

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(REGULATION)

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|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Compensation Plan</b>                        | The District publishes a compensation plan in the <a href="#">Compensation Resource Book</a> . <sup>1</sup> The Compensation Resource Book consists of, but is not limited to, the <i>Compensation Guidelines</i> , the <i>Salary Handbook</i> , and the <i>Supplemental Earnings Handbook</i> . The Compensation Resource Book is available on the District's website.                                                                                                                                                                                                                                              |
| <b>Workweek and Pay Report Period</b>           | <p>The workweek for hourly employees that are paid biweekly is the seven-day period of Friday through the following Thursday. The payroll reporting period for hourly biweekly employees is Friday through the second Thursday (14 days).</p> <p>The workweek for employees paid monthly is the seven-day period of Sunday through and including the following Saturday. Pay report periods are noted on the official school calendar.</p>                                                                                                                                                                           |
| <b>Overtime Payment for Nonexempt Employees</b> | <p>Nonexempt employees are eligible for overtime payments. Overtime is paid for hours worked in excess of 40 hours in a workweek. The following time does not count towards overtime: vacation, holidays, sick leave, and accrued time off.</p> <p>Overtime pay is calculated by multiplying the hours worked in excess of 40 hours, times 1.5 of the base hourly rate of pay. Overtime compensation should not exceed 25 percent of the employee's salary from the period July 1 through June 30. Employees in Student Transportation Services and Custodial Services are exempt from the 25 percent provision.</p> |
| <b>Overtime Documentation</b>                   | Overtime must be documented through the electronic timekeeping system. An employee must clock in and clock out. The employee must also complete the overtime form.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Preapproval for Overtime</b>                 | <p>Overtime should be authorized in advance by the supervisor. When the department anticipates the need for overtime to complete the work, the supervisor must notify their next level supervisor in advance and obtain approval prior to allowing the employee to work hours that extend beyond the employee's 40-hour scheduled workweek. The supervisor will notify the employee that overtime has been approved.</p> <p>An employee must complete the overtime form, and the supervisor must approve the form before the employee engages in the overtime work.</p>                                              |
| <b>Overtime for Extenuating Circumstances</b>   | <p>Due to extenuating circumstances, overtime work may be required without prior approval. Whenever possible, a supervisor will give advance notice to employees. An employee who refuses to work overtime may be subject to disciplinary action.</p> <p>Under extenuating circumstances, as determined by the department, an employee may be verbally authorized to work overtime.</p>                                                                                                                                                                                                                              |

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Once the overtime work is complete, an employee must complete the overtime form, and the supervisor must approve the form.

**Unauthorized  
Overtime**

An employee who works unauthorized overtime must be compensated for the time even though the time was not authorized by the supervisor. When the overtime is unauthorized, the employee's supervisor must complete the Notice of Violation for Unauthorized Overtime form. The supervisor must provide the employee a copy of the signed form and discuss the violation with the employee. Employees who engage in unauthorized overtime work and fail to follow the policy guidelines for overtime will be subject to disciplinary action. Supervisors who fail to properly manage overtime and who fail to follow the policy guidelines for overtime will be subject to disciplinary action.

**Overtime Converted  
to Compensatory  
Time for Nonexempt  
Employees**

For nonexempt employees, the supervisor has the authority to convert overtime to compensatory time in accordance with DEAB.

**Supplemental Pay**

Supplemental pay is a wage paid to employees in addition to their regular base salary. Supplemental pay is not a part of the base salary for contract or at-will employees. Supplemental pay is not a guaranteed wage and may be amended or eliminated at any time. [See the Compensation Resource Book]

When an employee no longer participates in the supplemental duty associated with the supplemental pay, the employee must notify their supervisor and the department responsible for the supplemental duty.

Employees who fail to properly notify their supervisor and the department responsible for the supplemental duty will be subject to disciplinary action.

Supplemental duties outside of a dual-assignment contract are subject to this provision.

**Pay During District  
Closures**

**Exempt and/or nonexempt personnel who work onsite or remotely during a District closure will be paid as follows:**

*Partial District Closure*

- Exempt and/or nonexempt personnel ~~may be required to work onsite or remotely will be paid~~ at their regular rate of pay. ~~If an employee fails to report to work, the employee must take TO.~~

*Full District Closure*

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- Nonexempt essential personnel will **be paid at the rate of one and one-half times their regular rate of pay or** receive compensatory time **[see DEAB] or overtime pay** for time worked as authorized by the supervisor ~~in accordance with DEAB.~~
- Exempt essential personnel will not receive compensatory time or ~~overtime additional pay; however, they may be eligible to receive flex time [see DK(REGULATION)].~~ **Exempt employees who are required to work during a District closure may be eligible to receive flex time.**

At such time as the Superintendent of Schools or designee declares the District open, employee compensation reverts to the standard practice in accordance with the District's Compensation Resource Book.

[See DEC(REGULATION) **for absences during a District closure.**]

**Premium Pay During Hybrid Status**

Nonexempt employees who are required to work ~~on-site onsite~~ during a hybrid status **[see DK(REGULATION)]** may be paid at the rate of one and one-half times their regular rate of pay for all hours worked **as authorized by the supervisor.**

At the discretion of the employee's supervisor, an exempt employee ~~working~~ may be eligible to earn flex time for work completed onsite under a hybrid status. [See DK(REGULATION)]

At such time as the Superintendent of Schools or designee declares an end to the hybrid status, employee compensation reverts to the standard practice in accordance with the District's Compensation Resource Book. ~~[See DK(REGULATION)]~~

**Separation**

For purposes of this regulation, "separation from service" shall be as defined in IRS regulation 26 C.F.R. 1.409A-1(h).

If an employee separates from service before the assigned end date per the employee's work calendar or contract, the employee's final payment will be based on the actual days worked. The employee may be due a payoff in a final payment or may have been overpaid. An employee

e is not entitled to any funds overpaid by the District. If an overpayment occurs, a notice in writing between the employee and the District should be in place in order to deduct any overpayment. Recouping an overpayment will comply with the Fair Labor Standards Act and any applicable law. If the employee is still due a financial distribution, the employee will receive the unpaid earned amount in the employee's final payment check.

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**Benefits**

When an employee separates from the District, benefits will end on the last day of the month in which the employee separates. No benefits deduction will be made after the separation date.

**Settlement**

When it is in the best interest of the District, the District may enter into an agreement with a current or previous employee.

The agreement may include reassignment, separation, severance, or similar-type payments and/or arrangements including compensation, benefits, and/or other concessions. Payments may be made in whole or in part.

Any proposed settlements involving a cabinet-level employee shall be referred to a third-party attorney obtained by the Superintendent of Schools. This attorney shall provide a written recommendation on what constitutes a suitable settlement of the matter.

**Adoption or Last  
Amendment Date**

This regulation was last amended on ~~January 29, 2025~~  
**January 27, 2026**.

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<sup>1</sup> Compensation Resource Book: <https://www.dallasisd.org/compensation>