

**Sequatchie Valley Head Start
Employment Status / Pay Plan**

Employee Name: _____ Workstation: _____
Job Title: _____ Supervisor's Name: _____

Pay Rate: _____	Effective Date: _____
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Check One:

- Hourly Employee**
Average scheduled hours of _____ per day / week (circle one) for a total of approximately _____ paid hours during the next twelve months. Leave and holidays will not be valued at more than the average scheduled hours and may be reduced to represent the actual average as calculated by the agency. Annual leave may be designated for use during periods of closing or low child attendance by the agency. Please refer to the general work calendar for information.

- School Year Non-exempt Employees on Equal Payments**
Total paid hours of _____, with an average day of _____ hours. (Equal payment employees are paid based on an hourly pay rate plan that allows equal payments to include summer months.) Projected paid hour total includes all holidays and designated annual leave that should be earned in the nine month period. Any overtime (over 40 hours per week) hours must be approved and will be valued at time and a half.

- School Year Exempt Employee**
Scheduled to be paid for **207 days** primarily during the school year. The typical day should be **7.25 hours**. Days off without pay that are not rescheduled with the supervisor's permission, will be deducted at the salary divided by 207 days. Approximately seven days will be scheduled during the summer months and 18 holidays and annual leave days are available.

- Year-round Exempt Employee**
Scheduled to work year round beginning ____/____/____. Typical day should be **7.50 hours**. Days off without pay will be deducted at 1/260th the annual salary. Annual leave use may be designated by the agency, and must be approved in advance by the supervisor.

Pay rate will be reduced if CDL (Commercial Driver's License) is not used accordingly to agency policy or if CDA credential lapses. CDA holders are expected to renew credential by completing an Early Childhood class. A pay supplement may be available each semester for **approved** degree seeking teaching staff. Pay increases for items such as cost of living and bus supplements (DOT physical/drug test required) may be processed without employee signature when form is processed with check.

Notes: _____

Head Start Director or Program Administrator

Employee Signature

Health Insurance Eligibility: not scheduled for minimum hours required or temporary employee
 eligible for health insurance after 30 days

Distribution: White - Head Start Office, Yellow - Pikeville Office, Pink - Employee