

COMPENSATION AND BENEFITS:
SALARIES, WAGES, AND STIPENDS

DEA
(REGULATION)

OVERTIME

Nonexempt employees will receive compensation, either monetarily or in time, for all hours actually worked in excess of 40 hours per week. Vacation, holidays, sick leave, and accrued personal business days shall not count in calculating weekly overtime. Hours in excess of eight per day will not be considered overtime unless the total exceeds 40 hours within the particular week.

Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the base hourly rate of pay, and may be accrued to a maximum number of 60 hours as established in policy DEA (LOCAL). Overtime may be reconciled as compensatory time off at the same time-and-a-half rate.

Nonexempt employees shall use accumulated compensatory time before any District funds are expended to pay for overtime.

If a nonexempt employee has more than one nonexempt job in the District, hours will be combined for calculating overtime; if the level of compensation differs, compensation for any overtime will be based upon a weighted average of the hourly rates in the two positions.

TIME RECORDS FOR
PARAPROFESSIOALS

Nonexempt employees shall keep records of all hours worked and leave days taken on forms provided by the District. These records shall be maintained by a designated administrator at each organization or campus.

Timekeeping records shall be used to provide oversight for leave days used, overtime/compensatory time earned, and how the employee will be compensated for the overtime worked. The nonexempt employee's supervisor shall approve in advance all overtime, oversee the use of compensatory time, and submit records of time worked annually to Personnel Services.

	<p>Failure by a nonexempt employee to secure prior permission to work overtime may result in grounds for termination.</p>
<p>PAYMENT FOR UNUSED COMP TIME</p>	<p>At the end of each employment calendar, the District will pay each nonexempt employee for any accumulated, unused compensatory time.</p>
	<p>Payment for unused compensatory time will be made from existing campus or organization funding.</p>
<p>EXCEPTIONS</p>	<p>Nonexempt employees working on assignments funded by grant monies may be paid prior to the end of the employment calendar with permission of the employee's direct supervisor and Superintendent.</p>
<p>SALARY ADJUSTMENTS</p>	<p>All salary adjustments, other than those made in response to verifiable calculation error, shall be subject to recommendation by the Superintendent and consideration of approval by the Board of Trustees.</p>

Date revised: January 16, 2007