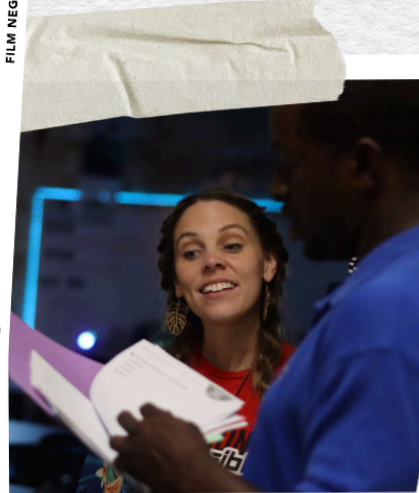


2024-25



# COMPENSATION MANUAL

CEDAR HILL INDEPENDENT SCHOOL DISTRICT

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# CEDAR HILL ISD

## MISSION, VISION, MOTTO & GOALS

### Mission

To develop resilient scholars who excel academically and are empowered to serve

### Vision

Unlocking every Longhorn's potential

### Motto

Educate. Empower. Inspire.

### Student Outcome Goals

**Goal # 1-** Increase the percentage of scholars graduating College, Career, & Military ready

**Goal # 2-** Increase the percentage of 3<sup>rd</sup> grade (all students) scholars reading at or above grade level

**Goal # 3-** Increase the percentage of Algebra 1 scholars scoring Meets or Above

**Goal # 4-** Increase the percentage of scholars participating in extra-curricular or co-curricular activities





# CEDAR HILL ISD

## COMPENSATION PROGRAM

*The function of the Human Resources Department is to direct the strategic planning, design, implementation, administration, and communication of all district compensation programs, ensuring the programs are aligned with the district's strategy and culture.*

### **Responsibilities of the Human Resource Department Include:**

1. Overseeing the design, implementation, and administration of compensation programs.
2. Recommending and administering policies and procedures to ensure competitive and consistent compensation practices and ensuring adherence to the compensation philosophy.
3. Researching and evaluating district needs and market trends for the purpose of ensuring the district's compensation programs are competitive and provide the ability to attract, engage, and motivate highly qualified employees.
4. Strategizing and consulting with senior leadership to educate employees regarding the compensation programs.
5. Continually evaluate compensation practices to ensure adherence to the compensation philosophy by conducting market pricing surveys:
  - a. Pay Scale
  - b. Texas Association of School Boards (TASB)
  - c. Other targeted surveys
6. Developing and maintaining competitive salary structures.
7. Performing job evaluations (in conjunction with TASB as needed) to determine the appropriate grade for each job, taking into consideration:
  - a. Job description(s)
  - b. Market data
  - c. Internal equity
  - d. Preservation of consistency between departments
  - e. Interviews with department or campus leader and/or other key employees
8. Collaborating with managers to review the duties performed by each of their employees in developing or revising job descriptions.
9. Considering the various types of pay decisions, and making appropriate pay recommendations with the following considerations:
  - a. Market data
  - b. District issue/need
  - c. Individual future potential and likely future jobs
  - d. Need for specific, or specialized skill set
  - e. Pay of others on the same career track
  - f. Budget requirements and constraints
10. Conducting compensation reviews, as needed. Compensation reviews for individual employees must be initiated through the employee's manager.
11. Referring all policy and procedure exceptions to the Assistant Superintendent of Human Resources.

2024-25



# COMPENSATION STRUCTURE

# CEDAR HILL ISD

## COMPENSATION POLICY

Board Policy [DEA Local](#)

*The Superintendent shall recommend an annual compensation plan for all district employees. The compensation plan may include wage and salary structure, stipends, benefits, and incentives. The Superintendent shall administer the compensation plans consistent with the annual approved budget by the Board and administrative guidelines.*

### **Pay Administration**

Board Policy [DEA Local](#)

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

### **Compensation Framework**

Cedar Hill Independent School District's compensation plan is made up of salary pay grades with respective ranges as well as supplemental earnings and benefit programs that are approved by the Board of Trustees. Salary ranges are determined by market rates for benchmark positions. To ensure that salary ranges are competitive with the market, the Human Resources Department conducts market research to inform current compensation levels for comparable positions. Employees are paid according to the pay range for their respective positions.

Cedar Hill ISD pay groups are:

- Auxiliary
- Administrative
- Counselor
- Paraprofessional
- Police & Security
- Support Professional
- Teacher, Librarian, & Nurse
- Transportation



The Human Resources Department, with TASB's support, determines the compensatory value of a position by conducting systematic comparisons of positions to assess relative internal and external value. After the systematic comparison is complete, a position is assigned an associated pay grade. Pay grades are used to group positions that have approximately the same relative internal value based on compensatory factors (job descriptions, market data, internal equity, district consistency, and administrative input are all considered when performing job evaluations).



## Annual Earnings vs. Annualized Salary

**Annual Earnings** – the actual amount an employee earns in a year. It is figured retroactively or after the earnings have been paid. It differs from annualized earnings as it is NOT an estimate of what may happen, it is a record of what did happen.

**Annualized Salary** – Employees of Cedar Hill ISD are annualized based on either days or hours worked per school year over the remaining checks for the school year. An annualized salary is useful for employees who do not work a full year, such as teachers, and for employees who work part of each year on a salaried basis. Annualization is the process of spreading the payments out to the employee over the entire year, though the salary is only earned for part of the year. This gives the employee a steady paycheck when they are not working. Employees who are considered hourly and are paid on a biweekly basis will not be paid on an annualized basis, therefore they will be paid on actual hours worked for the pay period.

## Compensatory Pay (Comp Time)

Board Policy [DEAB Local](#)

Non-exempt employees (annualized salary payments) receive compensatory time off, rather than overtime pay at a rate of no less than one and one-half hours for each overtime hour worked in lieu of overtime pay. Work weeks that include holiday and/or approved time off in excess of forty (40) hours of paid at a rate of one hour until the time off or holiday hours have been exceeded. Supervisors of non-exempt employees shall ensure there is documented approval of the employees working a schedule beyond their normal working hours and the nature of the work performed. All compensatory time should be used by the end of the fiscal year (June 30) or the supervisor should be accountable for the budget to pay out the compensatory time as earned.

## Pay Increases

Board Policy [DEA Local](#)

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.



## Compensation Philosophy and Objectives

Cedar Hill ISD pay systems shall be designed and managed for the following purposes:

- Offer competitive pay to attract and retain highly qualified personnel
- Provide internal pay equity for job responsibilities
- Reward continued service to the district
- Manage payroll expenses effectively

## 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. The Human Resources Department recommends the development, maintenance, and administration of employee pay systems in accordance with Board policies, governmental laws, and regulations.

All district jobs are assigned a pay grade that establishes the minimum to maximum pay range for the position. Jobs are assigned to pay grades based on the following factors:

- Job qualifications and required skills
- Job duties and responsibilities defined by the district
- Competitive job market prices

Pay ranges are reviewed annually and adjusted periodically. Employee salaries will be adjusted based on the pay increase budget and pay raise guidelines as approved by the Board of Trustees each year.

### **Job Descriptions**

Job descriptions are an essential function in the administration of a compensation system. Accurate, complete, and job descriptions are collected and maintained by the Human Resources Department. This includes job descriptions that address job qualifications, primary purpose, major duties, responsibilities, and working conditions. Job titles will be reviewed by the Human Resources Department to maintain a logical job titling scheme that consistently describes the level and nature of work.



### **Exemption Status**

All jobs will be classified as exempt or nonexempt per the requirements of the Fair Labor Standards Act (FLSA) and documented in the job description. The Human Resources Department determines the classification of each position based on the assigned job duties. To be exempt, the employee's primary duties must meet the requirements defined by the federal regulations of the Executive, Administrative, or Professional exemption test or be a teacher, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as non exempt or hourly.

### **Job Classification**

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market value. All jobs are classified based on common factors that show the relative level of knowledge and skill requirements, the complexity of assigned duties, job accountability, and working conditions. The Human Resources Department collects job information, evaluates jobs for classification purposes, and assigns jobs to pay grades. The Superintendent or designee has final authority concerning job classifications.

### **Determining Factors in Classifying Jobs**

**Freedom to Act** - Authority, autonomy, independence of action, the degree to which job tasks are dictated by policy, procedures, manuals, supervisor, or department.

**Complexity** - Problem-solving skills are assessed based on two scales; one, the types of problems encountered from routine to most difficult and two, the knowledge required to solve them from simple recognition and referral to devising solutions based on interpretation of policy and understanding of departmental objectives.

**Consequences of Error** - Measures the impact of errors made in the course of work and the consequence of error according to magnitude of errors.

**Scope** - The variety of work assigned, the degree of district skills required to complete the work, the knowledge of district units inside or outside the district and the diversity of deadlines and priorities governing the work.

**Supervisory Responsibilities** - Number, types, and level of positions supervised, functions supervised, the degree of supervisory authority, complexity and diversity of work supervised.

**Responsibility for Resources** - The extent of the resources for which the employee has responsibility including, but not limited to, human, financial, facilities, material, and information systems.

**Communications** - Types of verbal and written communications; what information typically is responsible for communicating and method of delivery.

**"Majority Rule"** - Classification title and level are dependent primarily on where the majority (50% or more) of a job duty lies.

### **Classification of New Positions**

Prior to posting, new positions must have a written job description created collaboratively by the Human Resources Department and the hiring manager. The Human Resources Department will determine 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.

### **Common Misconceptions about Job Classification**

The employee on the line was cordial, clear and direct: "I just got my degree, so when do I get reclassified?" This call represents a common misconception about the district's classification system. Classification is based solely upon the duties assigned to a position, not the qualifications of the incumbent. Put simply, the JOB is classified, not the employee. Besides educational attainment, other person-related factors that are not taken into consideration when classifying a position's job level include:

**Longevity** – The length of time the employee has worked at the district may positively affect performance on the job, however, it is not a factor used in determining the position level.

**Speed** – How fast an employee works or how much is produced compared to others is a factor in performance, not job classification.

**Retention** – "She's been offered a promotion", more than one supervisor has commented, "If I can't match it, I'll lose my best employee." While this dilemma is understandable, the fear of losing an employee cannot be considered in classification decisions for job level.

**Financial Need** – "I just bought a new home, my daughter's a sophomore at UT, I need a new car and my dog is sick." Financial need is universal, and classification cannot include personal finances as a consideration.

**Dedication** – We often hear about employees who, "Always arrive early, leave late, never take breaks, work weekends, etc." Again, this is a performance issue and should be addressed during reviews.

**Personality** – Ability to work in unusual conditions and with difficult co-workers is not a factor to be considered when classifying a position. Unique skill and/or ability required for a position is considered and should be spelled out in the job description.

**Future Projects** – Duties currently performed; not future assigned duties are considered in job evaluation.

### **What are some of the factors taken into consideration when making classification decisions?**

In brief, classification is based upon several factors: the nature, variety, and difficulty of the duties; the responsibility for staff and resources; the knowledge and originality required for the position; and the authority and relative autonomy of the position (see previous section "Determining Factors in Classifying Jobs")

### **Job Reclassification**

A job reclassification occurs when a position is moved to a higher or lower pay range. Jobs may be reclassified because of a significant and sustained change in job duties assigned, a need to improve internal pay equity or change in the competitive job market.



All positions, except for teachers, librarians, substitutes, and part-time temporary employees are assigned to pay grades based on the level of skill, effort, and responsibility required for the job assignment. The Human Resources Department will classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the district or in the marketplace.

### **Pay Increase Budget**

The Superintendent recommends a budget for pay increases as part of the annual budget process. Budget recommendations for pay increases are based on available revenue, statutory requirements, competitive job markets, and district compensation objectives. Salary schedules or placement guidelines do not imply or assure similar salary increases in subsequent years.



The pay increase budget recommended by the Superintendent may include adjustments to remedy internal or external pay equity problems, or to compensate an employee for a significant change in job responsibilities.

### **General Pay Increases and Eligibility**

Employee salaries and wages will be reviewed annually for adjustment. General Pay Increase (GPI) is based upon the annual budget approved by the Board of Trustees and given to employees to compensate for continued service to the district.

To receive a general pay increase, an employee must be in “active status” or on an approved leave of absence for at least 90 calendar days prior to July 1 of the fiscal year. Exceptions require authorization by the Superintendent or designee. The general pay increase is reflected on the first paycheck of the school year for each pay group. Employees will be able to view their 2024-2025 pay rates in the Skyward Employee portal one to two weeks prior to their first paycheck of the school year.

### **Salary Placement of New Hires**

Salaries are determined by an employee’s total years of relevant work experience as defined at the time of employment. Salary guides are developed and approved annually and do not represent or imply future pay increases or salary guarantees.

The starting salary is determined individually based on job-related experience and salaries paid to peer employees in the same position with similar experience. No employee will be placed below the minimum of the pay range. Salary recommendations for new hires may be adjusted upward by the Human Resources Department for hard-to-fill positions or to recognize extraordinary knowledge and skills, qualifications, or technical certifications.

### **Salary Adjustment Qualifications**

It is the responsibility of the employee to submit original service records and official transcripts at the time of hire. Employees who provide service records with verifiable, creditable experience may receive a review for a potential salary adjustment if a request for a salary adjustment is submitted to the Human Resources Department. The initial request for salary adjustment, along with service records, must be submitted to the Human Resources Department *no later than 3 months following the date of hire*. Service records received after this date will not be eligible for salary adjustment review unless the position falls below the statutory minimum.

### **Promotion Defined**

A promotion occurs when an employee is typically assigned to a different job in a higher pay grade and range. Pay adjustments for promotions begin with the effective date of the new assignment. For promotions that take effect at the beginning of the school year, any general pay increase granted by the Board of Trustees will be applied to the new rate of pay resulting from the promotion. A promotion increase for employees is based on the current base salary less any stipends paid for supplemental duties. Certain promotions are considered “Career Path” movements.

These movements may or may not result in an increase to the employee's daily rate.

### **Demotion Defined**

A demotion occurs when an employee is reassigned to a different job with less responsibility at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions. A reduction in pay because of a demotion is effective the first day of the next contract year. When a pay reduction is made for a demotion, pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. Reductions in pay made because of a demotion take into consideration the new salary range as well as comparative equity with other employees currently in that job level.

### **Lateral Transfer**

A lateral transfer is defined as movement into another job assigned to the same or equivalent pay grade. Lateral moves may involve a change of days (higher/lower); however, the equivalent daily pay rate remains the same. Lateral placements can also be classified as voluntary or involuntary. Lateral transfers are not eligible for salary increases, except for adjustments required to reflect the work calendar days of the new job.

### **Supplemental Pay**

Supplemental pay (stipends and extra duty pay) represents a remuneration in addition to, but separate from, regular base salary. Supplemental pay is authorized on a year-to-year basis. Supplemental pay will be discontinued upon cessation of assignment, or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay. The employee must be able to fulfill their day-to-day duties along with the added responsibilities associated with the supplemental pay. Supplemental pay will be discontinued for employees who are not able to meet these expectations.

### **Procedures for Requesting a Pay Re-Classification**

A pay classification review must be initiated by the job supervisor or the Compensation Department. Jobs previously submitted within the last 12 months and new jobs (1 year or less) are not eligible for review. Requests should be submitted to the Human Resources Department in January of each year to allow adequate time for budget considerations.

The supervisor may request a salary review during the annual budgeting process, typically beginning in January of each year. The appropriate division/department head must approve the submission of the request to the Human Resources Department. The supervisor's request must include a proposed job description and written explanation of changes in job duties and responsibilities along with [the Request for Position Revision/Conversion](#) form completed by the incumbent and supervisor. The request must be approved by the appropriate division head, Assistant Superintendent, or Superintendent.

The Human Resources Department will review the request and obtain additional job information, if needed. Additional information may be obtained by a written questionnaire, by interviewing the supervisor and/or employee(s), or by analyzing external job market information. The Human Resources Department will evaluate the job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent's review.

### **Back Payment of Earnings**

Employees are responsible for regularly reviewing the accuracy of their pay statement. A back payment occurs when the employee is paid less than the amount they should have been paid. If it is determined the back pay is due for duties performed with prior approval, the situation is rectified by paying the difference for the current fiscal year. For extra duty or supplemental pay, to review a request for back payment of earnings, written documentation must be submitted that shows the work was agreed upon by the supervisor prior to the work being performed. Underpayments will be reimbursed for the current fiscal year after being reviewed and confirmed by the Human Resources Department within sixty (60) days of the closed previous fiscal year (June 30) with approval from the Assistant Superintendent of Human Resources.

## Overpayment

Employees are responsible for regularly reviewing the accuracy of their pay statement. An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade

and/or any relevant supplemental pay. If discovered and/or reported in the current fiscal year, a payment plan may be developed for regular payroll deductions to recoup the overpayment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship, the district may develop a plan for regular payroll deductions in the same calendar year at the discretion of the district to ensure an accurate W-2 form.

## Payroll Deduction

Policy [CFEA \(LEGAL\)](#)

### Required Deductions:

**Federal Withholding** – Figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W-4 Form.

**Medicare** – 1.45% of the gross salary will be deducted each pay period for any employee hired after March 31, 1986

**Teacher Retirement** – Published contribution rate times total gross salary deducted each pay period (per TRS September 1, 2024=8.25%). Deductions are on a pre-tax basis. These deductions are subject to change based on Texas Legislation.

**TRS Retirement Insurance** – Published contribution rate times total of gross salary deducted each pay period (per TRS September 1, 2024=0.65%). These deductions are subject to change based on Texas Legislation.

**FICA Alternative Plan** – Substitute/Temporary Staff Only – Effective 8/14/2004, 7.5% of total gross salary deducted each pay period on a pre-tax basis. Applicable only to those staff members who are not eligible for Teacher Retirement System (TRS) membership. The staff member will contribute to their own personal retirement savings account.

Other payroll deductions staff members may elect to include deductions for the staff members' share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Staff members also may request payroll deduction for payment of membership dues for district recognized organizations and specific charitable groups. Salary deductions are automatically made for unauthorized or unpaid leave. It is the responsibility of the employee to submit requests for time off to their immediate supervisor and input any absences in the Skyward Employee Access portal.

## Pay Information

Employees are responsible for ensuring their pay is accurate by reviewing their pay statement online in the Skyward Employee Access each time they get paid. It is important to review all information on each pay statement including name, social security number, pay rates, paid time off balance, and other information. The general pay Increase is reflected on the first paycheck of the school year for each pay group. Employees will be able to view their 2024-2025 pay rates in the Skyward Employee Access portal 1-2 weeks prior to their first paycheck of the school year.

## Pay Dates

Pay dates are located on the Cedar Hill Independent School District website under Services & Departments > Business Office > Payroll. Payroll dates are board approved on an annual basis for each school year. Payroll dates can also be located on the following link: [PAYROLL SCHEDULE](#)







The salary ranges in this pay schedule do not reflect any statutorily required salary allotments enacted by the Texas Legislature in the 88th Session. The district reserves the right to adjust salary amounts for the 2024-2025 school year in response to legislative changes. The contents of this manual may be updated throughout the year at the discretion of the Superintendent to meet the operational needs of the district.

These salary ranges represent the minimum rate of base pay an employee can earn by position and grade. These are current rates and not a guarantee of future earnings. The salary ranges will be reviewed and updated on an annual basis. New offers of employment are based on comparable experience, as well as market competitive.

Teacher salaries are based on 10-month employment for the 2024-2025 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees. Salaries are determined individually with consideration for job-related experience and credentials. Salary schedules cannot be used to compute future earnings.

# CEDAR HILL ISD

## TEACHERS, NURSES, AND LIBRARIANS PAY PLAN

Yrs. of Exp.	Bachelor's	Master's	Doctorate
0	\$ 60,000.00	\$ 61,000.00	\$ 62,000.00
1	\$ 60,300.00	\$ 61,300.00	\$ 62,300.00
2	\$ 60,600.00	\$ 61,600.00	\$ 62,600.00
3	\$ 60,900.00	\$ 61,900.00	\$ 62,900.00
4	\$ 61,200.00	\$ 62,200.00	\$ 63,200.00
5	\$ 61,500.00	\$ 62,500.00	\$ 63,500.00
6	\$ 61,800.00	\$ 62,800.00	\$ 63,800.00
7	\$ 62,100.00	\$ 63,100.00	\$ 64,100.00
8	\$ 62,400.00	\$ 63,400.00	\$ 64,400.00
9	\$ 62,700.00	\$ 63,700.00	\$ 64,700.00
10	\$ 63,000.00	\$ 64,000.00	\$ 65,000.00
11	\$ 63,300.00	\$ 64,300.00	\$ 65,300.00
12	\$ 63,600.00	\$ 64,600.00	\$ 65,600.00
13	\$ 63,900.00	\$ 64,900.00	\$ 65,900.00
14	\$ 64,200.00	\$ 65,200.00	\$ 66,200.00
15	\$ 64,500.00	\$ 65,500.00	\$ 66,500.00
16	\$ 64,800.00	\$ 65,800.00	\$ 66,800.00
17	\$ 65,100.00	\$ 66,100.00	\$ 67,100.00
18	\$ 65,400.00	\$ 66,400.00	\$ 67,400.00
19	\$ 65,700.00	\$ 66,700.00	\$ 67,700.00
20	\$ 66,000.00	\$ 67,000.00	\$ 68,000.00
21	\$ 66,300.00	\$ 67,300.00	\$ 68,300.00
22	\$ 66,600.00	\$ 67,600.00	\$ 68,600.00
23	\$ 66,900.00	\$ 67,900.00	\$ 68,900.00
24	\$ 67,200.00	\$ 68,200.00	\$ 69,200.00
25	\$ 67,500.00	\$ 68,500.00	\$ 69,500.00
26	\$ 67,800.00	\$ 68,800.00	\$ 69,800.00
27	\$ 68,100.00	\$ 69,100.00	\$ 70,100.00
28	\$ 68,400.00	\$ 69,400.00	\$ 70,400.00
29	\$ 68,700.00	\$ 69,700.00	\$ 70,700.00
30	\$ 69,000.00	\$ 70,000.00	\$ 71,000.00
31	\$ 69,100.00	\$ 70,100.00	\$ 71,100.00
32	\$ 69,400.00	\$ 70,400.00	\$ 71,400.00
33	\$ 69,700.00	\$ 70,700.00	\$ 71,700.00
34	\$ 70,000.00	\$ 71,000.00	\$ 72,000.00

35	\$ 70,100.00	\$ 71,100.00	\$ 72,100.00
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# CEDAR HILL ISD

## NON-CERTIFIED TEACHER PAY PLAN

Yrs. of Exp.	Bachelor's Degree
0	\$50,000.00
1	\$50,486.00
2	\$51,786.00
3	\$52,092.00
4	\$52,412.00
5	\$52,712.00
6	\$53,012.00
7	\$53,412.00
8	\$53,612.00
9	\$53,812.00
10	\$54,012.00
11	\$54,512.00
12	\$55,312.00
13	\$55,612.00
14	\$55,912.00
15	\$56,212.00
16	\$56,812.00
17	\$57,112.00
18	\$57,412.00
19	\$57,712.00
20	\$58,012.00
21	\$58,312.00
22	\$58,612.00
23	\$58,912.00
24	\$59,212.00
25	\$59,512.00
26	\$59,812.00
27	\$60,112.00
28	\$60,412.00
29	\$60,959.00



30+	\$61,491.00
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Longevity pay differential is awarded to teachers, nurses, and librarians according to the schedule for consecutive years of service. Payments will be disbursed at the end of each contract year.

# CEDAR HILL ISD

## LONGEVITY PAY DIFFERENTIAL FOR TEACHERS, NURSES, & LIBRARIANS

Yrs of Service	Proposed Longevity
0	\$0
1-4	\$300
5-9	\$350
10-14	\$450
15-19	\$500
20-24	\$550
25-29	\$600
30-34	\$650
35+	\$700

# CEDAR HILL ISD

## COUNSELOR PAY PLAN

Elementary		Minimum	Midpoint	Maximum
Daily Rate		\$ 297.24	\$ 348.00	\$ 409.00
	197	\$ 58,556	\$ 68,556	\$ 81,164
Middle School		Minimum	Midpoint	Maximum
Daily Rate		\$ 303.02	\$ 352.52	\$ 402.02
	202	\$ 61,210	\$ 71,209	\$ 88,880
High School		Minimum	Midpoint	Maximum
Daily Rate		\$ 332.31	\$ 369.85	\$ 419.36
	202	\$ 67,127	\$ 74,710	\$ 84,711
	207	\$ 68,788	\$ 76,559	\$ 86,808
	226	\$ 75,102	\$ 83,586	\$ 94,775



# CEDAR HILL ISD

## ADMINISTRATIVE PAY PLAN

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum
AD20			Daily	\$ 307.78	\$ 360.46
	Compliance Administrator	207	197 Days	\$ 60,633	\$ 82,797
	Assistant Principal, Elementary	207	207 Days	\$ 63,710	\$ 87,000
	Executive Director, Education Foundation	197			
AD21			Daily	\$ 324.99	\$375.22
	Assistant Principal, Middle School	207	207 Days	\$ 67,273	\$90,302
	Director, Data Management	226	226 Days	\$ 73,448	\$98,590
AD22			Daily	\$ 330.92	\$ 397.21
	Assistant Principal, High School	207	207 Days	\$ 68,500	\$ 96,201
	Director, Custodial Services & Energy Mgmt.	226	226 Days	\$ 74,788	\$ 105,031
	Director, Fine Arts	226			
	Director, Health Services	226			
	Director, Transportation	226			
	Director of Bilingual Education Services	226			
AD23			Daily	\$ 361.00	\$ 430.00
	Associate Principal, Secondary	226	226 Days	\$ 81,586	\$ 112,774
	Director, Family & Community Engagement	226			
	Director, Technology Services	226			
AD24			Daily	\$ 396.25	\$ 450.19
			212 Days	\$ 84,005	\$ 106,876
			217 Days	\$ 85,986	\$ 109,396
	Principal, Elementary	217	226 Days	\$ 89,553	\$ 113,933
	Principal, STRIVE	212			
AD25			Daily	\$ 427.49	\$ 508.92
	Executive Director, Innovation	226	226 Days	\$ 96,613	\$ 133,419
	Executive Director, Guidance & Counseling	226			
	Executive Director, Student Services	226			
	Executive Director, Teaching and Learning	226			
	Principal, Middle School	226			

# ADMINISTRATIVE PAY PLAN (CONTINUED)

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum	
AD26			Daily	\$ 437.24	\$ 530.03	\$ 622.81
	Director, Athletics	226	226 Days	\$ 98,816	\$ 119,787	\$ 140,755
	Executive Director, Facilities and Grounds	226				
	Executive Director, Human Resources	226				
	Executive Director, Information Technology	226				
	Executive Director, Special Education	226				
	Principal, High School	226				
AD27			Daily	\$ 486.73	\$ 582.00	\$ 659.00
	Executive Director, School Leadership (2)	226	226 Days	\$ 110,001	\$ 131,532	\$ 148,934
	Executive Director, Finance	226				
AD28			Daily	\$ 575.22	\$ 652.66	\$ 730.09
	Assistant Superintendent, Academics	226	226 Days	\$ 130,000	\$ 147,500	\$ 165,000
	Assistant Superintendent, Administration & Student Services	226				
	Assistant Superintendent, Human Resources	226				
	Chief, Communications & Marketing	226				
AD29			Daily	\$ 610.62	\$ 714.60	\$ 818.58
	Chief Financial Officer	226	226 Days	\$ 138,000	\$ 161,500	\$ 184,999

# CEDAR HILL ISD

## SUPPORT PROFESSIONAL PAY PLAN

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
SP20			Daily	\$ 239.78	\$ 275.41	\$ 325.07
	Coordinator, Accounts Payable	226	226 Days	\$ 54,192	\$ 62,243	\$ 73,466
	Coordinator, Child Nutrition	226				
	Coordinator, Finance	226				
	Specialist, Human Resources & Substitutes	226				
	Specialist, Instructional & Professional Staffing	226				
	Specialist, Non-Instructional Staffing	226				
	Coordinator, Accounts Payable	226				
SP21			Daily	\$ 258.75	\$ 308.41	\$ 358.07
	Accountant	226	226 Days	\$ 58,478	\$ 69,701	\$ 80,924
	Coordinator, Benefits	226	260 Days	\$ 67,828	\$ 80,187	\$ 93,098
	Coordinator, Communications & Media Relations	226				
	Coordinator, Creative Design & Web	226				
	Coordinator, State & Federal Programs	226				
	Coordinator, Transportation Services	226				
	Coordinator, Technology Support	226				
SP22			Daily	\$ 278.00	\$ 325.11	\$ 378.08
	Assistant, Speech and Language Pathologist	187	187 Days	\$ 51,986	\$ 60,796	\$ 70,701
	Manager, Accounting	226	226 Days	\$ 62,828	\$ 73,475	\$ 85,446
	Manager, Payroll & Benefits	226				
	Manager, Purchasing	226				
SP23			Daily	\$ 304.82	\$ 347.10	\$ 418.86
	Specialist, Behavioral	192	192 Days	\$ 58,525.44	\$ 66,643.20	\$ 80,421.12
	Specialist, Dyslexia	192				
	Specialist, Counselor Interventionist	192				
	Specialist, Auditory Impairment	192				
	Specialist, Visual Impairment	192				
	Specialist, Transition	192				

## SUPPORT PROFESSIONAL PAY PLAN (CONTINUED)

Pay Grade		Job Title	Calendar		Minimum	Midpoint	Maximum
SP24				Daily	\$ 306.98	\$ 372.98	\$ 438.98
		Academic Interventionist	192	192 Days	\$ 58,940	\$ 71,612	\$ 84,284
		Athletic Coordinator, Girls	197	197 Days	\$ 60,475	\$ 73,477	\$ 86,479
		Coordinator, Instructional (Adapted PE)	197	202 Days	\$ 62,010	\$ 75,342	\$ 88,678
		Specialist, Testing	226	226 Days	\$ 69,377	\$ 84,293	\$ 99,209
		Diagnostician	192				
		Instructional Specialist	202				
		Network Analyst	197				
		Specialist, SPED	226				
		Specialist, Software	197				

SP25				Daily	\$ 323.19	\$ 403.54	\$ 495.86
		Coordinator, English Language Learners	226	192 Days	\$ 62,052	\$ 77,480	\$ 95,205
		Coordinator, Instructional (Academics)	226	226 Days	\$ 73,041	\$ 91,200	\$ 112,064
		District Testing Coordinator	226				
		Licensed Specialist School Psychologist (LSSP)	207				
		Speech Language Pathologist	192				
		Coordinator, Innovation	226				
SP26				Daily	\$ 411.00	\$ 493.36	\$ 575.22
		Head Football Coach	226	226 Days	\$ 92,886	\$ 111,499	\$ 130,000



# CEDAR HILL ISD

## POLICE & SECURITY PAY PLAN

Pay Grade	Job Title	Calendar	Minimum		Midpoint	Maximum
PO 1	Crossing Guard (2.3 Hrs. /day)	169	Hourly	\$ 15.00	\$ 16.98	\$ 20.18
			169 Days	\$ 5,831	\$ 6,600	\$ 7,844
PO 2	Security Guard	178	Hourly	\$ 18.00	\$ 20.75	\$ 22.67
			178 Days	\$ 25,632	\$ 29,548	\$ 32,282
PO 3	Police Dispatch (No Experience)	226	Hourly	\$ 18.75	\$ 20.75	\$ 22.75
			226 Days	\$ 33,900	\$ 37,516	\$ 41,132
	Police Dispatch(Experience No Certificate)	226	Hourly	\$ 19.50	\$ 22.75	\$ 25.75
			226 Days	\$ 35,256	\$ 41,132	\$ 46,556
	Police Dispatch (Basic Certification)	226	Hourly	\$ 23.75	\$ 26.75	\$ 29.75
			226 Days	\$ 42,940	\$ 48,364	\$ 53,788
	Police Dispatch (Intermediate Certification)	226	Hourly	\$ 24.50	\$ 27.75	\$ 31.75
			226 Days	\$ 44,296	\$ 50,172	\$ 57,404
	Police Dispatch (Advanced Certification)	226	Hourly	\$ 26.75	\$ 29.00	\$ 33.75
			226 Days	\$ 48,364	\$ 52,432	\$ 61,020
PO 4	Security Guard Lead	226	Hourly	\$ 22.00	\$ 25.75	\$ 30.75
			226 Days	\$ 39,776	\$ 46,556	\$ 55,596
PO 5	Police Officer I - Basic	226	Hourly	\$ 29.75	\$ 32.50	\$ 35.00
			226 Days	\$ 53,788	\$ 58,760	\$ 63,280
PO 6	Police Officer II -Intermediate	226	Hourly	\$ 32.75	\$ 35.00	\$ 38.75
			226 Days	\$ 59,212	\$ 63,280	\$ 70,060
PO 7	Police Officer III - Advanced	226	Hourly	\$ 34.75	\$ 37.75	\$ 40.75
			226 Days	\$ 62,828	\$ 68,252	\$ 73,676
PO 8	Police Officer IV - Master	226	Hourly	\$ 36.00	\$ 39.75	\$ 42.00
			226 Days	\$ 65,088	\$ 71,868	\$ 75,936
PO 9	Detective	226	Hourly	\$ 38.75	\$ 42.00	\$ 45.00
			226 Days	\$ 70,060	\$ 75,936	\$ 81,360

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
PO 10			Hourly	\$ 36.50	\$ 44.34	\$ 52.17
	Sergeant	226	226 Days	\$ 65,992	\$ 80,167	\$ 94,323
PO 11			Hourly	\$ 258.75	\$ 308.41	\$ 358.07
	Coordinator, Emergency Operations	260	260 Days	\$ 67,275	\$ 80,167	\$ 93,098
PO 12			Daily	\$ 351.02	\$ 414.08	\$ 477.14
	Lieutenant	226	226 Days	\$ 79,331	\$ 93,582	\$ 107,834
PO 13			Daily	\$ 415.79	\$ 492.12	\$ 568.44
	Chief	226	226 Days	\$ 93,969	\$ 111,218	\$ 128,467

# CEDAR HILL ISD

## PARAPROFESSIONAL PAY PLAN

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum	
PARA1			Daily	\$ 120.00	\$ 137.32	\$162.15
	Aide, BAC	187	187 Days	\$ 22,440	\$ 25,679	\$ 30,322
	Aide, Bilingual/ESL	187				
	Aide, Employment & Transition (SpEd)	187				
	Aide, Instructional	187				
	Aide, Montesorri	187				
	Aide, Intervention	187				
	Aide, Physical Education	187				
	Aide, PPCD (SpEd)	187				
	Aide, Pre-Kindergarten/Bilingual	187				
	Aide, Restorative (SpEd)	187				
	Aide, Resource & Inclusion (SpEd)	187				
	Aide, SKILL (SpEd)	187				
PARA2			Daily	\$ 127.20	\$ 147.90	\$ 173.25
	Aide, Library	187	187 Days	\$ 23,786	\$ 27,657	\$ 32,398
	Aide, Senior Library	190	190 Days	\$ 24,168	\$ 28,101	\$ 32,918
	Aide, Nurse	190	197 Days	\$ 25,058	\$ 29,136	\$ 34,130
	Clerk, Attendance Elementary	197	226 Days	\$ 28,747	\$ 33,425	\$ 39,155
	Receptionist, Elementary School	197				
	Receptionist, Middle & High School	197				
PARA3			Daily	\$ 132.32	\$ 154.12	\$ 175.00
	Administrative Assistant, High School Assistant Principal	207	197 Days	\$ 26,067	\$ 30,362	\$ 34,475
	Administrative Assistant, High School Counselor	202	202 Days	\$ 26,729	\$ 31,132	\$ 35,350
	Administrative Assistant, Middle School Assistant Principal	207	207 Days	\$ 27,390	\$ 31,903	\$ 36,225
	Clerk, Attendance High School Lead	215	215 Days	\$ 28,449	\$ 33,136	\$ 37,625
	Clerk, Attendance High School	197				
	Clerk, Attendance Middle School	197				
Clerk, Special Education	207					
PARA4			Daily	\$ 134.79	\$ 164.85	\$ 195.00
	Campus Support Technician	197	197 Days	\$ 26,554	\$ 32,475	\$ 38,415
	PEIMS/Registrar, Collegiate High School	226	226 Days	\$ 30,463	\$ 37,256	\$ 44,070
	Receptionist, Administration	226				
	Registrar, Enrollment Center	226				

# CEDAR HILL ISD

## PARAPROFESSIONAL PAY PLAN (CONTINUED)

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
PARA5			Daily	\$ 137.26	\$ 164.35	\$182.32
	Administrative Assistant, Elementary Principal	197	197 Days	\$ 27,040	\$ 32,377	\$ 35,917
	Bookkeeper, High School	226	217 Days	\$ 29,785	\$ 35,664	\$ 39,563
	Clerk, Bilingual	226	226 Days	\$ 31,021	\$ 37,143	\$ 45,878
	Clerk, Medicaid	226				
	Data Specialist, High School	217				
PARA6			Daily	\$ 144.06	\$ 176.78	\$ 199.52
	Administrative Assistant, Middle School Principal	226	226 Days	\$ 32,558	\$ 39,952	\$ 45,092
PARA7			Daily	\$ 155.40	\$ 195.43	\$ 224.24
	Administrative Assistant, Collegiate High School Principal	226	226 Days	\$ 35,120	\$ 44,167	\$ 50,678
	Administrative Assistant, High School Principal	226				
PARA8			Daily	\$ 166.24	\$ 219.07	\$ 258.96
	Administrative Assistant, Director	226	226 Days	\$ 37,570	\$ 49,510	\$ 58,525
	Administrative Assistant, Executive Director	226				
	Administrative Assistant, Police Chief	226				
	Specialist, Accounts Payable & Accounts Receivables	226				
	Specialist, Data Management	226				
PARA9			Daily	\$ 181.36	\$ 246.41	\$ 288.00
	Administrative Assistant, Assistant Superintendent	226	190 Days	\$ 34,458	\$ 46,818	\$ 54,720
	Administrative Assistant, Chief	226	226 Days	\$ 40,987	\$ 55,689	\$ 65,088
	Licensed Vocational Nurse (LVN)	190				
	Truancy Officer	190				
PARA10			Daily	\$ 212.16	\$ 282.62	\$ 326.16
	Executive Assistant to the Superintendent	226	226 Days	\$ 47,948	\$ 63,872	\$ 73,712



# CEDAR HILL ISD

## AUXILIARY PAY PLAN

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
AUX1		Hourly	\$ 15.00	\$ 17.86	\$ 21.64
	Child Nutrition	172	172 Days	\$ 20,640	\$ 24,575
	Custodian	260	260 Days	\$ 31,200	\$ 37,149
AUX2		Hourly	\$ 15.60	\$ 18.48	\$ 22.80
	Assistant Manager, Child Nutrition	174	174 Days	\$ 21,715	\$ 25,724
	Clerk, Mail	226	226 Days	\$ 28,205	\$ 33,412
	Custodian, Lead	260	260 Days	\$ 32,448	\$ 38,438
	Groundskeeper	260			\$ 47,424
	Clerk, Warehouse	260			
	Inventory/Asset Management Specialist	226			
AUX3		Hourly	\$ 16.21	\$ 19.11	\$ 25.34
	Custodian, Night Supervisor	260	174 Days	\$ 22,564	\$ 26,601
	Driver, Custodial	260	226 Days	\$ 29,308	\$ 34,551
	Driver, Warehouse	260	260 Days	\$ 33,717	\$ 39,749
	General Maintenance	260			\$ 52,707
	Manager, Child Nutrition Elementary	174			
AUX4		Hourly	\$ 18.67	\$ 22.56	\$ 27.83
	Carpenter	260	174 Days	\$ 25,989	\$ 31,404
	Manager, Child Nutrition Secondary	174	260 Days	\$ 38,834	\$ 46,925
	Painter	260			\$ 57,886
	Plumber, Apprentice	260			
AUX 5		Hourly	\$ 20.98	\$ 24.82	\$ 30.00
	Carpenter, Lead	260	260 Days	\$ 43,638	\$ 51,626
	Electrician, Non-Licensed	260			\$ 62,400
	HVAC, Non-Licensed	260			
	Technology Support	260			

AUXILIARY PAY PLAN (CONTINUED)

Pay Grade	Job Title	Calendars	Minimum		Midpoint	Maximum
AUX6			Hourly	\$ 22.53	\$ 27.13	\$ 32.00
		260	226 Days	\$ 40,734	\$ 49,051	\$ 57,856
	Foreman, Grounds	260	260 Days	\$ 46,862	\$ 56,430	\$ 66,560
	Specialist, Pest Control	260				
	Technician, Fire Alarm/Electrician	260				
AUX7			Hourly	\$ 23.28	\$ 29.76	\$ 35.00
	Electrician, Licensed	260	260 Days	\$ 48,422	\$ 61,901	\$ 72,800
	HVAC Licensed	260				
	Manager, Access	260				
	Manager, Fleet					
	Manager, Warehouse					
	Plumber, Journeyman					

# CEDAR HILL ISD

## TRANSPORTATION PAY PLAN

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum
BD1	Bus Monitor-4 hours/day	180	Hourly	\$ 15.00	\$ 16.52
			180 Days	\$ 10,440	\$ 11,498
BD 2	Bus Driver-4 hours/day	180	Hourly	\$ 22.00	\$ 26.13
			180 Days	\$ 15,840	\$ 18,814
	Bus Driver, Stand By- 6 hours/day	180	180 Days	\$ 23,760	\$ 28,220
BD3	Bus, Mechanic	260	Hourly	\$ 24.00	\$ 28.50
			260 Days	\$ 49,920	\$ 59,280
BD4	Shop Supervisor	260	Hourly	\$ 26.00	\$ 30.88
			260 Days	\$ 54,080	\$ 64,230

# CEDAR HILL ISD

## GUEST TEACHER PAY PLAN

Assignment Area	Assignment Description	Rate	
Teacher	Minimum 60 credit hours	Amount	
	1 to 10 days	\$ 90.00	per day
	11 days until completion of assignment	\$ 105.00	per day
Teacher	Degreed	Amount	
	1 to 10 days	\$ 100.00	per day
	11 days until completion of assignment	\$ 110.00	per day
Teacher	Certified	Amount	
	1 to 10 days	\$ 125.00	per day
	11 days until completion of assignment	\$ 135.00	per day
Paraprofessional			
	Campus Instructional Aide/Clerical Assignment	\$ 80.00	per day
	Central Admin Clerical	\$ 90.00	per day
	Special Education Aide (PPCD, Skills)	\$ 95.00	per day
	Nurse Aide (with training)	\$ 80.00	per day
Nurse/LVN			
	Registered Nurse	\$ 200.00	per day
	LVN	\$ 100.00	per day
Food Service	Food Service Worker (no long term pay)	\$ 8.50	per hour
Custodian		\$ 10.75	per hour
Crossing Guard		\$ 10.00	per hour
Security Guard		\$ 10.00	per hour
Administrator			
	Elementary Principal	\$ 255.00	per day
	Elementary Assistant principal	\$ 155.00	per day
	Middle School Principal	\$ 180.00	per day
	Middle School Assistant Principal	\$ 150.00	per day
	High School Principal	\$ 380.00	per day
	High School Assistant Principal	\$ 205.00	per day
	Principal / Assistant Principal Internal Temporary	Current Daily Rate + 20%	
Counselor			
	Counselor-Elementary	\$ 140.00	per day
	Counselor-Middle	\$ 165.00	per day
	Counselor-High School	\$ 190.00	per day
Speech Pathologist			
	Speech Pathologist	\$ 200.00	per day
Diagnostician			
	Diagnostician	\$ 140.00	per day

NOTE: A guest teacher who accepts a substitute teaching assignment on Monday or Friday will earn an additional \$10.00 on those days only.



## Breaks in Service

These higher rates will remain until a break in service occurs. Weekends, school holidays, winter and spring breaks will not affect continuous service. Half day assignments and accepting clerical or classroom assistant assignments will also help establish continuous service.

If a Degreed/Non-Degreed Professional Substitute works four and one-half (4 ½) hours or more, the substitute will qualify for one full day's pay if the job was called in as a full day assignment.

Principal/designee will make the determination. If a Degreed/Non-Degreed Professional Substitute works less than four and one half (4 ½) hours, the substitute will qualify for one-half day's pay (reminder – 30 minute lunch is deducted). Principal/designee will make the determination.

## Part-Time/Temporary Rates

Part-Time/Temporary employees will be paid at the minimum hourly rate for the full-time equivalent position's pay range. Variations to this standard as a result of market availability of applicants for a particular position may vary with Human Resources advance review and approval.

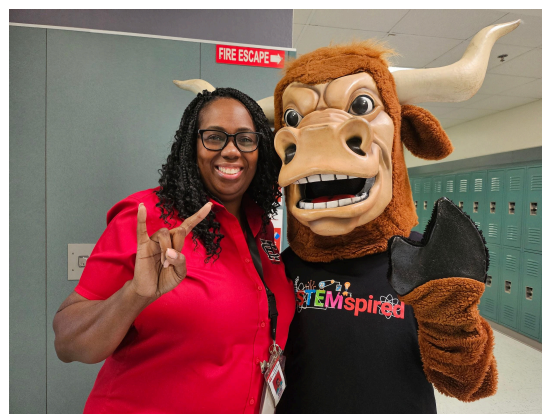
## Extra Duty or Additional Pay Rates

When an employee's normal job duties extend beyond the normal number of annual days, directly adjacent to the first or last reporting day for the school year, they are paid their normal daily rate for these extra days if the employee is performing the same duties. If the employee performs duties of a different nature, the summer school, part-time, or tutorial rates will apply. Department or campus funds must be appropriately budgeted to pay for these extra duties. The extra duty pay must be reviewed and approved by the Principal/Manager and the Human Resources Department prior to the work being performed. Any requests for extra duty pay must be submitted within one (1) week of the completion of the activity. Extra duty pay will be paid in accordance with the payroll cutoff dates.

**Employees may be eligible for non-school day extra duty pay if the following three (3) conditions are met:**

1. The employee is responsible for students from CHISD.
2. There is a specific description of duties to be performed as well as what times are allotted to perform these duties.
3. The activity must be one that is required by the district, or
  - The activity is a type of competition among students, or
  - The activity is an approved meeting beyond the school district level (ex: mandatory training per TEA)

Extra duty pay for certified employees who provide direct instructional services to student's above and beyond their normal days and/or hours, depending on the activity: \$30/hour.



Any extra duty events in addition to the examples listed above require prior approval of the Principal/Manager and the Human Resources Department. The activity must be one that is required by the district.

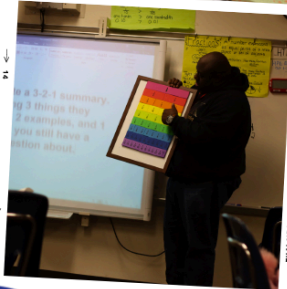
## JROTC Instructor Salaries

### Definition of Position:

- JROTC instructors are retired officers or NCOs who are employed by the district to administer and staff a JROTC unit at the district pursuant to Title 10, U.S. Code, Section 2031.
- JROTC instructors shall be required to hold and maintain a valid Texas state teaching certification.
- Salary Calculation:
  - Each JROTC instructor's salary shall be in compliance with mandates from Title 10, U.S. Code, Section 2031, of the Defense Departments Active-Duty Finance Tables, and military service regulations, which also includes the JROTC stipend scale.
  - Salary placement will be made on the statewide salary schedule for certificated nonsupervisory employees at the level closest to the amount authorized by Title 10, U.S. Code, Section 2031
- Salary Procedures:
  - JROTC personnel will be paid in the amount which, when added to retirement pay, will equal the amount of his/her active duty pay and allowance.
  - JROTC instructors shall be paid on a monthly basis at the same time as other certified employees.
  - The district shall pay the full amount of JROTC instructor salaries. The district shall be responsible for seeking reimbursement of one-half of the JROTC instructor salary payments.



2024-25



# STIPEND HANDBOOK

## Supplemental Pay/Stipends

Payment for stipends not described in this section of the handbook must be verified and approved by the Human Resources Department before submitting to Payroll for processing. All unapproved rates submitted will be deleted or adjusted by Payroll and/or the Human Resources Department. Exceptions will require the approval of the Superintendent or designee. All stipends and supplemental pay may be recommended by the Principal/Department manager, however, approval is required through the Human Resources Department and Finance prior to being communicated to the employee.

Stipend related duties/responsibilities should be voluntary and distinctly different from the employee's normal job description and take place outside of the employee's normal duty hours or calendar contract days.

Stipend pay represents remuneration in addition to, but separate from, regular base salary, and includes assignment stipends, educational stipends, coaching stipends, auto and cell phone allowances, and others as identified. Stipend earnings are not guaranteed wages and may be amended or eliminated at any time.



Stipend earnings are not included in individual base salaries quoted by the Human Resources Department. Authorization to pay approved stipend compensation requires permission from the campus Principal/Department manager, prior to actual work being performed.

- It is the responsibility of the campus/department administrator to notify the Human Resources Department of any anticipated extra duties or if there is a change in duties which would make the employee ineligible/eligible to receive stipend earnings (i.e., termination, assignment change, transfer, etc.).
- It is the responsibility of the employee to check their pay statement to ensure they are being adequately compensated for stipend duties. Back payments owed will be retroactively paid at a maximum of two paychecks.

All stipend earnings are subject to the employee and employer's statutory deductions. Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective contract. If an employee fails to meet all criteria stipulated in the stipend earnings by the stipend owner, the earnings may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the terms by the Human Resources Department or communicated with them through their supervisor.

## Eligibility Criteria

Eligibility for stipend compensation at an approved rate must meet all the following criteria:

- The work has been pre-approved, and authorization to pay the stipend earnings has been secured from the appropriate Principal, Department Head and the Human Resources Department before the actual work begins and communicated to the employee.
- Be a full-time, active employee of Cedar Hill Independent School District.

## Ineligible

An employee who is separated from the district is not eligible to accrue additional earnings past his or her effective separation date. A new hire is not eligible to earn stipend pay prior to his or her effective start date. Paraprofessional (Hourly and Non-Exempt) employees are not eligible for stipends or extra duty pay at a stipend rate outside of what has been defined in this handbook.

All other extra duties performed by a paraprofessional (Hourly and Non-Exempt) employee during the year should be processed according to compensatory guidelines. Assignment differentials are allowed; however, annualized lump sum payments are not available to hourly employees. Paraprofessional (Hourly and Non-Exempt) employees may perform defined extra duties at the Paraprofessional (Hourly and Non-Exempt) pay rate when the employee is not on their regular payroll calendar during the summer.

**A Substitute is a part-time employee and is not eligible to receive stipend pay.**

## Stipend Payments, Deductions and Recovery of Funds

All stipends are paid on a 12-month basis – September through August. Stipend work that begins or ends outside the twelve-month schedule is prorated accordingly.

If an employee does not work the complete payroll schedule, then any recurring stipend will be paid on a prorated basis of the actual days worked. If an employee fails to meet all the criteria stipulated the stipend may be prorated, stopped, or recovered. It is the responsibility of the manager and employee to notify the Human Resources Department if they are no longer performing the duties of the role associated with the stipend or if they are not receiving the stipend.

## New Stipend Recommendations

Principals or Department Managers must submit requests for new stipends, as well as requests for any stipend amount/allocation changes, in conjunction with the annual budget cycle. Requesters will be notified at the conclusion of the budget process whether the new/updated stipend has been approved for the following school year. This process typically begins in January. The criterion for a new stipend review typically includes:

- Description of the duties associated with the stipend
- Criticality of work being performed
- Equity and cost associated with the implementation of the stipend across the school district
- How many stipend allocations, including justification for the number of allocations
- What positions, campuses, and departments would be eligible to receive the stipend





# CEDAR HILL ISD

## CTE & SPED STIPENDS

Career & Technology Education (CTE) Stipends		Amount
Career Technical Education Department Chair (CHHS)	\$ 1,400.00	per school year
Career and Technical Department Co-Chair (CHHS)	\$ 700.00	per school year
Culinary Arts Instructor Event Coordinator	\$ 2,500.00	per school year
Information Technology Sponsor	\$ 2,500.00	per school year
Longhorn TV (2 Stipends)	\$ 2,500.00	per school year
Note: Only one (1) CTE Club stipend per campus. Stipend paid in January.		
	STATE (Each)	National (Each)
BPA (Business Professionals of America) (CHCHS-2,CHHS-3)	\$ 1,250.00	\$ 250.00
DECA (Distributive Education Clubs of America) Cedar Hill High School Sponsor (CHHS)	\$ 1,250.00	\$ 250.00
TAFE (Texas Association of Future Educators-CHHS)	\$ 1,250.00	\$ 250.00
Skills USA Engineering (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Computer Programming (CHHS)	\$ 1,250.00	\$ 250.00
Skills USA Criminal Justice (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Culinary Arts (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Graphic Design (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Internetworking (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Restaurant Service (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Robotics and Automation Technology (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Web Design (CHHS)	\$ 1,250.00	\$ 250.00
SkillsUSA Welding (CHHS)	\$ 1,250.00	\$ 250.00
HOSA (3 Future Health Professionals-CHHS)	\$ 1,250.00	\$ 250.00
Note: Local and Regional Stipends will be paid in January. State and National stipends will be paid in June (CTSO stipends funded through Carl D. Perkins Grant).		
Special Education Stipends		Amount
Dyslexia Evaluation Specialist	\$ 1,125.00	per school year
Lead Speech Language Pathologist	\$ 1,875.00	per school year
Lead Diagnostician	\$ 1,875.00	per school year
Behavior Support Teacher	\$ 1,500.00	per school year
Self-Contained Teacher	\$ 3,000.00	per school year
Special Olympics Coach (per sport, per season, per semester and practice outside of instructional day)	\$ 650.00	per school year
Bilingual Speech Therapist	\$ 4,000.00	per school year
Bilingual Diagnostician Evaluator	\$ 4,000.00	per school year
Certificate of Clinical Competence (Speech Pathology)	\$ 2,000.00	per school year

# CEDAR HILL ISD

## ACADEMIC, DUAL CREDIT, & GRANT FUNDED STIPENDS

Academic UIL Stipends		Amount
Elementary School	\$ 225.00	per team per school year
Middle School (1st event)	\$ 375.00	per team per school year
Middle School (2nd event)	\$ 187.50	per team per school year
High School	\$ 562.50	per team per school year
Collegiate High School	\$ 562.50	per team per school year
High School (Lead)	\$ 375.00	per team per school year
High School (Assistant)	\$ 187.50	per school year
<b>Note: UIL Stipends are based on fulfilling the UIL Academic coaching criteria and are paid in one payment at the end of the year. When teams are combined the campus with the greater number of students will be the "Lead."</b>		

Academic Stipends		Amount
Grow Your Own Professional Development Coordinator		\$ 3,000.00 per school year
Lead Librarian		\$ 1,875.00 per school year
Math		\$ 4,000.00 per school year
Science		\$ 4,000.00 per school year
Foreign Language (i.e. Bilingual, French, Spanish, etc.)		\$ 4,000.00 per school year
Campus Translator/Interpreter (1 per campus)	Low Need	\$ 500.00 per school year
	Moderate Need	\$ 1,000.00 per school year
	High Need	\$ 1,500.00 per school year
<b>Note: Stipend paid for secondary math and science subjects for which students earn graduation credit (pro-rated for teaching three or fewer for credit classes).</b>		

Dual Credit Teachers Stipends: Cedar Valley & El Centro		Amount
Teaching at least 16 students per semester per class section for each course*	\$ 848.00	maximum
Less than 16 students per class section for each course*	\$ 53.00	per student
4 hour course (including lab)*	\$ 282.00	additional

Note: Contingent upon final state funding approval.

Grant Funded Stipends	
Mentor Teacher**	\$ 750.00 per school year
<b>**Stipends are paid 1/2 in December and 1/2 in May.</b> <b>*Stipends are paid at the end of the school year.</b> <b>Note: All grant funded stipends are contingent upon receipt of grant funds.</b>	



# CEDAR HILL ISD

## ELEMENTARY/MIDDLE/HIGH & LPAC STIPENDS

Elementary School Stipends		Amount	
Team Leader		\$ 300.00	per school year
Sponsor, Yearbook		\$ 375.00	per school year
Sponsor, Robotics		\$ 250.00	per school year
Middle School Stipends		Amount	
Department Chair		\$ 750.00	per school year
Sponsor, Cheerleader		\$ 1,125.00	per school year
Sponsor, National Honor Society		\$ 225.00	per school year
Sponsor, Student Council		\$ 450.00	per school year
Sponsor, Yearbook		\$ 475.00	per school year
Sponsor, Robotics		\$ 350.00	per school year
High School Stipends		Amount	
Department Chair		\$ 1,000.00	per school year
Cheerleader, Varsity/Head		\$ 4,125.00	per school year
Cheerleader, Junior Varsity Assistant		\$ 1,500.00	per school year
Drill Team, High School Head		\$ 4,125.00	per school year
Sponsor, Debate		\$ 1,500.00	per school year
Sponsor, Freshman Class (Collegiate)		\$ 187.50	per school year
Sponsor, Junior Class (Collegiate)		\$ 187.50	per school year
Sponsor, National Honor Society		\$ 375.00	per school year
Sponsor, Robotics		\$ 450.00	per school year
Sponsor, Senior Class (High School-up to 3 sponsors)		\$ 562.50	per school year
Sponsor, Senior Class (Collegiate)		\$ 200.00	per school year
Sponsor, Sophomore Class (Collegiate)		\$ 187.50	per school year
Sponsor, Student Council (High School-up to 2 sponsors)		\$ 900.00	per school year
Sponsor, Student Council (Collegiate)		\$ 562.50	per school year
Sponsor, Yearbook (Collegiate High School)		\$ 450.00	per school year
Sponsor, Yearbook (High School)		\$ 1,125.00	per school year
LPAC Stipends		Amount	
Number of Students Served			
All K-12 Campuses	0-75	\$ 375.00	per school year
	76-150	\$ 750.00	per school year
	151-225	\$ 1,125.00	per school year
Spanish Translations		\$ 18.00	per page
Note: All stipends are annualized over 12 months in accordance with the employee's pay contract.			

# CEDAR HILL ISD

## FINE ARTS STIPENDS

Fine Arts Stipends	Amount	
Band, High School Head	\$ 9,750.00	per school year
Band, High School Assistant	\$ 6,375.00	per school year
Band, Middle School Head	\$ 6,000.00	per school year
Band, Middle School Assistant	\$ 4,500.00	per school year
Cheerleader, Varsity Head	\$ 4,125.00	per school year
Cheerleader, JV Assistant	\$ 1,500.00	per school year
Choir, High School Head	\$ 7,000.00	per school year
Choir, High School Assistant	\$ 3,300.00	per school year
Choir, Middle School	\$ 2,250.00	per school year
Orchestra, Middle School	\$ 3,750.00	per school year
Dance, Drill Team High School Head	\$ 4,125.00	per school year
Dance, Drill Team Assistant	\$ 1,500.00	per school year
Fine Arts Coordinator (Elementary)	\$ 4,000.00	per school year
Fine Arts Coordinator (Secondary)	\$ 4,000.00	per school year
Orchestra, High School Head	\$ 9,750.00	per school year
Step Team, High School	\$ 4,125.00	per school year
Theatre Arts, High School Department Head	\$ 4,500.00	per school year
Theater Arts, High School Assistant	\$ 1,800.00	per school year
Theater Arts, Middle School	\$ 1,125.00	per school year

**Note: All Fine Arts stipends are paid over 12 months**

Other Department Stipends	Amount	
Webmaster (Elementary PK-5)**	\$ 500.00	per school year
Webmaster (Secondary 6-12)**	\$ 700.00	per school year
Webmaster (Athletics)**	\$ 700.00	per school year
Automated Defibrillator (AED) Trainer**	\$ 1,125.00	per school year
Certified Academic Language Therapist (Dyslexia)	\$ 1,000.00	per school year

**\*\*Note: Stipends are paid 50% in December and 50% in May.**

# CEDAR HILL ISD

## ATHLETIC STIPENDS

Coach Stipends		
High School Campus (Head Coach)		Annual
Baseball	\$	7,250.00
Basketball	\$	11,000.00
Cross Country	\$	3,500.00
Powerlifting	\$	3,000.00
Soccer	\$	7,250.00
Softball	\$	7,250.00
Swimming	\$	5,500.00
Tennis	\$	7,000.00
Track	\$	7,250.00
Volleyball	\$	7,250.00
Varsity Assistants		Annual
Baseball	\$	4,000.00
Basketball	\$	4,000.00
Softball	\$	4,000.00
Soccer	\$	4,000.00
Volleyball	\$	4,000.00
Assistant Coaches	Annual	
Sport	Junior Varsity	Ninth Grade
Any 3rd sport (if approved & after school only)	\$ 1,125.00	N/A
Baseball	\$ 3,000.00	
Basketball	\$ 3,000.00	\$ 3,000.00
Cross Country	\$ 2,000.00	
Football	\$ 5,750.00	\$ 3,750.00
Powerlifting	\$ 2,000.00	
Soccer	\$ 3,000.00	
Softball	\$ 3,000.00	
Swimming (\$1,875.00 per semester)	\$ 3,750.00	
Tennis (\$1,875.00 per semester)	\$ 3,750.00	
Track	\$ 3,000.00	\$ 3,000.00
Volleyball	\$ 3,000.00	\$ 3,000.00
Middle School Campus (Most middle school coaches have 3 assignments)		Annual
Football	\$	2,500.00
1st assignment	\$	2,000.00
2nd assignment	\$	1,500.00
3rd assignment	\$	1,250.00
Tennis (per middle school)	\$	1,125.00

Middle School Athletic Coordinator (Girls/Boys)	\$ 2,500.00
<b>ATHLETIC STIPENDS</b>	
<b>Assistant Coaches</b>	<b>Annual</b>
Other Athletic Assignments	Annual
Academic Advisor	\$ 1,250.00
Athletic Trainer, Assistant- Middle School	\$ 9,500.00
Athletic Trainer, CHHS	\$ 12,500.00
Football - Defensive Coordinator	\$ 9,000.00
Football - Head Assistant Coach	\$ 9,500.00
Football - Offensive Coordinator	\$ 9,000.00
Game Administrators (Head Coaches)	\$ 1,500.00
Recruitment Coordinator (may be considered 3rd sport)	\$ 1,250.00

**NOTE: To receive a stipend all individuals with coaching responsibilities must be recorded in Skyward with students assigned or listed in Skyward as an alternate during assigned coaching period(s).**

## OTHER DEPARTMENT STIPENDS

### Other Salary Stipends

Assignment Area	Assignment Description	Amount	
Athletics	Summer Training (High School)	\$ 25.00	per hour
Athletic Events			
	Gate Worker/Ticket Sales/Security Screener		
	Exempt district employee	\$ 20.00	per hour
	Nonexempt district employee	\$ 12.00	per hour
	Sports Announcer (Non-District employee)	\$ 20.00	per hour
Athletics (Bus Driver)	Nonexempt district employee (outside of sport)	\$ 22.00	per hour
	Team Coach	\$ 50.00	per trip
Homebound/PRS	Teacher	\$ 30.00	per hour
In-Home Training	Teacher	\$ 30.00	per hour
	Paraprofessional	\$ 15.00	per hour
Performing Arts Center	Related Services	\$ 25.00	per hour
Supplemental/Extra Duty	Teacher	\$ 30.00	per hour
	Student Worker	\$ 15.00	per hour
	Tutor (Non-Certified)	\$ 20.00	per hour
	Tutor (Certified)	\$ 30.00	per hour
	Technology/Technical	\$ 13.50	per hour
	College Intern	\$ 15.00	per hour
Campus Technology Liaison	Technology/Technical	\$ 750.00	per year

### Summer School Salary (Non-Duty Days)

Assignment Area	Amount	
Certified Teacher/Professional	\$ 30.00	per hour
Summer School Principal	\$ 2,500.00	stipend
Instructional Coach	\$ 1,500.00	stipend
Paraprofessional	\$ 22.50	per hour
LVN	\$ 20.00	per hour
Nurse	\$ 30.00	per hour
Security Guard	\$ 15.00	per hour

# CEDAR HILL ISD

## TRAVEL STIPENDS

Travel Stipends			
Months Worked	Assignment	Stipend Amount	
		Monthly	Annual
Due to the 2024-25 Cedar Hill ISD Revenue Deficit, no travel stipends will be offered.			

# CEDAR HILL ISD

## PERFORMANCE PAY: TEACHER INCENTIVE ALLOTMENT (TIA)

For any funds received by Cedar Hill ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90% percent will be paid to the designated teacher and (10%) will be paid equally to the other teachers on the designated teacher's campus (employees coded as 087). 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.

- TIA Designated Teachers: 90% of funds.
- Teachers at the campus of TIA Designated Teacher: 10% of funds.

TIA compensation stipends will be eligible for use when calculating retirement benefits for TRS-eligible staff. Employees are responsible for paying both the employee and employer benefits and tax costs over what TIA funding covers. Actual TIA compensation amounts distributed will include deductions for federal income tax, Medicare tax, and TRS contributions as part of an employee's annual wages reported to the state and federal governments and the Teacher Retirement System (TRS).

### Eligibility

#### *Teachers with TIA Designation (90% of funds)*

- PEIMS coded 087.
- Receive salary compensation for a minimum of 90 full-time days in the school year or 180 days at half-time in the school year.
- Hold a TEA standard, professional, provisional or one-year certificate.

#### *Teachers at the Campus of a TIA Designated Teacher (10% of funds)*

- PEIMS coded 087.
- Receive salary compensation for a minimum of 90 full-time days in the school year or 180 days at half-time in the school year.

#### *Employees at Multiple Campuses*

- Will be eligible for a percentage comparable to the time serving at the designated campus.
- Receive salary compensation for a minimum of 90 full-time days in the school year or 180 days at half-time in the school year.

#### *Part-time Staff*

- Will be eligible for a percentage comparable to the percentage of time serving at the designated campus.
- Receive salary compensation for a minimum of 180 days at half-time in the school year.



## Definitions

### *TIA Designated Teacher*

- Holds a valid TEA standard, provisional or one-year certificate.
- Identified by PEIMS code 087.
- Receives salary compensation for a minimum of 90 days @ 100% or 180 days at 50-99%.
- A combination of teacher performance and student achievement meets the minimum requirements as outlined in the plan.
- Designation verified by Texas Tech University based on an analysis of the district data.

### *Teachers at the Campus of a TIA Designated Teacher*

- Identified by PEIMS code 087.
- Receives salary compensation for a minimum of 90 days @ 100% or 180 days at 50-99%.

### *Compensation Payout*

- All compensation to be included in the last paycheck of the fiscal year.

## Cedar Hill ISD Cohort D

### *Eligible Grade and Subjects*

- Math - Kindergarten through 12th grade.
- Reading - Kindergarten through 12th grade.
- Science - 3rd through 8<sup>th</sup> grade.

### *Timeline and Payout Schedule*

- 2023-2024 - Data collection year. The district collects student and teacher performance data to identify potential designations.
- Data files and potential designations are submitted to Texas Tech University for a review of data validity and reliability (November 1, 2024).
- Final notification of data validity and reliability, including the potential approval of TIA Designations (Spring 2023).
- Initial Payout of TIA Funds to identified designees (Summer 2025).

# CEDAR HILL ISD

## BUS DRIVER ATTENDANCE INCENTIVE PROGRAM

To encourage and reward good staff attendance, Cedar Hill ISD offers a Bus Driver Attendance Incentive Program. This program recognizes and rewards employees who practice good attendance habits.

All full-time bus drivers and bus monitors are eligible to participate in the district's attendance incentive program.

- Employees who miss zero days throughout the school year will have the opportunity to earn up to \$900 in scheduled payouts.

Calendar Opportunity	Number of Days Absent	Financial Incentive
August - October	0 Days	\$300
	½ Day	\$100
	1 Full Day	\$50
November – December	0 Days	\$150
	½ Day	\$75
	1 Full Day	\$50
January - February	0 Days	\$150
	½ Day	\$75
	1 Full Day	\$50
March – May	0 Days	\$300
	½ Day	\$100
	1 Full Day	\$50

**The following types of leave do not count as an absence under this program:**

- Emergency school closure;
- Individual confirmed cases of pandemic illnesses (\*COVID has been declared an endemic as defined by the Center for Disease Control (CDC);
- Jury duty;
- Staff development approved by the principal;
- School UIL activity;
- Military leave (15 days or less); and
- Religious Holy day

Note: Awards will be paid the next check cycle following the award announcement. The net check will be the full awarded amount after all applicable taxes have been withheld

# CEDAR HILL ISD

## TEACHER ATTENDANCE INCENTIVE PROGRAM

To encourage and reward good staff attendance, Cedar Hill ISD offers Teacher Attendance Incentive Program. This program recognizes and rewards employees who practice good attendance habits.

- All full-time campus-based classroom teachers, who have students assigned to them at least 50% of the day, are eligible to participate in the district's attendance program.
- Eligible staff with two or fewer absences each semester will be in a drawing for a \$1,500 bonus.
- Drawings for the fall semester will be in January and for the spring semester in August.
- The number of incentives awarded per campus per semester varies by number of eligible staff on the campus.

Awards Per Semester	Campus
1	Collegiate Academy, Collegiate Preparatory, Collegiate High School, Highlands Elementary, High Pointe Elementary, Lake Ridge Elementary, Plummer Elementary, STRIVE Academy, and Waterford Oaks Elementary
2	Bessie Coleman Middle School and Permenter Middle School
3	Cedar Hill High School

The following types of leave do not count as an absence under this program:

- Emergency school closure;
- Individual confirmed cases of pandemic illnesses (\*COVID has been declared an endemic as defined by the Center for Disease Control (CDC);
- Jury duty;
- Staff development approved by the principal;
- School UIL activity;
- Military leave (15 days or less); and
- Religious Holy day

Note: Awards will be paid out within one week of the award announcement. The net check will be the full awarded amount after all applicable taxes have been withheld.