

**Additional Update 121 Revisions (Revised 9/1/23)**

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~~ **classification of** each job title within the compensation plan **shall be** 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~~ **semi-monthly** 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~~ **Any** pay adjustments for individual employees, **shall be determined** within the approved budget following established procedures.

~~Mid-Year~~ **Midyear**  
~~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**

**During any emergency closure for which the workdays are not scheduled to be made up at a later date, the continued payment of employees for their regular duty shall be authorized by Board resolution. The resolution shall reflect the purpose served by the expenditure.**

**A resolution may be adopted to address a specific closure or to cover payment during any closure that occurs during the effective period of the resolution, if any, or until Board action is taken to rescind the resolution.**

~~During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action.~~ **[See EB for the authority to close schools.]**

*Board Resolution*

The Board shall adopt a resolution or take other Board action establishing the purpose and parameters for ~~“Pay During Closing-”~~ **pay during closing.**

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 premium pay, defined as pay at a rate of one and one-half times an employee’s 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.