

**DUBLIN ISD  
2024-2025  
COMPENSATION PLAN**

**Approved  
06/17/2024**

## Purpose and Authority

The Dublin ISD compensation system is designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. The Superintendent is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures in the district compensation plan.

## Description

Classroom teachers, full-time librarians, counselors and nurses will be paid no less than the state minimum salary schedule based on years of experience. The local salary schedule for staff will be determined annually upon Board approval of the amount budgeted for pay increases. For other employees, the Superintendent will assign positions to pay ranges that set the minimum and maximum base pay for the position. Jobs are classified for pay purposes on the basis of qualifications and duties as defined by the district, and market surveys of competitive pay rates. Pay ranges are reviewed annually and adjusted as needed.

1. The Dublin ISD Employee Pay System consists of the following components:
  - Employee “base pay” per Pay Grades 1-20
  - Employee supplemental pay for additional assignments/extra duty
  - Employee supplemental pay for acute shortage teaching fields and other shortage fields
  - Employee benefits and other employee related costs paid by employer
  - Temporary/substitute employee pay
2. The initial salary for employees in Pay Grades 1-14 and Pay Grades 17-19 shall be determined by the Superintendent and approved by the Board.

Pay Grade placement, initial step placement and step advancement for employees in Pay Grade 15 shall be in accordance with applicable provisions of the Texas Education Code and the Texas Administrative Code governing classroom teachers, full-time librarians, full-time counselors and full-time school nurses.

Pay Grade placement and initial step placement for employees in Pay Grade 16 shall be determined by the Superintendent, and approved by the Board, with step advancement in accordance with rules governing employees in Pay Grade 15.

“Base pay” for employees in Pay Grades 1-14 and Pay Grades 17-20 must be within the assigned pay ranges.

In addition to “base pay”, qualifying employees may receive the following additional compensation:

- Qualifying employees may receive additional compensation to the extent authorized by a grant(s) approved by the local district.
  - Qualifying employees may receive supplemental pay for additional assignments/extra duty/acute shortage teaching fields/other shortage fields, etc.
3. Employee compensation may be prorated depending upon the number of days employed.
  4. All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act. The Superintendent or Designee will determine the classification of each position based on a description of assigned job duties and the method of compensation. Generally, an employee is

exempt if the employee's primary duties are executive, administrative, or professional as defined in federal regulations and the employee is compensated on a salary basis.

The Superintendent shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA) as follows:

- Employees in Pay Grades 14-20 are FLSA exempt from the overtime pay requirements of the FLSA and are paid on a salary basis. The salaries of these employees are intended to cover all hours worked. Exempt employees are paid on a monthly basis for the number of months in their annual employment period. Exempt employees are not entitled to overtime compensation. Exempt employees are paid to perform a job and compensation is not based on an hourly rate.
- Employees in Pay Grades 1-13 are FLSA nonexempt, but shall be paid on a salary basis and are paid for a 40-hour work week and do not earn additional pay unless the employee works more than 40 hours. School bus route drivers (Pay Grade 1) shall also be considered FLSA nonexempt, paid on a salary basis for a 25-hour workweek and do not earn additional pay unless the employee works more than 25 hours.
- All employees will work a forty (40) hour week as scheduled at each campus or within each department.

5. For purposes of this policy, a 12-month period shall be July 1 through June 30.

6. Discretionary holidays for 12 month employees are addressed in the District Regulations Manual.

7. Non-exempt employees who work more than 40 hours in any workweek will receive overtime compensation at time-and-a-half rates. See item 7 below for detailed description of how overtime compensation is calculated if employee is employed in two nonexempt positions within the district. Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization from their supervisor. An employee's regular work schedule may be adjusted during the week to prevent overtime.

8. FLSA Non-exempt employees who are employed in dual roles such as bus driver/maintenance worker are eligible for overtime. Overtime for dual role employees shall be calculated using the formula according to the Code of Federal Regulations §778.115.

- "Where an employee in a single workweek works at two different types of work for which different non-overtime rates of pay (of not less than the minimum wage) have been established, his regular rate for that week is the weighted average of such rates. That is, his total earning (except statutory exclusions) are computed to include his compensation during the workweek from all such rates, and are then divided by the total number of hours worked at all jobs." - Code of Federal Regulations §778.115.

**Example:**

- If a person is employed in two different non-exempt capacities, all hours worked in both jobs must be added together to meet the overtime provisions of FLSA.
  - Employee works as an instructional aide making \$8.50 an hour and as a bus driver making \$9.00 an hour. During one workweek the employee worked 21 hours as an aide and 26 hours as a bus driver.
    - 21 hours x \$8.50 = \$178.50
    - 26 hours x \$9.00 = \$234.00
    - \$178.50 + \$234.00 = \$412.50 at 47 hours
    - \$412.50 ÷ 47 hours = \$8.78 (Regular Rate)

- Overtime calculations are such:
  - \$8.75 x 0.5 = \$4.39
  - \$4.39 x 7 hours = \$30.73 (Overtime Due Employee).

9. Anniversary employment dates for employees in Pay Grades 1-20 are as follows:

- 10 Months - September 1
- 10 ½ Months – August 1
- 11 Months – August 1
- 12 Months – July 1

10. Additional information regarding employee compensation and benefits can be found on the district’s Web site at Board Policy Series DE and the “Employee Handbook.”

**PAY GRADES ARE AS FOLLOWS:**

**AUXILIARY PERSONNEL POSITIONS:**

Pay Grade	Job Title	Duty Days	FLSA Status	Minimum Hourly Rate	Minimum Annual Pay	Maximum Hourly Rate	Maximum Annual Pay
1A	Rover for District Operation	180	Non-exempt	8.89	8000	15.50	13950
1B	Bus Route Driver	180	Non-exempt	15.00	13500	21.61	19449
2A	Food Service Worker	187	Non-exempt	10.00	14960	18.43	27571
2B	Custodian	226	Non-exempt	10.50	18984	17.77	32128
2C	Reserved for future use						
3	Lead Custodian	226	Non-exempt	10.92	19744	25.00	45200
4	Daycare Caregiver	197	Non-exempt	10.50	16548	18.43	29046
5	Groundskeeper	226	Non-exempt	9.22	16672	19.46	35184
6B	General Maintenance Worker	226	Non-exempt	11.43	20664	24.17	43699
6C	General Maintenance Foreman	226	Non-exempt	11.71	21168	24.27	43880
7	Mechanic	226	Non-exempt	12.30	22236	24.27	44766
8A	Early Childhood Specialist	226	Non-exempt	12	24960	24.76	44766
8B	Daycare Director	197	Non-exempt	12	18912	30.00	47280
9	Food Service Clerk	207	Non-exempt	10.50	17388	19.82	32822
10	Classroom Aide Special Education Aide Special Needs Aide Computer Lab Aide	187	Non-exempt	10.70	16007	23.45	35081

	In-School Suspension Aide Library Aide Attendance Clerk						
11	Licensed Vocational Nurse Tech Secretary/Data Entry	187 207	Non- exempt		12.94	19358	22.34 33421
12A	Campus Secretary: Intermediate School Elementary School Secretary for Special Education	207 207 207	Non- exempt		11.69	19358	25.00 41400
12B	Secondary Secretary Administrative Assistant to the Assistant Superintendent	226	Non- Exempt		11.69	21135	25.00 45200
13	Computer Technician I Computer Technician II Accounts Payable Human Resources Specialist Administrative Assistant to Superintendent	226	Non- exempt		11.78	21298	25.00 45200

**PROFESSIONAL PERSONNEL POSITIONS:**

Pay Grade	Job Title	Duty Days	FLSA Status	Minimum Daily Rate	Minimum Annual Pay	Maximum Daily Rate	Maximum Annual Pay
14A	PEIMS Coordinator	226	Exempt	103.63	23420	197.37	44606
14B	LVN/RN/Teacher	187	Exempt	140.64	26,300	247.86	46350
14C	Food Service Manager	197	Exempt	143.35	28240	250.07	51765
14D	Transportation Supervisor/Maintenance Supervisor	226	Exempt	146.34	33072	274.18	61965
14E	Network Manager Technology Coordinator	226 207	Exempt	114.24	25818	296.49	67007
15A	Classroom Teacher Full-Time Librarian	187	Exempt	<i>As Per District Salary Schedule</i>			
15B	Full-Time Nurse R.N. Campus Counselor	187 207	Exempt	<i>Step as Per District Salary Schedule plus \$7,000</i>			
15C	Instructional Specialist	207	Exempt	<i>Step as Per District Salary Schedule plus \$2,000</i>			
16A	Assistant Speech Language- Pathologist	187	Exempt	<i>Step as Per District Salary Schedule plus \$3,000</i>			

16B	Speech Language Pathologist Educational Diagnostician Educational Diag./Counselor	197 197 207	Exempt	<i>Step as Per District Salary Schedule plus \$7,000</i>				
16C	ARD Facilitator	197	Exempt	<i>Step as Per District Salary Schedule plus \$2,000</i>				
16D	VI/OM Teacher	197	Exempt	<i>Step as Per District Salary Schedule plus \$7,000</i>				
18A	Assistant Principal	207	Exempt	208.79	43220		382.31	79138
18B	Director of Curriculum/Instru. Director of Special Education	226	Exempt	200.84	45390		387.68	87616
18C	Business Operation Manager	226	Exempt	208.79	43220		382.32	86404
19A	Elementary Principal Intermediate Principal	217	Exempt	230.05	49920		416.39	90357
19B	Reserved for future use		Exempt					
20A	Director of Athletics/Coach	226	Exempt	265.49	60000		456.60	103192
20B	Secondary Principal	226	Exempt	274.34	62000		488.04	110297
20C	Assistant Superintendent	226	Exempt	287.61	65000		499.08	112792

**PAY GRADE 15 ONLY:**

<u>TOTAL YEARS EXPERIENCE CREDITED</u>	<u>STATE MINIMUM YEARLY SALARY</u>	<u>DISTRICT YEARLY SALARY</u>	<u>DISTRICT YEARLY SALARY With M.E. or Ed.D.</u>
<u>09/01/24</u>			
0	33660	36160	36660
1	34390	36890	37390
2	35100	37600	38100
3	35830	38330	38830
4	37350	39850	40350
5	38880	41380	41880
6	40410	42910	43410
7	41830	44330	44830
8	43170	45670	46170
9	44440	46940	47440
10	45630	48130	48630
11	46770	49270	49770
12	47850	50350	50850
13	48850	51350	51850
14	49810	52310	52810
15	50710	53210	53710
16	51570	54070	54570
17	52370	54870	55370
18	53140	55640	56140
19	53860	56360	56860
20	54540	57040	57540
21	54540	57640	58140
22	54540	58240	58740
23	54540	58840	59340
24	54540	59440	59940
25	54540	60040	60540
26+	54540	60640	61140

**Efficiency Payment**

The maximum amount of the conditional efficiency payment would be set annually by the board as part of its annually adopted District compensation plan. Whether the efficiency payment would be paid to employees during the school year at any level up to the maximum set by the board would be conditioned on available funding. Availability of such funding for the efficiency payment would be a matter for board consideration prior to the disbursement of the efficiency payment. The Administration would recommend that the Board consider whether the existing budget could support a conditional efficiency payment during the month of November or December 2024. The Administration would recommend that the following maximum be considered at the October or November 2024 Board meeting:

November or December 2024:

Contract Personnel.....	TBD
Non-Contract Personnel.....	TBD

**APPENDIX**

- **Employee Supplemental Pay Schedule for Additional Assignments/Extra Duty**
- **Employee Supplemental Pay Schedule for Acute Shortage Teaching Fields and Other Shortage Fields**
- **Employee Benefits and Other Employee Related Costs Paid By Employer**
- **Substitute/Temporary Employee Pay Schedule**

**EMPLOYEE SUPPLEMENTAL PAY SCHEDULE FOR ADDITIONAL ASSIGNMENTS/EXTRA DUTY**

<b><u>ITEM</u></b>	<b><u>ANNUAL SUPPLEMENT PAID</u></b>
	<b><u>MONTHLY</u></b>
Coach Base I [1 sports]	\$2,300
Coach Base II [2 sports]	\$4,600
Coach Base III [3 sports]	\$5,400
Coach Base IV [4 sports]	\$6,200
Assistant Athletic Director	\$5,000
Athletic Trainer	\$10,000
Coach Special Assignment, such as Coordinator	\$1,500
Head Varsity Football Coach	\$4,000
Head Varsity Basketball Coach	\$3,000
Head Varsity Volleyball Coach	\$3,000
Head Varsity Baseball Coach	\$3,000
Head Varsity Softball Coach	\$3,000
Head Varsity Track Coach	\$1,500

Head Varsity Powerlifting Coach	\$1,500
Head Varsity Cross Country Coach	\$1,500
Head Varsity Tennis Coach	\$1,500
Head Varsity Golf Coach	\$1,500
Varsity Cheer Coach	\$2,500
Junior High Cheer Coach	\$1,500

Junior High coaches will be paid an additional fifteen (15) days for summer duties to be paid at their daily rate. Daily rate is their base salary on the District salary schedule divided by 187 days.

High school coaches will be paid an additional fifteen (15) days for summer duties to be paid at their daily rate. Daily rate is their base salary on the District salary schedule divided by 187 days.

**BAND, DRILL TEAM and FFA**

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT PAID</u> <u>MONTHLY</u>
Band Director	\$13,000
1 <sup>st</sup> Assistant Band Director	\$8,000
2 <sup>nd</sup> Assistant Band Director	\$6,000
Drill Team Director	\$2,500
FFA Advisor	\$8,600

Assistant Band Directors will be paid an additional twenty (20) days for summer duties to be paid at their daily rate. Daily rate is their base salary on the District salary schedule divided by 187 days.

Ag Science instructor/s may receive \$300 per month for a vehicle stipend to cover in district travel related to animal projects or stock showing or as deemed necessary by the Superintendent.

**OTHER EXTRACURRICULAR ASSIGNMENTS**

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT</u>
<b>Secondary School</b>	
UIL Academic Event Coach	\$300 first event, \$200 per event up to 4 events
Yearbook Sponsor	\$1,500
UIL Academic Coordinator	\$500
UIL Academic Coordinator – District	\$1,500
One Act Play Sponsor	\$2,000 HS / \$800 JH
One Act Play Assistant Sponsor	\$800
FCCLA Advisor	\$750
National Honor Society Sponsor	\$300
Student Council Sponsor	\$300
Future Problem Solving Coach	\$1,500
Prom Coordinator	\$500
Graduation Coordinator	\$300
Other Extracurricular Assignment Approved by Superintendent	Annual supplement approved by Superintendent

**ITEM**

**ANNUAL SUPPLEMENT**

**Intermediate/Elementary School**

UIL Academic Event Coach	\$300 first event, \$200 per event up to 4 events
UIL Academic Coordinator	\$500
Yearbook Sponsor	\$500
Future Problem Solving Coach	\$1,500
Student Council Sponsor	\$200
Other Extracurricular Assignment Approved by Superintendent	Annual supplement approved by Superintendent

**OTHER ADDITIONAL ASSIGNMENTS [1]**

**ITEM**

**ANNUAL SUPPLEMENT**

Mentor Teacher for Teacher Certification Program or Other Program	\$1,000
Campus Dyslexia Coordinator with CALT Certification	\$1,500
Special Assignment such as Parental Involvement Coordinator, Gifted/Talented Coordinator, Bilingual/ESL Coordinator	\$2,000
Testing Coordinator	\$2,000
Tarleton Dual Enrollment Teacher	\$1,000
Bilingual Diagnostician, Speech Pathologist, Speech Assistant	\$2,000
Other Additional Assignment Determined/Approved by Superintendent	Annual supplement determined/approved by Superintendent

**EXTRA DUTY**

**ITEM**

**HOURLY/OTHER RATE OF PAY**

Other Extra Duties Determined/Approved by Superintendent	Pay rate/amount approved by Superintendent
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**EMPLOYEE SUPPLEMENTAL PAY SCHEDULE FOR ACUTE SHORTAGE TEACHING FIELDS AND OTHER SHORTAGE FIELDS**

**ITEM**

**SIGNING BONUS SUPPLEMENT**

**ADDITIONAL MONTHLY SUPPLEMENT**

Mathematics Teacher	-0-	- 0 -
Science Teacher	-0-	- 0 -
Bilingual/English As A Second Language Teacher	\$6,000	-0-
Special Education Teacher	-0-	- 0 -
Languages Other Than English Teacher	-0-	- 0 -
Technology Applications Teacher	-0-	- 0 -
Speech-Language Pathologist	\$6,000	-0-

1. Acute shortage teaching fields include mathematics, bilingual, science, special education, languages other than English, technology application, and speech-language pathologist.
2. The signing bonus supplement is for a fully certified bilingual education teacher and fully certified speech pathologist only and does not include an assistant speech pathologist. The signing bonus is for the initial employment contract with the district. Signing bonus will be paid \$1,000 per semester over the first six semesters of employment.

**EMPLOYEE BENEFITS AND OTHER EMPLOYEE RELATED COSTS PAID BY EMPLOYER**

<u>ITEM</u>	<u>AMOUNT</u>
Employer Contribution to Employee Group Health Insurance Premium	\$325 per month per employee
Breakfast/Lunch for Food Service Employees, but not at Snack Bar	Meal Price determined by School Board
Local Athletic Pass for All Employees and Immediate Family	Ticket price determined by District Executive Committee
District Athletic Pass for Employees and Immediate Family approved by Superintendent	Ticket price determined by District Executive Committee
Physical for School Bus Drivers	Amount determined by health clinic designated by Superintendent
Commercial Driver License (CDL) for School Bus Drivers	Amount determined by Texas Department of Public Safety reimbursed after 6 months of employment with Dublin ISD \$1,000 Annual stipend for active drivers (Driver considered active if they drive at least 5 trips per year. Ex: Field trips, extracurricular trips, bus routes)
School Bus Driver Training	\$100 for certification course - reimbursed after 6 months of employment with Dublin ISD \$50 for re-certification course Amount determined/approved by Superintendent
Employer Use of Personal Cellular Telephones of Employees approved by Superintendent	Amount determined/approved by Superintendent
Superintendent Telecommunications Allowance	\$125 per month
Employer Use of Personal Vehicle of Employees Approved by Superintendent	Amount determined/approved by Superintendent
Local Civic/State Professional Organizations for Superintendent	Amount determined by Local Civic/State Professional Organizations
MASA Emergency Transportation	One year membership
Hospital Indemnity Plan	One year membership
Other	Amount determined/approved by Superintendent

The Employer contribution for health insurance is only for an eligible employee who chooses to take the group health insurance.

For use of the athletic passes immediate family includes spouse and children living at home to age 18 and still in high school.

## **SUBSTITUTE/TEMPORARY EMPLOYEE PAY SCHEDULE**

### **ITEM**

### **HOURLY/OTHER RATE OF PAY**

Texas Certified Short-Term Substitute Teacher	\$12.00 per hour
Noncertified Short-Term Substitute Teacher	\$10.00 per hour
Other Substitute/Temporary Job Assignment	Pay rate/amount determined/approved by Superintendent
Texas Certified Long-Term Substitute Teacher	\$20.00 per hour
Texas Certified Long-Term Substitute Teacher - DAEP	\$20.00 per hour
Noncertified Long-Term Substitute Teacher	\$15.00 per hour
Other Substitute/Temporary Job Assignment	Pay rate/amount determined/approved by Superintendent
Texas Certified Teacher during Summer School	\$25 per hour
Classroom Aide during Summer School	\$15 per hour

A Long-Term Substitute Teacher is defined as substituting continuously for the same teacher at least fifteen (15) days.

A Substitute/Temporary Employee is nonexempt under the FLSA unless a Texas certified teacher, then exempt under the FLSA.

### **Local Maternity Leave**

Under district policy DEC (LOCAL), upon employment with the District, full-time employees shall be eligible for a maximum of 30 leave days of paid local leave to be used for the birth or adoption of the employee's own child. Implementation and application of the maternity/paternity policy will be made by the Superintendent or designee and is not appealable to the board of trustees.

A written request for local maternity leave must be made to the District central office.

### **Reimbursement upon Retirement**

An employee who retires from employment with the District shall be eligible for reimbursement of state and local leave under the following conditions:

1. The employee retires under the Teacher Retirement System of Texas (TRS) guidelines or Employees Retirement System of Texas (ERS);
2. The employee provides 90 days' advance written notice of intent to retire from employment;
3. The employee has at least five years of service with the District; and
4. The employee has at least 30 days of available personal leave

The employee shall be reimbursed for each day of unused state and local leave up to a maximum of 100 days at 75% of the employee's daily rate of pay in effect at the time of retirement.

If the employee is reemployed by the District following the employee's retirement and reimbursement of leave, any local leave days for which the employee received payment shall not be available to that employee. State leave days for which such employee received payment shall not be available to that employee to the extent permitted by law.