

APPENDIX A

For the 2023—2024 school year, Bay District School **non-instructional personnel** ~~Bus Drivers and all Bus Paraprofessionals~~ will be given the option of receiving payment over a twenty-four (24) check payment cycle.

- **Job postings will default to 20 checks; new employees may opt for 24 checks at the time of onboarding.**
- This option must be requested in writing by the employee prior to the start of the new school year. If employee is hired after the school year has begun, the written request must be provided prior to their start date.
- This election will remain in effect for the entire school year. Changes will not be permitted mid-year.
- The payment cycle will start with the first check then on a semi-monthly basis with four checks to be provided at the end of June. The employee should review the Payroll Schedule for the exact dates.
- Late start individuals who elect this option will receive payment over the remaining checks to be received by this classification.
- The per check amount will be determined as follows: Proposed hours per day x number of contract days x hourly rate of pay / 24 checks (or applicable number of checks) = Gross Per Pay Period.
- (Example: 7.00 hours per work day x 182 contract days x \$12.04 per hour = \$15,338.96 Base Pay / 24 checks = \$639.12 Gross Amount Per Pay Period)
- **For Transportation Personnel,** All field trips or extra hours worked will be paid as they occur and will not be part of the annual base pay calculation.
- Individuals who are absent from work and do not have any leave will experience a dockage for the unpaid time on the appropriate pay period. Example: Absent from work one day without leave results in calculation similar to this (7.00 hours per work day x \$12.04 per hour = \$84.28 Dockage)
- Payroll deductions will be applied to all checks. Individuals should review the Payroll Schedule for additional information.
- If individual separates from service, payment to contract will occur on the appropriate pay period. Payment to contract will be determined as follows: Hours per day x number of contract days x hourly rate of pay – amount paid to date = Payment to Contract Amount. In some instances, an overpayment situation could be applicable due to the equal

check payments and therefore no additional payment would be due. The employee would be responsible for repayment of the amount received over the amount due.

- Change in the hours per day will result in a recalculation of the per pay period amount based upon the changes that have transpired. Amount remaining to be paid will be calculated and the amount due divided over the remaining checks to be received for this classification.

TA'D on _____

Josh Balkom, BDS Chief Negotiator

Michael Petty, MSSU Executive Director

Deleted language is identified with a ~~strikethrough~~.

New language is identified in **boldface and is underlined**.