

~~The following pages contain administrative regulations and guidelines regarding:~~

- ~~1. Compensation Administration Practices and Procedures Responsibility~~
 - ~~a. Superintendent~~
 - ~~b. Associate Superintendent, Human Resources~~
 - ~~c. Executive Director, Personnel Administration~~
 - ~~d. Position Classification Advisory Committee~~
 - ~~e. Supervisory Personnel~~
- ~~2. Position Evaluation and Classification Procedures~~
 - ~~a. Objectives of Job Evaluation~~
 - ~~b. Method of Evaluation~~
 - ~~c. Job Evaluation Plan~~
 - ~~d. Description of Job Evaluation Plan~~
 - ~~e. Job Evaluation Factor Summaries~~
 - ~~f. Administrative/Professional Factor Summaries~~
 - ~~g. Auxiliary Factor Summaries~~
 - ~~h. Job Classification: New Jobs~~
 - ~~i. Job Classification: New Job Titles~~
 - ~~j. Job Classification: Revised Jobs~~
- ~~3. Pay Schedule Levels~~
 - ~~a. Structure and Application~~
 - ~~b. Exceptions~~
 - ~~c. Updating Pay Levels~~
 - ~~d. Compensation Pay Level Adjustments~~
- ~~4. Employee Compensation Reviews and Adjustments~~
 - ~~a. Compensation Adjustment Process~~
 - ~~b. Timing~~
 - ~~c. Promotional Adjustments~~
 - ~~d. Job Reclassification and Demotion~~

~~e. Upward Reclassification~~

~~f. Downward Reclassification~~

~~g. Transfers/Demotions~~

~~5. Payroll Schedule For All Employees Except Transportation and Food Service~~

~~a. Transportation and Food Service Employees~~

~~b. Teachers and Other Non-12-Month Employees~~

~~6. Dock Rates~~

~~a. Teacher and Daily Pay Schedules~~

~~b. Athletic Trainers~~

~~c. Hourly Pay Schedules~~

~~7. Overtime~~

~~8. Withholding Tax~~

~~9. Direct Deposit~~

**COMPENSATION
ADMINISTRATION
PRACTICES AND
PROCEDURES
RESPONSIBILITY**

~~To ensure the successful implementation and administration of the compensation administration program, the following positions have been assigned specific areas of responsibility.~~

SUPERINTENDENT

~~The Superintendent will:~~

~~1. Direct the implementation, communication, and administration of compensation policies.~~

~~2. Annually approve objectives and policies for the compensation administration program.~~

~~3. Review and recommend adjustments to the compensation structures used for all positions to the Board.~~

~~4. Review and recommend annual compensation adjustments for presentation to the Board.~~

~~5. Review and approve all exceptions to this regulation, as appropriate for all positions.~~

~~6. Review all promotional increases that involve compensation adjustments that are not in conformance with the guidelines as outlined in the section on EMPLOYEE COMPENSATION REVIEWS AND ADJUSTMENTS, below.~~

~~ASSOCIATE
SUPERINTENDENT,
HUMAN
RESOURCES~~

~~7. Administer, maintain, and revise the compensation program for all positions, as necessary.~~

~~The associate superintendent for human resources will:~~

- ~~1. Work with all departments to ensure that compensation policies are communicated, understood, and utilized.~~
- ~~2. Ensure that individual employee promotion increases are within authorized guidelines.~~
- ~~3. Review and evaluate out-of-policy compensation activity in coordination with the Superintendent.~~
- ~~4. Review recommendations for compensation structure adjustments and make final recommendations to the Superintendent.~~
- ~~5. Review and submit to the Superintendent the recommendations made by the Position Classification Advisory Committee (PCAC) concerning job classifications and reclassifications.~~

~~EXECUTIVE
DIRECTOR,
PERSONNEL
ADMINISTRATION~~

~~The executive director for Personnel Administration will:~~

- ~~1. With the assistance of the business services staff, obtain or develop competitive compensation data on an annual and as needed basis and recommend appropriate compensation structure adjustments to the associate superintendent for Human Resources.~~
- ~~2. Review job descriptions and coordinate job evaluation activities.~~
- ~~3. Schedule meetings to go over requests for the evaluation of new jobs and the reevaluation of current jobs with the chairperson of the PCAC.~~

~~SUPERVISORY
PERSONNEL~~

~~Supervisory personnel will:~~

- ~~1. Maintain a thorough knowledge of compensation administration policies and procedures and apply them in recommending compensation adjustments or making recommendations concerning job reevaluation.~~
- ~~2. Keep subordinates informed of pertinent aspects of the compensation administration program and related procedures.~~
- ~~3. Advise the associate superintendent for Human Resources of any changes in the scope of responsibility of subordinate positions.~~

~~POSITION
EVALUATION AND
CLASSIFICATION
PROCEDURES~~

~~Position evaluation and classification procedures are as follows:~~

~~In order to pay compensation that reflects assigned job responsibilities, the District will use a formal job evaluation process to provide a uniform method of determining the relative worth of each position. All positions must be evaluated and classified according to the District's job evaluation plan.~~

~~OBJECTIVES OF
JOB EVALUATION~~

~~Effective compensation administration requires that management be guided by equitable policies in appraising the worth of each position relative to all other positions within the District and in compensating employees in accordance with their contributions in the context of the positions they occupy.~~

~~There are two considerations in the determination of how much an employee is to be paid:~~

- ~~1. The relative worth of the position, and~~
- ~~2. The experience of the individual.~~

~~METHOD OF
EVALUATION~~

~~To establish and maintain equitable relationships, all positions will be analyzed using job content documents as a primary source. Job content documents include written job descriptions and job analysis questionnaires (JAQ). These documents will be supplemented by other relevant information sources and factors concerning each job.~~

~~APCAG has been established to review job evaluations and recommend job classifications. The Superintendent appoints the committee. Recommendations of the committee will be communicated in writing to the Superintendent. The PCAG will meet at least once each school year. Other meetings will be scheduled as needed.~~

~~The PCAG will review all requests for evaluation of new jobs and the reevaluation of current jobs and will make recommendations to the Superintendent through the associate superintendent for Human Resources.~~

~~The Superintendent, the PCAG chairperson, the associate superintendent for Human Resources, and the executive director for Personnel Administration will make a final determination on job classifications. Employees or supervisors who disagree with a recommendation and feel that additional information should be considered may resubmit a revised job analysis questionnaire with a revised job classification request form, and the job will be evaluated a second time. Additional information must be provided to warrant a second review.~~

~~JOB EVALUATION
PLAN~~

~~Job evaluation determines the worth of each position in an organization.~~

~~The objectives of the job evaluation plan are:~~

- ~~1. To provide a systematic, equitable, and factual basis for sound job ranking to ensure that all employees are compensated fairly in relation to all other positions in the District;~~
- ~~2. To provide a basis for determining compensation that reflects job requirements and responsibilities;~~
- ~~3. To provide job content information that will assist in the selection, placement, and promotion of employees according to experience, ability, and performance;~~
- ~~4. To provide employees and applicants with information about job duties and responsibilities;~~
- ~~5. To provide management with a database for realigning jobs, making new job assignments, or conducting an analysis of work flow procedures; and~~
- ~~6. To provide a framework for ensuring equitable treatment of all jobs in the District.~~

~~DESCRIPTION OF
JOB EVALUATION
PLAN~~

~~A job analysis questionnaire (JAQ), designed to capture information on important elements of job composition, is utilized as a base document.~~

~~The job evaluation plan involves separately rating each job using each of the "compensable factors" contained in the plan. Points are assigned to each factor based on a weighted numerical matrix, and the value of the points assigned for each factor are combined to produce a total point evaluation.~~

~~There are two JAQs in use in the District:~~

- ~~• The administrative/professional JAQ is used for all administrative and nonteaching professional positions; and~~
- ~~• The auxiliary JAQ is used for all clerical, paraprofessional, and other hourly positions.~~

~~JOB EVALUATION
FACTOR
SUMMARIES~~

~~Jobs are evaluated and rated on the following factors in accordance with written definitions and rating descriptors.~~

~~ADMINISTRATIVE/
PROFESSIONAL
FACTOR
SUMMARIES~~

~~The following factors will be considered in job evaluation regarding administrative and professional positions:~~

- ~~1. Knowledge This factor measures the required knowledge, skill, and experience necessary to perform the job satisfactorily.~~

~~ly. Subfactors include formal education, experience, and certification or licensing.~~

- ~~2. Complexity This factor measures the complexity of the job. Subfactors include job structure and difficulty.~~
- ~~3. Initiative/Direction Received This factor measures the level of supervision or control over the job through policies, procedures, or the nature of the work.~~
- ~~4. Decision Making This factor measures the scope and impact of significant decisions required by the job.~~
- ~~5. Financial Accountability This factor measures the extent of accountability and responsibility for financial planning and control of assets. Subfactors include budget development and financial assets.~~
- ~~6. Interpersonal Communications This factor measures the level and scope of business-related communication required by the job.~~
- ~~7. Organizational Impact This factor measures the level of impact that primary job duties have on the total delivery of District services.~~
- ~~8. Supervision This factor measures the level and extent of supervisory responsibility for the work of others. Subfactors include scope of supervision, evaluation responsibility, and employment responsibility.~~

**AUXILIARY FACTOR
SUMMARIES**

~~The following factors will be considered in job evaluation regarding clerical/paraprofessional and other hourly positions:~~

- ~~1. Education and Skills This factor measures the level of formal education and skills required at an entry level for the position.~~
- ~~2. Work Experience This factor measures the minimum experience required to provide the skill and ability to perform the job.~~
- ~~3. Decision Making This factor measures the level and scope of decisions required by the position and the impact on District services. Subfactors include decision making and organizational impact.~~
- ~~4. Structure of Duties This factor measures the degree of variation in job duties.~~

~~5. Interpersonal Communications—This factor measures the level and scope of regular, business related communication required by the job.~~

~~6. Direction Received—This factor measures the degree of supervision or direction received in the regular performance of job tasks.~~

~~7. Supervision—This factor measures the level and extent of supervisory responsibility the job has for other District jobs and personnel. Subfactors include scope and level of responsibility.~~

~~8. Working Conditions—This factor measures the degree of exposure to physical harm or discomfort in the normal performance of duties.~~

~~9. Financial Assets—This factor measures the level of financial discretion and responsibility inherent in the job.~~

~~JOB CLASSIFICATION~~

~~NEW JOBS~~

~~When a newly created job is to be evaluated, the immediate supervisor, through his or her department supervisor, will prepare a job description, request for additional position (RAP) form, and present to the Superintendent's personnel committee for review.~~

~~NEW JOB TITLES~~

~~The supervisor initiating the request should suggest a title descriptive of the major functions to be performed. The human resources department will manage and control the assignment of all job titles to provide appropriate titles that will denote both function and organization level in a consistent manner.~~

~~REVISED JOBS~~

~~Supervisors must submit a job classification request form and attach a completed JAQ or a job description with modifications noted to initiate a review of the current job classification. The job classification request form must explain the reason for the request and circumstances that have changed since the original position classification. Superv~~

~~isors may request a review of a job classification for any of the following six reasons:~~

~~The Superintendent's personnel committee may review the request if:~~

~~1. The job level pay assignment based on job content appears to be out of line with other jobs in the District.~~

~~2. The job has undergone a significant change in duties, qualifications, or responsibilities.~~

~~3. The supervisor has experienced difficulty in hiring qualified employees due to the pay level guidelines.~~

~~4. Unacceptable or unusual job turnover has occurred that may be due to pay level guidelines.~~

~~The JAQ and supporting documents will be sent to the Texas Association of School Boards (TASB) if:~~

~~1. Existing pay level guidelines would, in the supervisor's judgment, result in overpaying or underpaying an employee; or~~

~~2. An employee requests an evaluation of his or her position.~~

~~Supervisors are responsible for providing complete and accurate job information on the JAQ and the job classification request form. The human resources associate superintendent or director designee will discuss the request with the supervisor and may ask the supervisor to appear before the PCAC.~~

~~Requests for job classification reviews will be processed as described at METHOD OF EVALUATION, above.~~

~~PAY SCHEDULE
LEVELS~~

~~The following provisions address pay schedule levels.~~

~~STRUCTURE AND
APPLICATION~~

~~Jobs of similar or equal value are grouped into pay levels through the job evaluation process. Each pay level has a range with a minimum and maximum pay level as follows:~~

~~1. Minimum of Pay Level — The minimum of pay level rate represents the lowest rate of pay for the position and should be sufficient to attract qualified applicants for the positions at this level. Employees who possess minimum qualifications will typically be hired at this pay level.~~

~~2. Step 10 of Pay Level — Step 10 is the median of the pay level and should be close to the job market average for benchmark jobs at that level. Pay levels are set and adjusted at Step 10 rates to align with competitive job markets. The Step 10 rate is also used as a control point for placement of new employees and controlling employee movement through a pay level. Percent increases approved by the Board for pay raises will be applied to Step 10 of each employee's pay level unless otherwise directed by the Board.~~

~~The District will attempt to maintain parity between the incumbents and new hires.~~

~~3. Maximum of Pay Level — The maximum pay level represents the maximum pay value for the position.~~

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(REGULATION)

~~UPDATING PAY
LEVELS~~

~~In order to maintain a competitive compensations structure, job market surveys will be reviewed each year. Pay levels will be reviewed based on current job market data, and appropriate adjustments will be recommended to the Superintendent. Competitive compensation for benchmark jobs will be determined using a combination of appropriate market surveys. The Superintendent will recommend pay structure adjustments to the Board.~~

~~COMPENSATION
PAY LEVEL
ADJUSTMENTS~~

~~To preserve the pay structure, compensation pay levels will be adjusted using the following procedures:~~

- ~~1. The percentage adjustment for the compensation structure will be determined. Normally, the percentage adjustment for pay levels will be a lesser amount than the percentage adjustment applied to employee compensation to prevent compression problems between new hires and experienced employees.~~
- ~~2. Step 10 rates of each pay level will be increased by the approved adjustment factor.~~
- ~~3. The minimum and maximum rates will be recalculated off of Step 10 to preserve the desired pay level width.~~
- ~~4. Based on the results of market analysis, it may become necessary or appropriate to restructure pay levels on occasion; i.e., to change the width of, or progression between, pay levels. When the District needs to reconstruct pay levels, the adjustment procedures described above do not apply.~~

~~EMPLOYEE
COMPENSATION
REVIEWS AND
ADJUSTMENTS~~

~~All compensation adjustments will be based upon budgetary considerations. Employee compensation will be reviewed annually as part of the budget process. Compensation increases will be recommended to the Board to ensure that each employee's pay remains as competitive as possible within the District's capacity to allocate resources.~~

~~The following provisions apply to employees' compensation reviews and adjustments:~~

~~COMPENSATION
ADJUSTMENT
PROCESS~~

~~Information for the budget and compensation review process will be obtained through the business services division. Compensation increase models will be built in accordance with the financial resources of the District and direction from the Board on resource allocations.~~

- ~~1. No employee will be paid below the minimum rate of his or her assigned pay level.~~

- ~~2. The percentage increase approved by the Board for compensation adjustments will be applied to each pay level at Step 10 to calculate employee pay raises. All employees who are at the same pay level and who are within the pay range will receive the same hourly or daily pay increase unless otherwise directed by the Board.~~
- ~~3. Employees whose hourly or daily rate is above the maximum of their pay level may receive a pay adjustment as recommended and approved by the Board.~~
- ~~4. Employees who were hired during the previous school year and who worked less than 90 days for the District will not be eligible to receive a compensation adjustment for the next school year except to the extent that may be necessary to bring any employees who are being paid below any new minimum rate for their assigned pay level up to any newly established minimum or to place the employees at the same step on an adjusted schedule.~~
- ~~5. Employees hired with an effective date after June 30 will not be eligible to receive a compensation adjustment for that school year except to the extent that may be necessary to bring any employees who are being paid below any new minimum rate for their assigned pay level up to any newly established minimum or to place the employees at the same step on an adjusted schedule.~~

~~TIMING~~

~~Employees will normally be eligible for compensation adjustments as of their first day on duty each school year (July 1 through June 30). However, special adjustments may be processed at other times based upon the need to adjust for equity, promotion, or transfer. Special adjustments may be approved by the Superintendent. No annual compensation increases should be communicated to employees until after final approval by the Board.~~

**COMPENSATION
ADMINISTRATION
PRACTICES AND
PROCEDURES**

THE SUPERINTENDENT SHALL RECOMMEND AN ANNUAL COMPENSATION PLAN FOR ALL DISTRICT EMPLOYEES TO THE BOARD FOR APPROVAL. THE EMPLOYEE COMPENSATION PLAN MAY INCLUDE WAGE AND SALARY STRUCTURE, STIPENDS, BENEFITS, AND INCENTIVE PAY PLANS.

THE SUPERINTENDENT AND DESIGNEE(S) SHALL ADMINISTER THE COMPENSATION PLAN CONSISTENT WITH BOARD POLICIES AND THE ANNUAL BOARD APPROVED BUDGET.

**GENERAL PAY
INCREASE AND
ELIGIBILITY**

PAY INCREASES FOR EMPLOYEES ON SALARY SCHEDULES ARE CALCULATED AS APPROVED BY THE BOARD EACH YEAR. PAY INCREASES FOR EMPLOYEES ON PAY RANGES ARE CALCULATED BY APPLYING THE PERCENT INCREASE APPROVED BY THE BOARD EACH YEAR TO THE MIDPOINT RATE OF THE PAY RANGE. EMPLOYEES IN THE SAME PAY GRADE WILL RECEIVE THE SAME RATE OF INCREASE WHEN PAY INCREASES ARE CALCULATED AS A PERCENT OF MIDPOINT. PAY INCREASES THAT WILL EXCEED THE MAXIMUM RATE OF THE PAY RANGE MUST BE SPECIFICALLY AUTHORIZED BY THE BOARD EACH YEAR.

EMPLOYEES WHO WERE HIRED DURING THE PREVIOUS SCHOOL YEAR AND WHO WORKED LESS THAN 90 DAYS FOR THE DISTRICT WILL NOT BE ELIGIBLE TO RECEIVE A COMPENSATION ADJUSTMENT FOR THE NEXT SCHOOL YEAR EXCEPT TO THE EXTENT THAT MAY BE NECESSARY TO BRING ANY EMPLOYEES WHO ARE BEING PAID BELOW ANY NEW MINIMUM RATE FOR THEIR ASSIGNED PAY LEVEL UP TO ANY NEWLY ESTABLISHED MINIMUM OR TO PLACE THE EMPLOYEES AT THE SAME STEP ON AN ADJUSTED SCHEDULE.

**PAY RANGE
ADJUSTMENTS**

HUMAN RESOURCES WILL REVIEW PAY STRUCTURES ANNUALLY AND RECOMMEND ADJUSTMENTS AS NEEDED TO MAINTAIN COMPETITIVE ALIGNMENT WITH EXTERNAL JOB MARKETS AND INTERNAL ALIGNMENT OF CAREER PATHWAYS. ADJUSTMENTS TO PAY RANGES ARE MADE PRIOR TO THE CALCULATION OF PAY INCREASES.

IF NO PAY RAISE IS APPROVED BY THE BOARD, NO PAY RANGE ADJUSTMENTS WILL BE MADE.

EMPLOYEES WILL NORMALLY BE ELIGIBLE FOR COMPENSATION ADJUSTMENTS AS OF THEIR FIRST DAY ON DUTY EACH SCHOOL YEAR (JULY 1 THROUGH JUNE 30). HOWEVER, SPECIAL ADJUSTMENTS MAY BE PROCESSED AT OTHER TIMES BASED UPON THE NEED TO ADJUST FOR EQUITY, PROMOTION, OR TRANSFER. SPECIAL ADJUSTMENTS MAY BE APPROVED BY THE SUPERINTENDENT. NO ANNUAL COMPENSATION INCREASES SHOULD BE COMMUNICATED TO EMPLOYEES UNTIL AFTER FINAL APPROVAL BY THE BOARD.

**DESCRIPTION OF PAY
SYSTEM**

EMPLOYEE PAY SYSTEMS ARE DESIGNED AND ADMINISTERED FOR THE PURPOSE OF ATTRACTING AND RETAINING QUALIFIED EMPLOYEES TO ACHIEVE THE GOALS OF THE DISTRICT. HUMAN RESOURCES IS RESPONSIBLE FOR THE

MAINTENANCE AND ADMINISTRATION OF EMPLOYEE PAY SYSTEMS.

TEACHERS, LIBRARIANS AND NURSES WILL BE PAID ACCORDING TO A SALARY SCHEDULE THAT CORRELATES SALARIES WITH TOTAL YEARS OF CREDITABLE SERVICE IN EDUCATION. ALL OTHER DISTRICT JOBS WILL BE ASSIGNED TO A PAY GRADE AND RANGE STRUCTURE THAT SETS THE PAY FOR THE POSITION.

THE DISTRICT PAY PLAN INCLUDES:

- **TEACHERS, LIBRARIANS AND NURSES**
- **ADMINISTRATIVE PROFESSIONAL EXEMPT STAFF**
- **CAMPUS LEADERSHIP EXEMPT STAFF**
- **INFORMATION TECHNOLOGY EXEMPT AND NONEXEMPT STAFF**
- **POLICE EXEMPT AND NONEXEMPT STAFF**
- **CLERICAL-PARAPROFESSIONAL NONEXEMPT STAFF**
- **AUXILIARY NONEXEMPT STAFF**

SALARY SCHEDULES AND PAY RANGES ARE REVIEWED AND ADJUSTED PERIODICALLY. EMPLOYEE PAY IS ADJUSTED BASED ON THE PAY INCREASE BUDGET AND GUIDELINES APPROVED BY THE BOARD ANNUALLY.

JOB DESCRIPTIONS

IDENTIFYING A JOB'S QUALIFICATIONS, PURPOSE, MAJOR DUTIES AND RESPONSIBILITIES, WORKING CONDITIONS, AND EXEMPTION STATUS IS AN ESSENTIAL FUNCTION IN THE ADMINISTRATION OF THE COMPENSATION SYSTEM. ACCURATE AND COMPLETE JOB DESCRIPTIONS WILL BE COLLECTED AND MAINTAINED BY HUMAN RESOURCES WITH INPUT FROM JOB SUPERVISORS. JOB TITLES ARE ASSIGNED BY HUMAN RESOURCES WITH INPUT FROM THE SUPERVISOR TO ACCURATELY REFLECT THE LEVEL AND NATURE OF WORK AND THE ORGANIZATIONAL STRUCTURE OF THE DISTRICT.

JOB DESCRIPTIONS WILL BE UPDATED BY HUMAN RESOURCES WITH INPUT FROM THE SUPERVISOR AT LEAST EVERY THREE YEARS AND AT EACH VACANCY. EMPLOYEES AND THEIR SUPERVISOR WILL REVIEW THE JOB DESCRIPTION ANNUALLY AS PART OF THE EMPLOYEE'S ANNUAL REVIEW ACKNOWLEDGING AND AGREEING TO THE GENERAL RESPONSIBILITIES OF THE JOB OR IDENTIFY NEEDED EDITS TO BE SUBMITTED TO HUMAN RESOURCES.

DUTY CALENDARS

DUTY CALENDARS ARE DETERMINED BASED ON THE BUSINESS NEEDS OF THE DISTRICT AND WILL ALIGN WITH PAY CYCLES. THE DISTRICT WILL STRIVE TO MAINTAIN A LIMITED NUMBER OF DUTY CALENDAR VARIATIONS. WHEN AN EMPLOYEE'S DUTY CALENDAR MUST BE CHANGED TO MEET NEW OR ADJUSTED NEEDS OF THE DISTRICT, THE EMPLOYEE'S CURRENT TOTAL ANNUAL SALARY SHOULD NOT BE REDUCED IF DAYS ARE BEING REDUCED. INSTEAD, THE CURRENT DAILY RATE OR HOURLY RATE SHOULD BE ADJUSTED TO ARRIVE AT THE SAME ANNUAL SALARY AS THE EMPLOYEE BEGAN THE YEAR.

PAYROLL SCHEDULE

ALL EMPLOYEES ARE PAID IN ACCORDANCE WITH THE APPROPRIATE SALARY SCHEDULE IN FORCE AND IN ACCORDANCE WITH PUBLISHED PAY DATES. PAYMENTS FOR ALL PERSONNEL ARE ISSUED ON THE 15TH AND ON THE LAST DAY OF THE MONTH UNLESS THE PAY DATE FALLS ON A WEEKEND OR DISTRICT NON-WORKDAY, IN WHICH EVENT PAYMENT WILL BE ISSUED ON THE LAST BUSINESS DAY BEFORE THE WEEKEND OR DISTRICT NON-WORKDAY.

**TEACHERS AND
OTHER
NON-12-MONTH
EMPLOYEES**

Teachers and other non-12-month employees ~~work~~ **EMPLOYED** starting after the end of the first pay period of the school year but prior to a specified date in January will be paid equal semimonthly payments through August. Such employees beginning after the specified date in January will be paid equal semimonthly payments through June.

DOCK RATES

If an employee's pay is docked, the amount deducted will be based on the daily rate. The dock rate for employees on a monthly pay schedule is 1/20th of the monthly salary. The daily rate for employees on an hourly pay schedule is determined by multiplying the number of hours worked per day by the hourly rate.

EXEMPTION STATUS

ALL JOBS WILL BE CLASSIFIED AS EXEMPT OR NONEXEMPT IN ACCORDANCE WITH THE REQUIREMENTS OF THE FEDERAL FAIR LABOR STANDARDS ACT (FLSA) AND DOCUMENTED IN THE JOB DESCRIPTION. HUMAN RESOURCES WILL DETERMINE THE CLASSIFICATION OF EACH POSITION BASED ON A DESCRIPTION OF ASSIGNED JOB DUTIES AND WEEKLY PAY. IN ORDER TO BE EXEMPT, THE EMPLOYEE'S PRIMARY DUTIES MUST MEET THE REQUIREMENTS DEFINED BY FEDERAL REGULATIONS FOR THE EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, OR COMPUTER EMPLOYEE EXEMPTION TEST OR BE A TEACHER, AND THE EMPLOYEE MUST MEET APPLICABLE FEDERAL SALARY REQUIREMENTS. ALL EMPLOYEES WHO DO NOT MEET THE

LEGAL REQUIREMENTS FOR EXEMPTION ARE CLASSIFIED AS NONEXEMPT.

METHOD OF EVALUATION

EFFECTIVE COMPENSATION ADMINISTRATION REQUIRES THAT MANAGEMENT BE GUIDED BY EQUITABLE POLICIES IN APPRAISING THE WORTH OF EACH POSITION RELATIVE TO ALL OTHER POSITIONS WITHIN THE DISTRICT AND IN COMPENSATING EMPLOYEES IN ACCORDANCE WITH THEIR CONTRIBUTIONS IN THE CONTEXT OF THE POSITIONS THEY OCCUPY.

THERE ARE TWO CONSIDERATIONS IN THE DETERMINATION OF HOW MUCH AN EMPLOYEE IS TO BE PAID:

- 1. THE RELATIVE WORTH OF THE POSITION, AND**
- 2. THE EXPERIENCE OF THE INDIVIDUAL.**

JOB CLASSIFICATION PROCEDURES

JOB CLASSIFICATION DETERMINES THE ASSIGNED PAY RANGE FOR A JOB. JOB CLASSIFICATION IS BASED ON JOB REQUIREMENTS, ASSIGNED DUTIES, AND PREVAILING MARKET RATES FOR SIMILAR POSITIONS. ALL JOBS ARE CLASSIFIED FOR PAY BASED ON THE RELATIVE LEVEL OF KNOWLEDGE AND SKILL REQUIREMENTS, SCOPE AND COMPLEXITY OF ASSIGNED DUTIES, JOB ACCOUNTABILITY, AND WORKING CONDITIONS. HUMAN RESOURCES WILL COLLECT JOB INFORMATION, EVALUATE JOBS FOR CLASSIFICATION PURPOSES, AND RECOMMEND JOB PAY GRADES TO THE GRANTS AND PERSONNEL COMMITTEE AND THE SUPERINTENDENT.

THE DISTRICT WILL ATTEMPT TO MAINTAIN PARITY BETWEEN THE INCUMBENTS AND NEW HIRES.

CLASSIFICATION OF NEW POSITIONS

PRIOR TO POSTING, NEW POSITIONS MUST HAVE A WRITTEN JOB DESCRIPTION CREATED COLLABORATIVELY BY HUMAN RESOURCES AND THE HIRING SUPERVISOR. THE GRANTS AND PERSONNEL COMMITTEE (GAPC) WILL RECOMMEND TO THE SUPERINTENDENT THE PAY GRADE CLASSIFICATION OF NEW POSITIONS BASED ON THE JOB DESCRIPTION, QUALIFICATIONS REQUIRED, AND MARKET VALUE. NEW POSITIONS MUST BE CLASSIFIED IN THE PAY SYSTEM PRIOR TO HIRING NEW EMPLOYEES.

JOB RECLASSIFICATION

A JOB RECLASSIFICATION OCCURS WHEN A JOB CLASSIFICATION IS CHANGED TO A HIGHER OR LOWER PAY RANGE. JOBS MAY BE RECLASSIFIED AS A RESULT OF A SIGNIFICANT AND SUSTAINED CHANGE IN JOB DUTIES ASSIGNED, A NEED TO IMPROVE INTERNAL PAY EQUITY WITH SIMILAR JOBS, OR A CHANGE IN COMPETITIVE MARKET RATES.

**PROCEDURES FOR
JOB
RECLASSIFICATION**

REVIEW OF JOB RECLASSIFICATIONS MUST BE INITIATED BY THE IMMEDIATE SUPERVISOR. JOBS PREVIOUSLY SUBMITTED FOR REVIEW OR FTES ADDED WITHIN THE LAST SCHOOL YEAR ARE NOT ELIGIBLE FOR REVIEW.

AN IMMEDIATE SUPERVISOR MAY REQUEST AN EVALUATION OF A JOB WHEN SIGNIFICANT CHANGE IN DUTIES HAS OCCURRED. TO INITIATE A JOB CLASSIFICATION REVIEW, IT MUST BE SUBMITTED ON THE DISTRICT'S JOB RECLASSIFICATION REVIEW REQUEST FORM THAT DESCRIBES THE RATIONALE FOR RECLASSIFYING THE POSITION AND PROVIDES AN EXPLANATION OF CHANGES IN JOB DUTIES AND RESPONSIBILITIES. THE REQUEST ALSO SHOULD INCLUDE CURRENT AND PROPOSED JOB DESCRIPTIONS. THE REQUEST MUST BE SIGNED BY THE IMMEDIATE SUPERVISOR BEFORE SUBMITTING IT TO THE CABINET LEVEL ADMINISTRATOR.

THE CABINET LEVEL ADMINISTRATOR WILL REVIEW THE REQUEST AND OBTAIN ADDITIONAL INFORMATION, IF NEEDED. ADDITIONAL INFORMATION MAY BE OBTAINED FROM THE SUPERVISOR, EMPLOYEE(S), AND/OR EXTERNAL JOB MARKET PAY DATA. THE REQUEST MUST BE SIGNED BY THE CABINET LEVEL ADMINISTRATOR AND SUBMITTED TO HUMAN RESOURCES.

HUMAN RESOURCES WILL EVALUATE THE JOB RECLASSIFICATION REQUEST AND PREPARE A RECOMMENDATION FOR REVIEW BY THE GRANTS AND PERSONNEL COMMITTEE (GAPC). A GAPC RECOMMENDATION WILL BE COMMUNICATED IN WRITING TO THE SUPERINTENDENT.

RECLASSIFICATION REQUESTS WILL BE ACCEPTED THROUGH MARCH 31 WITH REVIEW AND EVALUATION OCCURRING IN MAY AND JUNE. FINAL RECOMMENDATIONS WILL BE SHARED WITH EMPLOYEES IN JUNE, WITH CHANGES TAKING EFFECT AT THE BEGINNING OF THE NEXT SCHOOL YEAR.

**SALARY
ADJUSTMENTS FOR
JOB
RECLASSIFICATION**

A CHANGE IN JOB CLASSIFICATION WILL RESULT IN A GREATER OR LESSER POTENTIAL FOR LONG-TERM PAY ADVANCEMENT. SALARY ADJUSTMENTS CANNOT BE MADE FOR CONTRACT EMPLOYEES AFTER THE BEGINNING OF THE CONTRACT TERM UNLESS THE JOB RESPONSIBILITIES HAVE INCREASED. ~~SALARY CHANGES FOR CONTRACT EMPLOYEES ARE PROHIBITED DURING THE CONTRACT TERM.~~ THE NEED FOR A SALARY ADJUSTMENT FOR RECLASSIFIED

EMPLOYEES WILL BE EVALUATED AND THE APPROPRIATE DEMOTION OR PROMOTION PROCEDURES WILL APPLY.

SALARY PLACEMENT FOR AN EMPLOYEE WHO IS RECLASSIFIED WILL FOLLOW THE COMPENSATION GUIDELINES FOR PLACEMENT OF A NEW HIRE. THE FOLLOWING GUIDELINES SHOULD BE APPLIED:

- **IF THE JOB IS RECLASSIFIED UPWARD DUE TO AN INCREASE IN LEVEL OF RESPONSIBILITIES, THE PROCEDURE FOR PROMOTION INCREASES MAY BE APPLIED.**
- **IF THE JOB IS RECLASSIFIED DUE TO ORGANIZATIONAL CHANGES, THERE MAY BE NO IMMEDIATE PAY INCREASE.**
- **IF THE JOB IS RECLASSIFIED TO A LOWER PAY RANGE BASED ON A REDUCTION IN LEVEL OF ASSIGNED RESPONSIBILITIES, THE JOB INCUMBENT WILL RETAIN HIS OR HER CURRENT RATE OF PAY. IF THE CURRENT PAY RATE IS LESS THAN THE MAXIMUM OF THE NEW PAY LEVEL, THE EMPLOYEE WILL BE ENTITLED TO RECEIVE REGULAR PAY ADJUSTMENTS AS THEY OCCUR. IF THE CURRENT RATE EXCEEDS THE NEW PAY LEVEL MAXIMUM, THE EMPLOYEE WILL NOT RECEIVE ADDITIONAL PAY ADJUSTMENTS UNTIL THE MAXIMUM OF THE PAY LEVEL EXCEEDS HIS OR HER PAY.**

**TRANSFERS /
DEMOTIONS**

IF AN EMPLOYEE VOLUNTARILY TRANSFERS TO A LOWER LEVEL JOB, THE EMPLOYEE'S HOURLY OR DAILY RATE WILL BE ADJUSTED TO MID-POINT OF THE LOWER PAY LEVEL. IF THE EMPLOYEE'S CURRENT RATE OF PAY IS BELOW MID-POINT, THE EMPLOYEE'S RATE OF PAY WILL REMAIN THE SAME.

AN EMPLOYEE WHO IS INVOLUNTARILY TRANSFERRED TO A LOWER LEVEL POSITION DUE TO THE EMPLOYEE'S JOB PERFORMANCE OR INABILITY TO SATISFACTORILY PERFORM THE DUTIES OF THE JOB WILL ALSO HAVE HIS OR HER HOURLY OR DAILY RATE ADJUSTED TO MID-POINT OF THE LOWER PAY LEVEL.

AN EMPLOYEE WHO IS INVOLUNTARILY TRANSFERRED TO A LOWER LEVEL JOB DUE TO DISTRICT RESTRUCTURING THAT RESULTS IN THE ELIMINATION OF A POSITION WILL HAVE THEIR PAY RATE ADJUSTED TO END OF THE 3RD QUARTILE OF THE NEW LOWER LEVEL. THE END OF THE 3RD QUARTILE REPRESENTS MIDPOINT PLUS MAXIMUM DIVIDED BY TWO (2). IF THE PAY RATE RESULTS HIGHER

THAN IN THEIR CURRENT RATE, THE EMPLOYEES WILL BE PLACED AT THE LOWER PAY RATE.

PROMOTIONAL
ADJUSTMENTS

When an employee is promoted into a job in a pay level higher than the job he or she currently holds, a promotional adjustment will begin with the effective date of the new assignment.

IF AN EMPLOYEE IS TRANSFERRED BACK TO A FORMER PAY LEVEL POSITION WITHIN 60 DAYS OF A PROMOTION, HIS OR HER PAY WILL BE ADJUSTED BACK TO THE RATE OF THE FORMER POSITION EFFECTIVE WITH THE DATE OF THE TRANSFER.

Promotional adjustments will be calculated to reward employees for the higher position and to maintain internal equity in the District. For promotions that are effective at the beginning of a new school year, the promotion increase will be applied in addition to the approved compensation adjustment for all other employees.

Promotional increases will be determined according to the guidelines listed in human resources bulletin 12 **COMPENSATION GUIDELINES.**

~~JOB
RECLASSIFICATION
AND DEMOTION~~

~~A job reclassification differs from a promotion. A promotion occurs when an employee moves to a different job. A job reclassification occurs when the same job is moved to a different pay level. If the incumbent's current rate of pay falls within the new pay level, compensation adjustments will be made for a job that is reclassified according to the information cited below.~~

~~UPWARD
RECLASSIFICATION~~

~~Employees who are in a job that is reclassified to a higher pay level will receive an adjustment when the Superintendent approves it and if funds are available.~~

~~Subject to the foregoing requirements, employees' compensation will be adjusted according to human resources bulletin 12 guidelines.~~

~~DOWNWARD
RECLASSIFICATION~~

~~If a job is reclassified to a lower pay level, the job incumbent will retain his or her current rate of pay. If the current pay rate is less than the maximum of the new pay level, the employee will be entitled to receive regular pay adjustments as they occur. If the current rate exceeds the new pay level maximum, the employee will not receive additional pay adjustments until the maximum of the pay level exceeds his or her pay.~~

~~TRANSFERS/
DEMOTIONS~~

~~If an employee voluntarily transfers to a lower level job, the employee's hourly or daily rate will be adjusted to Step 10 of the lower pay level. If the employee's current rate of pay is below Step 10,~~

~~the employee's rate of pay will be adjusted to the closest lower step.~~

~~An employee who is involuntarily transferred to a lower level job due to the employee's poor job performance or inability to satisfactorily perform the duties of the job will also have his or her hourly or daily rate adjusted to Step 10 of the lower pay level. If the employee's current rate of pay is below Step 10, the employee's rate of pay will be adjusted to the closest lower step.~~

~~An employee who is involuntarily transferred to a lower level job due to District restructuring that results in the elimination of a position will have his or her hourly or daily rate adjusted to Step 15 of the new lower pay level. If the employee's current rate of pay before the transfer is below Step 15, the employee's rate of pay will be adjusted to the closest lower step. If placement at Step 15 is less than the employee would have received if the employee had been at that lower pay level all along, then the employee should be paid the amount the employee would have received if he or she had been at that lower pay level all along and not changed to his or her present pay level.~~

~~If an employee is transferred back to a former pay level position within 60 days of a promotion, his or her pay will be adjusted back to the rate of the former position effective with the date of the transfer.~~

Moved to Promotional Adjustments – due to revision of language in the regulation.

~~PAYROLL SCHEDULE
FOR ALL EMPLOYEES
EXCEPT
TRANSPORTATION
AND FOOD SERVICE~~

~~All employees are paid in accordance with the appropriate salary schedule in force and in accordance with published pay dates. Payments for all personnel are issued on the 15th and on the last day of the month unless the pay date falls on a weekend or District non-workday, in which event payment will be issued on the last business day before the weekend or District non-workday. Personnel who work year round are paid in 24 semimonthly payments.~~

~~Employees working less than 12 months, except as indicated below, will be paid 24 semimonthly payments from September through August.~~

~~TRANSPORTATION
AND FOOD SERVICE
EMPLOYEES~~

~~Bus drivers, bus monitors, food service specialists, and cooks are paid as "time worked" employees and are paid semimonthly according to the published payroll schedule with payments issued on the 15th and on the last day of the month unless the pay date falls on a weekend or District non-workday, in which event payment will be issued on the last business day before the weekend or District non-workday.~~

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(REGULATION)

~~TEACHERS AND
OTHER
NON-12-MONTH
EMPLOYEES~~

~~Teachers and other non-12-month employees starting work after the end of the first pay period of the school year but prior to a specified date in January will be paid equal semimonthly payments through August. Such employees beginning after the specified date in January will be paid equal semimonthly payments through June.~~

Teachers and Other Non 12 Month Employees moved for better understanding of the compensation procedures.

~~DOCK RATES~~

~~TEACHER AND
DAILY PAY
SCHEDULES~~

~~If an employee's pay is docked, the amount deducted will be based on the daily rate.~~

~~ATHLETIC
TRAINERS~~

~~The dock rate for employees on a monthly pay schedule is 1/20th of the monthly salary.~~

~~HOURLY PAY
SCHEDULES~~

~~The daily rate for employees on an hourly pay schedule is determined by multiplying the number of hours worked per day by the hourly rate.~~

Dock Rates moved for better understanding of the compensation procedures.

~~OVERTIME~~

~~It is the policy of the District to hold overtime work to a minimum; but when overtime work is necessary, nonexempt employees must seek approval from their supervisor before the work is performed, and all time worked must be accurately recorded on the weekly time sheet. Overtime may be reflected as compensatory time or paid to the employee according to the provisions of the Fair Labor Standards Act (FLSA). [See DEA(LEGAL) and (LOCAL)]~~

Overtime section moved for better understanding of the compensation procedures.

**EXTRA CURRICULAR
STIPENDS**

THE BOARD WILL APPROVE A SCHEDULE OF STIPENDS FOR EXTRA DUTIES. EXEMPT EMPLOYEES WHO ARE ASSIGNED SUPPLEMENTAL DUTIES THAT ACCRUE EXTRA PAY WILL BE COMPENSATED ACCORDING TO THE DISTRICT'S SCHEDULE FOR EXTRA DUTY STIPENDS. STIPENDS AND INCENTIVES ARE REVIEWED AND MODIFIED PERIODICALLY.

NONEXEMPT EMPLOYEES WHO ARE ASSIGNED SUPPLEMENTAL DUTIES WILL BE PAID ON AN HOURLY BASIS INCLUDING OVERTIME COMPENSATION WHEN HOURS EXCEED 40 IN A WORKWEEK. THE HOURS WORKED IN

SUPPLEMENTAL DUTIES MUST BE COMBINED WITH THE HOURS WORKED IN THE REGULAR JOB ASSIGNMENT FOR DETERMINING THE TOTAL HOURS WORKED EACH WEEK.

PAYMENT OF EXTRA-DUTY STIPENDS FOR EXEMPT EMPLOYEES ARE ANNUALIZED AND PAID MONTHLY OVER THE COURSE OF THE SCHOOL YEAR. CERTAIN STIPENDS ~~SUCH AS UIL AND CLASS SPONSORS~~ MAY BE PAID AS A LUMP SUM (AT THE END OF THE SEMESTER OR AT THE END OF THE SCHOOL YEAR).

OVERTIME

~~IT IS THE POLICY OF THE DISTRICT TO HOLD~~ **OVERTIME WORK SHALL BE HELD TO A MINIMUM; BUT WHEN OVERTIME WORK IS NECESSARY, NONEXEMPT EMPLOYEES MUST SEEK APPROVAL FROM THEIR SUPERVISOR BEFORE THE WORK IS PERFORMED, AND ALL TIME WORKED MUST BE ACCURATELY RECORDED ON THE WEEKLY TIME SHEET. OVERTIME MAY BE REFLECTED AS COMPENSATORY TIME OR PAID TO THE EMPLOYEE ACCORDING TO THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT (FLSA). [SEE DEA(LEGAL) AND (LOCAL)]**

WITHHOLDING TAX

All employees of the District are subject to the federal withholding tax. An employee must sign a withholding tax Form W-4 at the beginning of employment in order that the proper deduction may be made. **A NEW FORM W-4 SHOULD BE COMPLETED IF THE EMPLOYEE'S STATUS CHANGES.** ~~When an employee's status changes, a new Form W-4 can be obtained on the District's Web site, in the payroll office, from human resources, or from campus offices and must be completed and submitted immediately to human resources.~~

DIRECT DEPOSIT

~~Employees may have their paychecks electronically deposited directly into a checking or savings account. Once an original completed direct deposit form is received in the Payroll Office, it may take one pay period to become effective. With direct deposit, an employee's pay should be immediately available on the pay date. A change of bank information or cancellation of direct deposit is required in writing at least ten days prior to the pay date. Direct deposit is automatically canceled for employees leaving the District. The final check must be picked up on payday by 2:00 p.m. from human resources. Checks not picked up will be mailed to the address on file in human resources.~~

PAYCARDS

Employees who do not choose to have their paychecks electronically deposited directly into an account will be issued a pay card. ~~The "Wells Fargo Bank pay card" will be delivered to the employ~~

~~ee's home address prior to the pay date. The pay card should have the employee's pay funded to the card on the pay date. Employees may choose to change to direct deposit at any time. The direct deposit request must be received in the Payroll Office ten days prior to the pay date in order for the change to become effective.~~

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