



AIMS K-12 College Prep Charter District Board Submission Cover Letter

Submitter Information

Full Name: Natalie Glass
Position/Title: Director of Schools
Department: AIMS HS, AIMS MS, and AIPCSII
Date of Submission (MM/DD/YYYY): 2/20/2024

Item Details

Title of Item: ELOP Employee ompensation Proposal
Is this item a: New Submission
 Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
 Superintendent
 Chief Business Officer (CBO) (If budget changes)
 Director of Compliance (If plan changes)
 Neither

Committee Review

Has this item been through the appropriate committee review process?
 Yes No
If yes: Please specify which committee(s) and provide minutes or approval documentation:
AIMS MS and AIPCSII SSC
If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
 Yes No
If yes: Please indicate the deadline date (MM/DD/YYYY): 6/30/2024

Financial Information (if applicable):

Total Cost: \$ _____
Is this expenditure included in the annual budget?
 Yes No
Please specify in which plan this expense is indicated:
 SPSA LCAP Other: _____

ELOP Compensation Policy

Purpose:

This policy aims to establish compensation guidelines within the Expanded Learning Opportunity Program (ELOP) in accordance with California labor laws. Compensation is intended for facilitators in their support of the activities under the Expanded Learning Opportunity Program.

Club Advisor Stipend:

Advisors will receive a stipend per club hosted after school at the end of each academic semester. The stipend amount will be consistent with the intent of the grant.

Overtime Compensation:

Overtime compensation shall be provided to eligible employees in accordance with California labor laws.

Employees shall be compensated at the appropriate overtime rate for all hours worked beyond the standard workweek as defined by state regulations.

Those compensated will either be on a seasonal or annual contract with AIMS. Compensation is subject to local, state, and federal tax laws and withholdings.

Record-Keeping:

Accurate records of hours worked by employees shall be maintained by the organization. Payroll records shall be kept in accordance with state and federal requirements and made available for inspection upon request.

Stipend Disbursement Process:

The stipend disbursement process will be consistent with the AIMS Business Office disbursement calendar.

Saturday School and Extended Hours Disbursement Process:

Employees will enter hours worked onto Paycom weekly, consistent to the current timekeeping processes, using the proper funding source coded to ELOP. Compensation will be distributed in alignment with the AIMS 2023-24 payment schedule.

Review and Revision:

This policy shall be reviewed periodically to ensure compliance with changes in state and federal laws and regulations.

Amendments to this policy may be made by the Board of Directors as necessary.

Implementation:

This policy shall be communicated to all employees engaged in the ELOP.

Employees shall receive training on their rights and responsibilities regarding compensation and employment practices.

Authority:

The Board of Directors retains the authority to interpret and enforce this policy.

Effective Date:

This policy shall be effective upon approval by the Board of Directors.