



*Ahkwasahsne Mohawk Board
Of Education*

Legal References:
Related References:
Effective Date: June 1997 & March 2017
Revisions: June 2013 & January 2017
Reviewed: April 2013 & December 2016

POLICY SECTION 407: PAYMENT OF SALARIES

POLICY

The Ahkwesahsne Mohawk Board of Education believes that the payment of staff salaries should be decided upon and administered based on approved AMBE salary grids. The Board recognizes that salaries should reflect levels of responsibility, levels of training and experience, successful completion of required duties, and market comparison.

GUIDELINES

- a) The Board shall by February 1st of each year review present salary grids for all employee groups. Any revised salary schedule(s) approved shall be provided to all employees.

Payment of Salaries (Instructional Staff)

- a) Salaries shall be paid in twenty-six payments in accordance with a bi-weekly schedule.

Payment of Salaries: (Non-Instructional Staff)

- a) Full time 12-month non-instructional staff shall be paid in twenty-six bi-weekly payments.
- b) Hourly paid workers shall be paid bi-weekly and shall be paid for the hours worked as verified on the authorized time record card and signed by the designated supervisor.
- c) In the event of the employee terminating his/her services from the Board or the Board terminating the service of the employee, the final salary payment shall be adjusted so that the employee is paid only for the number of days or hours worked.

Note: In cases of termination of employment for both Instructional and Non-Instructional staff, AMBE's Human Resource Office will verify any severance package due to the employee based on the contract.