

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(REGULATION)

Salary Authorization	Payroll authorization for all professional and paraprofessional salaries, supplemental pay, and travel allowances must be made by the business services office. Authorization for any changes to these rates must also be made by the business services office.
Salary Notification	Each employee will be notified of his or her annual salary and supplemental pay by the business services office as soon as possible after the salary schedules are established in August or September. Employees are expected to review the data on the notice and report any questions or erroneous information to the business services office.
Degree and Service Record Updates	<p>A salary revision for completing a higher degree will be effective on the first working day after the employee's requirements for the degree have been completed. The business services office must have on file an official transcript showing the advanced degree and the date it was granted. This documentation must be received by the business services office as soon as it is available. Failure to provide documentation by July 31 will result in withholding of the retroactive salary increase for the previous school year.</p> <p>Salary revisions will be authorized as soon as an official transcript that degree requirements have been completed is received in the business services office. The District will only authorize salary revisions for employees whose degrees are issued by a college or university that is accredited by a regional or national accrediting agency recognized by the Coordinating Board. The revision will be made retroactive to the day after the work was completed. Payment will appear on the first possible paycheck.</p> <p>Service records must be received by the business services office no later than the last school calendar day of the first school year of employment to receive service credit for salary placement purposes for the current school year.</p> <p>Salary placement based on prior experience, documented on the appropriate service record form, will be effective from either the date of hire (current school year) or the beginning of the school year, assuming submission is no later than the last school calendar day of the school year in the first year of employment.</p> <p>If the service record is not received on or before the last school calendar day of the school year in the first year of employment, the adjustment will be made effective as of the school year in which it is received in the business services office.</p>
Nonexempt Employee Overtime	Nonexempt employees may not be assigned nor allowed to work overtime (in excess of 40 hours per week) without prior approval of the appropriate supervisor.

Nonexempt employees working in excess of 40 hours per week will be compensated at one and a half times the employee's standard hourly rate of pay for time worked over 40 hours for the week. All hours worked up to 40 hours per week will be compensated at the standard hourly rate for each employee.

All hours worked by a nonexempt employee will be recorded in a timekeeping system that will be approved by the supervisor. An employee's total time worked each day will be rounded up or down to the nearest quarter hour (e.g., an employee working eight hours and five minutes will be credited with eight hours; an employee working eight hours and ten minutes will be credited with 8.25 hours). All time will be recorded in one-quarter hour increments on a daily basis. The supervisor will be responsible for verifying the accuracy of the time submission through the electronic record keeping system.

Occasional or
Sporadic Part-Time
Work

Nonexempt employees may freely, at their sole option and only on an occasional or sporadic basis, request to work certain event-related jobs in positions that are in different general occupation categories than the employees' regular employment in the District. The term "occasional or sporadic" means infrequent, irregular, or occurring in scattered instances.

No nonexempt employee will be required or coerced to perform such work, and no sanctions can be imposed against, or explanations required of, employees who choose not to perform such work.

The hours worked for the District during the occasional or sporadic work will not be added to the employee's regular hours of work for purposes of determining overtime compensation.