

**Policy 4351: Employee Compensation**

**Status:** ADOPTED

**Original Adopted Date:** 02/01/1997 | **Last Revised Date:**  
09/01/2023 | **Last Reviewed Date:** 09/01/2023

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. However, if the district participates in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45039, 45048, 45165, 45500)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

### **Overtime Compensation**

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators,

and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

### **Wage Overpayment**

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district shall, with board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district shall, with Board approval, exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

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<b>State</b>	<b>Description</b>
8 CCR 11040	Wages and hours; definitions of administrative, executive, and professional employees
Ed. Code 44042.5	<u>Wage overpayment</u>
Ed. Code 45022-45061.5	<u>Salaries</u>

Ed. Code 45023  
Ed. Code 45028  
Ed. Code 45127-45133.5  
Ed. Code 45160-45169  
Ed. Code 45268  
Ed. Code 45500  
Gov. Code 3540-3549  
Gov. Code 3543.2  
Gov. Code 3543.7  
Lab. Code 226  
Lab. Code 232

**Federal**

26 CFR 1.409A-1  
26 USC 409A  
29 CFR 516.4  
29 CFR 516.5-516.6  
29 CFR 541.0-541.710

29 CFR 553.1-553.51  
29 USC 201-219  
29 USC 203  
29 USC 207  
29 USC 213

**Management Resources**

Court Decision  
Office of Management and Budget  
Publication

Website  
Website  
Website  
Website  
Website

**Code**

3100  
3100  
3400  
3400  
3580  
3580  
4000  
4030  
4030  
4112.6  
4113.5  
4121  
4121  
4140  
4141  
4143  
4154  
4154  
4212  
4212.6  
4213.5  
4240  
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4254

Availability of salary schedule  
Salary schedule and exceptions  
Classified employees; work week; overtime provisions  
Salaries for classified employees  
Salary schedule for classified service in merit system districts  
Classified School Employee Summer Assistance Program  
Meeting and negotiating  
Scope of representation  
Duty to meet and negotiate in good faith  
Employee access to payroll records  
Disclosure of wages

**Description**

Definitions and covered plans  
Deferred compensation plans  
Notice of minimum wage and overtime provisions  
Records  
Exemptions for executive, administrative, and professional employees  
Fair Labor Standards Act; applicability to public agencies  
Fair Labor Standards Act  
Definitions  
Fair Labor Standards Act  
Exemptions from minimum wage and overtime requirements

**Description**

Flores v. City of San Gabriel (9th Cir., 2016) 824 F.3d 890  
Administrative Relief for Recipients and Applicants of Federal  
Financial Assistance Directly Impacted by COVID-19 due to Loss  
of Operations, Memo M-20-17, March 19, 2020  
CSBA District and County Office of Education Legal Services  
U.S. Department of Labor, Wage and Hour Division  
Internal Revenue Service  
School Services of California, Inc.  
CSBA

**Description**

Budget  
Budget  
Management Of District Assets/Accounts  
Management Of District Assets/Accounts  
District Records  
District Records  
Concepts And Roles  
Nondiscrimination In Employment  
Nondiscrimination In Employment  
Personnel Files  
Working Remotely  
Temporary/Substitute Personnel  
Temporary/Substitute Personnel  
Bargaining Units  
Collective Bargaining Agreement  
Negotiations/Consultation  
Health And Welfare Benefits  
Health And Welfare Benefits  
Appointment And Conditions Of Employment  
Personnel Files  
Working Remotely  
Bargaining Units  
Collective Bargaining Agreement  
Negotiations/Consultation  
Health And Welfare Benefits  
Health And Welfare Benefits

4312.1  
4312.6  
4313.5  
4340  
4354  
4354

Contracts  
Personnel Files  
Working Remotely  
Bargaining Units  
Health And Welfare Benefits  
Health And Welfare Benefits