

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

AUTHORITY FOR PAY SYSTEMS	The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with administrative regulations for the District's compensation plan.
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.
EMPLOYEE PAY ADJUSTMENTS	The Superintendent 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 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 are not 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 rate of pay earned in compensatory time. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee shall be required to take compensatory time or, at the District's option, shall receive overtime pay.

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Compensatory time shall be used within the duty year in which it is earned. The District shall pay employee overtime for all unused compensatory time remaining at the end of the fiscal year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

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 assignment 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 12.409A-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 will continue until the end of the pay year—there will be no lump-sum payoff.**

**[For provisions on continuation of coverage after resignation, see CRD(LEGAL).]**