

**BOARD OF TRUSTEES
AGENDA**

<input type="checkbox"/> Workshop	<input type="checkbox"/> Regular	<input type="checkbox"/> Special
-----------------------------------	----------------------------------	----------------------------------

- (A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

- (B) Action Item

Presenter(s): MR. SAMUEL MIJARES, SUPERINTENDENT OF SCHOOLS

Briefly describe the action required.

PURSUANT TO BE (LEGAL) THE FOLLOWING EMERGENCY ITEM WILL BE CONSIDERED: CONSIDERATION AND POSSIBLE ACTION TO AMEND BOARD POLICY DEA (LOCAL).

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any question or issues that might be raised regarding this item.**

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 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.

Pay During School Closing

The Board delegates to the Superintendent the authority to direct the nonscheduled closing of a school provided that the Superintendent determines that such closing serves a public purpose. During any nonscheduled school closing, each employee shall continue to be paid for his or her regular duty schedule, provided that the employee remains on standby to immediately return to work if so directed by the Superintendent. The Superintendent shall inform the Board as soon as practicable of the basis for such closing. Nothing contained herein shall prevent the Superintendent from scheduling

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

necessary makeup days. [See EB for the authority to close schools.]

Hourly employees who are required to work during an emergency closing shall be paid at the rate of one and a half 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. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.