

Classified Staff

Additional Payroll Information

- **Classified Staff are non-certified support employees.** Classified employees are paid according to their time card or labor claim and must clock in and out at their assigned location. Employee must take a 30-minute lunch if you work over 5 hours a day. Employees are required to clock out for lunch. Overtime is only allowed with supervisor and central office approval **prior** to working the overtime. Payday is every other Thursday. (See pay date schedule.) Salaried classified staff will be paid according to the certified pay schedule. The employee and their supervisor must sign all time cards and labor claims.
- **Retirement** – Classified staff have the option to join if contracted 20 hours or more per week. Members will pay 7% of all earnings to Teachers' Retirement System and the school will pay 9.5%. A Personal Data Sheet must be completed for Payroll to send to the Teachers' Retirement System for your account to be set up. The Personal Data Sheet is available in the Payroll office or Insurance office. The phone number for The Teachers' Retirement System of Oklahoma: 1-877-738-6365.
- **Classified Sick/Personal Leave** Classified employees receive 1 day of sick leave per month. If you are a half time employee working only 4 hours per day, then 1 day of sick leave for you will equal 4 hours. You will also receive 3 paid personal days. Unused days will roll to the next fiscal year as sick leave. You may accumulate up to 170 days sick leave. We will accept up to 60 transferred days from another public school in the state of Oklahoma.
- **Leave Without Pay** - Requests of leave without pay must be in writing and submitted to the Human Resources office and approved by the Board of Education in advance of leave.
- **Holidays** – At the conclusion of the probationary period, full time (7 or 8 hour employees) will be eligible for paid holidays during your contracted work dates. One day for each of the following holidays: Independence Day, New Year's Day, Labor Day and Memorial Day. Two days for Thanksgiving and three days for Christmas. In conjunction with the paid holidays at Christmas, full-time employees who are contracted and working twelve (12) calendar months are granted two (2) additional holidays that will be scheduled by the District. Twelve-month employees also receive three floating holidays. **NOTE:** If you are a nine-month employee and school is out before Memorial Day, you will not receive that paid holiday.
- **Classified Flexible Benefit Allowance (FBA)** – The FBA is paid to you as cash and shows the description on your check as FBA Allowance. You must be contracted 30 hours or more per week to be eligible for this benefit. According to state law employees who enroll in the school health insurance receive an amount based upon the Health Choice High Option insurance premium. Classified employees **not** enrolled in school health insurance will receive \$2,276.28 for the year. This benefit will be spread over 24 payments, on months with 3 pay days you **will not** receive FBA or have insurance deductions on the third check.