

A school calendar is adopted each year designating the work schedule and all school holidays for exempt employees. Notice of work schedules for non-exempt employees, including required days of service and scheduled holidays, will be distributed each school year.

For CBA-covered exempt employees, the full-time workday consists of 7.75 hours, unless negotiated with the Executive Director or through the collective bargaining process, including a duty-free lunch equal to the student lunch period but not fewer than thirty consecutive uninterrupted minutes. This duty-free lunch should fall between 11:00 AM - 1:00 PM. Teachers and other exempt employees may volunteer to give up a duty-free lunch to take on additional duties.

5.4 DUTIES

J. Paul Taylor Academy has extra duties that must be performed in order to ensure the proper supervision of students outside of the classroom. Staff members are expected to assume and perform these responsibilities in a professional manner. Extra duties may be assigned by the Executive Director or his/her designee, consistent with New Mexico law.

From time to time, *J. Paul Taylor Academy* might ask you to work beyond your normally scheduled hours. *J. Paul Taylor Academy* asks that full-time employees perform this work when requested. Attention will be given to any terms outlined to eligible employees through the CBA.

SECTION 6 – WAGE AND SALARY POLICIES

6.1 BASIS FOR DETERMINING PAY

Staff salaries are determined by the current salary schedule. Several factors may influence your rate of pay. Some of the items *J. Paul Taylor Academy* considers are, relevant training and experience (see the Training and Experience Policy below), the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what *J. Paul Taylor Academy* pays their employees in comparable positions (internal equity), and individual as well as *J. Paul Taylor Academy's* performance.

***J. Paul Taylor Academy* Training and Experience Policy**

The Executive Director must receive verification of experience on a verification form by October 1 of the current school year or within 90 days of employment in order to grant credit for experience in the current contract year. Verification of experience received after this date will be granted in the next fiscal year.

Responsibility for verification of prior experience rests solely with the employee. For CBA-covered exempt employees, one year's experience will be allowed for each year if approved, verified experience in public or private schools, or 15 credit hours teaching per academic year (including summer session) at the university level. **Any individual who has one semester or 90**

Stephanie Haan-Amato 12/6/18 2:21 PM

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days of experience shall have his or her experience rounded up to the next year when determining the salary on the salary schedule.

CBA-covered exempt employees working at a 0.50 or more full-time equivalency (FTE) for an entire school year at J. Paul Taylor Academy shall qualify for a year of experience on the salary schedule.

Any non-traditional experience that is aligned to the assigned duties of an employee shall be considered for additional experience at the discretion of the Director who hires that employee. Refer to the T & E Manual of Procedures (Version 2015 or later).

Reported experience must be related to an employee's duties in order to qualify as official years of experience on the salary schedule – those experiences as a professional educator, including administrative and supervisory experience, and as licensed or certified professionals in a clinical or parallel setting. The Executive Director has the final determination on approval of experience. The following considerations will be used in this determination:

- Is the experience related to the current duties of the employee?
- Was the employee degreed or certified while gaining the experience?

For employees whose salary schedule includes ranges based on post-secondary education, additional undergraduate credit (post-degree) will be considered when the credit is beneficial to the staff member's duties or to the school. If such an employee plans to gain additional undergraduate credit and wishes to add this to his/her training, the employee must gain written approval from the Executive Director prior to taking the class and acquiring the credit.

6.2 TIMEKEEPING

Non-Exempt Employees: Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. *J. Paul Taylor Academy* does not pay for extended breaks or time spent on personal matters. Any time worked beyond the contracted time must be approved by the Executive Director. Failure to obtain prior approval may result in disciplinary action.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the appropriate person.

Time Sheets – Non-exempt employees will be issued a time sheet. The employee will be given instructions on usage and instructions on what to do should a problem occur.

Exempt Employees: Exempt employees are responsible for notifying the Executive Director and front office when deviating from contracted time. In the event a staff member needs to leave the building during school hours, the employee must notify the office of the departure and expected return time. Time away from school must be documented on a "Leave Request Form," unless instructed otherwise by the Executive Director.

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Deleted: Any individual who has one half (0.50) or more years of experience shall have his or her experience rounded up to the next year when determining the salary on the salary schedule.