

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(REGULATION)

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

PAY
ADMINISTRATION

The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees re-assigned to different positions.

CONTRACT
EMPLOYEES –
ADMINISTRATION

A contract employee serving in the administration as a campus principal shall be compensated in accordance with the Board approved pay scale. Years of service as an assistant principal / principal shall be credited to determine compensation. The employee service record will be utilized as the verification to finalize compensation.

NON-DUTY DAYS FOR 12
MONTH EMPLOYEES-
PROFESSIONAL (EXEMPT)

(Professional Exempt Employees) Request for non-duty is to be submitted to the immediate supervisor for approval at least three (3) days prior to using each non-duty day requested.

Any employee who works less than the designated duty days will be paid only for the days worked unless the absence is charged to earned personal leave, jury duty or military leave. The daily rate will be used when an employee's salary must be docked. The actual possible total number of duty days will vary from year to year due to holidays. The total number of non-duty days will also vary from year to year and will be granted each school year (July 1 to June 30).

Non-duty days may be carried over to the upcoming school year for Professional (exempt) employees working a standard 12 month contract with approval from the supervisor. A request to carry over non-duty days must be submitted to the immediate supervisor on or before May 31st of the current school year. Any approved carry over non-duty days from the previous school year must be used by July 31st of the current year.

Exempt employees are not eligible to be compensated for overtime pay or compensatory time. The salaries of a Professional (exempt employee) is intended to cover all hours worked.

NON-DUTY DAYS FOR
10/11 MONTH
EMPLOYEES-
PROFESSIONAL
(EXEMPT)

An employee covered under a ten / eleven-month contract is not eligible for non-duty days.

DISCRETIONARY LEAVE
FOR 12 MONTH
EMPLOYEES– HOURLY
(NON-EXEMPT)

Request for discretionary leave is to be submitted to the immediate supervisor for approval at least three (3) days prior to using each discretionary day requested.

Any employee who works less than the designated duty days will be paid only for the days worked unless the absence is charged to earned personal leave, jury duty or military leave. The daily rate will be used when an employee's salary must be docked. The actual possible total number of duty days will vary from year to year due to holidays. The total number of discretionary days will also vary from year to year and will be granted each school year (July 1 to June 30).

Discretionary days may not be carried over to the upcoming school year for hourly (non-exempt) employees working a standard 12 month assignment. All available discretionary leave must be used by June 30th of the current school year.

Hourly (non-exempt employees) are eligible to be compensated for over-time pay or compensatory time if the employee works more than 8 hours in a day or 40 hours in a workweek.

An hourly (non-exempt) employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

DISCRETIONARY LEAVE
FOR 10 MONTH
EMPLOYEES – HOURLY
(NON-EXEMPT)

An hourly (non-exempt) employee working less than 227 days is not eligible for discretionary leave days.

Note: Assuming that the employee has completed his or her assignment, Professional Employees (12 month employees) are entitled to non-duty days. Hourly employees (12 month employees) are entitled to discretionary leave days. Both, non-duty days and discretionary leave days are considered unpaid leave.