

All Personnel

BP 4151(a)

4251

EMPLOYEE COMPENSATION

4351

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.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

(cf. 4154/4254/4354 - 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)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

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 years of training 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)

(cf. 4030 - Nondiscrimination in Employment)

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.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

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. (Education Code 45038, 45039, 45048, 45165)

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

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an

EMPLOYEE COMPENSATION (continued)

executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

*Legal Reference:*EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources: (see next page)

EMPLOYEE COMPENSATION (continued)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

Internal Revenue Service: <http://www.irs.gov>

School Services of California, Inc.: <http://www.sscal.com>

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

Policy
adopted: February 7, 1978
revised: June, 1983
revised: May 26, 1987
revised: January 12, 1999
revised: April 24, 2001
revised: April 14, 2009
revised: June 13, 2017

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California

CERTIFICATED PERSONNEL

SALARY GUIDELINES

General Application

1. Regular certificated personnel, employed by contract, shall be paid monthly in accordance with procedures of the Tulare County Department of Education.
2. Certificated personnel, employed for more than the (10) ten-month school year, shall be paid a stipend additional to the regular monthly warrant. The stipend shall be computed at an hourly rate or a percentage rate.
3. Administrative officers and other certificated employees assigned to special positions established by the Board shall be paid for the increased duties and responsibilities an additional amount above the salary schedule.

General Definitions

1. The salary schedule “class” shall be defined as the horizontal groups into which certificated employees may be placed upon verification of completion of stipulated requirements.
2. The salary schedule “steps” shall be defined as the vertical categories into which certificated employees shall be placed upon successful completion of each year of district experience, including those years of previous experience acceptable from another district. Credit for military service will be granted as prior experience only if such service occurred subsequent to receiving the teaching credential.

Professional Requirements for Advancement in Salary Class

1. Certificated employees eligible for advancement from one class to the next shall receive the increased salary stipulated on the adopted schedule, in addition to the applicable annual increment, with the exception of those employees at the maximum or awaiting placement on the appropriate anniversary step who shall move straight across.

CERTIFICATED PERSONNEL

SALARY GUIDELINES (continued)

2. Upper division and/or graduate units listed on the Professional Growth Approval request form will be submitted to and approved by the Assistant Superintendent or designee only when such course work meets the listed criteria or advancement in “class” and if related to one of the following:
 - a. The particular assignment
 - b. An acceptable degree
 - c. An appropriate credential

Prior approval is required for all courses to be taken for salary advancement.

3. Employees contemplating a change of “class”, resulting from completion of approved course work, shall file by April 1 with Human Resources Development written notice of intent. Verification of course completion shall be submitted not later than the first Monday following Labor Day of the applicable contract year in order to qualify for a new class.

Requirements for Advancement in Salary Step

1. The Board of Education encourages certificated staff members to improve their competencies during their professional service to the district. The Board charges the Superintendent to promote opportunities for staff development through inservice programs and staff members to take advantage of such programs.
2. Certificated employees may advance in salary step upon the successful completion of a minimum of 75% of a school year in the district and satisfactory participation in professional growth programs available through inservice education. All inservice education programs are designed to improve instruction and provide a better education program through staff growth. Participation is an integral component of the personnel evaluation procedure.

Regulation
approved: January 12, 1999

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California