

Policy Title: Draft Payroll Policy & Procedure

Date Created: 2009

Review Date:

Policy Number: Bus.-5c

Body of Origin: Business Manager

Review Authority: Business Manager, Finance Committee

Purpose: To ensure clarity regarding payroll for the school and the employee, the payroll policies must be clearly outlined as below.

Policy Details:

Sick/PTO Pay:

- ❖ All 1.0 FTE (full-time) employees are eligible to be paid for up to 10 sick/PTO days during a school year.
 - For salaried employees taking more than 10 days of Sick/PTO leave: pay will be reduced by 1/360 for every day of Sick/PTO leave greater than 10 days in a given school year.
 - This may be appealed in writing with a letter to the Finance Committee.
- ❖ All other employees are eligible to be paid for up to 5 Sick/PTO days per school year.
 - Hourly employees will be paid based on the actual number of hours that they work per week.
 - (i.e. An assistant normally works 30 hours per week. 30 hours per week divided by 5 days per week = 6 hours per day. The assistant is eligible to receive 6 hours x 5 days (30 hours total) of Sick/PTO pay in a year.)
 - Subject teachers' eligibility for Sick/PTO pay is based on average number of classes that they teach a week.
 - (i.e. Movement is scheduled for 10 classes per week in 2009-10. The Movement teacher is eligible to be paid for up to 10 Sick/PTO classes).
 - Parent-Child/Infant teacher is eligible for up to 5 Sick/PTO classes per school year.
- ❖ In all cases, pay for Sick/PTO days/classes will be based on normal base pay.
- ❖ In all cases, staff members are required to submit a form for Sick/PTO days taken.
 - These are found in the main office.
 - *Please fill out these forms as completely as possible, as it makes accounting for individual Sick/PTO time much easier for the Business Office. Thank you!*

Substitutes:

Pay Rates:

- ❖ See attached Pay Rates table

Payroll Deductions:

- ❖ Employees who have Tuition Contracts with TRWS may elect to make their payments through payroll deductions. (This saves \$38 on FACTS enrollment fees).
- ❖ Deductions must be made at least once a month; and at a minimum must equal the normal monthly payment as detailed on the Tuition Contract. It is also possible to do a payroll deduction with every check.
- ❖ Hourly employees not working summer hours will need to spread their payments out over September – May.
- ❖ If an employee wishes to choose this option, s/he should submit a written request to the Business Office authorizing the payroll deduction, including details of how much and how often.

New Time Sheets & Instructions

Pay Dates & Days to Report on Time Cards for each Pay Date

- ❖ See attached “Timesheet Due Dates- 2009-10)

Meeting & In-Service Pay:

- ❖ Early Childhood Assistants
 - Paid for 2 In-Service Days per year (up to 15 hours total)
 - Paid for 2 Parent-Evenings per year (up to 2 hours total)
 - Paid for 1 meeting per week of 45 minutes each.
 - ◆ All paid at the employee’s normal hourly rate.
- ❖ Parent-Child Teacher
 - Paid for 1 meeting per week of 45 minutes each.
 - ◆ Paid at the rate of \$10 per hour.
- ❖ Subject Teachers (Grades)
 - Paid for In-Service Days when required to attend
 - Paid for meeting time when required to attend
 - ◆ Paid at the rate of \$10 per hour.

Employment Contracts

Employee Manual

New Employee Packets

- ❖ New Employees will fill out a new employee packet including:
 - I-9
 - W-4
 - Wisconsin Withholding
 - Background check Form
 - Sign form stating read Employee Manual
 - Sign “Letter of Hire” (See “Employment Contracts” above)
 - Other?
 - Health plan form if 1.0 FTE
 - Short Term Disability form if 1.0 FTE

Eligibility for Benefits:

- ❖ All 1.0 (.75 for S-T Disability) FTE employees are eligible for all Benefits that TRWS has to offer at this time:
 - Group Health Insurance (50% of cost paid by TRWS, 50% paid by employee)
 - Short Term Disability (100% paid by TRWS)
 - Sick/PTO Pay (See Policy)
 - Payroll deductions in lieu of FACTS payments
 - Tuition Remission up to 1.5 Full Tuition Rates
 - 10 days of Sick/PTO pay
 - A great work environment!

- ❖ Employees are eligible for benefits following the end of the second calendar month after they are hired. (i.e. A person hired full-time on Sept 24 would be eligible for benefits starting November 1.)

Payroll Advances:

- ❖ The Business Office will review each case individually.

New Employee Review Process

Related Policies & Procedures and References: Payroll Timesheet Due Dates (Bus Form-2), HR PTO Policy (HR-3)