

# **Compensation**

## **Certificated Salaries**

Staff under contract to ESD 123 shall be paid according to current staff salary schedules. The employee is responsible for providing an original third-party verification of experience and coursework for any advanced salary schedule placement. Further, the advanced salary will commence upon ESD 123 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 21st, or 31st 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 or designee is authorized to credit the past service of an applicant for employment in ESD 123 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 Feb 1 of the prior work year with ESD 123.

## **Administrative Salaries**

Staff under administrative contract to ESD 123 shall be paid according to current salary schedules.

## **Longevity Steps**

Longevity increases, where applicable, shall be calculated based on the employee's original date of hire in a non-temporary (Temporary Employment Agreement or TEA) position.

## **Overtime**

Overtime for eligible (non-exempt per Fair Labor Standards Act [FLSA]) ESD 123 employees will not be permitted unless authorized in advance and in writing by the Superintendent or, in their absence, designee. Exceptions may only be made by the Superintendent.

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

1. The workweek 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. All time worked over forty (40) hours that cannot be used within the same workweek must be calculated at 1 ½ times the hour of overtime worked. Compensatory time must be used within the same month of accrual unless an extension is approved by the Superintendent.
5. Time exchanged within the forty (40) hour work week will be exchanged at straight time.
6. Employees receive their regular wage rate for holiday pay. If an employee works on a paid holiday, they receive, in addition to holiday pay, their regular wage rate for the hours worked. Only hours worked within a workweek are used in determining overtime pay.

First Reading: 12/16/21

Second Reading: 1/27/22  
Adoption: 1/27/22

**References:**

[RCW 28A.400.200 Salaries and compensation for employees - Minimum and maximum amounts-Limitations-Supplemental contracts](#)

[RCW 28A.405.200 Annual salary schedules as basis for salaries of certificated employees.](#)

[WAC 392-121-264 Definition—Certificated years of experience.](#)