

# BOARD POLICY

Placentia-Yorba Linda Unified School District

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Personnel

4142/4242 - BP

## 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.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for review at the district office. (Education Code 45023, 45028)

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.

The Superintendent or designee shall ensure that the district's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.

Certificated personnel shall be paid on the last business day of each month for ten calendar months. A teacher may request the business office to have his or her check deferred to receive payment over 11 or 12 months.

Certificated management shall be paid on the last business day of the month in accordance with their work calendar. A certificated manager whose work calendar is 10 or 11 months may request the business office to have his or her check deferred to receive payment over 11 or 12 months.

Classified management and staff shall be paid on the tenth day of every month in accordance with their work calendar. Classified management and staff have the option to receive an Earned Salary Advance (ESA) to be paid on the 25<sup>th</sup> of each month. The ESA shall not exceed 50% gross pay.

### LEGAL REFERENCE:

<u>Education Code</u>	44041	Deductions in salary payment as requested by employee
	44042	Payroll deduction for collection of insurance premium
	45060	Deductions for organization dues
	46166	Time of payment of compensation

45167	Error in compensation; statement of correction and supplemental payment
45168	Deductions for dues of employee organization
45022-45061.5	Salaries, especially:
45023	Availability of salary schedule
45028	Salary schedule for certificated employees
45160-45169	Salaries for classified employees

<u>Government Code</u>	3540-3549	Meeting and negotiating, especially:
	3543.2	Scope of representation
	3543.7	Duty to meet and negotiate in good faith

<u>Labor Code</u>	226	Employee access to payroll records
	232	Disclosure of wages

<u>United States Code, Title 26</u>	409A	Deferred compensation plans
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<u>Code of Federal Regulations, Title 26</u>	1.409A-1	Definitions and covered plans
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Policy adopted:	1/14/74
Policy revised:	12/9/14