

COMPENSATION AND BENEFITS
COMPENSATION PLAN~~WAGE AND HOUR LAWS~~

DEA
(LOCAL)

~~AUTHORITY FOR PAY
SYSTEMS~~

The Superintendent shall recommend **an annual**~~to the Board for approval pay structures and~~ compensation **plans** for all District employees. **The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA]** ~~The recommended plan~~**Pay structures** shall **support District goals for hiring**~~be designed and administered for the purpose of attracting~~ and retaining **highly** qualified employees. **The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the** ~~to achieve District goals.~~
~~The~~ Superintendent.

PAY ADMINISTRATION

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

ANNUALIZED SALARY

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid ~~shall administer and maintain pay systems~~ in accordance with administrative regulations ~~for the District's compensation plan.~~

**PAY
INCREASES**~~DESCRIPTION~~

~~Certified classroom teachers, librarians, nurses (registered nurses), and counselors shall be paid no less than the minimum monthly salary on the state salary schedule based on years of experience as required by law. For other employees, the Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the position. Jobs shall be classified on the basis of qualifications and duties as defined by the District. All employees shall be paid within the assigned pay range unless exceptions are granted by the Board. The Superintendent shall review pay structures annually and make periodic adjustments to pay ranges.~~

~~PAY INCREASE
BUDGET~~

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. **The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.**

**MID-YEAR PAY
INCREASES**

**CONTRACT
EMPLOYEES**

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation

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plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

**NON-CONTRACT
EMPLOYEES**

~~EMPLOYEE PAY
ADJUSTMENTS~~

The Superintendent **may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.** ~~shall review employee salaries annually for adjustment. Annual pay increases, promotion increases, special equity adjustments, and hiring rates for new employees shall be determined by the Superintendent in accordance with the approved budget and administrative procedures.~~

~~EXEMPT/
NONEXEMPT~~

The Superintendent shall **report any such pay increases to the Board at the next** ~~determine the classification of employees as exempt or nonexempt for purposes of payment of overtime in compliance with the Fair Labor Standards Act. Exempt employees shall be compensated on a salary basis for their employment period and shall not be entitled to overtime compensation. Nonexempt employees shall be compensated on an hourly wage basis for all hours worked each week and shall be compensated for overtime in accordance with federal regulations and the District's compensation plan. Nonexempt employees shall not work overtime without prior approval of their supervisor.~~

~~COMPENSATORY TIME~~

~~Compensation for overtime hours shall be awarded at one and a half times the employee's regular~~ **meeting** ~~rate of pay earned in compensatory time.~~

**PAY DURING
CLOSING**

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

~~WORKWEEK DEFINED~~

~~For purposes of Fair Labor Standards Act (FLSA) compliance, the District workweek begins at 12:01 a.m. Monday until 12:00 a.m. Monday.~~

~~WORK CALENDARS~~

~~The Superintendent shall determine duty schedules and calendars for all employees, subject to Board approval. Employees on ten-month contracts shall work at least the minimum days of service required by law.~~

~~SUPPLEMENTAL
DUTIES~~

~~The Superintendent may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule system approved by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The as-~~

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(LOCAL)

~~signment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.~~

~~OVERTIME
COMPENSATION~~

~~Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime (cash or compensatory time off) prior to the performance of the work occasioning the overtime duty. These agreements or understandings need not be in writing, but the supervisor shall maintain some record of them, such as a calendar notation, a memo to the file, or some similar indication that the employee was notified of the type of compensation to expect.~~

~~SIGNING INCENTIVE~~

~~The District may pay a signing incentive to professional employees needed in critical areas. The exact amount and manner of any such payment together with a determination of the critical areas shall be determined pursuant to DEA(REGULATION).~~

~~ANNUALIZED SALARY
REQUIRED~~

~~The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or semi-monthly payments, beginning with the first pay period of the school year.~~

~~EARLY SEPARATION~~

~~If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).~~

~~A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:~~

~~1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.~~

~~2. All other employees shall be paid according to the annualized salary provisions above. Monthly payments shall continue until the end of the pay year. There shall be no lump sum payoff.~~

~~{For provisions on continuation of coverage after resignation, see GRD(LEGAL).}~~