

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. Ten-month employees new to the district have the option of selecting 12 or 13 pay periods for the first year of employment. This option applies to new employees not receiving an August paycheck for prior year TRS covered employment. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

COMPENSATION The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

DEFINITION OF OVERTIME Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off. Employees must work more than 40 total hours in a week to earn overtime compensation. 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 37.5-hour workweek. If a nonexempt employee works more than 37.5 hours but no more than 40 hours in a workweek, the employee will earn pay or compensatory time for those hours at the regular hourly rate. Compensatory time payable at time and one-half is earned for hours worked over 40 in a workweek.

NONEXEMPT EMPLOYEES Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- * Employees can accumulate up to 60 hours of comp time.
- * Comp time must be used in the duty year that it is earned.
- * Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- * An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- * Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.