

Conemaugh Township Area School District

Payroll Procedures

Effective September 1, 2008

In an effort to be compliant with section 409(A) of the I.R.S. Code, these procedures will clarify Conemaugh Township Area School District's pay procedures beginning with the 2008-2009 school year.

Annual Salaries-Professional Staff

All Professional Employees covered by the Collective Bargaining Agreement will be paid over 26 (or 27) equal, bi-weekly installments. Pay dates will be Fridays, beginning September 1, except for the following:

- A. When school is not in session for holidays (such as Thanksgiving, Christmas, Easter), then payment will be made on the day of dismissal of classes.
- B. When based on circumstances, which are beyond the control of the District, the District cannot prepare payroll on any such days.

If an employee terminates employment, the balance of contract will be paid according to the above schedule until total salary owed is paid to employee, but no later than August 31 of the current contract year.

Annual Salaries-Administration

All 12-month Administrators will be paid over 26 (or 27) equal, bi-weekly installments on Fridays, beginning July 1, except for the following:

- A. When school is not in session for holidays (such as Thanksgiving, Christmas, Easter), then payment will be made on the day of dismissal of classes.
- B. When based on circumstances, which are beyond the control of the District, the District cannot prepare payroll on any such days.

If an employee terminates employment, the balance of contract will be paid on the next pay date following termination.

Annual Salaries-Administration (10-month)

All ten-month Administrators will be paid over 26 (or 27) equal, bi-weekly installments on Fridays, beginning July 1, except for the following:

- A. When school is not in session for holidays (such as Thanksgiving, Christmas, Easter), then payment will be made on the day of dismissal of classes.
- B. When based on circumstances, which are beyond the control of the District, the District cannot prepare payroll on any such days.

If an employee terminates employment, the balance of contract will be paid on the next pay date following termination.

Annual Salaries-Support Staff

All 12-month, salaried support staff employees will be paid over 26 (or 27) equal, bi-weekly installments on Fridays, beginning July 1, except for the following:

- A. When school is not in session for holidays (such as Thanksgiving, Christmas, Easter), then payment will be made on the day of dismissal of classes.
- B. When based on circumstances, which are beyond the control of the District, the District cannot prepare payroll on any such days.

If an employee terminates employment, the balance of contract will be paid on the next pay date following termination.

Conemaugh Township Area School District

Payroll Procedures

Effective September 1, 2008

Annual Salaries-Support Staff

All ten-month, salaried support staff employees will be paid over 26 (or 27) equal, bi-weekly installments on Fridays, beginning July 1, except for the following:

- A. When school is not in session for holidays (such as Thanksgiving, Christmas, Easter), then payment will be made on the day of dismissal of classes.
- B. When based on circumstances, which are beyond the control of the District, the District cannot prepare payroll on any such days.

If an employee terminates employment, the balance of contract will be paid on the next pay date following termination.

Hourly Ten-Month Support Staff/Aides/Cafeteria Workers

All ten-month support staff employees, instructional and personal care aides and cafeteria workers will be paid hourly, based on timesheets submitted to the business office and approved by his/her supervisor. Appropriate pay dates apply depending upon when time sheets are submitted, but generally bi-weekly from September 1 to mid-June. If an employee terminates employment, the final payment owed to the employee will be paid on the next pay date following termination.

Supplemental Contracts

Athletic Salaries

All athletic salaries will be paid at the conclusion of the season upon successful return of all necessary equipment and supplies and with the approval of the Athletic Director. Extra pay for post-season play will be issued at the end of the playoffs with the same stipulations as above. Coaches not completing a season or resigning prior to the end of the season will receive a pro-rated share of the total salary based on length of season and amount of time completed.

Extracurricular Salaries

All extracurricular salaries will be based on the schedule attached. Extracurricular activities that span two calendar years will be paid in two equal installments, one in December and one in May. All other positions will be paid at the end of the activity/season.

Conemaugh Township Area School District
Business Office
300 West Campus Avenue
P. O. Box 407
Davidsville, Pennsylvania 15928

Extracurricular Salaries (Supplemental Contracts)

The following schedule outlines the timing of extracurricular and supplemental contracts:

POSTION	PAY FREQUENCY
Act 48 Chairperson	One Pay-May
Band Front Coordinator	One Pay-December
Class Advisor-Freshman	One Pay-May
Class Advisor-Junior	One Pay-May
Class Advisor-Senior	One Pay-May
Class Advisor-Sophomore	One Pay-May
Computer Club Advisor	One Pay-May
Instrumental Director-Asst.	1/2-Dec; 1/2-May
Instrumental Director-Elementary	One Pay-May
Instrumental Director-High School	One Pay-May
Instrumental Director -Secondary	First Pay of Every Month-Equal Installments During School Year
Insurance Opt Out Payment	One Pay-May
Math Counts Advisor	One Pay-May
Mentors	One Pay-May
Musical-Direction/Technician	One Pay-After Musical
Musical-Orchestral Director/Bus. Mgr.	One Pay-After Musical
Musical-Set Constructor	One Pay-After Musical
Newspaper Advisor	One Pay-May
NHS	1/2-Dec; 1/2-May
Reading Team Advisor-Elementary	1/2-Dec; 1/2-May
Reading Team Advisor-HS	1/2-Dec; 1/2-May
S.O.C.	1/2-Dec; 1/2-May
SADD Advisor	One Pay-May
Scholastic Quiz Advisor-Junior High	One Pay-May
Scholastic Quiz Advisor-Senior High	One Pay-May
Science Club Advisor	One Pay-May
Speech Team Advisor	One Pay-May
Speech Team Advisor-Asst.	One Pay-May
Strength/Conditioning	1/2-Dec; 1/2-May
Student Council-Junior High	One Pay-May
Student Council-Senior High	One Pay-May
Vocal Director-Elementary	One Pay-May
Vocal Director-HS	1/2-Dec; 1/2-May
Yearbook Advisor	One Pay-May
Yearbook Business Manager	One Pay-May