



SECTION 4 - COMPENSATION AND FRINGE BENEFITS

AUTHORIZATION

Any and all benefit plans described in this manual, including but not limited to deferred compensation, retiree benefits, and insurance, may, at the discretion of the Board of Directors, be changed or modified at any time. The employee may also be required to pay any premiums for coverage that may not be included within the benefit plans offered by the District. All benefits described and available through the District are subject to the benefit providers' policies, rules and regulations.

PAY PLAN

The District has adopted a pay plan / pay scale which is currently in effect. In determining the pay rates for the different classifications and positions, consideration has been given to required job skills, level of responsibility, the District's financial condition, current costs of living, prevailing rates of pay for comparable work in comparable public and private agencies in this region, working conditions, fringe benefits, and other relevant factors.

Each classification is assigned a salary range. Movement into a higher classification is considered a promotion. Promotions and elevations within a classification will be based on merit and must be approved by the District Manager. All promotions for full-time employees must be approved by the Board of Directors.

The position of District Manager shall be considered non-classified, and shall have salaries set and/or modified by the Board of Directors.

AMENDMENT OF PAY PLAN

The adopted pay plan / pay scale may, from time to time, be amended whenever necessary by action of District Manager with the District's Board of Directors approval.

PAY DAY

All employees of the District shall normally be paid bi-weekly. Payroll periods shall begin at 12:01 a.m. on Saturday and end two weeks later on Friday at 11:59 a.m. midnight. In order to process all payroll information, payday shall normally be on Friday, 7 days following the close of the respective bi-weekly period. Paychecks will not be released to anyone other than the employee without prior written authorization.

TIME SHEETS

In order to ensure the employees are properly paid for the time they work, the District must keep accurate time records. Supervisors are required to complete a record for each employee's time for

the workweek. Employees must sign their time sheet confirming the number of hours they worked for the week. Supervisors will submit signed time sheets to the payroll clerk.

Time sheets are the property of the District and constitute a legal document. Employees will be disciplined for altering any time sheets. No employee shall be permitted to review any sheet other than his or her own.

MANDATORY DEDUCTIONS FROM PAYCHECK

The District is required by law to make certain deductions from your paycheck, which include but may not be limited to various federal, state, and local taxes and other legally mandatory deductions.

ERRORS IN PAY

If you believe an error has been made in your paycheck, you must immediately advise your supervisor.

ADVANCES

Salary advances must be in writing and may be made only in cases of an extreme emergency or extraordinary circumstances, and only upon approval of the District Manager. Any such advance must be reimbursed to the District, by payroll deduction or other appropriate method as determined by the District, in the same payroll period in which the employee received such advance. No advance will be made in excess of the employee's then current earned net income.

COMPENSATION OF EXEMPT (SALARIED) EMPLOYEES

The executive and supervisory positions of District Manager and Program Coordinator shall be considered as exempt District employees and are not entitled to overtime pay in accordance with state/federal wage and hour laws.

If an exempt employee is absent from a full day of work, and the employee has exhausted his or her sick leave or vacation leave, said full day absence may, in the discretion of the District Manager, result in a pro rata deduction in the employee's monthly salary. This provision shall in no way affect or alter other provisions of this Policy relating to sick leave, vacation leave, and request for time off or personal leave.

COMPENSATION OF REGULAR (HOURLY) EMPLOYEES

The District maintains a pay plan which contains the salary and wage system for all hourly classifications listed within the document. The District Manager may from time to time amplify, modify, clarify, and amend the pay plan, subject to Board approval, and, without Board approval, may clarify positions, titles, and responsibilities which the District Manager considers necessary and proper to the efficient operation of the affairs of the District. All hourly employees are considered as "non-exempt" District employees and are entitled to overtime compensation in accordance with the provisions of the District's Personnel Manual.

TEMPORARY EMPLOYEES

Temporary employees shall be hired and discharged on an "as-needed" basis at or below the lowest salary payable to a regular, full-time employee doing similar work, unless otherwise specified in advance of the temporary employee's hiring date, and approved by the Board of Directors. Temporary employees shall not be eligible for any benefits including but not limited to vacation leave, health or life insurance coverage, or retirement benefits, if any. Temporary employees shall not be authorized to sign for District purchases. All temporary District employees are covered by the District's Worker's Compensation Insurance, except for those employees hired through a temporary employment agency.

No temporary employees shall be provided any review or hearing with regard to suspensions, demotions, or employment terminations as would otherwise be provided to full-time, regular employees. All temporary employees are also subject to the AT-WILL employment relationship meaning that the employee may leave District employment for any or no reason, and the District may terminate the employment relationship for any or no reason.

OVERTIME PAY

Normally, overtime work should be unnecessary, as the regular eight-hour daily shift should be sufficient time in which to complete assigned duties. However, overtime may sometimes be necessary to meet deadlines or to respond to emergencies. In those situations where overtime is necessary, the following shall apply:

- a) All overtime worked must receive the prior approval of the District Manager or his or her designee, except in extreme emergencies.
- b) Exempt employees do not qualify for overtime.
- c) A rate equivalent to one and one-half times the employee's regular rate of pay will be paid for authorized overtime. Overtime is defined as (a) time worked in excess of 40 hours in a work week and (b) time worked in excess of 8 hours in a workday. Overtime shall be cumulated each day and District shall not be required to pay overtime compensation more than once for any single period of time worked.
- d) If a non-exempt employee travels to a District-authorized destination, he or she will be entitled to overtime pay if such travel time is outside the employee's normal eight-hour day or forty-hour week. In order to maintain a normal forty-hour work week, the employee's work schedule will be adjusted to accommodate out-of-town travel, whenever possible. In unusual, emergency, or unscheduled instances, the employee may be required to travel during other than normal working hours; in those instances, the employee may qualify for overtime pay, provided the employee is not otherwise exempt from overtime pay.

For the purpose of computing overtime and changing work shifts, the work week shall begin at 12:01 a.m. Saturday and end at midnight on Friday.

COMPENSATORY TIME OFF

Employees are encouraged to take overtime pay as overtime is worked. However, as an alternative to overtime pay, a full-time non-exempt employee may, upon written request, receive compensatory time off ("Comp Time"). The accumulation of Comp Time, in lieu of overtime pay must be approved by the District Manager. District employees will not be allowed to accumulate more than a maximum of eighty (80) hours of Comp Time.

Requests for Comp Time leave must be submitted to and approved by the District Manager. Except in an emergency, all requests for Comp Time leave shall be made at least five (5) working days in advance of the date requested. If an employee has accrued the maximum amount of vacation leave as provided for in this Manual, the vacation leave must be used before Comp Time.

All Comp Time leave to be taken shall be scheduled as to cause the least inconvenience to District operations. The District Manager shall retain final approval authority on all Comp Time requests.

TEMPORARY PAY - WORKING OUT OF CATEGORY

An employee assigned by the District Manager or designee to temporarily work out of category for 40 or more continuous hours shall receive not less than the hourly rate of pay applicable to the entry level of the higher paid position, or his or her regular rate of pay, whichever is greater. This pay adjustment shall continue only during the temporary period that such employee is working out of category.

RETIREMENT PLAN AND SURVIVOR BENEFIT PROGRAM

At the discretion of the District Board of Directors a retirement benefit may be offered by the District. In the event such a benefit is offered, only regular, full-time employees shall be permitted to participate in a retirement plan. Any retirement plan will be subject to such rules, regulations, terms and conditions as adopted by the benefit provider and as the District, in its sole discretion, may contract with that provider.

HEALTH, DENTAL, VISION AND LIFE INSURANCE

At the discretion of the District Board of Directors a health insurance benefit may be offered to eligible employees. Only full-time employees are eligible for employee health insurance benefits. The District will pay 100% of the premiums for health insurance for the employees. Employees shall be responsible for any and all premiums for their dependents. Covered employees will be required to pay the cost of optional additional coverage not included in the basic plan provided by the District which the employee elects to have included and qualifies for, if available. More detailed information on the District's insurance benefits is available in the District office.

BENEFIT PLANS

Any and all benefit plans described in this manual may, at the discretion of the Board of Directors, be changed, modified, or terminated at any time. Employees are required to provide all information deemed necessary by the District or benefit provider in order to provide the benefit. Failure of the employee to timely provide such information may result in termination of that employee's benefit or other disciplinary actions. All benefit plans shall be subject to any rules, regulations, conditions, or terms of the benefit provider.