

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(REGULATION)

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 fewer 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; and
- 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.

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| 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 employed 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 | <p>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.</p> <p>There are two considerations in the determination of how much an employee is to be paid:</p> <ol style="list-style-type: none">1. The relative worth of the position, and2. 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 CABINET PERSONNEL REVIEW (CPR) grants and personnel committee (CAPC)~~ 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 ~~CPR grants and personnel committee (CAPC)~~. A ~~CPR~~ ~~CAPC~~ 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. 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:

1. If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied.
2. If the job is reclassified due to organizational changes, there may be no immediate pay increase.
3. 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 third quartile of the new lower level. The end of the third quartile represents mid-point plus maximum divided by two. If the pay rate results higher than in their current rate, the employees will be placed at the lower pay rate.

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**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. Promotions that are effective at the beginning of a new school year, will be applied in addition to the approved compensation adjustment for all other employees.

Promotional increases will be determined according to compensation guidelines.

**Extracurricular
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 may be paid as a lump sum (at the end of the semester or at the end of the school year).

Overtime

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 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.

Pay Cards

~~Employees who do not choose to have their paychecks electronically deposited directly into an account will be issued a pay card.~~