The Superintendent shall recommend to the Board, for adoption, annual pay structures and a compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended pay structures and compensation plan shall support District goals for attracting and retaining highly qualified employees who will assist in achieving District goals. 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]

The new compensation rate for each certified or classified employee shall be effective after Board adoption of a new compensation plan and on such date as specified by the Board.

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~~ **CLASSIFICATION OF** each job title within the compensation plan **SHALL BE** based on the qualifications, duties, and market value of the position.

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

Pay Systems Description

Certified classroom teachers and librarians shall be paid no less than the minimum monthly salary on the state salary schedules based on years of experience as required by law. For other employees, the Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or ~~bimonthly~~ **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, for approval, an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~ **ANY** pay adjustments for individual employees**, SHALL BE DETERMINED** within the approved budget following established procedures. Pay increases shall be based on consideration of available revenue, cost-of-living inflation, changes in minimum pay laws, competitive job markets, and District compensation objectives.

Individual Pay Increases

The Superintendent shall review individual employee compensation for possible adjustment. Individual equity adjustments, promotion increases, reclassifications, and hiring rates for new employees shall be determined by the Superintendent in accordance with the approved budget and the District compensation plan. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements**[.]**

The Superintendent shall inform the Board of any compensation actions that are significantly beyond the guidelines in DEA(REGULATION).

Demotions

An employee who has been demoted shall be compensated in accordance with the salary schedule for the position he or she holds after the demotion, subject to applicable legal requirements.

Compensation During Disaster Closures

A disaster shall be defined as any sudden, calamitous event that brings forth immediate danger, damage, loss, or destruction. Disasters include, but are not limited to, earthquakes, fires, floods, hazardous material/chemical emergencies, terrorism, thunderstorms, tornadoes, storms, other extreme weather conditions, disruption of utility service, or epidemiological outbreaks. A disaster may be declared by a federal, state, or local official or the Board.

In accordance with EB(LOCAL), the Superintendent ~~or designee~~ shall have discretion to close schools or nonschool facilities during a disaster, as that term is further defined in this policy. An employee who works at a facility that has been closed shall not report to work unless instructed to do so by his or her supervisor or appropriate District administrator.

The Board finds there is a public purpose and benefit associated with continuing regular payment of salary and wages to all exempt and nonexempt employees during the closing of the schools or nonschool facilities due to a disaster.

Each employee who is assigned to a regular, budgeted position with benefits at a facility that has been closed, and who is available to be called to work if needed, shall continue to be paid at the standard base rate of pay for the normal work schedule, not to exceed 40 hours per week. However, if a nonexempt employee whose normal facility is closed for a disaster, as declared by a federal, state, or local official or the Board, is called to report to work at a closed facility, the employee shall be paid an additional 50 percent of his or her normal rate of pay for all hours actually worked during the disaster closure.

The public purpose and benefit associated with continuing regular payment of salary and wages shall be the continued protection of

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District staff and facilities during a time of disaster that requires the closing of the schools as set out in this policy.

Any requirement of employees to make up days missed during a disaster shall be determined by the Texas Education Agency waiver and Board approval. Exempt employees shall be expected to work any makeup days designated by the Board, without additional compensation. Nonexempt employees shall be paid at the standard rate of pay for any worked makeup days required by the Board.

The number of closure days that will be paid for nonexempt employees who do not work during school closures shall be subject to budgetary constraints.

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

All other actions concerning remuneration shall comply with the District policies and the Fair Labor Standards Act (FLSA).

Continuation of payment during disaster situations shall not affect leave hours accrued by individual employees.

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