

COMPENSATION AND BENEFITS:  
SALARIES, WAGES, AND STIPENDS

DEA  
(LOCAL)

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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 (RNs), and counselors will 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 will be classified on the basis of qualifications and duties as defined by the District. All employees will 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. Employees must have satisfactory performance to receive a pay increase unless exceptions are granted by the Board. 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 by time and a half 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 will be required to take compensatory time or, at the District's option, will receive overtime pay.**

Compensatory time shall be used within the duty year in which it is earned. **The District shall pay an 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 FLSA compliance, the workweek for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.**

**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 FLSA 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.

**RELOCATION ALLOWANCE**

The District may pay a relocation allowance 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).

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DATE ISSUED: ~~02/05/2004~~ **04/26/2005**  
UPDATE ~~65-73~~  
DEA(LOCAL)

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