

## Employee Compensation

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](#))

### ***Minimum Wage***

*The Santa Rosa City Schools District will comply with all minimum wage laws, ordinances, and provisions as legally applicable and required.*

### **Overtime Compensation**

A district employee shall be paid an overtime rate of not less than one and one-half times ~~his/her~~ *their* 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 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](#))

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 ~~he/she~~ *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 a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (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](#).

(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:

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 SANTA ROSA CITY SCHOOLS  
adopted: April 12, 2017 Santa Rosa, California  
revised: <<<insert date>>>