

COMPENSATION AND BENEFITS
COMPENSATION PLAN ~~WAGE AND HOUR LAWS~~

DEA
(LOCAL)

PAY SYSTEMS
AUTHORITY

The Superintendent shall recommend to the Board, for adoption, ANNUAL pay structures and A compensation plans for all District employees. THE COMPENSATION PLAN MAY INCLUDE WAGE AND SALARY Pay structures, STIPENDS, BENEFITS, AND INCENTIVES. [SEE ALSO DEAA] THE RECOMMENDED PAY STRUCTURES AND COMPENSATION PLAN shall SUPPORT DISTRICT GOALS ~~be designed and administered for the purpose of attracting and retaining~~ HIGHLY qualified employees WHO WILL ASSIST IN ACHIEVING DISTRICT GOALS. THE BOARD SHALL REVIEW AND APPROVE THE COMPENSATION PLAN to BE USED BY THE ~~achieve~~ District goals. The BOARD SHALL ALSO DETERMINE THE TOTAL COMPENSATION PACKAGE FOR THE Superintendent. [SEE BJ SERIES]

THE NEW COMPENSATION RATE FOR EACH CERTIFIED OR CLASSIFIED EMPLOYEE ~~shall administer and maintain pay systems in accordance with administrative regulations for the District compensation plan. Annual pay increases shall be~~ EFFECTIVE AFTER BOARD ADOPTION OF A NEW COMPENSATION PLAN AND ON SUCH DATE AS SPECIFIED ~~approved~~ by the Board.

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.

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.

ANNUALIZED
SALARY

THE DISTRICT SHALL PAY ALL SALARIED EMPLOYEES OVER 12 MONTHS IN EQUAL MONTHLY OR BIMONTHLY INSTALLMENTS, REGARDLESS OF THE NUMBER OF MONTHS EM-

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<p>PAY INCREASES INCREASE BUDGET</p>	<p><u>EMPLOYED DURING THE SCHOOL YEAR. SALARIED EMPLOYEES HIRED DURING THE SCHOOL YEAR SHALL BE PAID IN ACCORDANCE WITH ADMINISTRATIVE REGULATIONS.</u></p> <p>The Superintendent shall recommend to the Board, <u>FOR APPROVAL</u>, an amount for employee pay increases as part of the annual budget. <u>THE SUPERINTENDENT OR DESIGNEE SHALL DETERMINE PAY ADJUSTMENTS FOR INDIVIDUAL EMPLOYEES, WITHIN THE APPROVED BUDGET FOLLOWING ESTABLISHED PROCEDURES.</u> Pay <u>INCREASES SHALL BE</u> 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.</p>
<p><u>INDIVIDUAL INDIVIDUAL</u> <u>LE PAY</u> <u>INCREASES ACTIONS</u></p>	<p>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 <u>DEA(LEGAL)DEAB</u> for <u>PROVISIONS ON PAY INCREASES AND</u> public hearing requirements]</p> <p>The Superintendent shall inform the Board of any compensation actions that are significantly beyond the guidelines in DEA(REGULATION).</p>
<p>DEMOTIONS</p>	<p><u>AN EMPLOYEE WHO HAS BEEN</u> Demoted employees shall be compensated in accordance with the salary schedule for the position <u>HE OR SHE</u> they hold <u>S</u> after the demotion, subject to applicable legal requirements.</p>
<p>COMPENSATION DURING DISASTER CLOSURES</p>	<p>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, tornado<u>E</u>s, storms, other extreme weather conditions, disruption of utility service, or epidemiological outbreaks.</p> <p><u>IN ACCORDANCE WITH EB(LOCAL),</u> 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.</p> <p>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.</p>

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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, if a nonexempt employee whose normal facility is closed is called to report to work at a closed facility, the employee 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.

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 FAIR LABOR STANDARDS ACT (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~~

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	<p>duties shall not create any expectation of continued assignment to that same duty or any other duty.</p>
WORKWEEK	<p>For purposes of calculating overtime, the workweek is defined as Sunday through Saturday.</p>
FLEXTIME	<p>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.</p> <p>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.</p>
OVERTIME	<p>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).</p>
COMPENSATORY TIME	<p>It is the policy of the District not to 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.</p> <p>All nonexempt employees, including nonexempt employees whose responsibilities includes work in a public safety activity, an emergency response activity, or a seasonal activity, may accrue a maximum of 120 hours of compensatory time off.</p> <p>Any nonexempt employee who has accrued the maximum number of compensatory time hours shall be paid overtime for additional overtime hours worked in excess of the maximum allowable number.</p> <p>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.</p>
USE OF COMPENSATORY TIME	<p>Any nonexempt employee who has accumulated compensatory time off shall be permitted by the employee's supervisor to use</p>

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~~such time within a reasonable period after making a 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.~~

~~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 permitted by the immediate supervisor to carry forward no more than 20 hours of compensatory time into the following school year. Any compensatory time carried forward must be used by December 31 of the ensuing school year. Any carried over compensatory time remaining after December 31 of the ensuing school year shall be paid at the employee's 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.~~