



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of First and Final Reading of DEAB (LOCAL) Board Policy (Compensation Plan Wage and Hour Laws

SUBMITTED BY: Gloria S. Rendon **OF:** Associate Superintendent for Administration

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: August 22, 2018

RECOMMENDATION:

The district is recommending that the United ISD Board of Trustees approve the First and Final Reading of DEAB (LOCAL) Board Policy (Compensation Plan Wage and Hour Laws)

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:

COMPENSATION PLAN
WAGE AND HOUR LAWS

DEAB
(LOCAL)

Classification of Positions	The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).
Exempt	<p>The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.</p>
Nonexempt	<p>Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.</p> <p>A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.</p>
Workweek Defined	For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Monday and end at 11:59 p.m. Sunday.
Compensatory Time	At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.
Accrual	Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time.
Use	An employee shall generally use compensatory time within the duty year in which it is earned. Employees shall be compensated (as allowed by law) for all hours worked. Further if an employee has any unused compensatory time remaining at the end of the duty year, the District shall allow a maximum of eight hours of compensatory time to carry over into the next duty year.

The District may require the employee to use compensatory time when in the best interest of the District. Compensatory time shall be used by the employee prior to the use of any accumulated paid state and local leave. [See DEC(LOCAL)]