

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

**Pay Administration**

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Midyear Pay  
Increases*

Contract  
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements.]

Professional personnel employed less than full-time or less than a full year shall be paid an amount specified in the employment agreement.

Noncontract  
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.

**Noninstructional  
Employees**

Noninstructional employees who have worked outside the field of public education may receive experience credit for those years if that experience is appropriate, specialized, job-related, and beneficial to the District.

With supporting documentation, noninstructional employees may qualify for credit for experience outside public education upon the recommendation of the person hiring the employee and upon approval of the Superintendent or designee.

**Reclassification of Staff Positions**

Reclassification shall be used to address major changes in the skill, effort, and/or responsibility for the job assignment. If a position changes significantly, a request for reclassification may be submitted during designated time periods by the employee's supervisor to the District's human resources department. The requests shall be reviewed by the District's Compensation Review Committee and a recommendation will be provided to the Superintendent for final authorization. The District human resources department shall inform all supervisors who have made a request for reclassification of the decision.

**Full Day Emergency Closure**

The Superintendent shall be authorized to pay employees during an emergency closing and shall communicate the decision to pay employees to the Board as soon as practicable. [See EB for the authority to close schools.] An emergency closing may be caused by inclement weather, i.e., hurricane, tropical storm, flood, tornado, or other acts of nature, or other causes beyond the reasonable control of the District. During an emergency closing, most District employees shall be instructed not to report for work, and other employees may be called upon to provide emergency-related services.

Continuing wage payments to all employees, contractual and non-contractual, exempt and nonexempt, who suffer a loss in pay due to an emergency closing, serves the public purpose of maintaining morale and ensuring continuity of District staffing when schools reopen.

The Superintendent shall be authorized to continue wage payments to all employees, contractual and noncontractual, exempt and nonexempt, who are instructed not to report to work during an emergency closing, unless the workdays are scheduled to be made up at a later date. Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of two times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked by these individuals over 40 hours in a week shall be calculated and paid according to law. [See DEAB]

Providing additional pay to nonexempt employees who are called on to work during an emergency closing serves the public purpose of maintaining morale, providing equity between idled employees and employees who provide emergency-related services, and recognizing the services of essential staff.

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The authority granted by this policy to the Superintendent to continue wage payments to idled employees shall be effective for a closure with a maximum duration of ten District business days, unless the Board takes action to authorize payments for longer duration.

The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

**Partial Day  
Emergency Closure**

Employees who report to work on a partial day closure may be compensated for a full day with Superintendent authorization. Employees who do not report to work on the day of a partial closure (late arrival or early release) whether because they are unable to work or because they were previously scheduled not to work will be required to use available leave time for that day.