified staff	Teacher assistant, EC job coach, school nutrition, bus driver, clerical, custodial	Clerical, custodial, part-time bus drivers
What do I do when....school is on a delay?				
<p>Essential personnel should report to work at the usual time unless safety is a concern. If arriving at the usual time is not possible, the employee should notify his/her immediate supervisor.</p> <p>Salary is not adjusted for arriving to work later than the normal start time.</p>	<p>Personnel should report to work at the usual time unless safety is a concern. If arriving at the usual time is not possible, the employee should notify his/her immediate supervisor to determine which of the following will be used to account for work time missed.</p> <p>Staff in this category may:</p> <ol style="list-style-type: none"> 1. report to work; 2. take accumulated annual leave; 3. take bonus leave; 4. take leave without pay; 5. use compensatory leave already accumulated; or 6. make up the time missed* 	<p>Personnel should report to work at the usual time unless safety is a concern. If arriving at the usual time is not possible, the employee should notify his/her immediate supervisor</p> <p>Salary is not adjusted for arriving to work later than the normal start time.</p>	<p>Personnel should report to work at the usual time unless safety is a concern. If arriving at the usual time is not possible, the employee should notify his/her immediate supervisor to determine which of the following will be used to account for work time missed.</p> <p>Bus will follow delay schedule.</p> <p>SN should contact their immediate supervisor for instructions regarding report time.</p> <p>Staff in this category may:</p> <ol style="list-style-type: none"> 1. report to work; 2. take accumulated annual leave; 3. take bonus leave; 4. take leave without pay; 5. use compensatory leave already accumulated; or 6. make up the time missed* 	<p>Personnel should report to work at the usual time unless safety is a concern. If arriving at the usual time is not possible, the employee should notify his/her immediate supervisor to determine which of the following will be used to account for work time missed.</p> <p>Staff in this category may:</p> <ol style="list-style-type: none"> 1. report to work; 2. take accumulated annual leave; 3. take bonus leave; 4. take leave without pay; 5. use compensatory leave already accumulated; or 6. make up the time missed*

*Make up time must be at a mutually agreed upon time by employee and supervisor and must be completed during the current week