Non-Exempt Salaried FAQ

Will there be new tasks to complete and a new process to follow?

All non-exempt and hourly employees will be required to clock in and out via Time Clock Plus (TCP) to accurately record their work hours.

How or will this impact pay?

Any missed punches should be communicated to the designated campus/department time recorder immediately, as employees will only be compensated based on clocked hours.

What happens to funds reserved in escrow?

Employees on a work calendar of less than 12-months will continue to be compensated from escrow accounts during the summer and district designated holidays for the remainder of the school year.

Will all employees be enrolled into escrow with the option to opt out?

Yes, all non-exempt employees on a work calendar of less than 12-months who did not opt out of escrow in previous year will be automatically enrolled, with the option to opt out each year.

Is there a deadline to opt out?

Yes, the deadline to opt for the 2025-2026 school year is July 21, 2025 – August 31, 2025.

How often will employees have the capacity to opt in and out of escrow?

Employees may opt out of escrow once per school year, during the open enrollment period.

Will salaried non-exempt employees accrue vacation hours?

Yes, vacation hours will accrue for all employees assigned to a 12-month, full-time work calendar in accordance with Board Policy, DED (Regulation).

Will my hourly rate of pay increase?

No, your hourly rate of pay will remain the same; however, any changes in your annual salary may affect your hourly rate.

What happens when the TCP clocked hours are less than my assigned work calendar hours?

Employees will be compensated only for actual hours worked. For instance, if you are scheduled for forty hours, but your TCP clocked hours indicate thirty-seven, you will be compensated for thirty-seven hours.

Will state and local leave hours accrue for salaried non-exempt employees?

Yes, state, and local leave hours will accrue based on an employees' FTE and the effective date of hire.