

POLICY	9110
	Adopted: August 22, 2006
	Revised: June 5, 2012
	Revised: August 6, 2015
	Revised: July 5, 2016
	Revised: December 6, 2016
	Revised: February 6, 2024
1st Reading: November 12, 2024	
Personnel & Negotiations	

SUBJECT: SALARY FOR NON-UNIT EMPLOYEES

The Board endeavors to provide fair and competitive salaries to its non-unit employees. The following policies apply to non-unit employees' salaries:

Computation of Salary

Salary for twelve (12)-month employees will be based on 260 days. Salary for eleven (11)-month employees will be based on 238 days.

Entry-Level Salary

The entry-level salary for newly-hired non-unit employees will be within a salary range developed by the hiring supervisor and the District Superintendent or designee. The actual salary placement of new hires is at the discretion of the Board, based upon the recommendation of the District Superintendent to the Board of Education. ***Non-Unit staff hired after April 1st will not receive a salary increase for the next fiscal year (July 1).***

Pay Periods

Twelve (12)-month non-unit employees may choose either twenty-six (26) or twenty-seven (27) pay periods per fiscal year.

Paycheck distribution

Non-unit employees shall have their paychecks direct deposited upon completion of the required authorization for the financial institution selected by the employee. Direct deposits will be transmitted to the financial institution on each pay.

Tax-Sheltered Annuities

Non-unit employees may have their salaries reduced and have such amount paid to a tax-sheltered annuity or deferred compensation plan of the employee's choice from a list of approved service providers in accordance with Internal Revenue Code sections 403(b) and/or 457.

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Overtime/Compensatory Time

The BOCES will pay overtime to non-unit employees as required by federal and state law. To be eligible for overtime, an employee must work more than forty (40) hours in a work week. Paid leave does not count toward the hours worked during a work week for overtime purposes. Such additional work must be explicitly approved in advance by the employee’s supervisor. A supervisor may adjust an employee’s schedule to ensure an employee does not work more than forty (40) hours in a work week.

When a non-unit employee is entitled to overtime, the employee will be paid such overtime in accordance with law. In lieu of overtime, an employee may request to be provided compensatory time. Compensatory time is provided at the rate of one-and-a-half hours for each overtime hour worked. Compensatory time may be accumulated up to thirty-two (32) hours per fiscal year (e.g., once an employee earns 32 hours during a fiscal year, s/he must be paid for overtime for the remainder of the year). If an employee with earned compensatory time has not used such time by the end of the fiscal year, s/he will be paid for such time.

Involuntary Transfer

If a non-unit clerical employee is involuntarily transferred from one (1) site to another, and the transfer results in a round trip commute of twenty (20) or more extra miles, an annual stipend will be paid to such employee. If such employee is eligible for such stipend, he or she shall be paid twenty-one dollars (\$21) per mile for each additional mile required for the commute. Such stipend will be prorated and paid on a monthly basis for one (1) year.