

# ECISD PAY PROCEDURES 2024-2025

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## ECISD Pay Procedures

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

The superintendent and designee(s) shall administer the compensation plan consistent with board policies, the annual board approved budget, and these administrative guidelines.

## Description of Pay Systems

Employee pay systems are designed and administered for the purpose of attracting, recruiting and retaining qualified employees to achieve the goals of the district. ECISD Human Resources is responsible for the maintenance and administration of employee pay systems. Teachers, librarians, and nurses (RN) 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 pay for the position.

The district pay plan includes:

- Teachers, Librarians, and Nurses (RN)
- Administrative Professional Exempt Staff
- Technology
- Police
- School Nutrition
- Clerical Non-Exempt Support Staff
- Instructional Support Non-Exempt Staff
- Auxiliary Non-Exempt Staff

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

## Job Description

Identifying a job's qualifications, purpose, major duties and responsibilities, working conditions, and exemption status is an essential function in the administration of the compensation system. Accurate and complete job descriptions are collected and maintained by the Human Resources Department with input from job supervisors. Job titles are assigned by Human Resources with input from TASB to accurately reflect the level and nature of work and the organizational structure of the district.

Job descriptions are updated by Human Resources with input from the supervisor at least every three years and at each vacancy.

## 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 limited number of duty calendar variations. When an employee's duty calendar must be changed to meet new or adjusted needs of the district, the employee's current total annual salary will 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. The time in which employees receive pay will align with when the work is completed. Specific pay calendars will be distributed each year by Payroll.

## 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 with input from TASB 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.

## 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

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of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human Resources with input from TASB 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. Recommendations are made to the superintendent or designee regarding the pay grade classification of new positions based on the job description, qualifications required, and market value.

## **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**

Review of job reclassifications must be initiated by the immediate supervisor with additional approval.

To initiate a job classification review it must be submitted on a form provided by Human Resources Department 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 immediate supervisor and Cabinet member before submitting to Human Resources.

Human Resources and the Reclassification Committee 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.

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

## **Salary Adjustments for Job Reclassification**

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.

## **General Pay Increases and Eligibility**

Employee pay is reviewed annually. If applicable, 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

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and approved by the board. Teachers will be granted a GPI and reflected in the hiring schedule for the next year.

## 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:	\$57,000
3% Increase	.03
Annual Increase	\$1710

## 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.

<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
4% Increase:	.04	Duty Days:	187
Hourly Rate Increase:	\$0.60	Annual Increase:	\$897.60

## Placement of New Hires

**Schedules for Teachers, Librarians, Nurses.** Salaries for teachers, librarians, and nurses, who are new to the district will be determined by total creditable years of service in education and the district's salary schedule for the current year.

Creditable years of service will be determined by HR as defined by state regulation at the time of employment. Texas Administrative Code (TAC) Title 19, part II, 153.1021. New hires will receive salary credit for years of service up to a maximum of 30 years. Verification of service is required in order to be compensated for credible years of service.

**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 HR.

**Exempt and Nonexempt.** 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. The following guidance can be helpful in calculating starting pay:

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- **Peer equity** – In multi-incumbent positions (e.g., classroom aide, coordinators, specialists, counselors, administrators), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.
- **Placement credit for prior experience** – Starting pay for exempt and nonexempt jobs that require prior experience may utilize peer equity before a final amount is determined.

## 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.

## Extracurricular Stipends

The board will approve a schedule of 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 for determining the total hours worked each week.

## 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), the district has created a local teacher designation system and is defined in the stipend schedule.