

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(REGULATION)

Purpose and Authority	Employee pay systems are 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.
Minimum Pay Requirements	Certified classroom teachers, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the Commissioner's Rules on Creditable Service. Local salaries for these employees will be determined annually after board approval of the pay increase budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the Federal Fair Labor Standards Act (FLSA).
Local Pay Plans	<p>The District will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories: (1) teachers, librarians, registered nurses; (2) administrative/professional personnel-instructional leadership and support; personnel-business and operations; (3) technology personnel; (4) secretarial and clerical; (5) instructional aides; (6) auxiliary personnel- school nutrition, transportation; custodial and maintenance; (7) police department.</p> <p>Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the District; and (3) competitive job market prices.</p> <p>No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the Board each year.</p>
Job Classification Purpose and Authority	Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Human Resources Department will collect job information, evaluate jobs for classification purposes, and recommend pay-grade assignments. The Superintendent has final authority concerning job classifications.

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Reclassification
of Current
Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time. Jobs may be reclassified for a number of different reasons.

Those reasons include significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

Salary Adjustment
for Job
Reclassification

If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion. Refer to procedures in PROMOTION INCREASES.

If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.

If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the Superintendent. In this case, the reclassification will be treated as a demotion. Refer to procedure in PAY ADJUSTMENTS FOR DEMOTION.

Procedures for
Job
Reclassification

Review of job classifications must be initiated by the job supervisor. Job reviews will be conducted once a year before budget hearings are conducted. Reviews will be conducted as follows:

1. The immediate supervisor may request a job classification review according to the schedule and procedures designated by a Human Resource representative.
2. The supervisor must submit a completed reclassification request form and a job description to the appropriate Assistant Superintendent or Executive Director who supervises the campus or department making the request. [See DEA(Exhibit)B]
3. The appropriate Assistant Superintendent or Executive Director will submit the reclassification request, after his/her review, to the appropriate Human Resource representative.
4. The appropriate Human Resource representative will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job

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analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the worksite for observation.

5. The Job Reclassification Committee will reevaluate the job against other benchmark jobs using standard compensable job factors.
6. The Job Reclassification Committee will prepare a written recommendation for pay grade assignment and will notify the supervisor and the employee.

Administrative/Professional pay grade reclassifications will be determined by the Assistant Superintendent and Superintendent.

Classification of
New Positions

New positions must have a written job description. The Human Resources Department will recommend to the appropriate Assistant Superintendent or Executive Director the pay grade classification of new positions based on the job description and consultation with the job supervisor. New positions must be classified in the pay system prior to hiring new employees.

Classification of
Positions as
Exempt or
Nonexempt

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FSLA). The Human Resources Department will determine the classification of method of compensation.

Basis of Pay for
Exempt
Employees

Exempt employee pay is annualized. Exempt employees are paid on a monthly salary basis for the number of months in their annual employment period. Annual salaries may be adjusted for different duty assignments, but salaried employees are not entitled to pay on an basis. Exempt employees do not receive overtime compensation.

Basis of Pay for
Nonexempt
Employees

Nonexempt employee pay is annualized. Nonexempt employees are paid on an hourly wage basis for all hours worked each week. Employees who are nonexempt will receive overtime compensation as described in OVERTIME COMPENSATION. Semimonthly employee pay is not annualized.

Prorated Pay for
Reduced Work
Year

Salaries may be adjusted proportionately for employees who work less than full-time or less than a full year.

Payroll Deposit

In order to conserve District funds and improve productivity, as allowed by the Texas Labor Code the District has elected to begin to pay District employees through a direct deposit plan. Affected employees will be notified to enroll in the direct deposit plan by completing the forms supplied by the District Payroll Office.

Payroll Periods

Employees will receive bank deposits according to the district's payroll schedule. Administrative, professional, clerical, paraprofessional, labor, and trades employees will be paid once per month. Food service and transportation employees will be paid either monthly or semi-monthly. All employees who work less than twelve months will have their annual

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	salary prorated over a twelve-month calendar period to provide year-round income.
Time Records	Weekly time records will be maintained on all nonexempt personnel by the Kronos timekeeping system. Records will indicate all hours worked each week, including compensatory time earned and used. Weekly time records must be verified by the supervisor on designated dates. Official weekly time records shall be maintained on each campus or department for all nonexempt personnel. All payroll checks, including time records, shall be maintained for a period of three (3) years, and shall be made available for inspection by government authorities on request. Failure to maintain accurate records of hours worked may result in disciplinary actions.
Overtime Compensation	Nonexempt employees who work more than 40 hours in a workweek of seven (7) consecutive days are entitled to overtime compensation for time worked over 40 hours.
Overtime Defined	An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. The District's workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone, and different workweeks cannot be consolidated or averaged.
Authorization of Overtime	All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or check) prior to the employee working overtime hours.
Compensation for Overtime	Overtime pay requirements cannot be waived by voluntary agreement between the District and the employee. The employee cannot "donate" overtime or agree to be paid at reduced rates. Compensation for overtime hours will be awarded at 1 ½ times the regular rate. Compensation may be given in compensatory time off or paid in the regularly scheduled paycheck.
Use of Compensatory Time	Compensatory time may be accumulated up to a maximum of 40 hours at time-and-a-half rates. The accumulated compensatory time may be rolled over from August to September.
Eligibility for General Pay Increase	Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the District. Classroom teachers, registered nurses, and librarians will be paid no less than their minimum monthly salary on the state salary schedule.

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Pay Increase
Budget

The Superintendent will recommend a total budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, changes in minimum pay laws, competitive job markets, and District compensation objectives. Employee pay increases will be based on the budget approved by the Board.

General Pay
Increase
Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the Board to the midpoint of each employee's pay range. All employees who are in the same pay range will receive the same pay increase.

Example: Range Midpoint X Percent Increase = Pay increase

x Pay range midpoint for pay grade 5 is \$12.50 per hour

x Pay increase budget approved by Board is 5%

x Hourly pay increase for all employees in pay grade 5 is $\$12.50 \times .05 = .63$

x An hourly employee in Pay Grade 5 is earning \$11.50 per hour

x Employee's new hourly wage is $\$11.50 + .63 = \12.13

No employee's pay will be increased beyond the maximum of their assigned pay range unless a special adjustment is approved by the Board. Increases to employees who are at or above the maximum may be approved as an adjustment to base pay or as a lump sum payment. Employees who have reached the maximum pay range will receive the range adjustments made to the maximum rate.

Individual Equity
Adjustments

The Superintendent may make special equity adjustments to individual employees' salaries to correct identified internal or external pay equity problems. Equity adjustments are made only on an as-needed basis at the direction of the Superintendent. Equity adjustments may be made to retain an employee who is at risk due to competitive pay problems, to correct an internal pay inequity, or to compensate an employee for a significant change in job responsibilities.

Placement of New
Employees, Teachers,
Media Specialists,
Registered Nurses

Hiring rates for those employees paid on the teacher salary schedule will be based on total years of credible experience as defined by state regulations. Salary schedules will be prepared annually to illustrate step placements by years of service. Salary schedules for these positions are subject to change each year and should not be used to predict future salaries. Salary schedules are used only for placement of new employees.

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Administrative and Professional Personnel	<p>Hiring rates for new administrative and professional employees who are not paid on the teacher salary schedule will be determined individually on the basis of each person's job-related qualifications. Hiring rates will be based on the job-related experience and other qualifications of the individual. Consideration will be given to the salaries paid to other employees in the District in the same position to ensure comparable pay for comparable experience in the same position. Hiring rates will normally be offered up to the midpoint range but may be offered above the midpoint for hard-to-fill positions or for candidates with exceptional qualifications.</p>
Nonexempt Personnel	<p>New employees hired in nonexempt positions will normally be placed at the minimum of the pay range. Starting rates up to 90 percent of the midpoint may be authorized for employees with previous experience in a similar position. Starting rates above this level shall require approval from the Superintendent or designee.</p>
Promotion Increases	<p>A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. If an employee moves to a different job in a different pay structure (example: from auxiliary to professional group), the pay adjustment will be treated as addressed in PLACEMENT OF NEW EMPLOYEE.</p> <p>Considerations will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain internal pay equity.</p> <p>No employee will be paid less than the minimum or more than the maximum of the new pay range.</p>
Demotion Defined	<p>A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.</p>
Pay Adjustments for Demotion	<p>A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent or designee. When a pay reduction is made for a demotion, the employee's base pay rate will be reduced to the same relative position within the new pay range, typically measured as a ratio of the employee's salary to the range midpoint. For example, if the employee's base pay was a 110 percent of the midpoint in the lower pay range. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment.</p>

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Review of Pay Ranges The Superintendent or designee will review pay range structures annually and make adjustments as needed.

Amounts of Structure Adjustment Pay ranges should be adjusted by an equal percent factor. The amount of percent adjustment made to pay ranges should be less than the percent adjustment made to the employee pay within the structure (i.e., the percent increase budgeted for pay raises). To prevent salary compression problems between new employees and experienced employees, the pay increase budget must be sufficient to advance salaries within the pay range faster than the range itself is being adjusted. After the pay increase budget is established, the Superintendent or designee will determine the appropriate amount of adjustment for pay range in the District.

Structure Adjustment Procedure To adjust a pay range structure, the adjustment factor will be applied to the midpoint of each pay range. The minimum and maximum rates of each range will then be recalculated off the adjusted midpoint to preserve the structure. Adjustments to pay ranges should be made prior to the calculation of general pay increases.

Example: Illustrated procedure for a range spread of 50 percent

	Unadjusted Minimum (80% of midpoint)	Unadjusted Midpoint	Unadjusted Maximum (120% of midpoint)
Unadj. Pay range	\$2,400	\$3,000	\$3,600
	Unadjusted Minimum	Unadjusted Midpoint	Unadjusted Maximum

Supplemental Duty Pay A schedule of salary stipends for supplemental duties will be developed, reviewed, and published annually.

Exempt Personnel Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the Board approved salary schedule.

Nonexempt Personnel 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.

Method of Payment Salary Stipends for non-job-related activities (such as sponsorship) will be paid according to the Board approved salary schedule. All other stipends shall be distributed in the employee's regular paycheck.

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Tests of Exemption	To qualify for exempt status, employees must meet all of the requirements of any one of the exemption tests provided by the Department of Labor. The tests are used to define the primary function of the employee when determining exemption.
Standard Classifications, Contract Terms, and Salary Schedules	Classifications and standard contract terms are authorized in the current salary schedule authorized by the Board. Contract terms may be adjusted when (1) authorized under the Foundation School Program, (2) authorized by the Board, and/or (3) adjusted in a manner set forth in this regulation. Monthly salary schedules for the Teacher Hiring Schedule is based upon the state minimum salary plus the local additives outlined in the current salary schedule.
Adjustment to Contract Terms and Salary Schedules	General. No adjustments to contract terms and conditions or salary payments may be made without specific authorization from the Superintendent or designee, or as set forth in this regulation. Career & Technical Education Teachers. CTE Teachers shall be paid a regular teacher's monthly salary for the number of months authorized. Number of months of duty shall be determined by Board approval for the designated unit. In general, positions and months of duty shall be: Frost Campus Supervisor/CTE Teacher: (11) Agriculture (11.5) Career Prep: (11) All other CTE assignments (10) Fine Arts Teachers, and Coaches. The salary schedule shall be paid the regular teachers' salary schedule for the number of months authorized plus the special additives/and or days according to the Board approved salary schedule.
COACHING ADDITIVES	For the purpose of classification of duties and salaries, the assignment of coaches is authorized as indicated below: Group 1 – 10 Months – Stipend and/or Extra Days (See Board Approved Salary Schedule) a) Assistant Varsity Football Allocation = 4 per H.S. b) Boys' Head Basketball Allocation = 1 per H.S. c) Boys' Head Track Allocation = 1 per H.S.

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- d) Boys' Head Baseball
Allocation = 1 per H.S.
- e) Boys' Head Soccer
Allocation = 1 per H.S.
- f) Girls' Head Volleyball
Allocation = 1 per H.S.
- g) Girls' Head Track
Allocation = 1 per H.S.
- h) Girls' Head Basketball
Allocation = 1 per H.S.
- i) Girls' Head Softball
Allocation = 1 per H.S.
- j) Girls' Head Soccer
Allocation = 1 per H.S.
- k) Head Tennis
Allocation – 1 per H.S.
- l) Head Swimming
Allocation = 1 per H.S.
- m) Girls' Head Gymnastics
Allocation 1 per H.S.
- n) Boys' Head Gymnastics
Allocation 1 per H.S.
- o) Girls' Head Golf
Allocation = 1 per H.S.
- p) Boys' Head Golf
Allocation = 1 per H.S.

Non-Group designated 10 Months - Stipend and/or Extra Days
(See Board Approved Salary Schedule)

- a) Girls' Coordinator
Allocation = 1 per H.S.
- b) Dual Sports coordinator
Allocation = 1 per H.S.

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- c) Assistant Head Football Coach
Allocation = 1 per H.S
- d) Power Lifting coach
Allocation = 1 per H.S.
- e) Head Boys' Cross Country
Allocation = 1 per H.S.
- f) Head Girls' Cross Country
Allocation = 1 per H.S.

Group II – 10 Months – Stipend and/or Extra Days
(See Board Approval Salary Schedule)

- a) Boys' High School Sub-Varsity Football and second sport
Allocation = 12 per H.S.
- b) Girls' High School Assistant coach and second sport
Allocation = 9 per H.S.
- c) High School Assistant Boys' basketball /Asst. Girls' Track
Allocation = 1 per H.S.
- d) Boys' Middle School Coordinator and Head Coach
Allocation = 1 per M.S.
- e) Girls' Middle School Coordinator and Head Coach
Allocation = 1 per M.S.
- f) High School Assistant Swim Coach
Allocation = 2 (1 PHS – 1 OHS)

Group III – 10 Months – Stipend and/or Extra Days
(See Board Approved Salary Schedule)

- a) Boys' Middle School Assistant Coaches
Allocation = 3 per M.S.
- b) Girls' Middle School Assistant coaches
Allocation = 3 per M.S.
- c) Middle School Tennis
Allocation = 1 per M.S.

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- d) Middle School XC / Soccer / Track
Allocation = 1 per M.S.
- e) Middle School Golf
Allocation = 2 (1 PHS – 1 OHS)
- f) Middle School Gymnastics
Allocation = 4 (2 PHS – 2 OHS)
- g) Adaptive P.E./Special Olympics Coach
Allocation = 3 per school district

Group IV – 10 Months – Stipend
(See School Board Approved Salary Schedule)
- a) Elementary Coaches
Allocation = 1-3 per elementary campus based on staffing

Other

Experience credit for local salary purposes shall be determined by the Texas Education Agency for Foundation School Program (F.S.P.) eligibility, except:

- 1) As authorized by the board, or
- 2) Under the following local conditions. To receive one year's local experience for salary purposes, personnel shall work:
 - a) At least one-half the days in a contract period, or
 - b) At least 90 days in the period covered by the F.S.P. authorized months.

In instances where an individual is given advanced placement on the salary schedule, the individual shall advance each year. However, should the individual leave the position for which advanced placement is authorized future calculations of experience credit shall be made from actual creditable experience and shall be based upon the schedule in force at the time of the change.

Standard contract terms shall be as follows:

- 10 months
- 10 ½ months
- 11 months
- 11 ½ months
- 12 months

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The Master's degree is the minimum requirement for all principals and assistant principals, as well as all system administrative and supervisory positions that work directly with curriculum and instruction of pupils. In addition, all administrative and supervisory positions that work directly with curriculum and instruction of pupils shall hold valid state certification for the work performed. Additional qualifications may be set forth in the approved job description for each administrative or supervisory position.

Work Day

The assumption is made of an eight-hour workday. Jobs requiring less than eight hours of work shall be treated on an individual basis. The scheduled workday for each nonexempt employee shall be eight hours, exclusive of lunch periods. Transportation workers shall work hours assigned by the Director of Transportation; and school nutrition workers shall work hours assigned by the Director of School Nutrition.

The beginning and end date of the work year shall be as specified by the appropriate Human Resource representative or appropriate department administrator. Recommendation for changes to beginning/ending dates must be approved prior to the completion of the official beginning and ending dates calendar each year.

Non-Contract
Status

No person in the nonexempt pay groups shall be construed as having a contract of employment or any property interest in the work.