

## CMS EMPLOYEE HANDBOOK SECTION 1: *Compensation*

### 1. Direct Deposit

All employees are encouraged to use direct deposit. Forms may be obtained from the Employee Services Department. If you need assistance in setting up direct deposit or have extenuating circumstances regarding direct deposit, please contact the Employee Services Department.

### 2. Payroll Information

Payday will generally be the 15<sup>th</sup> and 30<sup>th</sup> of each month. If the date falls on a weekend, payday will be the previous workday. Paycheck/check stubs can be printed through Skyward Access. If an employee notices an error with their paycheck amount or deductions, the employee must report the error to the Payroll Clerk as soon as possible so corrections can be made.

Salaries shall be paid in twenty-four (24) payment periods. For employees who do not work year-round, paychecks for June, July, and August will be paid on June 30. Twelve (12) month employees will receive paychecks on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Contract length will determine each employee's initial payday in each fiscal year.

The District is required by law to make certain deductions from your paycheck. Deductions include federal and state taxes, Social Security, Medicare, New Mexico Educators Retirement, and Retiree Health Care. These and other employee-elected deductions are noted on your paycheck stub. Employees are encouraged to review their pay stubs carefully on the first payday of the school year and the calendar year for possible errors.

### 3. Fair Labor Standards Act (FLSA) Exempt and Nonexempt Employees

Employee Designation: The terms "exempt" or "non-exempt" refer to whether or not the employee is exempt from being paid overtime when they work more than 40 hours per week. "Non-exempt" employees include hourly clerical, child nutrition, maintenance, custodial, and educational assistant staff. If these employees work more than 40 hours in a workweek, they must be compensated for the additional hours at one & one-half times their regular hourly rate. "Exempt" employees include administrators, ancillary staff, certified professionals, and specialized staff members. These exempt employees do not receive overtime compensation.

### 4. Overtime Pay

Before an employee works beyond 40 hours in a workweek (36.15 hours for EAs), a supervisor must give permission in advance. Working overtime without permission may be considered misconduct.

### 5. Time Cards/TrueTime

All non-exempt employees must maintain a timecard in the Skyward TrueTime module, which **accurately reflects time worked**, leave time earned and used, holidays, and breaks of more than 15 minutes. Employees may only check-in at their assigned duty site or site approved by their supervisor. If an employee is absent, a time off request must be submitted to the supervisor as soon as practical upon return to work.

Employees must submit a TrueTime record to their supervisor on Monday morning, for the previous workweek. Supervisors must review and approve TrueTime no later than Monday afternoon. It is critical all nonexempt employees maintain a TrueTime record as required by law. Failure to do so may result in disciplinary action and/or possible legal action.

### 6. Resignation/Leaving the District

Any staff member who resigns from the District must give adequate notice and complete the necessary

paperwork, submit satisfactory payment for outstanding debts owed to the District, and return all district property. Failure to do so may result in adjustments in compensation, which may be owed to the employee by the District.

## **7. Retirement**

The Educational Retirement Act (ERA) requires mandatory participation. New Mexico Educational Retirement Board (NMERB) retirees who work .25 FTE or less or earn less than \$15,000 per year are excluded. Additionally, short term substitutes, employees that work less than .25 FTE, and students are excluded. Employees contribute a percentage of their total earnings as established by the New Mexico Legislature. Employee contributions are refunded without interest on deposits prior to July 1, 1971, and with interest on deposits after July 1, 1971, to those who leave employment covered under the New Mexico Retirement Act.

Refunds are not automatic; forms for a refund of employee contributions are available in the Benefits Clerk's Office located in the District Administration Office. Employee contributions to the Retirement Act are deferred from income tax. Federal regulations require a 20% federal tax withholding. When the employee contributions are refunded, they will be subject to taxation in the year refunded. Requested refunds will be processed at the end of the quarter in which the employee terminates. Contact the Benefits Clerk at the District Administration Building for additional information.

## **8. Salary Schedule**

A minimum of ninety-one (91) cumulative days shall be counted as a full year's experience in the District.

## **9. Certified Staff**

Each teacher/licensed staff member will be responsible for verification of his/her teaching experience in other school systems. All verification of experience must be in the Employee Services Department by October 1 to be reflected in that year's salary. Experience verification forms are available in the Employee Services Department. Also, an employee must complete a form for hours earned above his/her degree for pay purposes prior to October 1 in order for those hours to be reflected in that year's salary. Forms are available in the Employee Services Department.

All college or university credit must have been earned at a college or university regionally accredited or approved by the New Mexico State Board of Education. The Employee Services Department must receive official transcripts or National Board Certification credentials by October 1 to be reflected in that year's salary.

Daily rates are computed on the number of contract days that are indicated on the related salary schedule.

Salary schedules and individual information may be obtained from the Employee Services or Finance Departments. The CMS Salary Schedules are posted on the District's website under the Employee Services Department.

## **10. Non-Certified Staff**

Individual salary schedules can be obtained from the District's website, your supervisor, and the Finance or Employee Services Departments.

## **11. Travel**

The Board will reimburse employees for expenses incurred for travel in connection with school business. Such travel is to be approved by the supervisor and the Deputy Superintendent of Finance.

Employees, who are assigned to more than one building and/or must travel during the school day, will be

paid a stipend based on mileage in an amount established by the Board. Employees traveling out of town for business must complete a Travel Reimbursement Request Form for Out-of-District Travel in order to be reimbursed. If you are requesting reimbursement of actual expenses, you must provide receipts for all expenses. You must have prior approval from the Executive Coordinator of Custodial and Transportation to be reimbursed for the use of a personal vehicle when travel is outside the District.

## **12. Unemployment Compensation**

Clovis Municipal Schools has New Mexico Unemployment Compensation Act coverage. The cost of the coverage is borne entirely by the District. The Employment Services Division determines eligibility based on the circumstances of each case and the provisions of the Unemployment Compensation Act.

It is the responsibility of each supervisor to notify the Deputy Superintendent of Employee Services for each case of employee separation. The Employment Security Division allows the District a maximum of ten (10) days to respond to an unemployment claim. It is the supervisor's responsibility to ensure all data (letters of resignation, discharge notes, letters from the Employment Services Division) is immediately transmitted to the Employee Services Department.