

## SUPPORT STAFF COMPENSATION PAY PLAN

**Holiday Premium.** Non-exempt employees who are required to work on an official holiday will be paid a premium rate of one and one-half times their compensation rate for all hours worked or will be given compensatory time at a rate of one and one-half hours off for each hour worked during the holiday.

**Training Expenses.** Employees requesting training may make written request to the building administrator/superintendent to participate in job-related approved training courses. The school district will review and approve or disapprove such request based on the contents of the course and the potential value of the training to the school district. Based on these factors and budgetary restrictions, the school district administration may approve reimbursement of tuition and other course-related expenses, except for text books or other materials which shall become the property of the employee, upon evidence of satisfactory completion of such approved employee-requested training, provided that the employee has not separated from employment.

**School District Required Training.** When employees are required by the school district to participate in approved training courses, the school district shall pay for, or if applicable, reimburse the employee for one hundred percent (100%) of the costs directly related to such required training.

**Compensation Premiums.** The overtime policy of Uinta County School District No. Four shall be in accordance with and, except as specified, no more stringent than the provisions of the “Federal Fair Labor Standards Act of 1938”, as amended 29 U.S.C. 201 et seq., also known as the FLSA.

- a. The Superintendent has the overall responsibility for insuring that the school district’s overtime compensation policy is carried out by all levels of management.
- b. Building Administrators and the Business Manager shall be responsible for administering the overtime policy in accordance with the Act and these rules. These responsibilities include, but are not limited to:
  1. Determination and periodic review of employee overtime compensation exemptions as authorized by the Act;
  2. Development and implementation of written school district policies governing the administration and control of overtime payment and/or accrual and usage of compensatory time;
  3. Communication of school district policies to employees insuring that, prior to working overtime, employees agree to or understand these policies and whether compensatory time off or overtime payments shall be given;
  4. Authorization for overtime work and approval of premium payments which do not exceed the authorized school district budget;
  5. Enforcement of overtime rules to insure that overtime work is not performed if such work has not been officially authorized. The mere promulgation of a rule against unauthorized overtime work is insufficient enforcement;

6. Daily and weekly documentation of each non-exempt employee of the actual hours worked and the verification, by employee and supervisor signature, that the hours are correct;
7. Notification to the non-exempt employee of the workweek schedule.

**Official School District Workweek.** Each workweek will begin at 12:01 a.m. Monday, continue through for seven (7) consecutive days (168 hours) and shall end at 12:00 midnight on Sunday. Exceptions to this workweek will be approved by the Superintendent.

**Workweek Standard.** A workweek is fixed and regularly recurring period of 168 hours – seven (7) consecutive twenty-four (24) hour periods. Each workweek stands alone for purposes of hours worked. There can be no averaging of two (2) or more workweeks. There is no prohibition against work in excess of eight (8) hours per day without payment of overtime so long as the forty (40) hours per week maximum is not exceeded. All overtime requests must be approved by the building administrator or the area supervisor, after receiving initial approval from the superintendent.

**Exempt Employees.** School District employees exempt from overtime compensation include employees who serve in executive, administrative or professional capacities who have met the duties and salary requirements specified as follows:

a. Executive

- The employee must be compensated on a salary basis at a rate not less than \$455 per week (effective 12/01/2016, \$913 per week);
- The employee’s primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee’s suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

b. Administrative

- The employee must be compensated on a salary or fee basis at a rate not less than \$455 per week (effective 12/01/2016, \$913 per week);
- The employee’s primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers; and
- The employee’s primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

c. Professional

- The employee must be compensated on a salary or fee basis at a rate not less than \$455 per week (effective 12/01/2016, \$913 per week);

- The employee’s primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

**Non-Exempt Employees.** Non-exempt employees receiving payment for overtime worked will be paid at one and one-half times the compensation rate for all hours worked in excess of forty (40) hours per week. Overtime compensation earned in a particular workweek should be paid on the regular pay day for the period in which such work was performed. If the amount of overtime compensation cannot be determined during this period, payment may be delayed until, but not extended beyond, the next pay period.

- a. For purposes of overtime compensation, the compensation rate for a non-exempt employee is the hourly rate of pay for the pay band of the employee’s class. The overtime compensation due will be computed using his/her hourly rate of pay of all hours worked over forty (40). Exception to this will be Bus Activity Route Drivers. Please refer to section “On-Call Time”.
- b. Non-exempt employees receiving compensatory time will receive one and one-half hours off for each hour of overtime worked; and
  1. The school district will record for each employee receiving compensatory time the number of hours of compensatory time earned, used or compensated in cash for each work period;
  2. The maximum number of hours of compensatory time an employee can accrue will be limited to two hundred forty (240);
  3. Compensatory time will be used before taking vacation or leave;
  4. Unused compensatory time will be paid off as of January 1 of each year or when an employee accepts a position elsewhere. The compensation rate for unused compensatory time will be computed using the employee’s hourly compensation rate.
  5. All employees who request accrued compensatory time off will be permitted by the building administrator/supervisor to use such time within a reasonable period, as long as the time off does not unduly disrupt the operation of the school district; and
  6. All employees may be required to take compensatory time off whenever the administrator/supervisor determines it necessary.

**Hours of Work Defined.** Generally, hours worked includes all time the employee is required to be on duty or on the school district’s premises or at a prescribed work place and all time that employee is suffered or permitted to work for the school district. For example, an employee may volunteer to continue to work at the end of a shift for the purpose of completing an assigned task, correcting errors or preparing reports. The time will be counted as hours worked if the supervisor knows or has reason to believe that the employee is continuing to work. This basic rule also applies to work performed away from the school district’s premises, job site or even at home.

- a. **On-Call Time.** A non-exempt employee who is required to remain on the school district’s premises or so close that the time cannot be used effectively for that

- employee's own purpose, is working "on-call" and such time will be considered as hours worked. A non-exempt employee who is not required to remain in the school district's premises but is merely required to leave word at home or with the supervisor where the employee may be reached is not working while on-call.
- b. Call-Back Time. A non-exempt employee who is called back to work during other than normally scheduled work hours will use actual hours worked during the call-back period which will be used to determine total hours worked for the workweek.
  - c. Meal Periods. Will be considered hours worked when a non-exempt employee is required to perform any duties, whether active or inactive, while eating. For example, an office employee who is required to eat at a desk or an operator who is required to be at a machine while eating is considered working. It is not necessary that an employee be permitted to leave the premises if otherwise completely freed from duties during the meal period.
  - d. Rest Period. Not exceeding fifteen (15) minutes will be counted toward hours worked.
  - e. Special Activities. Non-exempt employees who attend training programs, lectures, meetings or similar activities that are required by administration for continued employment and that are directly related to the employee's job, and are for the purposes of making an employee or department more efficient, will count toward hours worked. Programs are for purposes of preparing an employee for advancement.
  - f. Travel Time. Traveling will be considered part of hours work; and
    - 1. The employee, including time spent as a passenger, is given a one-day work assignment to a location other than the employee's fixed location; or
    - 2. The employee is kept away from home overnight during hours which cut across the employee's scheduled workday or corresponding hour on non-working days; or
    - 3. The employee is required to work for the school district while traveling.

Travel time or activities not considered part of hours worked include: meals periods, sleeping time; time spent on non-work activities outside of regular work hours; time spent on travel from home to work or vice versa; and any time spent as a passenger on an airplane, train, bus or automobile for other than one day work assignments outside of regular work hours.

Adopted: April 13, 1999  
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