

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(REGULATION)

SALARY
AUTHORIZATION

Payroll authorization for all professional and paraprofessional salaries, supplemental pay, and travel allowances must be made by the business services office. Authorization for any changes to these rates must also be made by the business services office.

SALARY
NOTIFICATION

Each employee will be notified of his or her annual salary and supplemental pay by the business services office as soon as possible after the salary schedules are established in August or September. Employees are expected to review the data on the notice and report any questions or erroneous information to the business services office.

DEGREE UPDATES

A salary revision for completing a higher degree will be effective on the first working day after the employee's requirements for the degree have been completed. The human resources office must have on file an official transcript showing the advanced degree and the date it was granted. This documentation must be received by the human resources office as soon as it is available. Failure to provide documentation may result in withholding of the salary increase by July 31 to result in a retroactive salary increase for the previous school year.

Salary revisions will be authorized as soon as an official transcript or official notification that degree requirements have been completed is received in the human resources office. The District will only authorize salary revisions for employees whose degrees are issued by a college or university that is accredited by a regional or national accrediting agency recognized by the Coordinating Board. The revision will be made retroactive to the day after the work was completed. Payment will appear on the first possible paycheck.

NONEXEMPT
EMPLOYEE
OVERTIME

Nonexempt employees may not be assigned nor allowed to work overtime (in excess of 40 hours per week) without prior approval of the appropriate supervisor.

Nonexempt employees working in excess of 40 hours per week will be compensated at one and a half times the employee's standard hourly rate of pay for time worked over 40 hours for the week. All hours worked up to 40 hours per week will be compensated at the standard hourly rate for each employee.

All hours worked by a nonexempt employee will be recorded in a timekeeping system that will be approved by the supervisor. An employee's total time worked each day will be rounded up or down to the nearest quarter hour (e.g., an employee working eight hours and five minutes will be credited with eight hours; an employee working eight hours and ten minutes will be credited with 8.25 hours). All time will be recorded in one-quarter hour increments on a daily basis. The supervisor will be responsible for verifying the accuracy of the time card.

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OCCASIONAL OR
SPORADIC PART-
TIME WORK

Nonexempt employees may freely, at their sole option and only on an occasional or sporadic basis, request to work certain event-related jobs in positions that are in different general occupation categories than the employees' regular employment in the District. The term "occasional or sporadic" means infrequent, irregular, or occurring in scattered instances.

No nonexempt employee will be required or coerced to perform such work, and no sanctions can be imposed against, or explanations required of, employees who choose not to perform such work.

The hours worked for the District during the occasional or sporadic work will not be added to the employee's regular hours of work for purposes of determining overtime compensation.