

**COMPENSATION AND BENEFITS:
SALARIES, WAGES, AND STIPENDS
DEA (REGULATION)**

RECORDS

The District will maintain weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and submitted to the payroll office on designated dates. All payroll records, including time records, will be maintained for a period of three years and will be made available for inspection by government authorities upon request.

OVERTIME

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.

All overtime worked must be approved by the employee's supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the regular hourly rate of pay. 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, a blended rate calculation will be utilized to determine the combined hourly rate of the two positions.

COMPENSATORY TIME

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 hours established in policy DEA (LOCAL).

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 workweek. 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.

JOB RECLASSIFICATION

All positions shall be assigned to job grades based on the skill, effort, and responsibility required for the job assignment. The Superintendent or designee shall determine job classifications or reclassifications for positions based on an assessment of job requirements and comparability to other positions in the District. A change in placement of a job is not a promotion or demotion. A classification change signifies a modification in job duties or qualifications.

A job reclassification that is not initiated by the Superintendent or designee shall be conducted as follows:

1. An employee may request a job grade/salary review by notifying his/her supervisor no later than October 1. After consideration of the employee's request, the immediate supervisor may initiate the process by submitting a Request for Job Classification Review Form to the Executive Director of Human Resources. The form is located in the Human Resources webpage under forms.
2. The Human Resources committee will review the request, with accompanying documentation, and rate the job using the TASB Job Analysis Rating Form. The appropriate supervisor may be invited to the meeting or asked to provide additional information regarding the duties and responsibilities of the job. The process will be completed no later than March 1.
3. If the Human Resource committee approves the request, they will submit the request to the Salary Review Group, appointed by the Superintendent for validation.
4. The Human Resources committee will approve or deny the request based on the Job Analysis Rating Form and will notify the supervisor. Approved job grade/salary changes will be incorporated into the budget and will take effect with the first payday of the following fiscal year.

GENERAL PAY INCREASES

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district.

General pay increases will be calculated for each employee by applying a percent increase approved by the board to the midpoint of each employee's pay range. All employees who are in the same pay range will receive the same pay increase unless specifically approved otherwise.

PROMOTIONS

A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the standard promotion increase includes any general increase granted by the school board and the applicable pay grade increase. If an employee moves to a different job in a different pay structure (example: from auxiliary to professional group), the pay adjustment will be treated as a placement of a new employee.

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