

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** August 27, 2007

**Subject:** First Reading of Policy: DEA (LOCAL) COMPENSATION AND BENEFITS:  
SALARIES, WAGES, AND STIPENDS

**Administrator Responsible:**

**Name:** Diane Jackson, Ed.D.

**Position:** Policy Administration & Governmental Relations

**Purpose of Agenda Item:**

**Information only**       **Action needed**       **Report**

**Additional Information and/or Back-Up:**

Recommend first reading and advance to second reading and adoption of this policy, DEA (LOCAL) COMPENSATION AND BENEFITS: SALARIES, WAGES, AND STIPENDS.

Annotated copy is attached.

COMPENSATION AND BENEFITS  
SALARIES, WAGES, AND STIPENDS

DEA  
(LOCAL)

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

**PAY ADMINISTRATION** The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees reassigned to different positions.

**SALARY PAYMENTS** District employees who are normally expected to work for 10 or 11 months receive their salary spread out over 12 months. This common school district practice is referred to as "annualization" of income.

**ANNUAL 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 annual increases for individual employees, within budgeted amounts.

**MID-YEAR PAY INCREASES** A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval.

**CONTRACT EMPLOYEES**

**NONCONTRACT EMPLOYEES** The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee's job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

**CLASSIFICATION OF POSITIONS** The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

**EXEMPT** The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

COMPENSATION AND BENEFITS  
SALARIES, WAGES, AND STIPENDS

DEA  
(LOCAL)

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District's compensation plans.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

WORKWEEK  
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:01 a.m. Sunday until 12:00 a.m. Saturday.

COMPENSATORY  
TIME

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

ACCRUAL

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of ~~240~~ 80 hours.

USE

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the District may pay off any remaining compensatory time.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC (LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

MERIT  
COMPENSATION  
PLAN—PURPOSE AND  
APPLICATIONS

All counselors, educational diagnosticians, associate school psychologists, school social workers, and library media specialists who were assigned to the Merit Compensation Plan on August 31, 1993, shall continue to receive the stipend annually while employed with the District.