

# Administrative Guidelines – Employee Compensation Plan Recommended by TASB

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***“THE DISTRICT”***

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## Compensation Policy

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all district policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all district employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and designees shall administer the compensation plans consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

## Description of Pay Systems

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. Human resources is responsible for the maintenance and administration of employee pay systems. Teachers and librarians will be paid according to a salary schedule that correlates salaries with total years of creditable service in education. Other district jobs will be assigned to a pay grade and range structure that sets the range of pay for the position.

The district pay plan includes:

- Teachers and Nurses (RN)
- Administrative Professional Exempt Staff
- Clerical/Technical Support Nonexempt Staff
- Instructional Support Nonexempt Staff
- Auxiliary Nonexempt Staff

Pay ranges and salary schedules are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually.

## Job Description

Job documentation is an essential function in the administration of the compensation system. Accurate and complete job documentation will be collected and maintained by human resources with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by human resources to accurately reflect the level and nature of work and the organizational structure of the district.

Job descriptions will be updated by human resources with input from supervisor at least every 3 years and at each vacancy. Employees and their supervisor will sign off on their job description annually at the employee's annual review, acknowledging and agreeing to the general responsibilities of the job.

## Duty Calendars

Duty calendars are determined based on the business needs of the district and will align with pay cycles. The district will strive to maintain a few duty calendar variations. When an employee's duty calendar must be changed to meet the new or adjusted needs of the district, the employee's current total annual salary should not be reduced if days are being reduced. Instead, the current daily rate or hourly rate should be adjusted to arrive at the same annual salary as the employee began the year.

## Pay Cycles

The pay cycle will be determined by the job's exemption status. Salaried, professional jobs are paid monthly, while nonexempt hourly positions will be paid bi-weekly. The time in which employees receive pay will align with when the work is completed. Specific pay calendars will be distributed each year by the district.

- **Monthly.** Employees are paid on the 20th day of each month. Optional: Pay for nonexempt employees is annualized based on duty days and duty hours assigned for the role. Time worked beyond the expected schedule will be calculated and reflected in the next scheduled check.
- **Bi-weekly.** Non-exempt employees are paid every other week on Wednesdays. Employees will receive a total of 26 checks throughout the year.

## Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. Human resources will determine the classification of each position based on a description of assigned job duties and weekly pay. In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, and the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

## Exempt vs. Non-Exempt Classification

For a position to qualify as exempt, it must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. The job duties and salary must meet all the requirements of the Department of Labor's regulations in order for a position to be classified as exempt; job titles alone do not determine the exempt status.

The Department of Labor's exemption tests include separate tests for Administrative, Professional, Executive and Computer Employees. All employees whose position does not meet the legal requirements for exemption will be classified as non-exempt.

## Basis of Pay – Exempt

Exempt employees are paid on a salary basis for the number of months in their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job. Annual salaries may be adjusted for different duty assignments but salaried employees are not entitled to pay on a daily or hourly basis. Exempt employees do not receive overtime compensation.

The District shall pay all salaried employees over 12 months in equal monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

The year's salary for a teacher shall be based on the number of days of employment. A teacher who begins work on the first day of the school year shall work a total of 187 days.

The salary for a teacher who resigns from employment before the end of the year, or who begins employment late, shall be computed according to the number of days worked for that school year, as follows:

$$\begin{array}{rcccc} \text{Actual Days Taught} & \times & \text{Annual Salary} & = & \text{Contract} \\ 187 & & 1 & & \text{Salary} \end{array}$$

The number of days worked must be figured from the official calendar of school days.

### **Basis of Pay – Non-Exempt**

Non-exempt employees are paid on an hourly wage basis for all hours worked each week. Employees who are non-exempt will receive compensation for additional hours worked in the form of compensation time or pay. Non-exempt employees who work in excess of 40 hours within the defined District's workweek are subject to overtime regulations in accordance with the Fair Labor Standards Act.

The District's workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday. Overtime must be paid or accrued as compensatory time; it cannot be waived by voluntary agreement between the District and the employee nor can it be 'donated' or paid at a reduced rate.

Supervisors must ensure employees understand how they will be compensated for overtime (compensatory time or pay) prior to the employee working overtime hours. A supervisor must approve ALL overtime in advance of work being performed. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Overtime is one and a half (1 ½) times the employee's regular rate of pay and is paid for hours worked beyond 40 hours in a workweek; anything less than 40 hours in a workweek is paid at the regular rate of pay.

At the District's option, non-exempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC (LOCAL)] The district may require an employee to use compensatory time when in the best interest of the District.

An employee may accrue not more than 240 hours of compensatory time. If the employee's overtime work included a public safety activity, an emergency response activity, or a seasonal activity, the employee may accrue not more than 480 hours of compensatory time. After the employee has reached these limits, the employee shall be paid overtime compensation for additional overtime work.

## **Job Classification**

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

## **Classification of New Positions**

Prior to posting, new positions must have a written job description created collaboratively by human resources and the hiring supervisor. Human resources will recommend to the superintendent the pay grade classification of new positions based on the job description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

## **Job Reclassification**

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs or a change in competitive market rates.

## **Procedures for Job Reclassification**

A review of job reclassifications must be initiated by the cabinet-level supervisor or by human resources. Jobs previously submitted for review or FTEs added within the last school year are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the cabinet-level supervisor before submitting to human resources.

Human resources will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

Human resources will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

## **Salary Adjustments for Job Reclassification**

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Salary changes for contract employees are prohibited during the contract term. Human resources should evaluate the need for salary adjustment for reclassified employees and use appropriate demotion or promotion procedures.

Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees.

- If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes or realignment in a higher pay grade with more comparable jobs, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in level of assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

## General Pay Increases and Eligibility

Employee pay will be reviewed annually for adjustment. The general pay increase (GPI) will be recommended to the board by the superintendent each year. They are based on the annual amount budgeted for pay raises and approved by the board. General pay increases provide the same dollar amount of increase to employees in the same pay grade. Teachers will be granted a GPI and reflected in the hiring schedule for the next year. Pay increases that result in pay that exceeds the maximum rate of the pay range must be specifically authorized by the board each year.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase.

## Employees on Salary Schedules

Pay increases for jobs on salary schedules are calculated by applying the percent increase approved by the board each year to the market rate.

### Annual Increase Example:

Market Rate:	\$55,000
% Increase	.02
Annual Increase	\$1,100

## Employees on Pay Ranges

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the board each year to the midpoint rate of the pay range. Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percent of midpoint, unless the employee's pay is close to or exceeds the maximum of the pay range. Pay increases for employees in the educator career path on pay ranges (e.g., Counselor, Assistant Principal) must be at least equal to the pay increase for teachers on a daily rate basis and pay after the increase should be at least 3 percent above what the employee would be paid as a teacher.



<u>Hourly Rate Increase</u> (midpoint x %)		<u>Annual Increase</u> (hourly rate increase x duty hours x duty days)	
Pay Range Midpoint:	\$15.00	Duty Hours:	8.0
% Increase:	.02	Duty Days:	226
Hourly Rate Increase:	\$0.30	Annual Increase:	\$542.40

## Salary Placement of New Hires

### Salary Placement – Schedules for Teachers and Nurses (RN)

A district shall pay each classroom teacher or full-time nurse not less than the minimum monthly salary, based on the employee’s level of experience, specified in Education Code 21.402 and 19 Administrative Code 153.1021.

- **“Classroom teacher”** means an educator who teaches an average of at least four hours per day in an academic or career and technology instructional setting, focusing on the delivery of the Texas Essential Knowledge and Skills, and who holds the relevant certificate from the State Board for Educator Certification (SBEC). Although non-instructional duties do not qualify as teaching, necessary functions related to the educator’s instructional assignment, such as instructional planning and transition between instructional periods, should be applied to creditable classroom time.
- **“Nurse”** means an educator employed to provide full-time nursing and healthcare services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas.
- **“Full-time”** means contracted employment for at least ten months (187 days) for 100 percent of the school day, in accordance with the definitions of the school day in Education Code 25.082, employment contract in Education Code 21.002, and school year in Education Code 25.081.

The Commissioner’s rules determine the experience for which a teacher or nurse is to be given credit in placing the teacher, or nurse on the minimum salary schedule. A district shall credit the teacher or nurse for each year of experience, whether or not the years are consecutive. *Education Code 21.402(a), .403(c); 19 TAC 153.1022*

The salary of a newly hired teacher or nurse is based upon the creditable years of (TEA) validated experience related to the position in which hired; and the level of degree achieved. Experience is credited for teachers according to the commissioner’s rules on creditable service (19 TAC 153.1021). Registered nurses are assigned a daily associated with the number of years of experience and related degree. Annualized pay rates may vary based on the number of workdays in the Workday Calendar assigned to the position.

Creditable years of service will be determined by the Human Resources Department as defined by state regulation at the time of employment. (TAC Title 19, part II, 153.1021) New hires will receive salary credit for years of service up to a maximum of 20 years.

The maximum number of creditable years of (TEA) validated experience shall be capped at 20 years of experience for newly hired Teachers, and Nurses.

## Salary Placement – Career and Technical Education Teachers

Career and technical education teachers may be granted additional years of placement credit for work experience that is directly related to the career and technology field in which they are currently teaching. Experience credit will be documented and verified by human resources.

Credit above the two years of work experience requirement as defined by state regulation may be granted in the following manner:

- 1 year of placement credit on the teacher scale for every 1 full year of related experience up to 10 years (“1 for 1” credit); and
- 1 year of placement credit on the teacher scale for every 2 full years of related experience for more than 10 years up to the hiring schedule maximum years (“1 for 2” credit).

Example: Salary placement for health sciences teacher with experience credit of 12 full years of previous nursing experience:

1 for 1 credit up to 10 years	= 10 years
1 for 2 credit for years 11 and 12	= 1 year
<hr/>	
	= 11 years of credit

For personnel whose employment is split between career and technology and non-career and technology positions, the years granted shall apply to both the career and technology and the non-career and technology positions.

## Salary Placement – JROTC Instructors

JROTC instructors will be paid the higher of the Minimum Instructor Pay (MIP) amount provided to the district by the military or the standard teacher salary for his or her creditable years of experience. Pay for JROTC instructors will be increased annually as needed to comply with the MIP statements provided directly to the district by the military, and increases may occur at a different time than other employees to align with the timing of military salary adjustments. JROTC instructors should receive either the increase dictated by the military or the school district general pay increase, but not both.

## Salary Placement – Exempt and Nonexempt

**\*(To include Counselors and Librarians)**

Starting pay for a new hire in a pay range plan will be determined individually based on each person’s job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

**Peer equity.** In multi-incumbent positions (e.g., classroom aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

**Midpoint limit.** Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and qualifications, and the salary of peer employees. With approval from the superintendent, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.

**Placement credit for prior experience.** Starting pay for exempt and nonexempt jobs that require prior experience may utilize the following guidelines for calculation, but will still be evaluated against peer equity and midpoint limits before a final amount is determined.

- Percent increase. Pay is calculated at 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 5 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative Professional pay schedule.
- Placement scale. Salary placement scales may be used to determine rates of pay for newly hired employees on the clerical/technical paraprofessional/instructional support/auxiliary scale. Individual employee placement may be based on job-related experience approved by the district. Credit will be given for years of experience granted by human resources based on the district's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.

To receive credit for prior work experience, years of experience must be verified. If the new hire was previously employed in education, documentation of a service must be provided to the Human Resources Department on an official Texas Education Agency (TEA) approved record and must be validated by the appropriate institutional official. (See TEA Chapter 153 subchapter CC)

The following are acceptable forms of documentation:

- Service records from previous school employment
- Contracts or letters of appointment
- First and last pay stub from employer (private employer only)
- Tax record or W2 from employer (private employer only)
- Verification of prior work experience from a prior employer

Service Records to fulfill TEA requirements, all original service records must be submitted to the personnel office in order for the correct salary to be computed. Years of experience shall not be credited for salary purposes until all original service records are in the personnel office. A "year of experience" shall be defined according to current TEA policies and procedures.

Additional documentation may be necessary to complete the verification of prior experience before salary credit is assigned. Salary credit for 'creditable years of service' will be granted upon receipt of an official service record. Employees should provide the official service records within 30 calendar days from the assignment start date.

The applicable salary adjustment will be made effective retroactive to the date of hire or date of new assignment (not to exceed beyond the employee's reporting date of the current school year calendar). Until such time, the new hire's pay rate shall be set at the entry rate for the position.

**NOTE: The employee is responsible for providing the proper documentation for creditable years of experience.**

## Promotion Increase

A promotion occurs when an employee is moved to a different job in a higher pay grade.

Salary placement for an employee who is promoted to a job in a higher pay range will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience. Any promoted employee should receive at least a 5 percent annualized salary increase applied to the employee's base pay for the required duty days less any stipends paid for supplemental duties.

Base pay for teachers includes incentives paid for the teaching assignment, such as advanced degree, certification field, career ladder, etc., only when teachers are being promoted to another certified educator position.

## Salary Changes for Advanced College Work

The salary of an employee receiving an advanced degree shall be changed effective the next day of employment according to the District's school calendar. A noncertified employee receiving certification must submit the certificate.

An official letter from the college stating that all requirements for the degree or certification have been completed and the date on which the requirements were completed may be submitted until the transcripts or certificate can be obtained. Such a letter must bear the official college seal.

## Reassignments

### Pay Adjustments for Reassignment to a Higher Pay Grade

A promotion occurs when an employee is moved to a different job in a higher pay grade.

Salary placement for an employee who is promoted to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience.

The base pay for promoted employees should be at least a 3 percent salary increase applied to the employee's base daily or hourly rate for the required duty days of the new assignment, less any stipends paid for supplemental duties.

In the case of teachers paid additional incentives, base pay will include incentives paid for the teaching assignment, such as advanced degree, certification field, career ladder, etc., only when teachers are being promoted to another certified educator position. If the educator is promoted to a position in a pay range, additives will then be rolled into the base starting pay for the new position and no longer be paid as stipends. Coaching or other extracurricular stipends should not be included in base pay.

Example of promotion from paraprofessional pay grade 1 to pay grade 2:

<u>New Hire Pay Rate in PG 2</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$10.37	Employee Current Rate	\$10.37
Credited Experience	3 years	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$12.00	Employee New Rate	\$10.68

*The higher of the two calculations becomes the new hourly rate: \$12.00*

Example of promotion from paraprofessional pay grade 3 to pay grade 4:

<u>New Hire Pay Rate in PG 4</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$15.59	Employee Current Rate	\$15.59
Credited Experience	7 years	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$16.26	Employee New Rate	\$16.06

*The higher of the two calculations becomes the new hourly rate: \$16.26*

## Pay Adjustments for Reassignment to a Lower Pay Grade

A reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result if approved by the superintendent.

**Contract employees.** A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the district in writing and in consultation with a school attorney. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day of instruction for the next school year). Pay reductions for contract employees are made at the direction of the superintendent and may follow the same guidelines as pay reductions for noncontract employees.

**Noncontract employees.** Subject to approval by the superintendent, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be calculated the same as a new hire's pay in the lower pay grade, with peer equity factored into the final determination.

Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

## Transfers

All transfer requests are submitted in March of each school year. Once an employee has submitted a transfer request, an email will be generated to inform the campus principal so that they can either approve or reject the request. If the requested principal rejects the transfer request it moves on to the next campus of choice. This process allows district employees an opportunity to apply for transfers to other campuses in compliance with Policy DK (Local).

**Transfers are not automatic:** The employee must have been with the District for three consecutive years; Employees seeking a transfer are sent for interviews and must be recommended by the receiving campus principal.

Principals are not obligated to interview those seeking a transfer to their campus, however, they are encouraged to consider interviewing these employees as they interview new candidates for open positions.

**Teachers who are on a Growth/Intervention Plan are not eligible to transfer.** Campus principals may not approve the transfer request of any teacher on a TINA. Teachers **not** on a TINA are eligible to request a transfer.

An employee desiring to transfer from one subject area to another area within the same school shall notify his/her principal and check with the Human Resources Department to ensure that the state certification requirements are met.

Once the principal has interviewed and selected a candidate, they must submit their recommendation and attach the interview packet which will be routed to the Superintendent for approval. The Human Resources Department will ensure proper certification status of all transfer requests.

## Mid-Year Transfers

Mid-year transfers are determined by campus student enrollment numbers. Following the third week of school, if student enrollment numbers necessitate teaching units to be transferred from one campus to another, the Human Resources Department works with the School Leadership division to determine which campuses may be impacted. Once the campus with lower-than-expected enrollment is identified, the principal will determine if any staff member in the area of certification would like to volunteer to be transferred to the receiving campus. In the absence of volunteers, a determination is made based on the most recently hired staff member in the appropriate certification area, regardless of grade level. A timeline for the transfer is worked out collaboratively between the Human Resources Department, impacted campus principals, and the School Leadership division.

## Review and Adjustment of Pay Ranges

Human resources will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the board, no pay range adjustments will be made. Salary schedules will be adjusted only to update the years of service associated with a pay rate.

## **Reinstatement Following Break in Service**

An employee who is rehired for the same position following a break-in-service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 12 months, the employee's pay will be placed according to the procedures for placement of new hires.

## **Differential Pay**

An employee may be asked to assume the role and/or responsibilities of a higher-level position for an intermittent period of time due to a vacancy or an extended absence of an existing employee. Typically, the responsibilities are in addition to his/her current assignment.

### **Time Period of Differential Pay**

If awarded, differential pay begins on the eleventh (11<sup>th</sup>) day of the assignment and the situation must result from an extended vacancy. The length of the differential pay may not exceed a period of sixty (60) working days except in unusual circumstances approved by the Superintendent or designee.

### **Differential Pay Rate**

The rate of differential pay will be calculated by determining the pay rate had the employee been assigned the position and subtracting his/her current pay rate. The net amount is the differential pay rate. For a position that is three (3) or more job groups above his/her current position, the employee shall receive a differential rate of a minimum of 20% of the pay rate calculated had the employee been regularly assigned to the position.

### **Approval Process for Differential Pay**

The following forms must be completed and submitted to the Human Resources Department for review and approval:

- Differential Pay Requests shall be made in writing to the Human Resources Director

Authorization to approve 'differential pay' for an employee is limited to the Superintendent.

### **Communication to Employee**

No commitment should be made to an employee by a supervisor, regarding 'differential pay', prior to receiving written approval from the Superintendent.

### **Overpayment**

An overpayment occurs when an employee is paid more than the amount the employee should have been paid under the current school year, the Human Resources Department will deduct the overpayment from the remaining checks in the contract year by recalculating the monthly or bi-weekly pay rate. In some situations, an employee may work with the Payroll Department for an alternative repayment plan.

## **Extracurricular Stipends**

The board will approve a schedule of salary stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends. Stipends and incentives are reviewed and modified periodically.

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment to determine the total hours worked each week.

Payment of extra-duty stipends for exempt employees are annualized and paid monthly over the course of the school year. Certain stipends such as UIL and Class Sponsors may be paid as a lump sum (at the end of the semester/school year).

## **Performance Pay: Teacher Incentive Allotment**

Performance pay will be reviewed and adopted by the board in conjunction with the compensation plan and budget adoption process. For the teacher incentive allotment (TIA), districts may choose to create a local optional teacher designation system or districts may employ teachers who hold a current designation.

TIA funding is calculated for the district based on the designation of the teacher (e.g., recognized, exemplary, master) and the TIA formula for campuses. Districts must create a spending plan for funds received from TIA with at least 90 percent of TIA funds allocated to teacher compensation on the campus where the designated teacher works.

For any funds received for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The other 10 percent will be used for (training and support of the system, expansion of the system, and/or professional development.

Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable.

## **General Guidelines: Job Classification Review**

Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs



Administrative procedures should provide a process for reviewing job reclassifications. The procedures should identify:

- Who has the authority to initiate a request for job reclassification
- What supporting information needs to be provided
- Who is responsible for analyzing the request and making a recommendation
- What is the timeline for receiving and completing reviews
- When is the effective date of a job reclassification
- Who has final approval authority and if there will be an option to appeal

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should be based only on a review of job duties relative to other jobs in the district and market data.

A review of job reclassifications must be initiated by the cabinet-level supervisor or by human resources. Jobs previously submitted for review within the last 18 months and newly created jobs are usually not eligible for review.

A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the cabinet-level supervisor before submitting to human resources.

Human resources will evaluate the job reclassification and prepare a recommendation for review by the superintendent or designee.

## Request for Job Classification Review

Request Date: \_\_\_\_\_ Job Title to Review: \_\_\_\_\_  
Current Pay Grade: \_\_\_\_\_ Requesting Supervisor: \_\_\_\_\_  
Requested Pay Grade: \_\_\_\_\_ Supervisor Job Title: \_\_\_\_\_

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Job classification groups jobs of similar value into pay grades and pay ranges, and is based on the requirements of the job with the following factors taken into consideration:

- ◆ Knowledge (education and specialized experience)
- ◆ Effort (decision-making, complexity, communication responsibility)
- ◆ Responsibility (scope of impact, financial accountability, supervisory responsibility)
- ◆ Environment (exposure to hazardous working conditions)
- ◆ External Job Market Value

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Requests should include a copy of the current job description and organizational chart.

1. Why do you feel that this job is assigned to the wrong pay grade level?
  
2. How has the job changed? What led to the change in job duties and responsibilities?
  
3. List core job responsibilities and the percent time required for each (use additional pages if needed).

% time: \_\_\_\_\_

% time: \_\_\_\_\_

% time: \_\_\_\_\_

% time: \_\_\_\_\_

% time: \_\_\_\_\_

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Signature of Supervisor

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Date

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Signature of Cabinet-Level Supervisor

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Date

## Request for Pay Change

**To be completed by individual donating days:**

Date of Request: \_\_\_\_\_

Name (*Official Name*): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

FROM:

Current Position: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Days: \_\_\_\_\_

TO:

Recommended change for the 202\_\_ - 202\_\_ school year. I am proposing that the above-mentioned position be changed to the following effective: \_\_\_\_\_

Position Title, *if changing*: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Days: \_\_\_\_\_

Reason for proposed change:

Signature of Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Office Use Only!***

Signature of HR Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Asst. Supt for B&F: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Deputy Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPROVED**

**DENIED**

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Pay Review

**To be completed by individual donating days:**

Date of Request: \_\_\_\_\_

Name (*Official Name*): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Current Position: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Days: \_\_\_\_\_

**Reason for pay review:**

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Office Use Only!***

Signature of HR Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Asst. Supt for B&F: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Deputy Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPROVED**

**DENIED**

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_