

COMPENSATION

**Certificated Salaries**

Staff under contract to the NWESD 189 shall be paid according to current staff salary schedules. The employee is responsible for providing original third party verification of experience and coursework for any advanced salary schedule placement. Further, the advanced salary will commence upon NWESD 189 receipt of documentation and may be retroactively applied within the first ninety (90) days.

Substitute teachers who have served for 20 full consecutive or 30 non-consecutive working days in the same assignment during the fiscal year shall, from the 21<sup>st</sup>, or 31<sup>st</sup> if non-consecutive, day of service on, be paid according to the regular salary schedule of certificated staff for the remainder of the fiscal year.

**Classified Salaries**

Classified staff shall be placed on the approved salary schedule for classes of such staff. The Superintendent is authorized to credit past service of an applicant for employment in the NWESD 189 for placement on the salary schedule.

In order to advance one (1) step on the salary schedule, a staff member must have begun employment prior to May 1 of the prior work year with the NWESD 189.

**Administrative Salaries**

Staff under administrative contract to the NWESD 189 shall be paid according to current salary schedules.

**Overtime**

Overtime for eligible (non-FLSA exempt) NWESD 189 employees will not be permitted unless authorized in advance and in writing by the Superintendent or, in his/her absence, designee. Exceptions may only be made by the Superintendent.

When provided prior written authorization, compensation will be computed as follows:

- 1) The work week is defined as beginning at 12:01 a.m. Saturday and ending 11:59 p.m. Friday.
- 2) Overtime will be calculated in the one-quarter (1/4) hour segments.
- 3) Time worked over forty (40) hours in any given week is to be compensated at one and one-half (1 ½) times the employee's regular rate.
- 4) If mutually agreed in advance by the employee and supervisor, compensatory time may be allowed in lieu of pay, providing this time is scheduled within the same week. (This hour for hour adjustment is a more desirable option to overtime).

- 5) Employees receive their regular wage rate for holiday pay. If an employee works on a paid holiday, he/she receives, in addition to holiday pay, their regular wage rate for the hours worked. Only hours worked within a work week are used in determining overtime pay.

Classified Staff who are selected and willing to be called to respond to building alarms will be paid for forty-five (45) minutes at one and one-half (1 ½) times their regular pay rate for responding by telephone for a building alarm, and an additional fifteen (15) minutes at one and one-half (1 ½) times their regular pay rate if required to travel to and from the building. Such claims will be made out on time sheets and be accompanied by documentation about the action taken.

For responding to building alarm calls Monday through Friday between the hours of 5:00 in the evening to 7:00 in the morning, Saturday, Sunday, or holidays, professional technical staff are to receive a stipend of ten dollars (\$10.00) per instance handled by telephone and an additional five dollars (\$5.00) if they travel to and from the building. Claims for this compensation will also be made on time sheets and be accompanied by documentation about the action taken.

Remote-site staff who report to work to find the local school district has closed the school/program due to inclement weather or emergency may be paid for up to two (2) hours of their regular pay rate. This may only apply when the employee could not have reasonably known of the school district's decision to close school/programs (e.g., no radio announcements, web postings, or recorded phone messages were available).

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