
PROPOSED REVISIONS

The Executive Director shall recommend to the Board for approval pay structures and compensation plans for all ESC employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the ESC. The Executive Director shall administer and maintain pay systems in accordance with written procedures for the ESC's compensation plan.

PAY SYSTEMS DESCRIPTION

The Executive Director shall assign positions to pay ranges that define the minimum and maximum base pay for each position. Jobs will be classified for pay purposes on the basis of qualifications and duties as defined by the ESC and market surveys of competitive pay rates. All employees shall be paid within the assigned pay range unless exceptions are granted by the Board. The Executive Director shall review pay structures periodically and adjust pay ranges with approval of the Board.

CLASSIFICATION OF POSITIONS

The Executive Director 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).

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the ESC's attention, through the ESC's complaint policy [see DGBA]. If improper deductions are confirmed, the ESC will reimburse the employee and take steps to ensure future compliance with the FLSA.

EXEMPT

The ESC shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act on a salary basis. The salaries of these employees are intended to cover all hours worked, and the ESC shall not make deductions that are prohibited under the FLSA.

Exempt personnel required to work on a holiday may, with prior approval of the division director, take equivalent time off.

Exempt personnel shall be expected to devote whatever time is necessary beyond regular working hours to carry out professional responsibilities. Exempt personnel required to work an excessive amount of time during regular workweeks may, under special circumstances and with prior approval of the supervisor, take time off; such time off shall not be construed to be compensatory time and is in no way intended to suggest a one-for-one exchange.

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NONEXEMPT	<p>Nonexempt employees may be compensated on an hourly basis or on a salary basis in accordance with federal regulations and the ESC's compensation plan. 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 a 37.5-hour workweek and do not earn additional pay unless the employee works more than 37.5 hours.</p> <p>Overtime shall be earned when a nonexempt staff member works more than 37.5 hours in a workweek, based on business necessity. For this purpose, leave taken and holidays shall be considered hours worked.</p> <p>A nonexempt employee shall have the approval of his or her division director or designee 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> <p>Alternate schedules may occur for nonexempt staff when normal working hours are adjusted to meet business needs within the same official workweek (12:01 a.m. Thursday until 12:00 a.m. Wednesday). [See DK] If the alternate schedule does not exceed 37.5 hours and occurs within the same official workweek, overtime for nonexempt staff shall not apply.</p> <p><u>The ESC does not offer compensatory time in lieu of overtime compensation.</u></p>
HOLIDAY PAY	<p>Part-time hourly employees who are required to work on a scheduled holiday shall be paid the regular rate of pay.</p> <p>A full-time nonexempt employee required to work on a holiday shall be paid time and one-half for the amount of time worked.</p> <p>Employees who terminate employment with the ESC shall not be paid for holidays beyond the last day worked.</p>
WORK CALENDARS	<p>The Executive Director shall determine required work calendars for employees, including the workweek.</p>
PAY INCREASE BUDGET	<p>The Executive Director shall review employee salaries annually for adjustment and shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay increase budgets are based on consideration of available revenue, competitive job markets, and ESC compensation objectives.</p>
SALARY DEDUCTIONS AND REDUCTIONS	<p>In addition to legally required deductions [see CFAA(LLEGAL)], the Board shall permit voluntary deductions for:</p> <ol style="list-style-type: none">1. Approved insurance programs;

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2. Annuities/deferred compensation programs; and
3. Other cafeteria plan options authorized by the Internal Revenue Service.

Employees may request additional voluntary salary deductions or change the amount(s) of those deductions in accordance with administrative procedures.

EXCESS LEAVE	Deductions shall be made for unauthorized use of unearned leave. [See DEB]
DIRECT DEPOSIT	Except for employees in adjunct or part-time temporary positions, the ESC shall use direct deposit for the payment of employee salaries. Employees who opt out of the direct deposit method of salary payment shall submit a request in writing to human resource services for processing.