

Palestine Independent School District

Administrative Offices

1007 E. Park Avenue • Palestine, TX 75801

<http://www.palestineschools.org>

Jason Marshall
Superintendent

Suzanne Eiben
Assistant Superintendent

April 13, 2020

PISD Board of Trustees

RE: PISD Policy DEA(Local) : Compensation and Benefits

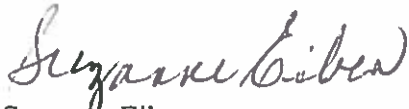
In the event of a federally declared disaster, such as the COVID-19 pandemic, districts can submit reimbursement requests to the FEMA for certain extraordinary labor costs for employees who are required to report for duty during a closure in order to perform disaster-related emergency work in accordance with the FEMA Guide. FEMA determines eligibility for public assistance funding for overtime, premium pay, and compensatory time costs based on the district's written policy in place before the disaster, provided the policy:

- Does not make the wage payments contingent on federal funding
- Is applied uniformly regardless of whether there has been a presidential declaration of a disaster, and
- Has nondiscretionary criteria for when the district activates various pay types.

The attached DEA(Local) policy includes "Premium Pay during Disasters" so that the District can implement the premium pay at such times.

It is recommended that you approve the amended PISD DEA(Local) policy. Thank you for your consideration.

Respectfully,



Suzanne Eiben
Assistant Superintendent of HR

PROPOSED REVISIONS

The Superintendent shall recommend an annual compensation plan for all District 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]

Noncontract 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]

Premium Pay During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours

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worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent shall notify the Board prior to implementing this provision and shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.