



**2025-2026
COMPENSATION PLAN**

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2025-2026 COMPENSATION PLAN

The Sweeny Independent School District Compensation Plan for is intended to facilitate salary communications within the District and to serve as a guide for administering salaries and wages for all employees.

The provisions and information set forth in this document are informational. Thus, its contents are not intended and shall not be construed to constitute a contract between the Sweeny Independent School District and any employee; prospective employee; agency of the local, state, or federal government; or any other person or legal entity of any nature whatsoever.

The salaries listed are for the school year only. Neither past nor future salaries may be accurately calculated or predicted from information contained in the Compensation Plan. The Sweeny Independent School District Board of Trustees approves general pay increases for all employees. There are no salary increases given automatically. The Superintendent (or designee: Human Resources), regardless of possible typographical errors in the Compensation Plan, shall determine final calculations of salaries. The Sweeny Independent School District further hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Compensation Plan during the school year in the best interest of the District.

For further clarification or information, please contact Human Resources at (979) 491-8084.

SECTION 1- PAY ADMINISTRATION GUIDELINES

PURPOSE

The purpose of this compensation plan booklet is for the administration of salaries and wages for classroom teachers, administrative/professional, administrative support, instructional support and auxiliary employees of the Sweeny Independent School District. Practices described are intended to implement local Board policy and Board approved compensation plans and to comply with state and federal regulations.

BOARD POLICY

Board Policy DEA (Local) – Salaries, Wages, and Stipends – 7-16-2018

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

PAY ADMINISTRATION: 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.

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

PAY INCREASES: 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.

MID-YEAR PAY INCREASES CONTRACT EMPLOYEES: A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation.

Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

MID-YEAR PAY INCREASES NON-CONTRACT EMPLOYEES: The Superintendent may grant a pay increase to a non contract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

PAY DURING CLOSING: During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

PREMIUM PAY DURING DISASTERS: Non-exempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Board Policy DEAB (Local) – Wage and Hour Laws – 1-4-2023

CLASSIFICATION OF POSITIONS: The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “non-exempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

EXEMPT: The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

NON-EXEMPT: Non-exempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A non-exempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

MINIMUM CALL OUT: When employees are called for in person/on-site emergency overtime work outside of the normal working hours, employees shall receive a minimum payment of four (4) hours of pay. Should one call-out follow within one and one-half (1 ½) hours of the completion of a previous call-out, only one minimum payment will apply and time will be considered continuous from the beginning of the first call-out. There shall be no minimum payment applicable to call-outs or overtime worked as an extension of Employees’ normal daily working hours, or within one (1) hour of normal starting time.

WORKWEEK DEFINED: For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Saturday and end at 11:59 p.m. Friday.

COMPENSATORY TIME: The District shall compensate with overtime pay for any overtime worked by nonexempt employees. Overtime shall not be compensated with compensatory time.

1.0 PAY SYSTEMS

1.1 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 guidelines.

1.2 Description of Systems

The Superintendent or designee will assign positions to pay ranges that set the minimum and maximum base pay for the position. Jobs are classified for pay purposes based on qualifications and duties as defined by the District, and market surveys of competitive pay rates. All employees will be paid within the assigned pay range unless exceptions are granted by the Board. Pay ranges are reviewed annually and adjusted as needed. Employees will advance through the pay range according to the annual pay increase budget approved by the Board. There are no automatic pay raises built into the compensation plan.

The District shall not grant any extra compensation, fee or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered and performed in whole or in part. Tex. Const. Art. III, Sec. 53 (See Policy DEAB (Legal)).

Legal and Local Policies DEA, DEAA, and DEAB address wages and salaries.

2.0 JOB CLASSIFICATION - EXEMPT AND NON-EXEMPT

2.1 Process and Authority

Job classification determines the assigned pay range for a position and is based on an assessment of job qualifications and assigned duties. All jobs are classified based on common factors that assess the level of skill, effort, and responsibility of assigned duties and working conditions. Human Resources will collect job classification review information, evaluate jobs for classification purposes in consultation with TASB as needed, and recommend pay grade assignments. The Superintendent or designee has final authority to recommend job classifications.

2.2 Reclassification of Current Positions

Pay grade assignments may be changed based on changes in the job duties assigned (increased or reduced) or changes in the competitive job market. A job reclassification occurs when the same position is moved to a higher or lower pay grade. A job reclassification is not the same as an employee promotion to a new job. Normally no immediate pay change will result from a job reclassification if the employee(s) are already paid within the new pay range. There are conditions which merit prospective adjustment and are defined in section 2.3. No employee will be paid less than the minimum of the new pay range. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time.

2.3 Salary Adjustments for Job Reclassification

- a) 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.

- b) 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 on promotion increases.
- c) If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the Superintendent or designee. Refer to procedures on individual equity adjustments (section 4.3).
- d) 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 or designee. In this case the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion.

2.4 Procedures for Job Classification Review

Review of a job's classification must be initiated and supported by the job supervisor. A job review can be considered for review only once annually. Reviews will be conducted as follows:

- a) The supervisor of a position may request a classification review during the annual review period designated by Human Resources.
- b) The supervisor must submit a completed job classification review to HR in a timely manner.
- c) HR is responsible for reviewing the questionnaire, obtaining additional job information if needed, and assessing the compensable job factors.
- d) HR will prepare a recommendation for final approval by the Superintendent. HR will notify the supervisor and employee(s) of any action taken and the effective date.

2.5 Classification of New Positions

New positions must have a written job description. Human Resources will recommend to the Superintendent 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.

3.0 BASE PAY FOR EXEMPT/NON-EXEMPT EMPLOYEES

3.1 Classification of Positions

All jobs will be classified as exempt or non-exempt in accordance with the requirements of the federal Fair Labor Standards Act. Human Resources 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 in nature, as defined in the federal Fair Labor Standards Act, and the employee is compensated on a salary basis.

3.2 Base Pay for Exempt Employees

Exempt employees are paid on a monthly salary basis for the number of months in their annual employment period. Exempt employees are not entitled to overtime compensation.

3.3 Base Pay for Non-Exempt Employees

Non-exempt employees are paid for all hours worked and are entitled to overtime compensation for hours worked in excess of 40 in a workweek.

3.4 Fractional Pay for Deductions

Salaries will be adjusted proportionately for employees who work less than the normal full-time equivalent for the assigned position or who work less than the full year (e.g., employment begins mid year).

4.0 PAYRAISES

4.1 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. The District reserves the right to withhold the general pay increase from employees with below average job performance. Employees **must** have worked for the District for at least 90 days to be eligible for a general pay increase. In any event, classroom teachers and certain professionals will be paid at least statutory minimum salary amounts.

4.2 Pay Increase Budget

The Superintendent will recommend an amount for general pay increases, expressed as a percent of salary cost, as part of the annual budget process. Budget recommendations for general pay increases and adjustments will be based on available revenue, changes in minimum pay laws, competitive job markets, and District compensation objectives. Employee pay increases and adjustments will be based on the budget approved by the Board. Salary placement guidelines and hiring schedules do not imply or promise salary increases for subsequent years.

4.3 Equity Adjustments

The Superintendent or designee may make special adjustments to individual employee's compensation to correct identified pay equity problems. Equity adjustments may be made to retain incumbent(s) in jobs at risk due to dramatic market shifts or remedy internal pay alignment based on relevant compensable factors.

4.4 General Pay Increase Calculations

The general pay increase may be calculated for each employee by applying the percent increase approved by the Board to the employee's actual salary or midpoint or control point of each employee's pay range and may vary with employee's position in range and job group. No employee may be paid over the maximum of the assigned pay range without the approval of the Superintendent or designee.

4.5 Pay Increases for Employees at Max

Each year the administration will review salaries of employees whose pay has reached the maximum of their designated pay range. General pay increase for any eligible employee shall not exceed the maximum daily rate for the respective pay range unless approved by the Superintendent or designee.

4.6 One-Time Payments

One-time payments approved by the Board can be paid to employees upon Board approval. One-time payments are typically paid as a single payment, but occasionally can be split into two payments. One time payments are not added to an employee's base salary for subsequent years.

5.0 2025-2026 PAY RAISES

5.1 Classroom Teachers/Librarians:

Classroom Teacher Pay Scale in accordance with the Teacher Retention Allotment

Librarian Pay Scale in accordance with the Support Staff Retention Allotment

5.2 Exempt Administrative/Professional (AP): 3 % for all other personnel including administrative staff, principals, and assistant principals

5.3 Non-Exempt Paraprofessional, Technical, & Auxiliary: 3 % in accordance with the Support Staff Retention Allotment including counselors, nurses, teacher s aides, custodians, food service staff, bus drivers, administrative assistants, and other support staff

6.0 NEW HIRE PLACEMENT GUIDES

Employment, assignment, and salary placement are in accordance with the job requirements as specified by the job description. For all employees, the District will only consider actual years of experience, not purchased years of experience for TRS purposes. The District does not pay for teaching experience unless verified with an official Teacher Service Record [TSR]. Out of state or private school experience must be verified on a TSR. Work experience at a college or university must also be verified by a service record and by the College Verification Form.

Where job requirements include transcripts, certificates, or licenses, these must be official and on file with Human Resources. Official transcripts become property of the Sweeny Independent School District as long as he/she remains a District employee. All college degrees obtained, or semester hours earned to obtain employment or to receive graduate or undergraduate pay are accepted only if they are from institutions accredited by nationally recognized accrediting agencies. Audits for official documents are performed annually.

Human Resources will determine hiring rates based upon job-related qualifications, salary history, and salaries of other employees in the same position. Hiring rates shall normally not be set at a rate above the salary of other employees with equal or more experience in the same position/pay grade. The Director of Human Resources sets hiring rates. Hiring rates may be set above the midpoint of the pay grade when an applicant has exceptional job qualifications, or the position cannot otherwise be filled. Salaries are determined on an individual basis based on each person's credited years of experience, current shortage needs of the District, and credentials related to instructional leadership or method.

Breaks in continuous service for any reason means the new hire placement guidelines are used. Movement from one pay group to another (i.e. teacher to administrative professional or instructional support to administrative support) will result in the use of new hire salary placement guidelines.

Rate of pay will not exceed the maximum or be below the minimum of the pay grade without Superintendent approval. Once an employee reaches the maximum pay for the grade the salary will be frozen at that maximum rate.

6.1 CLASSROOM TEACHERS/LIBRARIANS PAY STRUCTURE

Teachers new to the District will be placed on the teacher pay range. Salary placement for classroom teachers and librarians is based on the Board approved teacher pay range and correlates pay to years of experience. Teachers with a master's degree are eligible for a 1,000 Master's Degree stipend. Teaching positions requiring more than 187 days of service will receive a daily rate of the ten-month contract times the assigned number days.

Educational aide experience: A certified teacher aide, who received teacher certification or placed on a SBEC teaching permit beginning with the 2004-2005 contract year, may receive up to two years of experience for salary purposes. To qualify, the teacher aide must have: 1) held a teaching aide certification at the time the service was rendered; 2) been employed by a TEA recognized entity; and 3) met the minimum required number of days for a year of experience as an aide.

6.2 ADMINISTRATIVE/PROFESSIONAL PAY STRUCTURE Placement of new hires in the AP pay structure will be determined on an individual basis considering the person's job qualifications, salary history, salaries for other District employees in the same position, and the number of job applicants. Human Resources will determine each person's level of job experience.

The guidelines for placement in the AP pay structure are as follows:

- a) New hires may be placed based on years of relevant job experience. Exceptions may be made by the Superintendent or Director of Human Resources in special circumstances.
- b) Placement of a new hire typically will not exceed pay rates of other employees in the same job title with similar task specific experience.
- c) No employee may be placed below the minimum of the range.
- d) Placement will be determined based on the new hire's level of work experience and qualifications, District goals, and pay levels of others in the same job title.

6.3 PARAPROFESSIONAL, TECHNICAL, AND AUXILIARY PAY STRUCTURE Placement of new hires will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience. Human Resources will determine each person's level of job-related experience.

The guidelines for placement are as follows:

- a) New hires may be placed at the range minimum when the position qualifications require no previous job experience irrespective of candidate experience. Job title exceptions are degreed classroom assistants and other direct student service jobs.
- b) Human Resources will determine each new hire's level of job-specific experience based on employment application, resume, documentation from previous employer (e.g., employment verification letter, pay stubs) submitted by the new hire at point of hire.
- c) Placement of new hires typically will not exceed pay rates of other employees in the same job title with similar experience.
- d) New hire placement guides may be adjusted as deemed necessary by HR for hard-to-fill positions (defined by HR).
- e) No employee may be placed below the minimum of the range.
- f) Technical and Auxiliary employees new to the District will be placed on a salary pay range. Salary placement is based on the Board approved pay range.

7.0 EMPLOYMENT OF FORMER EMPLOYEES

A District employee rehired in his/her former position or in a position in the same job family and pay grade is compensated at a hiring rate equal to or greater than their former hourly/daily rate. In addition, a rehire who has earned a creditable year of experience during the preceding fiscal year and the break in employment does not exceed 90 calendar days will receive the general pay increase. Returning employees not eligible for the general pay increase will be employed as a new hire. Rate of pay will not exceed the maximum of the pay grade without Superintendent approval.

A District employee rehired in his/her former position or in a position in the same job family and pay grade shall normally not be started at a rate above the base salary of other District employees with equal or more experience in a similar job.

8.0 PROMOTION

8.1 Promotion Defined

A promotion occurs when an employee is selected for a different job in a higher pay grade in the same pay group. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the promotion increase is exclusive of any general increase granted by the Board of Trustees. Reclassification of an existing job does not always constitute a promotion unless significant job responsibilities have been added to the position.

8.2 Promotion Increase Guidelines

A promotion increase is based on an employee's current base salary for exempt employees and hourly rate for non-exempt employees. Promotional salary increases will be calculated using the

new hire guidelines defined in section 6.0. The following limits apply to the promotion increase amount:

- a) The general pay increase approved by the Board is added before determining a promotion increase that is effective at the beginning of a new school year.
- b) Consideration will be given to maintaining internal equity with regard to experience and salary of other employees in the same position.
- c) No employee will be paid below the minimum or more than the maximum of the new pay range.
- d) The promotion rate may be adjusted at the discretion of the Director of Human Resources.

9.0 DEMOTION AND REASSIGNMENT

For compensation purposes, a demotion occurs when an employee is moved to a position in a lower pay grade. Demotion may be voluntary or involuntary. When a demotion occurs, an employee's pay is reduced to the same relative position in the lower pay range. This also applies to an employee who is placed in a lower pay grade resulting from a reassignment. Programmatic, organizational, or funding changes and/or employee requests may create a reassignment.

When demotion occurs, also compare new salary with peers with the same experience and do not assign employees at a higher rate than someone with the same experience regardless of demotion rate. Employees demoted or reassigned to a lower pay grade may return to their previous daily rate in the lower pay grade plus any general pay increases for the lower pay grade provided there is a written request from the supervisor and request is approved by the Chief Human Resources Officer. Administrative Professionals returning to the classroom will have their pay recalculated as a new hire according to the teacher pay range.

The Chief Human Resources Officer may freeze an employee's current compensation until such time as the lower pay grade range includes the employee's salary. When the rate is recaptured, general pay increases are granted in accordance with compensation pay practices.

10.0 VACATION

Policy Reference: DED (LOCAL) COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS 7/15/2020

Eligibility: Eligible employees in positions normally requiring non-contract employees 12 months and for contract employees 226 days or more of service annually shall receive paid vacation days in accordance with administrative regulations. Employees must have a minimum of 90 days of service the first year in order to qualify for vacation time.

Employment Year: All vacation calculations under this policy shall be made using an employment year of July 1 through June 30 each year. Vacation for a fiscal year shall be calculated on employment through June 30 of each year.

Vacation Days Earned: After twelve months in a position in which one earns vacation days, an eligible employee shall be entitled to ten paid vacation days per year.

ELIGIBILITY CHART	
Credible Yrs. Of Service	Vacation Days Earned
1-5	10
6	11
7	12
8	13
9	14
10+	15

Use of Vacation Days: The Superintendent or designee shall approve all use of vacation days.

Note: Upon separation of employment, an employee is paid for up to 20 earned vacation days at his/her current daily/hourly rate.

SECTION 2- SUBSTITUTES, TEMPORARY EMPLOYEES, & TUTORS

SELECTION PROCESS:

The position of substitute teacher is a non-contract, as needed position. The District has no obligation to guarantee assignments. Substitute teachers may be removed from assignments if they fail to meet the expectations required of the position. Substitute teachers may be dismissed for job misconduct.

JOB PLACEMENT PROCEDURES:

Substitute teachers may accept, or decline offers. Substitutes may designate preferred days and/or schools. While every effort is made to contact substitutes prior to the day they are needed, substitutes are expected to be available from 5:30 a.m. to 9:30 a.m. and 5:00 p.m. to 10:00 p.m. each day to receive calls.

Substitute teachers who are required to be on duty for more than four and one-half (4.5) hours within the scheduled school day will be paid for the full day. Those who are required to be on duty up to or less than four and one-half (4.5) hours will be paid for one-half (1/2) day.

Substitute teachers are subject to assignment by the Principal during lunch and/or conference periods. Substitute teachers will not receive additional compensation for additional assignments during the normal school workday.

When a substitute teacher is filling in for a vacant position, they must be reported as an employee and have TRS withheld if they work more than 92 hours/month or 11.5 days. Every effort will be made to rotate individuals so that they do not exceed this threshold.

1.0 ADMINISTRATIVE SUBSTITUTE

Administrative positions necessitating a substitute will be paid the minimum daily rate for the respective pay grade or as approved by the Superintendent. At the direction of the Superintendent or designee, an administrative/professional substitute may receive the corresponding supplements, travel, and other benefits associated with the respective position.

Assistant Principals who sub for Principal vacancies or when the Principal is on FMLA get minimum pay for a Principal for the time they sub.

Employee Substitutes

Employees substituting for a higher paying position than their own will receive the minimum pay for the position they are subbing for upon the approval of the Director of Human Resources.

Teachers Serving as Long-Term Assistant Principals

Eligible teachers may have the opportunity, at the Principal's discretion, to serve as an Assistant Principal sub during a long-term absence (greater than five consecutive work days). An eligible teacher is one who has completed 15 hours or more credit hours toward a principal certification program. Eligible teachers serving as a substitute for an assistant principal will receive a

supplemental flat daily rate in the amount of 150 in addition to their daily rate. Supplemental pay is processed according to the payroll cycle calendar.

Eligible teachers are selected by their campus principal and verified through HR prior to starting as a long-term sub. Principals may contact HR for verification and assistance in processing eligible teachers.

2.0 CLASSROOM TEACHER/NURSE/PARAPROFESSIONAL SUBSTITUTE

Class	Description	Daily Rate	Consecutive 10+ Daily Rate
Class I	Fully Certified	150	200
Class II	Degreed; No Teacher Certification	100	125
Class III	Non-Degreed- Highly Qualified (48+ College hours, Assoc. Degree, Paraprofessional Assessment of Competencies (PAC) Test)	85	100
Class IV	Non-Degreed; Not Highly Qualified	70	85
Para	Paraprofessional- Fully Certified	70	80
Nurse I	Registered Nurse (RN)	150	200
Nurse II	Licensed Vocational Nurse (LVN)	85	100

New hire teachers with a start date after the first day of school may start as long-term subs receiving the minimum teacher daily rate of pay until after Board approval.

3.0 AUXILIARY SUBSTITUTE LIST

General Maintenance Worker (AUX 03)	18.05/hour
Custodian (AUX 01)	12.36/hour
Child Nutrition Cook (AUX 01).....	12.36/hour
Crossing Guard (AUX 01)	12.36/hour
Route Services utilizing fleet vehicles (AUX 04)	20.60/hour
Equipment Truck Driver- Band (AUX 04)	20.60/hour

SECTION 3- SALARY SUPPLEMENTS

A supplemental duty assignment and related stipend, if any, is effective only for the school year. Both the assignment and stipend conclude at the end of the school year except for dual assignment contract personnel.

BOARD POLICY

SUPPLEMENTAL DUTIES Board Policy DK (Local) – Assignment and Schedules 9/23/2022

Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District’s contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

1.0 INSTRUCTIONAL/ADMINISTRATIVE SUPPORT

Employees assigned to the below or similar programs despite funding source are paid at the following rates:

- Extended Day Program
- Summer School
- Tutorials
- Saturday School
- Translation Services
- Testing Outside of School Day
- Curriculum Writing
- Staff Development Preparation or Presentation
- Detention Hall
- Summer paraprofessional office help
- Homebound

1.1	Classroom teachers or Professional employees	35/hour
1.2	Paraprofessional	25/hour
1.3	Administrative Intern	40/hour

2.0 PARAPROFESSIONAL/TECHNICAL/AUXILIARY SUPPORT

Employees assigned extra duty during summer, weekends, or holidays for a District position are paid according to the information below. Employees who use a paid leave day are not eligible to work extra duty in another District position. Extra duty must be approved and for work assigned by the department supervisor.

- **Non-Exempt employees** who work extra duty for a non-exempt district position will be paid their regular hourly rate or minimum hourly rate for the District position they are working, whichever is greater. Employees whose hours exceed 40 for the current work

week will be paid overtime. Examples: 1) A cafeteria worker performing extra duty as a custodian will be paid their regular hourly rate because these two jobs are the same pay grade. 2) A custodian performing extra duty on the weekend as a painter will be paid their regular hourly rate or minimum pay for the painter, whichever is greater.

- **Exempt employees** who work extra duty for a non-exempt district position will be paid the minimum hourly rate for the District position. Exempt employees are only eligible for overtime pay during weeks in which they do not perform their regular duty and when hours exceed 40 during the workweek. Examples: 1) A teacher who performs custodial work during the summer will be paid minimum pay for a custodian. 2) A counselor who performs painting during Christmas Break will be paid the minimum pay for a painter.

3.0 TRANSPORTATION

3.1 Extra Duty Pay for Transportation Employees..... Employee Hourly Rate

- Examples of Extra Duties performed by Sweeny ISD Transportation Employees:
 - State required Texas School Bus Driver Certification Training Course (20 hours)
 - State required Texas School Bus Driver Recertification Training Course (8 hours)
 - Supplemental training outside of duty calendar
 - Periodic Professional Development and Safety Meetings
 - Field Trips*
 - Tutorial and activity routes
 - Annual driver physical (conducted on-site at a Sweeny ISD facility)

*Bus drivers who accept a field trip assignment will be paid their hourly rate for a minimum of 1 hour (weekdays 6 am to 5 pm) or 2 hours (weekdays after 5 pm and weekends). If a trip is canceled, a driver will not receive compensation if canceled before the on-duty time for the trip. If the trip is canceled after the on-duty time, the driver will receive the minimum trip pay for that trip. Overtime rules apply to any non-exempt employee who physically works in excess of 40 hours during the Sweeny ISD workweek.

3.2 Coach/Teacher/Sponsor driving for their own sport/class/activity Minimum hourly rate for the District position.

3.3 Coach/Teacher/Sponsor driving for another sport/class/activityMinimum hourly rate for the District position.**

**Must be a certified bus driver. Drivers of SUV's do not receive any compensation. Drivers will be paid wait time when driving for another sport/class/activity.

4.0 SPONSOR/COACH VOLUNTEERS

Non-exempt district employees may, solely at their option, choose to serve in the capacity of sponsor/coach volunteer in addition to their regular duties with the district. In performing these additional services, the volunteer agrees and understands that:

1. the volunteer services can not be of the same type of services for which they are employed at the School District;

2. the volunteer will receive no compensation for these volunteer services;
3. the volunteer agrees to perform the services freely and voluntarily; and
4. Unless approved, the volunteer may not work in the capacity as the sponsor/coach during the school work day, or allow their volunteer responsibilities to interfere with their job responsibilities.

The volunteer may be eligible to receive a nominal stipend at the end of each volunteer period if the commitment of the entire volunteer period is fulfilled. The process to receive payment will be as follows:

1. Prior to the assignment start, sign the Sweeny ISD Agreement To Serve as a Volunteer for the School Year provided by the Human Resources Department.
 - . Complete the agreed upon volunteer assignment as verified by the program supervisor.
3. The program supervisor must complete the supplemental pay form and submit it to the Business Office upon assignment completion.
4. The Payroll Department will process the payment with the next scheduled payroll.

SECTION 4- CLASSROOM TEACHER PAY

Teacher Hiring Schedule for 2025-2026

(Does not predict future salary, and is only valid for the 2025-2026 School Year).

2025-2026 New Hire Guide for Teachers & Librarians	
Years of Experience	New Hire Salary
0	\$59,800
1	\$62,000
2	\$62,300
3	\$64,500
4	\$64,800
5	\$69,100
6	\$69,500
7	\$69,900
8	\$70,300
9	\$70,800
10	\$71,200
11	\$71,800
12	\$72,300
13	\$72,800
14	\$73,300
15	\$73,900
16	\$74,500
17	\$75,200
18	\$75,800
19	\$76,400
20	\$77,000
21	\$77,600
22	\$78,000
23	\$78,700
24	\$79,200
25	\$79,700
26	\$80,100
27	\$80,600
28	\$81,000
29	\$81,400
30+	\$81,700

The salaries listed above are based on a 10-month employment for the 2025-2026 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.
\$1000 Master's Degree - General Stipend.

SECTION 4.5- LIBRARIAN PAY

Librarian Hiring Schedule for 2025-2026

(Does not predict future salary, and is only valid for the School Year).

Years of Experience	New Hire Salary
0	\$61,600
1	\$62,000
2	\$62,300
3	\$62,600
4	\$62,900
5	\$63,300
6	\$63,800
7	\$64,200
8	\$64,700
9	\$65,100
10	\$65,700
11	\$66,200
12	\$66,700
13	\$67,300
14	\$67,900
15	\$68,500
16	\$69,200
17	\$69,800
18	\$70,500
19	\$71,100
20	\$71,700
21	\$72,100
22	\$72,800
23	\$73,300
24	\$73,900
25	\$74,300
26	\$74,800
27	\$75,200
28	\$75,600
29	\$75,900
30+	\$76,300

The salaries listed above are based on a 10-month employment for the 2025-2026 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.
\$1000 Master's Degree - General Stipend.

SECTION 5- ADMINISTRATIVE/PROFESSIONAL PAY PLAN 2025-2026

Job Title	Calendar	Minimum	Midpoint	Maximum
Plan Grade 1	Daily Rate	\$239.00	\$287.95	\$336.91
Coordinator of Transportation	226	\$54,014	\$65,077	\$76,142
Coordinator of Custodial Services	240	\$57,360	\$69,108	\$80,858
Plan Grade 2	Daily Rate	\$259.67	\$310.99	\$362.30
Coordinator of PEIMS	226	58,685	70,284	81,880
Coordinator of Human Resources	226	58,685	70,284	81,880
Plan Grade 3	Daily Rate	\$285.64	\$342.09	\$398.53
Reserved for Future Use	226	64,555	77,312	90,068
Plan Grade 4	Daily Rate	\$318.73	\$376.30	\$433.87
School Nurse (RN)	187	59,603	70,368	81,134
Ard Facilitator	197	62,790	74,131	85,472
Social Worker	210	66,933	79,023	91,113
Athletic Trainer	210	66,933	79,023	91,113
Counselor Elementary	210	66,933	79,023	91,113
Ard Facilitator	226	72,033	85,044	98,055
Director of Child Nutrition	226	72,033	85,044	98,055
Plan Grade 5	Daily Rate	\$337.85	\$398.88	\$459.92
Speech Pathologist	187	63,178	74,591	86,005
School Nurse (RN) Supervisor	197	66,556	78,579	90,604
Diagnostician	197	66,556	78,579	90,604
LSSP	197	66,556	78,579	90,604
Assistant Principal Elementary	220	74,327	87,754	101,182
Counselor Secondary	220	74,327	87,754	101,182
Coordinator of Finance	226	76,354	90,147	103,942
Coordinator of CCMR	226	76,354	90,147	103,942
Coordinator of Special/Federal Programs	226	76,354	90,147	103,942
Plan Grade 6	Daily Rate	\$358.30	\$422.82	\$487.34
Assistant Principal Secondary	220	78,826	93,020	107,215
Chief of Police	226	80,976	95,557	110,139
Reserved for future use				
Plan Grade 7	Daily Rate	\$381.59	\$450.30	\$519.02
Athletic Director	226	86,239	101,768	117,299
Principal Elementary	226	86,239	101,768	117,299
Principal Designee	226	86,239	101,768	117,299
Plan Grade 8	Daily Rate	\$408.29	\$481.83	\$555.36
Director of Special/Federal Programs	226	92,274	108,894	125,511
Director of Operations	226	92,274	108,894	125,511
Director of Curriculum, Inst., and Assmt.	226	92,274	108,894	125,511
Director of Technology	226	92,274	108,894	125,511
Chief Financial Officer	226	92,274	108,894	125,511
Director of Human Resources	226	92,274	108,894	125,511
Principal Secondary	226	92,274	108,894	125,511

**SECTION 6- PARAPROFESSIONAL/TECHNICAL PAY PLAN 2025-2026
(40 YEAR SCALE)**

Job Title	Calendar	Minimum	Midpoint	Maximum
Plan Grade 1	Hourly Rate	\$13.40	\$15.75	\$18.11
Aide - 504	187	\$20,046	\$23,562	\$27,093
Aide - Computer Lab	187	\$20,046	\$23,562	\$27,093
Aide - DAEP	187	\$20,046	\$23,562	\$27,093
Aide- Emergent Bilingual	187	\$20,046	\$23,562	\$27,093
Aide - SpEd Dyslexia	187	\$20,046	\$23,562	\$27,093
Aide - Pre-K	187	\$20,046	\$23,562	\$27,093
Aide - General Ed	187	\$20,046	\$23,562	\$27,093
Aide - SpEd Inclusion	187	\$20,046	\$23,562	\$27,093
Plan Grade 2	Hourly Rate	\$14.45	\$17.01	\$19.56
Aide - ISS	187	\$21,617	\$25,447	\$29,262
Plan Grade 3	Hourly Rate	\$15.48	\$18.20	\$20.93
Aide - Behavior	187	\$23,158	\$27,227	\$31,311
Aide - SpEd Life Skills	187	\$23,158	\$27,227	\$31,311
Aide - Library	187	\$23,158	\$27,227	\$31,311
Administrative Assistant-3	197	\$24,396	\$28,683	\$32,986
Plan Grade 4	Hourly Rate	\$16.36	\$19.48	\$22.60
Administrative Assistant-3	210	\$27,485	\$32,726	\$37,968
Administrative Assistant-4	220	\$28,794	\$34,285	\$39,776
Plan Grade 5	Hourly Rate	\$17.50	\$20.84	\$24.18
Admin Asst - ES Principal	226	\$31,640	\$37,679	\$43,717
Admin Asst - JH Principal	226	\$31,640	\$37,679	\$43,717
Plan Grade 6	Hourly Rate	\$18.91	\$22.51	\$26.12
Admin Asst - HS Principal	226	\$34,189	\$40,698	\$47,225
Admin Asst - Chief/Director	226	\$34,189	\$40,698	\$47,225
Plan Grade 7	Hourly Rate	\$22.31	\$26.56	\$30.81
School Nurse - LVN	187	\$33,376	\$39,734	\$46,092
Accounts Payable Coordinator	226	\$40,336	\$48,020	\$55,704
Technology Specialist	226	\$40,336	\$48,020	\$55,704
Plan Grade 8	Hourly Rate	\$24.77	\$29.49	\$34.21
Police Officer	197	\$39,038	\$46,476	\$53,915
Cyber Security & Safety Specialist	226	\$44,784	\$53,318	\$61,852
Database Specialist	226	\$44,784	\$53,318	\$61,852
Payroll Coordinator	226	\$44,784	\$53,318	\$61,852
Benefits & Leave Coordinator	226	\$44,784	\$53,318	\$61,852
Plan Grade 9	Hourly Rate	\$27.99	\$33.32	\$38.64
Admin Asst - Superintendent	226	\$50,606	\$60,243	\$69,861

**SECTION 7- AUXILIARY PAY PLAN 2025-2026
(40 YEAR SCALE)**

Job Title	Calendar	Minimum	Midpoint	Maximum
Plan Grade 1	Hourly Rate	\$12.36	\$14.71	\$17.06
Bus Monitor - SpEd	177	\$17,502	\$20,829	\$24,157
Bus Monitor - General	177	\$17,502	\$20,829	\$24,157
Child Nutrition Cook	177	\$17,502	\$20,829	\$24,157
Crossing Guard	177	\$17,502	\$20,829	\$24,157
Custodian	226	\$22,347	\$26,596	\$30,844
Plan Grade 2	Hourly Rate	\$14.84	\$17.66	\$20.48
Child Nutrition Assistant Manager	177	\$21,013	\$25,007	\$29,000
Shuttle Driver	177	\$21,013	\$25,007	\$29,000
Custodian Lead	226	\$26,831	\$31,929	\$37,028
Groundskeeper	240	\$28,493	\$33,907	\$39,322
Plan Grade 3	Hourly Rate	\$18.05	\$21.49	\$24.93
Child Nutrition Manager	187	\$27,003	\$32,149	\$37,295
Maintenance - General	240	\$34,656	\$41,261	\$47,866
Plan Grade 4	Hourly Rate	\$20.60	\$24.53	\$28.45
Bus Driver	177	\$29,170	\$34,734	\$40,285
Plan Grade 5	Hourly Rate	\$23.28	\$27.72	\$32.17
Maintenance - Sr. General	240	\$44,698	\$53,222	\$61,766
Plan Grade 6	Hourly Rate	\$25.39	\$30.22	\$35.05
Lead Mechanic	240	\$48,749	\$58,022	\$67,296
Maintenance Craftsman- HVAC	240	\$48,749	\$58,022	\$67,296
Maintenance Craftsman-Plumber	240	\$48,749	\$58,022	\$67,296

OTHER

Job Title	Calendars	Pay
Plan Grade TA	Days	Annual
Teacher Apprentice	187	30,000
Plan Grade SI	Days	Hourly
Summer Intern- Maintenance	60	10.00
Summer Intern- Technology	60	15.00

SECTION 8- 2025-2026 STIPEND DUTY SCHEDULE

- Stipends are allocated on an individual assignment basis.
- Assignments are made by the campus principal in the best interests of the district.
- Most stipends are annualized, while some are made as one time payments.

Assignment	Annualized Stipends
Academic	
Calculator Coordinator	500
UIL Elementary Campus Coordinator	1,000
UIL JH Campus Coordinator	1,000
UIL HS Campus Coordinator	1,000
HS National Honor Society	750
JH National Junior Honor Society	600
SES National Junior Honor Society	200
HS Student Council	1,000
JH Student Council	750
Band	
HS Band Director (20 extra paid work days)	9,000
JH Band Director (20 extra paid work days)	6,000
Cheer	
HS Cheer	3,500
JH Cheer	1,500
JV Cheer	1,750
Choir	
HS Choir Director (10 extra paid work days)	5,500
JH Choir Director	2,500
CTE	
Ag Teachers (33 extra paid work days)	1,500
HS BPA	1,000
HS BPA	1,000
JH TSA	1,000
Robotics Coach	1,000
Belles/Flags	
HS Belles	3,500
JH Belles	1,500

Assignment	Annualized Stipends
HS Flags	2,000
Other	
Grade Level Leader/Department Chair	1,500
Sweeny Teach Fellow	5,000
Nurse Supervisor (5 extra paid days)	1,500
Orientation & Mobility	1,500
Visually Impaired	1,500
Translation Services	500
Campus Communications	500
District Communications	1500
Theater	
HS Drama	2,500
HS One Act Play	1000
HS One Act Play	500
JH Drama Director	400
Yearbook	
EL Yearbook	1,200
HS Yearbook	1,200
JH Yearbook	1,000

One Time Payment Stipends

Assignment	Stipend	Paid
BEST Mentor/Mentee	1,000	January (\$500)/June (\$500)
BESTie/Bestie	500	January(\$250)/June(\$250)
UIL Elementary/JH Coach Supplements	300 per event	March
UIL HS Coach Supplements	500 per event	May/June
EOY Staff Award Winner	500 per event	June

High Need Position Stipends

Assignment	Stipend
Special Education Teacher	1,000
Special Education Self-Contained	2,000
Diagnostician	5,000

End of Year Awards Stipends

Assignment	Stipend
Substitute Teacher of the Year	500
Elementary Support Staff of the Year	500
Jr. High Support Staff of the Year	500
High School Support Staff of the Year	500
District Support Staff of the Year	500
District Administrator of the Year	500
Campus Administrator of the Year	500
Rookie of the Year	500
Elementary Teacher of the Year	500
Secondary Teacher of the Year	500

SECTION 9- 2025-2026 ATHLETIC STIPEND DUTY SCHEDULE

- Coaching stipends are allocated on an individual assignment basis.
- Coaching assignments are made in the best interest of the district. Although two-sport assignments will be the norm, the Athletic Director, with approval of the Superintendent of Schools, may make one-sport or three-sport assignments when needed. The Athletic Director may split stipends within a coaching field and divide equally.
- Licensed Athletic Trainers assigned to the high school, will also be responsible for servicing the feeder junior high school.
- Teaching assignments of all athletic coaches are made by the campus principal.

Sport	Assignment	Stipend
Baseball	HS Head Coach	6,000
Baseball	HS Coach	4,000
Basketball- Boys	HS Head Coach	6,000
Basketball- Boys	HS Coach	4,000
Basketball- Boys	JH Coach	2,250
Basketball- Girls	HS Head Coach	6,000
Basketball- Girls	HS Coach	4,000
Basketball- Girls	JH Coach	2,250
Cross Country- Coed	HS Head Coach	4,000
Cross Country- Coed	JH Coach	2,000
Football	HS Coach	6,000
Football	JH Coach	4,500
Football	Academic Coordinator (AC)	1,500
Football	Defensive Coordinator (DC)	1,500
Football	Offensive Coordinator (OC)	1,500
Football	Assistant Head Coach (AHC)	1,000
Football	Recruiting Coordinator (RC)	1,000
Football	Strength Coordinator (SC)	1,000
Football	Special Teams Coordinator (STC)	1,000
Football	Equipment Coordinator (EQ)	500
Football	Video Coordinator	500
Golf- Coed	HS Head Coach	4,000
Golf/Tennis- Coed	JH Coach	3,000
High School	Girls Coordinator	2,000
Junior High	Boys Coordinator	2,000
Junior High	Girls Coordinator	2,000
Powerlifting- Coed	HS Head Coach	4,000

Sport	Assignment	Stipend
Powerlifting- Coed	HS Coach	2,000
Soccer- Boys	HS Head Coach	6,000
Soccer- Boys	HS Coach	4,000
Soccer- Girls	HS Head Coach	6,000
Soccer- Girls	HS Coach	4,000
Soccer	JH Coach	2,250
Softball	HS Head Coach	6,000
Softball	HS Coach	4,000
Swim- Coed	HS Head Coach	4,000
Tennis- Coed Spring	HS Head Coach	4,000
Tennis- Coed Fall	HS Head Coach	2,000
Track- Boys	HS Head Coach	6,000
Track- Boys	HS Coach	4,000
Track- Boys	JH Coach	2,250
Track- Girls	HS Head Coach	6,000
Track- Girls	HS Coach	4,000
Track- Girls	JH Coach	2,250
Volleyball	HS Head Coach	6,000
Volleyball	HS Assistant Coach	4,000
Volleyball	JH Coach	2,250

SECTION 10- INCENTIVE PAY (DISTINCTIONS & END OF COURSE RETEST PASSERS)

1) Texas Education Agency Campus Distinctions- Payable in December

- a) To be eligible for Distinction Pay, staff members must be present a minimum of 177 of the 187 days.
- b) Staff must return to Sweeny ISD through the following December to receive the incentive.
- c) Campus instructional staff (Teachers, Librarians, Administrators, and Counselors) will receive 200 per distinction.
- d) Campus support staff (Educational Aide and Clerical staff) will receive 100 per distinction.

2) Summer End of Course Retest Passers- Payable in August

- a) To be eligible for EOC Retester Pay, staff members must be present 100% of the days summer remediation takes place, subject to appeal to the Superintendent or designee.
- b) Staff providing remediation for EOC retesters shall receive 100 for each successful retester assigned to the staff member, however the retester must have a 70% or more attendance rate for the designated days of summer remediation.

3) During School Year End of Course Retest Passers- Payable in June

- a) To be eligible, staff members must be present a minimum of 177 of the 187 days.
- b) Staff providing remediation for EOC retesters shall receive 100 for each successful retester assigned to the staff member, however the retester must have a 70% or more attendance rate for the designated days/time of remediation.