

Pay Differential Policy

Effective July 1, 2022

Purpose

The pay differential policy allows for extra compensation to nonexempt hourly employees who are scheduled to work during specified hours as defined within this policy.

Eligibility

Educational Assistants (EA) who are hourly employees in are eligible for a pay differential when teaching a class during his/her regularly scheduled work day.

This does not qualify when a teacher leaves the classroom for a short period of time and the EA is only supervising the class during the teacher's absence

Differential Pay

The EA will be paid at a rate of time and a half when teaching a class.

For example, if the Employee makes \$15 per hour, the additional amount to be paid for each hour worked will be \$7.50 per hour for a total of \$22.50. The hours worked must be tracked on the timesheet. For example, if an EA works a 7 hour day and 2 hours were covering a class, 5 hours must be recorded as regular hours and 2 hours must be recorded under substitute pay.

Differential Pay for Teachers

If a licensed core subject teacher is asked to cover a classroom outside of his/her regular class schedule, the teacher will be paid an additional \$35 per hour for each hour worked. A timesheet or equivalent must be completed and approved by the Executive Director or his/her designee in order to receive the additional pay.