

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

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 if 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 increase pay for a noncontract employee if the employee's job assignment changes after the budget approval process or if there is noted pay inequity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

**Pay During Closing**

During an emergency closure, all employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work if the Superintendent determines such action serves the public interest by increasing employee morale, reducing employee turnover, or other related means.

[See EB for the authority to close schools]

Alternatively, the Superintendent shall be authorized to designate such closure days as nonworkdays and direct other scheduled nonworkdays within the fiscal year to be designated workdays for certain nonexempt employees. Upon the issuance of such a directive, the designated workdays for nonexempt employees shall be modified to conform with the designation by the Superintendent.

An employee paid an annualized salary based on an hourly rate of pay shall continue to earn the same monthly salary regardless of whether the duty calendar is modified.

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; the Board; or the Superintendent shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. If the Superintendent determines that required work during an emergency closure will be completed in hazardous conditions, the nonexempt employees who are required to work shall be paid at two times their regular rate of pay for all hours 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 or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.