

DeForest Area School District
Administrative Regulation

TITLE: COMPENSATION/PAY PRACTICES	NUMBER: AR 3.3e(1a)
<i>Executive Limitation: EL 3, Treatment of Staff (3.3e – Compensation, General Provisions)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions: 11/24/08, 4/23/12, 3/25/13</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

The superintendent, or designee, will ensure that salary and compensation plans comply with all applicable Federal, State and Local laws and regulations.

BREAK/REST PERIODS

Although breaks are not required by law, it is the District’s position that after working for extensive periods, rest periods will be made available to give employees a chance to renew their focus and energy, thereby maintaining efficiency in performing assigned tasks. Although every attempt will be made for supervisors to schedule employees a paid 15-minute paid break during each four-hour period, there may be occasions where unforeseen circumstances or workload do not allow an employee to leave the work area. Occasionally, operating requirements of the department may preclude scheduled breaks. Your supervisor will communicate to you the departmental policy or practice regarding breaks and rest periods. Employees may not shorten their work day nor be eligible to earn overtime by extending their work day by skipping breaks.

In most cases, the District provides an unpaid meal break of no less than 30 minutes for shifts of more than six hours. The actual time of the meal period may vary and will be scheduled by the supervisor. Meal periods are considered personal time, and employees are encouraged to spend the time as they best see fit, preferably by eating and relaxing. Time spent during the meal period is not considered work time for pay purposes.

CATEGORIES OF EMPLOYMENT

Positions at the DeForest Area School District are categorized for purposes of wages and salaries, benefit eligibility, legal compliance and internal and external reporting requirements. Jobs are categorized as either “exempt” (from overtime regulations) or “non-exempt,” based upon regulations established by the Fair Labor Standards Act (FLSA) and Wisconsin’s Wage and Hour Laws. These laws establish minimum wage and salary criteria, and define whether or not a job is entitled to overtime compensation.

If a position is categorized as non-exempt, pay is calculated on an hourly basis. Non-exempt employees are entitled to overtime pay, calculated at one and one-half times the regular hourly rate, for all hours worked beyond 40 in a workweek. This category includes all support staff positions within the District, and such employees are paid on a semi-monthly basis.

Positions categorized as exempt are those that are exempt from overtime pay provisions of the FLSA and Wisconsin’s Wage and Hour Laws. Employees in exempt positions are paid a fixed salary and are not paid additional salary for hours worked beyond 40 in a work week. Full-time salaried employees are

regularly scheduled to work at least 40 hours per week. This category includes teaching staff, salaried non-represented staff and Administrators.

All employees fall into one of these categories:

1. Regular Full-Time – Employees who are scheduled to work 40 hours per week for 12 months per year.
2. Regular School Year – Teachers who are scheduled to work a 1.0 FTE or support staff employees who are scheduled to work a minimum of 35 hours per week for each school year or 1.0 FTE (approximately 9 months) and who have off work during breaks and when school is closed.
3. Regular Part-Time – Support staff employees who work less than 40 hours per week but at least 20 hours per week for a minimum of 12 months per year or less than 1.0 FTE and greater than .5 FTE.
4. Part-time School Year – Teachers who work less than 1.0 FTE and more than .5 FTE and support staff employees who work less than 35 hours per week but at least 20 hours per week for each school year or less than 1.0 FTE but greater than 0.5 FTE. (approximately 9 months) and who have off work during breaks and when school is closed.
5. Part-time No Benefits – Employees who work less than 20 hours per week or less than 0.5 FTE.
6. Replacement Employee – A replacement employee is an employee who is hired to replace a staff member who is on a full school year approved leave-of-absence.
7. Replacement Teacher – A replacement teacher is an employee who is hired to replace a teacher who is on a full school year approved leave-of-absence. A teacher's status as a replacement teacher terminates at the end of the replacement term without the procedures of Wisconsin Statute §118.22 being followed.
8. Substitute – Employees who are hired to fill in for day to day absences of employees, to replace employees during a leave of absence or if the position is vacant due to resignation.
9. Temporary – Employees hired for a specific project for a specific length of time, which usually will not exceed ninety (90) working days per year.
10. Casual – persons who are not scheduled to work on a regular basis and/or a student employee whose employment was terminated with the loss of his/her student status.

FLEXTIME

Non-exempt employees, who are required to work extra hours on a given workday, may be permitted or asked to take an equal number of hours off within the same workweek in order not to exceed 40 hours of work per week. However, time off in lieu of overtime pay must be taken within the same pay period (or per CBA) and must have the advance approval of the immediate supervisor.

GARNISHMENTS

If the District receives a legally-binding garnishment for the collection of an employee's debt to a third party, the District will withhold from the employee's paycheck the appropriate amount prescribed by law until the debt is paid in full.

OVERTIME

Occasionally projects and priorities may require extra work beyond normal working hours. The supervisor will determine when overtime is necessary and must authorize any overtime work in advance. Employees working overtime without approval may be subject to disciplinary action.

Exempt employees do not receive overtime pay. Non-exempt (hourly) employees are eligible to receive overtime pay if they work more than 40 hours in a given week. The workweek is deemed to begin at 12:01 a.m. Sunday morning and conclude 12:00 a.m. the following Sunday. An employee who is required to work overtime early in a given week, may be asked to adjust their work schedule on subsequent days to avoid the necessity of paying overtime. Overtime hours are computed on hours worked including hours spent in paid status for sick and personal time, but excluding paid vacation or paid holidays. Non-exempt

(hourly) employees required to work in excess of 40 hours in a work week shall be compensated for such overtime either by:

1. receiving pay for overtime at the rate equal to one and one-half times the employee's regular rate of pay, or
2. receiving compensatory time at the rate of time and one-half in lieu of being paid. Compensatory time off may be requested by the employee and approval in advance by the supervisor. Compensatory time should be tracked on the employee time-card and used in the same pay-period.

Overtime assignments shall be assigned to custodial employees at the building or work site on a rotating basis. If all employees who are offered the overtime assignment refuse the overtime assignment, the supervisor shall assign the work on a rotating basis and the employee shall not lose his/her position on the rotation list for the offer of overtime assignments.

PAYCHECKS/PAYDAYS

All employees are paid by direct deposit on a semi-monthly basis. Employees can access their payroll and withholding information through Skyward. If the normal payday is an established District holiday, the payday will be on the preceding workday.

The District requires direct deposit, which offers convenience, security of funds, and the option of directing payroll funds into multiple depository accounts. Direct deposit authorization forms may be obtained from the Business Office or from our webpage, and must be completed by the employee within fifteen (15) calendar days of the time of hire or rehire in order to initiate direct deposit. Changes to information regarding direct deposit shall be received by the District office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request or the change has not been timely provided to the Business Office.

TAX WITHHOLDING

The DeForest Area School District is required to withhold tax from employee paychecks and to report taxable income according to the requirements of federal, state and local government agencies, and the Social Security Administration. All employees are required to complete the appropriate tax withholding forms prior to being placed in the payroll system. Revised tax forms are also required whenever the employee's tax status or number of allowable exemptions changes. W-4 withholding forms are available in the Business Office and in the Department of Human Resources. Current and cumulative year-to-date tax totals withheld are displayed on Skyward. The District prepares and makes available the W-2 reporting form in January of each year in accordance with IRS filing requirements and deadlines. Changes in address should be promptly reported to assure receipt of the W-2 reporting form.

TIME RECORDS & VACATION REPORTING

The District is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt support staff employees. Time actually worked for non-exempt employees is documented by a time sheet. Employees are responsible for accurately recording their time worked for each scheduled workday. It is not appropriate for employees to simply mark down the scheduled work time, but rather must record actual "time in" and "time out" in order to be paid properly.

The District's Timekeeping System requires that an employee complete and sign a time sheet for supervisor approval. The payroll department will then input the employee's time worked into the system for timekeeping. Timesheets must be submitted within the time frame established for the pay schedule. This schedule can be accessed on the DASD website under For Staff/Forms/Miscellaneous/Pay Day Schedule.

Employees who have prior authorization from their supervisor for comp time must record on their timesheets both the comp time earned on day it is accrued and the comp time taken on the day it is used. Comp time must be used in the same payroll period in which it is earned. An exception will be made if the time is earned on the last day of the pay period and in this case the comp time must be used in the pay period immediately following the pay period in which it was earned.

An employee's signature on the timesheet certifies that the time recorded is accurate. Falsification of the time record is a serious violation of District policy and is, in essence, theft. Such falsification will result in corrective action, up to and including immediate discharge.

Although exempt employees are not required to report daily time worked, they are required to get pre-approval from their supervisor for all vacation time and personal leave taken, through either the Skyward or AESOP system.