

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
CLASSIFIED HOURLY COMPENSATION PLAN**

**RULES AND REGULATIONS OF THE CLASSIFIED HOURLY COMPENSATION PLAN**

**1.00 HOURLY RATE CALCULATION**

Hourly rates for job classes appearing on regular monthly classified salary plans are determined by dividing the monthly rates by 173.33 and rounding the result to the nearest cent. (173.33 is an industry-wide norm which represents the average number of working hours in the work month; see final page for examples.)

**2.00 STANDARD AND NON-STANDARD HOURLY RATES**

2.01 The standard hourly rate of pay for casual and substitute employees in types of work which are classified and appear on regular monthly salary plan is the hourly equivalent of the step "1" monthly rate for the appropriate job class.

2.02 Higher step placement may be authorized for technical and skilled job classes and in occupations for which there is an insufficient number of qualified, available candidates.

2.03 In situations involving returning former employees, current employees, and assignments of 20 or more consecutive workdays, hourly rates may be different from the standard hourly rate. The appropriate rule in Section 6.00 of this plan will be used to determine the proper hourly rate.

2.04 In situations where an hourly employee is performing work that is not a function of any classification appearing on a classified monthly or hourly compensation plan, the appropriate hourly pay rate will be determined by the Director, Classified Personnel or designee.

**3.00 SPECIAL JOB CLASSES**

3.01 Some job classes do not appear on any regular monthly classified salary plan. These are designated as special job classes with hourly rates and titles shown below.

Effective July 1, 2021

16.26	Caretaker A	14.00	Workability I Trainee
14.00	Food Service Substitute Worker	2.25	Work Incentive Trainee
14.00	Student Helper	4.25	Youth Opportunity Worker

#### 4.00 OVERTIME COMPENSATION

- 4.01 Hourly employees will be compensated for overtime worked in accordance with the overtime designation for their job class and for time worked, if appropriate, in excess of eight hours in one day or forty hours in one week.
- 4.02 Hourly employees working more than one assignment will be compensated for overtime work by the department/site that places the employee in the overtime status.

#### 5.00 SPECIAL PAY ADDITIVES

- 5.01 Shift Differential -- An hourly employee is entitled to shift differential pay when assigned to work a regular continuing schedule (twenty or more consecutive workdays) of four or more hours per day in which four or more hours of the regular shift are worked before 8 a.m. or after 6 p.m. The differential will amount to 5% above the employee's regular hourly pay rate.
- 5.02 Hazard Pay Differential -- An hourly employee assigned to a position designated by the Board of Education as a hazard pay position will receive a differential under the same qualifying conditions that apply to a regular monthly employee. The differential will amount to 5% above the employee's regular hourly pay rate.
- 5.03 Bilingual/Biliterate Differential -- A unit member will receive a bilingual/biliterate differential for assignment to a position designated by the Board of Education as requiring the ability to communicate orally and/or in writing with non-English speaking adults or in sign language with deaf or hard-of-hearing adults for an average of one (1) hour per day. Such differential will amount to five percent (5%) above the unit member's regular salary. Unit members who believe they are eligible for this differential shall be entitled to submit a Position Classification Review Form to the Human Resource Services Division in accordance with applicable district procedures.
- 5.04 School Bus Driver Training Incentive - A new School Bus Driver will receive a one- (1-) time three-hundred (\$300) dollar lump sum payment after meeting all of the following requirements:
1. Successfully completes the District's behind-the-wheel training program,
  2. Obtains a Class B commercial drivers' license,
  3. Obtains a School Bus Driver certificate from the California Highway Patrol,
  4. Completes a total of one-hundred (100) days of paid District service as a School Bus Driver.
- This section is subject to cancellation upon written request of either the District or the California School Employees Association.
- 5.05 Bus Driver Substitute Differential -- Effective January 1, 2000, a bus driver substitute within the Transportation Services Department who is available to drive a school bus at all times between the hours of 5:00 am and 6:00 p.m. each workday will receive a five-percent (5%) pay differential. This differential is provided in consideration of the broad span of hours for which the bus driver is available to work.

6.00 CLASSIFICATION AND SALARY STEP PLACEMENT

- 6.01 Casual employees hired on a temporary short-term basis are restricted to step “1” of the appropriate job class.
- 6.02 Present permanent employees hired as hourly substitutes in established positions within the same occupational field on a temporary short-term basis at times outside of their normal work year (or work hours if regularly employed less than full time) will be placed on the salary grade and step of the appropriate job class which is equal to their current salary grade and step if the temporary service is in a job class which is equal to or higher than the regular monthly job class level. Compensation for services in lower level related job classes will be established in accordance with the demotion rule in the applicable monthly salary plan. Compensation for service in a different occupational field will be at the step “1” hourly equivalent of the appropriate job class.
- 6.03 Former permanent employees hired as hourly substitutes in an established position within the same occupational field on a temporary short-term basis will be placed on the salary grade and step of the appropriate job class which is equal to the grade and step held at the time of separation if the temporary service is in a job class which is equal to or higher than that held at the time of separation. Service in lower level related job classes requires the application of demotion rules; service in a different occupational field will be compensated at the step “1” hourly equivalent for the appropriate job class.
- 6.031 The Classification Unit should be contacted in advance regarding the appropriate job class and salary level of the work to be performed by a returning former or present monthly employee when not substituting in an established position.

7.00 TABLE – TEMPORARY SHORT-TERM HOURLY EMPLOYEES

	<u>Temporary Short-Term Employees</u>	<u>Present Permanent Employees</u>	<u>Former Permanent Employees</u>
<u>Job Class</u>	Entry level job class of appropriate occupational job family.	The appropriate job class when hired to substitute in an established position in same occupational field. If not substituting in an established position, job class and pay will be the same as for Temporary Short-Term employees. A Personnel Action Request must be processed when substituting in established positions.	The appropriate job class when hired to substitute in an established position in same occupational field if within 24 months of separation or last paid hourly service in same occupational field. If not substituting in an established position or if more than 24 months has elapsed, apply rule for Temporary Short-Term Employees
<u>Step Placement</u>	Hourly rate on Classified Hourly Compensation Plan or step “1” of appropriate job class. When substituting in a job class not listed on the Classified Hourly Compensation Plan employee may be moved up one step (step “3” maximum) upon certification by Personnel Administration that employee has served one year, that service, availability, etc. has been satisfactory and the employee has worked a minimum of 1000 hours during that fiscal year.	Same grade and step as monthly assignment if job class is at or above level of monthly job class. If same rate does not appear on higher salary grade, place at next rate above present rate. Demotion rule applied to determine grade and step if assigned to related job class at lower level. If assigned to unrelated job class step “1” of appropriate job class.	If within 24 months of separation or last paid hourly service, same grade and step held at time of separation if temporary service is in a related job class at or above level of job class held at time of separation. If same rate does not appear on higher salary grade, place at next rate above present rate. Apply demotion rule if at a lower level. If assigned to unrelated job class, step “1” of appropriate job class.
<u>Long-term Assignment (20 or more consecutive working days in same assignment.)</u>	Temporary promotion to step “1” in job class assigned if higher than current rate.	Temporary promotion to step “1” in job class assigned if higher than current rate.	Temporary promotion to step “1” of appropriate job class if higher than above salary placement would offer.

## 8.00 UNDERPAYMENTS OR OVERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment the district will issue a supplementary warrant for the amount due as soon as possible. Board of Education By-Laws limit the time period for submitting claims due to underpayment of wages to one year from the date the underpayment began. If the incorrect placement or warrant results in an overpayment the district is required to recover the full amount overpaid. The recovery schedule will include consideration to both the district and the employee.

### HOURLY RATE CALCULATION EXAMPLES:

$$\$1421 / 173.33 = \$8.198 = \$8.20$$

$$\$2864 / 173.33 = \$16.523 = \$16.52$$