

COMPENSATION AND BENEFITS
SALARIES, WAGES, AND STIPENDS

DEA
(REGULATION)

- COMPENSATION PLAN The compensation plan shall be administered with the intention that employee pay:
1. Stay competitive with appropriate labor markets for the various categories of personnel;
 2. Recognize the levels of skill, effort, and responsibility required of different jobs;
 3. Reward continued length of service in education; and
 4. Be fiscally controlled and cost effective.
- PAY STRUCTURES The compensation plan shall consist of salary structures for each of the major employee groups: administrative, professional, para-professional, clerical-technical, manual trades and other temporary or extra duty pay.
- JOB CLASSIFICATION Each job in the District shall be assigned to a pay grade based on the level of skill, effort, and responsibility required of the job assignment. The Superintendent shall classify new positions or re-classify existing positions as necessary based on job requirements and comparability to other positions in the District.
- PAY RANGES Pay ranges for each pay grade shall be based on an assessment of job responsibility and shall establish minimum and maximum rates of pay within the range. All pay ranges shall be established by daily or hourly base rates to promote consistent treatment of employees who have different work periods. Employees shall be paid within the range of daily or hourly rates established for the position assigned. Payment of a rate outside of the established range shall require Board approval.
- The Superintendent or designee shall review pay structures and pay ranges on an annual basis and make recommendations for adjustment consistent with economic indicators.
- SALARY INCREASES Pay ranges shall be structured to allow opportunities to increase employee pay within the range for continued service to the District. The Superintendent shall make recommendations regarding employee increases on an annual basis. Recommendations shall be based on consideration of such factors as cost of living indices, wage increases within competitive job markets, and budget resources.
- Individual pay increases within a pay range shall normally be calculated on the midpoint rate of the range. The midpoint rate shall be multiplied by the percent increase granted by the Board to determine the individual pay increases.

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	<p>When an employee reaches the maximum rate of pay within a pay grade, the employee shall receive only adjustments for inflation that are applied to the entire pay structure. Employee salaries shall not be increased beyond the maximum rate established for the pay grade.</p>
HIRING RATES	<p>Hiring rates for administrative staff shall be designed to recruit the best qualified people in the most cost effective manner possible. Hiring rates shall be determined individually, based upon job-related qualifications, salary history, and salaries of other employees in the same job classification.</p>
ADMINISTRATOR STRATEGY	<p>The Superintendent shall set hiring rates for new administrators under the following guidelines:</p> <ol style="list-style-type: none"> 1. Persons with previous job experience or special skills may be hired at a rate up to but not exceeding the midpoint of the pay range. 2. New administrators shall not normally be started at a rate above the salary of the other District employees with more job-related experience. 3. New administrators may be started at a salary above the midpoint, if a pay decrease would otherwise occur.
TEACHER STRATEGY	<p>Hiring rates for teachers shall be determined on the basis of teaching experience and degrees.</p> <p>Teachers with no experience shall be hired at the minimum rate. Teachers with experience shall be started at a salary equal to other District teachers with the same experience and degree level.</p>
CLASSIFIED STAFF STRATEGY	<p>Classified employees shall be hired at the minimum rate of the pay range. The Superintendent or designee may approve hiring rates up to the midpoint of the range when an applicant has exceptional job qualifications or the position cannot otherwise be filled. New employees shall not normally be hired above the pay of District employees with more job-related experience.</p>
PROMOTION INCREASES	<p>Employees with the District who are promoted to a job in a higher pay grade shall receive a salary adjustment determined in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. The basis for computing a promotion increase shall be the employee's previous daily rate. 2. Promotion increases shall normally be greater than the general increases given to other employees who have not changed job levels. If an employee is below the midpoint of the new pay range, the promotion increase shall normally be

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at least one and a half times the general increase approved for the year.

3. If an employee is already paid above the midpoint of the new pay range, no special increase shall normally be given. Compensation for the promotion shall occur over time by advancement through the higher pay range.

RECORDS

The District will maintain in the central payroll office 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 their set schedule, but less than 40 hours per week. Nonexempt employees working more than 40 hours will receive compensation or time off at a "time and a half" rate. 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.

All overtime worked must be approved by a supervisor in advance. Overtime pay to employees will be paid from their respective campus or department budgets and 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, compensation for any overtime will be based upon a weighted average of the hourly rates in 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.

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EXTRA DUTY
STIPENDS

Extra duty stipends are paid for additional duties performed outside the normal workday or above the employee's designated contract year. A job description describing the duties to be performed and the approximate amount of time spent performing those duties must accompany the stipend request.

Due to issues with time and record keeping requirements associated with the Fair Labor Standards Act, non-exempt employees shall not be assigned additional duties outside the normal workday for which an annual stipend is paid.

CERTIFICATION
STIPENDS

Stipends may be paid to employees who are certified to teach in areas that are determined to be critical need or teacher shortage areas. Stipends will not be paid until certification is verified by the State Board of Educator Certification.

Stipends are paid for teaching in the following certification areas:

ESL

Bilingual

Secondary Math

Secondary Science

Special Education

It is the responsibility of the employee to notify the Human Resources Department when additional certifications are issued. Stipend amounts will be pro-rated from the official date of certificate issuance from the State Board of Educator Certification.

STIPEND APPROVAL

Supervisors are responsible for submitting their employee stipends list every year based on employee assignments and duties.

A list of individuals receiving stipends, the amount, and associated documentation (job descriptions, certification verification, etc.) should be turned in to the Assistant Superintendent for approval no later than September 1st for 10 month employees, August 1st for 11 month employees, and July 1st for 12 month employees.

Stipend amounts paid for each area are a part of the District's Compensation Plan that is approved annually by the Board of Trustees.

SALARY
ADVANCEMENT

Employees new to the District who have annualized pay may request a salary advancement of \$1000 to be paid by the end of August. The salary advancement request must be received in the Human Resource Office by August 15th to be paid. The check will be disbursed to the employee through the District Business Office. The employee's first four regular paychecks (September - Decem-

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ber) will have a \$250 deduction to reimburse the District for the advancement.