

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**March 28, 2016**

<b>Agenda Item:</b>	Compensation and Benefits-Compensation Plan Policy DEA (LOCAL)
<b>Administrator Responsible:</b>	Debby Patterson, Executive Director of School Administration
<b>Attachments:</b>	Policy DEA (LOCAL)
<input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> For Discussion <input type="checkbox"/> Information <input type="checkbox"/> Report	

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees revise local policy as submitted by Debby Patterson, Executive Director of School Administration, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

- DEA (LOCAL) – ANNUALIZED SALARY – Recommend omitting bimonthly installments since the District no longer utilizes this option.

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees, including all substitute, temporary, and part-time employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring 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 Superintendent. [See BJ series]

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 in accordance with administrative regulations.

PAY INCREASES

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

NON-  
CONTRACT  
EMPLOYEES

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. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

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]