

PROPOSED REVISIONS

PAY SYSTEMS AUTHORITY

The Superintendent shall recommend to the Board, for adoption, 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 compensation plan. Annual pay increases shall be approved by the Board.

Professional contract personnel employed for less than full-time or less than a full year shall be paid an amount specified in the employment agreement.

Any changes in pay schedules for 12-month employees shall be effective after Board adoption of a new compensation schedule and on such date as specified by the Board.

The new compensation rate for each certified or classified employee shall be effective after Board adoption of a new compensation schedule and on such date as specified by the Board.

PAY SYSTEMS DESCRIPTION

Certified classroom teachers and librarians shall be paid no less than the minimum monthly salary on the state salary schedules 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 positions.

PAY INCREASE BUDGET

The Superintendent 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, cost-of-living inflation, changes in minimum pay laws, competitive job markets, and District compensation objectives.

INDIVIDUAL PAY ACTIONS

The Superintendent shall review individual employee compensation for possible adjustment. Individual equity adjustments, promotion increases, reclassifications, and hiring rates for new employees shall be determined by the Superintendent in accordance with the approved budget and the District compensation plan. [See DEAB for public hearing requirements]

The Superintendent shall inform the Board of any compensation actions that are significantly beyond the guidelines in DEA(REGULATION).

DEMOTIONS

Demoted employees shall be compensated in accordance with the salary schedule for the position they hold after the demotion, subject to applicable legal requirements.

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

~~CREDITABLE YEARS
OF SERVICE~~

~~The information on creditable years of service, including military service, is listed in Volume 19, Chapter 153, Subchapter CC, Commissioner's Rules on Creditable Years of Service in the Texas Administrative Code, Subsection 153.1021.~~

COMPENSATION
DURING DISASTER
CLOSURES

~~DEFINITION OF
DISASTER~~

A disaster shall be defined as any sudden, calamitous event that brings forth immediate danger, damage, loss, or destruction. Disasters include, but are not limited to earthquakes, fires, floods, hazardous material/chemical emergencies, terrorism, thunderstorms, tornados, storms, other extreme weather conditions, disruption of utility service, or epidemiological outbreaks.

The Superintendent or designee shall have discretion to close schools or nonschool facilities during a disaster, as that term is further defined in this policy. An employee who works at a facility that has been closed shall not report to work unless instructed to do so by his or her supervisor or appropriate District administrator.

The Board finds there is a public purpose and benefit associated with continuing regular payment of salary and wages to all exempt and nonexempt employees during the closing of the schools or nonschool facilities due to a disaster. Each employee who is assigned to a regular, budgeted position with benefits at a facility that has been closed, and who is available to be called to work if needed, shall continue to be paid at the standard base rate of pay for the normal work schedule, not to exceed 40 hours per week. However, a nonexempt employee whose normal facility is closed but is called to report to work at a closed facility shall be paid an additional 50 percent of his or her normal rate of pay for all hours actually worked during the disaster closure.

The public purpose and benefit associated with continuing regular payment of salary and wages shall be the continued protection of District staff and facilities during a time of disaster that requires the closing of the schools as set out in this policy.

Any requirement of employees to make up days missed during a disaster shall be determined by the Texas Education Agency waiver and Board approval. Exempt employees shall be expected to work any make up days designated by the Board, without additional compensation. Nonexempt employees shall be paid at the standard rate of pay for any worked make up days required by the Board.

The number of closure days that will be paid for nonexempt employees who do not work during school closures shall be subject to budgetary constraints.

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

All other actions concerning remuneration shall comply with the District policies and the FLSA.

Continuation of payment during disaster situations shall not affect leave hours accrued by individual employees.

EXEMPT /
NONEXEMPT

The Superintendent or designee, within guidelines set out in federal regulations, shall determine the classification of positions of employees as "exempt" or "nonexempt" for purposes of compliance with the Fair Labor Standards Act (FLSA). Employees classified as nonexempt may not work overtime without prior approval of their supervisor.

SUPPLEMENTAL
DUTIES

The Superintendent or designee 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 established 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.

WORKWEEK

For purposes of calculating overtime, the workweek is defined as Sunday through Saturday.

FLEXTIME

Supervisors of nonexempt employees shall ensure that employees perform work during the schedule of hours on duty as outlined in DK(REGULATION). It is often necessary, however, in the course of normal operations, for an employee to be required to work an alternative flex schedule.

A flex schedule is defined as working the same total number of hours per workweek but at different amounts per day. For example, an employee may work ten hours one day and six hours the next. Unless the total amount of hours exceeds 40 hours in a single workweek, no overtime shall be accumulated.

OVERTIME

It is the policy of the District to hold overtime work to a minimum. But when overtime is necessary, nonexempt employees, with the approval of management, may work additional hours beyond the schedule of hours on duty as outlined in DK(REGULATION).

COMPENSATORY TIME

It is the policy of the District to not allow the accumulation of compensatory time unless extenuating circumstances exist. When a nonexempt employee works more than 40 hours during a workweek, compensatory time off is accumulated at one and one-half

times the number of hours worked over 40 hours. Time worked includes actual work performed, exclusive of leaves of absence or other nonwork periods.

If the work of a nonexempt employee regularly includes work in a public safety activity, an emergency response activity, or a seasonal activity, the employee engaged in such work may accrue a maximum of ~~480~~120 hours of compensatory time off. All other nonexempt employees may accrue a maximum of ~~240~~120 hours of compensatory time off.

Any nonexempt employee who has accrued the maximum number of compensatory time hours, ~~480 or 240 hours as the case may be,~~ shall be paid ~~monetary overtime compensation~~ for additional overtime hours worked in excess of the maximum allowable number.

Compensatory time off shall be accrued by the nonexempt employee, unless the employee expresses an unwillingness to accept the compensatory time off in lieu of overtime pay before the performance of the work, and the District, at its discretion, also maintains the authority to pay any employee or a group of employees monetary overtime pay in lieu of compensatory time.

USE OF
COMPENSATORY TIME

Any nonexempt employee who has accumulated compensatory time off shall be permitted by the employee's supervisor to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the District. The employee and the employee's supervisor are encouraged to use the compensatory time accumulated as soon as possible after it is earned. In determining whether to allow an employee to use compensatory time off at the specific time requested, the following factors may be considered:

1. Customary work practices within the District;
2. Normal work schedules;
3. Anticipated peak workloads based on past experience;
4. Emergency requirements for staff and services;
5. The availability of qualified substitutes; and
6. The District's ability to provide services of acceptable quality and quantity during the time requested without the use of the employee's services.

In the event that such a request cannot be granted within a reasonable period by the supervisor, a request for monetary compensation should be submitted, in writing by the employee, to the Superintendent or designee for approval.

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

All accumulated and unused compensatory time as of June 30 shall be compensated at the employee's current rate of pay. Under extenuating circumstances, nonexempt employees may be ~~allowed~~ **permitted** by the ~~site administrator (principal, director, or above)~~ **immediate supervisor** to carry forward no more than 20 hours of compensatory time into the ~~ensuing following~~ school year. Any ~~hours compensatory time~~ carried forward must be used (~~or LIQUIDATED~~) by December 31 of the ~~ensuing following~~ school year. **Any carried over compensatory time remaining after December 31, shall be paid at the employees current rate.**

TERMINATION /
RETIREMENT OF
NONEXEMPT
EMPLOYEE

Upon termination or retirement of a nonexempt employee, all accumulated compensatory time off will be paid at the higher of the employee's:

1. Current rate of pay; or
2. The average regular rate received by the employee for the last three years of employment.

VOLUNTEER WORK

Volunteer work that is related to a person's regular job is not considered voluntary and must be compensated appropriately. Supervisors should ensure that employees are not permitted to volunteer for the same type of services that they are currently performing for the District.