

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, semi-monthly 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.]

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. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay during Closing

All eligible employees shall earn seven leave days of emergency closure leave per fiscal year. [See DEC(REGULATION)] Emergency closure leave shall accrue beyond the fiscal year in which it is earned. Emergency closure leave shall only be used if:

1. The Superintendent has closed the District or individual campuses as a result of a local, regional, or national disaster, epi-

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demic, or other emergency condition resulting in the unplanned closure of the District or individual campuses; and

2. The Superintendent has determined that the workday(s) shall not be made up by employees.

Disaster Pay

Nonexempt, noncontractual employees who are required to work during an emergency closure of the District shall be paid disaster pay at their normal rate of pay for all hours worked up to 40 hours per week. Compensation for time worked over 40 hours in a week shall be calculated and paid at one and one-half times their normal rate of pay. Should a holiday occur during a disaster, nonexempt, noncontractual employees who are required to work will be compensated at a rate of one and one-half times their normal rate of pay. These amounts shall be in addition to the emergency closure leave pay described above. The Superintendent or designee shall approve payments and ensure accurate time records are kept of actual hours worked during the emergency closure.