



## Schedules, Salaries, and Benefits

**Personnel  
Policy  
4009**

### Policy Statement

- The Board shall approve a yearly calendar outlining work days, holidays, and general work schedules for all District employees.
- Work schedules for teachers shall conform to state requirements on instructional hours and the state salary schedule.
- Decisions to employee persons for an extended year shall be made by the Board upon recommendation of the Superintendent.
- All 12-month administrative employees shall work all weekdays of the year with the exception of legal holidays, other Board-declared holidays for all school personnel, and time taken for approved leaves or vacations.
- Schedules and compensation shall generally be outlined by state law and collective bargaining agreements.
- Overtime for employees not covered by collective bargaining shall be paid in accordance with Federal law. All overtime work shall require advance approval of the employee's immediate supervisor.
- Benefits, vacation time, and holidays for employees not covered by collective bargaining agreements shall be established and set by the Board.

### Responsibility

The Superintendent and Board leadership shall be responsible for compliance.

### References

14 Del. C. §§1093, 1094, 1301-1317, 1320-1322, 1324-1329, 1334-1335, 1711, 1717

Related Policies: 4007 Leaves of Absence; 4010 Employment, Discipline, and Dismissal

### Adoption Date

Date of manual adoption

### Revision/ Reapproval Date