

**Spearfish School District 40-2  
4000 Personnel**

Board Policy

Code: 4705

**COMPENSATION**

**SALARY.** All salaries will be determined by the Board of Education. All employees will receive their salary according to a time schedule established by the business manager.

**HOURS.** Employees paid by the hour will work no more than 40 hours per week without prior approval of the building administrator and the superintendent and/or business manager. In case of emergency, the working hours of an employee may be changed.

**VACATION.** Twelve-month, full-time employees have the option of cashing all or part of their accumulated vacation time by so informing the district business office.

Adopted July 10, 1978  
Revised May 11, 1987  
Revised December 14, 1998  
Reviewed December 11, 2006  
Reviewed April 10, 2007  
Revised January 9, 2012  
Reviewed January 9, 2023