

EMPLOYMENT WITH FAIRFIELD ISD

FAIR LABOR STANDARDS ACT

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid on a salary basis according to the work schedules set by the district.

Paraprofessional, clerical and support employees are employed at will and will be notified of the required duty days, holidays and hours of work for their position on an annual basis. Hourly employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

NON-DISCRIMINATION

Fairfield ISD does not discriminate on the basis of sex, disability, race, color, age, religion, national origin, or status as a veteran in its educational and vocational programs, activities or employment.

SALARY NOTICE

Employees will receive written notice of their pay at the start of each school year. Classroom teachers, full-time librarians, full-time nurses and full-time counselors will be paid no less than the minimum state salary schedule. Employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

ANNUALIZED COMPENSATION

Fairfield Independent School District is an "annualized compensation" employer. Salaries earned over a 10-month or 11-month period are paid over 12 months. Paychecks are issued on a monthly basis.

PAY CYCLES

12-month employees – July 1 through June 30
11-month employees – August 1 through July 31
10-month employees – September 1 through August 31

PAY SCHEDULE

The District will pay on or before the last Friday of the calendar month.

BENEFITS SCHEDULE

Effective dates for benefits will vary in accordance to Section 125 requirements and other applicable waiting periods.