

COMPENSATION AND BENEFITS:  
SALARIES, WAGES, AND STIPENDS

DEA  
(REGULATION)

MINIMUM SALARY	<p>The Board of Trustees shall establish a salary schedule for all positions and assignments on an annual basis.</p>
PLACEMENT ON SALARY SCHEDULE	<p>The Assistant Superintendent for Administrative Services or designee will be responsible for ensuring that teachers and full-time librarians are given credit for the appropriate years of experience in determining the appropriate minimum salary for each teacher.</p> <p>The salaries for professional employees will be based upon the creditable experience completed as of the beginning of the contract period and the degree held. Credit for degrees earned after the start of the contract period will be granted as of the first duty day of the following school year. In order for credit to be considered, the degree and date of conferral must be shown on an official transcript. It is the employee's responsibility to notify the Human Resources Department of degrees earned and to supply official transcripts verifying the degree. If the degree requirements have been fulfilled, but the degree will not be conferred until a graduation date at least one month after completion of the degree requirements, credit will be granted as of the first duty day after the date the degree requirements were completed. This credit will only be granted when conferral of the degree has been documented on an official transcript and the transcript is accompanied by a letter from the appropriate college official stating the date on which the degree requirements were fulfilled. Retroactive payments for advanced degrees will not be made after the final paycheck for a school year has been processed.</p>
OVERTIME	<p>Nonexempt employees will receive compensation, either monetarily or in time, for all hours actually worked in excess of 40 hours per week. Prior to working overtime, employees will be informed whether the overtime is to be compensated monetarily or in time. Hours of sick leave, personal leave, or vacation time will not be considered time worked. Hours in excess of eight per day will not be considered overtime unless the total exceeds 40 hours actually worked within the particular week.</p> <p>All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.</p> <p>Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the regular hourly rate of pay.</p>
COMPENSATORY TIME	<p>Overtime may be reconciled as compensatory time off at the same time-and-a-half rate, and may be accrued as compensatory time to a maximum number of 40 hours established in policy DEA(LOCAL).</p> <p>If an employee has a balance of more than 40 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.</p>

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Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not disrupt the operations of the District. The District may require an employee to use compensatory time when in the best interest of the District.

Compensatory time used must be in hourly increments only. (Ex. If an employee uses 4.5 hours of compensatory time, for leave purposes the time will be recorded as 5 hours used of compensatory time.

At the end of each fiscal year, the District will pay each nonexempt employee for any accumulated, unused compensatory time.

SUPPLEMENTAL  
DUTY PAY

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis, including overtime compensation when hours exceed 40 in a work week. The hours worked in supplemental duties will be combined with the hours worked in the regular job assignment for determining the total hours worked each week.