



Administrative Procedures Guide
Employee Compensation Plan

Millsap
Independent School District

2025-2026
Updated 3/23/2026

Administrative Procedures Guide

Table of Contents

A. DISTRICT PAY PLAN	1
B. JOB CLASSIFICATION	1
(1) PURPOSE AND AUTHORITY	1
(2) RECLASSIFICATION OF POSITIONS	1
(3) PAY RATE ADJUSTMENTS FOR JOB RECLASSIFICATION	2
(4) PROCEDURES FOR JOB CLASSIFICATION REVIEW	2
(5) CLASSIFICATION OF NEW POSITIONS	3
C. EXEMPTION STATUS	3
D. GENERAL PAY INCREASES	3
(1) ELIGIBILITY FOR GENERAL PAY INCREASE	3
(2) PAY INCREASE BUDGET	3
(3) GENERAL PAY INCREASE CALCULATION	3
(4) Retroactive Pay	4
E. AVERAGE DAILY ATTENDANCE INCENTIVE	4
(1) RULES AND POLICIES	4
F. STAFF ATTENDANCE INCENTIVE	5
G. 457 LONGEVITY MATCH	6
H. UNUSED LEAVE INCENTIVE AT RETIREMENT	6
I. PLACEMENT OF EXTERNAL NEW HIRES	7
(1) PROFESSIONAL HIRING SCHEDULES	7
(2) ADMINISTRATIVE / PROFESSIONAL PAY STRUCTURE	7
(3) CLERICAL / PARAPROFESSIONAL AND AUXILIARY PAY STRUCTURE	7
J. PROMOTION INCREASES	8
(1) PROMOTION DEFINED	8
(2) PROMOTION INCREASE FOR THE ADMINISTRATIVE / PROFESSIONAL PAY STRUCTURE	8
(3) PROMOTION INCREASE FOR THE CLERICAL / PARAPROFESSIONAL AND AUXILIARY PAY STRUCTURES	9
K. MOVEMENT TO A LOWER PAY GRADE	9
(1) PAY ADJUSTMENTS	9
L. ADJUSTING PAY-RANGE STRUCTURES	10
(1) ANNUAL REVIEW OF PAY RANGES	10
M. REINSTATEMENT AFTER BREAK-IN-SERVICE	10
N. LESS THAN FULL TIME PAY	10
O. DISTRICT OF INNOVATION AND PAY	10
P. TEACHER INCENTIVE ALLOTMENT PAY	10

Pay System Procedures

A. District Pay Plan

Millsap ISD maintains position classification and pay range structures for all jobs. Jobs will

be grouped into position classifications and pay range structures in the following categories:

- *Professional salary schedules for teachers*
- *Administrative/Professional pay structure*
- *Clerical/Technical pay structure*
- *Auxiliary pay structure*

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Professional salary schedules will correlate pay to total creditable years of experience in education. 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.

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 or exceptions are approved by the Board. 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.

B. Job Classification

(1) Purpose and Authority

Job classification is based on an assessment of skill requirements, assigned duties, and market value. Jobs are classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Business Office will collect job information, evaluate jobs for pay classification and recommend pay grade assignments. The Superintendent has final authority concerning job classifications.

(2) Reclassification of Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained change in job duties and responsibilities, a need to improve internal pay equity with other jobs, or a significant change in the external job market.

(3) Pay Rate Adjustments for Job Reclassification

A change in job classification will result in a higher or lower pay range and a greater or lesser potential for pay advancement. Pay rate adjustments for job reclassification may be made in accordance with the guidelines below. Any adjustments for contract employees will comply with district policy DEA(L). Job classification changes made as part of a comprehensive review of the district's pay plan may not result in a pay rate adjustment.

- (a) If the job is reclassified upward due to a significant and sustained increase in assigned job duties, the reclassification will be treated as a promotion and the procedure for promotion increases will apply.
- (b) If the job is reclassified only to address internal equity issues and there is no change in assigned duties, there will be no immediate pay increase. Future increases will be larger as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- (c) If the job is reclassified downward due to a change in duties assigned, the employee's pay may be reduced at the discretion of the Superintendent.

(4) Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor or the Business Office. Reviews will be conducted as follows:

- (a) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the Business Office. Job classification reviews are initiated in February of each year. Requests for unscheduled classification reviews must be approved by the Superintendent before the request is submitted to the Business Office.
- (b) The supervisor must submit a completed Request for Job Classification Review form to the Business Office. The request form must be approved by the appropriate department head or campus administrator.
- (c) The Business Office will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, interviewing the supervisor or employee(s), or analyzing external job market information.
- (d) The Business Office will evaluate the job placement and prepare a written recommendation for pay grade assignment for the Superintendent's review.
- (e) The Business Office will notify the supervisor and the employee of the pay grade assignment after the Superintendent's review and approval.

(5) Classification of New Positions

New positions must have a written job description. The Business Office will recommend to the Superintendent the pay grade classification of new positions based on the job description, consultation with the job supervisor, and the external job market. New positions must be classified in the pay system prior to hiring new employees.

C. Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Business Office will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt. Exempt employees do not receive overtime compensation.

D. General Pay Increases

(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. To receive a general pay increase, an employee must be in an active status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

An employee's performance must be satisfactory to receive a pay increase unless exceptions are granted by the board.

Employees must have worked for the district for at least 90 days to be eligible for a general pay increase.

(2) Pay Increase Budget

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

(3) 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 in the same pay range, who are not at maximum pay, will receive the same pay increase. Employees who are paid on professional salary schedules will receive the general pay increase built into the new salary schedules each year.

Example: Range Midpoint x Percent Increase = Pay Increase

Clerical / Technical

Midpoint (\$15.00) x Percent Increase (4%) = Pay Increase (\$0.60)

Pay Increase (\$0.60) x Hours (8) x Duty Days (187) = Annual Increase (\$897.60)

(4) Retroactive Pay

At any time during the school year, the District reserves the right to retroactively increase employee pay, given total revenue exceeds the current budget expectations.

E. Average Daily Attendance Incentive

(1) Rules and Policies

- (a) The payments will occur in December if the contingency is met.
- (b) The Fall Semester payment will be contingent upon meeting budgeted Average Daily Attendance (ADA) for all school days up to the date of calculation (December 1). The Board designates authority to the Superintendent to adjust the incentive amount in the event the District ADA goal is not met. Not to exceed five hundred (\$500) dollars per full time employee/two hundred fifty (\$250) dollars per part time employee.
- (c) In order to be eligible for the Fall Semester payment, an employee must be employed by the district on or before December 1st through the last day of the Fall Semester with the amount of incentive prorated based on the number of days employed during the Fall Semester divided by the total number of student days in the Fall Semester.
- (d) A full time employee is an employee who works at least 32 hours per week.
- (e) A part time employee is an employee who works at least 20 hours up to 31 hours per week.
- (f) Full time employees will receive a payment of up to \$500.00 (before taxes) ADA Incentive pay.
- (g) Part time employees will receive up to \$250.00 (before taxes) ADA Incentive pay.
- (h) All payments will be subject to all State and Federal withholdings.
- (i) Individuals who are not full time, that work as a teacher or employee in the Millsap After School Program, are not eligible.
- (j) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.

F. Staff Attendance Incentive

- The time period for the attendance incentive will be from the 1st staff day of the instructional year (per the adopted calendar) through the end of the pay period in May. (i.e., Aug 1 – May 3)
- The attendance incentive will be paid in May. It will be separate from the regular May paycheck.
- The incentive amount each employee earns will be based on the table below: (i.e., if an exempt 11-month employee uses 3.5 state and/or local days during the time period, \$500 will be paid)
- Part-time employees will get ½ of the stated amount.
- In order to be eligible for the May payment, an employee must be employed by the district on or before April 1st through the last day of the Spring semester with the amount of incentive prorated based on the number of days employed during the Spring semester divided by the total number of student days in the Spring semester.

Exempt Number of State/Local Absences		
10/11 month	0-2	2.5-4
12 month	0-3	3.5-5
	\$800	\$500

Nonexempt Number of State/Local Absences		
10/11 month	0-2	2.5-4
12 month	0-3	3.5-5
	\$400	\$250

G. 457 Longevity Match

The 457 Match will be contingent on finishing school year at or above original budgeted ADA. If less, the Board will determine matching percentage not to exceed 1%.

- (a) In order to be eligible for the match, an individual must be employed by the district on the last day of the school calendar year, worked 90 or more days, and contributed to the 457 plan.
- (b) Employees who meet TRS eligibility are eligible for the district match.
- (c) Up to a 1% match of annualized salary will be deposited into the matching account in the month of August before the end of the fiscal year.
- (d) Individuals who work part time in the Millsap After School Program are not eligible.
- (e) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.
- (f) Participating employees will be vested in district contributions as follows:

- After 2 years in district – 20%
- After 3 years in district – 40%
- After 4 years in district – 60%
- After 5 years in district – 80%
- After 6 years in district – 100%

H. Unused Leave Incentive at Retirement

An employee who retires from the District shall be eligible for reimbursement for unused state leave up to a maximum of \$10,000 under the following conditions (Superintendent is excluded if contract pays unused leave):

- (a) The employee’s retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
- (b) The employee has at least five years of service with the District.
- (c) If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.
- (d) The District shall use the following chart to determine the amount of leave for which an employee is reimbursed:

Years of Service with Millsap ISD	Percentage of Accumulated Leave Days
10 or more	100
9 or more	90
8 or more	80
7 or more	70
6 or more	60
5 or more	50

- (e) For professional employees, the rates of reimbursement shall be as follows:
 - a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a certified substitute.
 - b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a certified substitute.
- (f) For all other eligible employees, the rates of reimbursement shall be as follows:
 - a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a non-degreed substitute.

- b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a non-degreed substitute.

I. Placement of External New Hires

(1) Professional Hiring Schedules

Teachers, librarians, nurses (RNs), who are paid on an experience-based salary schedule will be placed on the schedule based on total years of creditable experience as defined by state regulations and shown on the employee's service record.

(2) Administrative / Professional Pay Structure

Placement of new hires in the administrative / professional pay structure will be determined individually based on each person's job-related experience and pay rates of other employees in the same job title with similar experience.

The guidelines for placement in the administrative / professional pay structure are as follows:

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
- (b) Placement of a new hire may not exceed pay rates of other employees in the same job title with similar experience.
- (c) Recommended placement for new hires will be determined by the Business Office as follows:
 - 1. 1 percent above minimum for each year of creditable teaching experience up to the hiring limit (a)
 - 2. 1.5 percent above minimum for each year of administrative or job-specific experience up to the hiring limit (a)
- (d) New hire placement recommendations may be adjusted from these experience formulas as deemed necessary by the Business Office for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.

(3) Clerical / Technical and Auxiliary Pay Structure

Placement of new hires in the clerical / technical pay structure will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience.

The guidelines for placement on the clerical / technical pay structure are as follows:

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special

circumstances.

- (b) Placement of a new hires may not exceed pay rates of other employees in the same job title with similar experience.
- (c) New hires will be placed in the pay range at:
 - 1 percent above minimum for each year of verified job experience up to the hiring limit (b).
- (d) New hire placement may be adjusted from this formula as deemed necessary by the Human Resource Department for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.
- (f) New hires may not be placed above the midpoint unless approved by the Superintendent.

J. Promotion Increases

(1) Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay grade. 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 inclusive of any general increase granted by the school board.

(2) Promotion Increase for the Administrative / Professional Pay Structure

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on daily rates of pay for the assigned duty days and will be determined by these guidelines:

- (a) A pay increase for a promotion of one pay grade level will be 8 percent of the new range midpoint.
- (b) A pay increase for a promotion of two pay grade levels will be 10 percent of the new range midpoint.
- (c) A pay increase for a promotion of three or more pay grade levels will be 12 percent of the new range midpoint.
- (d) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (e) Promotion increases may be reduced if another employee with more experience in the same job title is paid less.
- (f) A teacher or other professional employee who moves from a different salary schedule to the administrative / professional pay structure will be given credit

for experience according to the procedure for Placement of New Hires (I.2.) up to a limit of 8 percent of the new range midpoint.

- (g) The promotion increase for a teacher promoted to an administrative/professional position will be added to the base salary plus stipends for teaching assignments. Stipends for extra-duty assignments will not be included.

(3) Promotion Increase for the Clerical/Technical and Auxiliary Pay Structures

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on hourly rates of pay and will be determined by these guidelines:

- (a) If the employee's current base pay rate is less than the midpoint for the new job, the increase shall be 8 percent of the new midpoint.
- (b) If the employee's current base pay rate is greater than the midpoint for the new position, the increase shall be 6 percent of the new midpoint.
- (c) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (d) Promotion increases may be reduced if an employee with more experience in the same job title is paid less.

K. Movement to a Lower Pay Grade

(1) Pay Adjustments

A change in pay as a result of movement to a lower pay grade will be made at the discretion of the Superintendent based on reasons for the change. When a pay reduction is made, the employee's base pay rate will generally be set at the same relative position within the lower pay range which is measured as a ratio of the employee's salary to the range midpoint. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The Business Office may adjust this formula when special circumstances warrant.

The pay adjustment will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. In the case of teachers or other professionals on an experience-based step placement schedule, placement will be made on the applicable pay schedule according to years of experience.

L. Adjusting Pay-Range Structures

(1) Annual Review of Pay Ranges

The Business Office will review pay-range structures annually and recommend adjustments as needed to maintain competitive pay range alignment with external job markets.

M. Reinstatement After Break-in-Service

An employee who is rehired following a break-in-service that is less than 12 months shall be reinstated at the same rate previously paid if hired for the same or equivalent position. If rehired for a different position or rehired following a break-in-service greater than 12 months, the employee will be placed according to procedures for new hires.

N. Less than Full Time Pay

Teachers teaching an average of 2 hours or more per day but less than an average of 4 hours per day, will be paid $\frac{1}{2}$ of conference period. Teachers teaching an average of 4 hours or more per day will be paid a full conference period. A stipend equal to $\frac{1}{2}$ of a period will be paid to half time employees without a conference period. Pay will be based on the number of classes taught + calculated conference.

O. District of Innovation and Pay

Millsap ISD is a District of Innovation (DOI). As a DOI, the days on the school calendar may vary from the State 187 days.

- (1) Professionals: Teachers, Nurses (RN), Librarians
Daily rate may vary, but annualized salary will be based on 187 days regardless of days in calendar. Additional work days are paid at a daily rate as if they worked 187-day calendar (annual pay/187).
- (2) Administrative / Professional employees work a set number of days and are not impacted by the school year calendar.
- (3) Clerical/Technical employees are paid a daily rate which causes the annualized pay to fluctuate. Every effort will be made to keep anyone from having a reduction in pay.
- (4) Auxiliary employees are paid a daily/hourly rate. Those who are tied to school calendar will see their annualized pay fluctuate. Every effort will be made to keep anyone from having a reduction in pay.

P. Teacher Incentive Allotment Pay

For any funds received by Millsap ISD for a designated teacher under the Teacher Incentive Allotment (TIA),

(100) percent will be paid to the designated teacher.

Should the district receive funding for a designated teacher who has resigned or retired, the district will forward the payment to the resigned or retired designated teacher.

MILLSAP ISD		
TEACHER SALARY SCHEDULE		
2025-2026		
Pay Step	187	207
00	\$ 47,500	\$ 53,730
01	\$ 47,909	\$ 54,192
02	\$ 48,321	\$ 54,658
03	\$ 51,071	\$ 57,769
04	\$ 51,650	\$ 58,424
05	\$ 56,392	\$ 63,788
06	\$ 57,097	\$ 64,585
07	\$ 57,926	\$ 65,523
08	\$ 58,722	\$ 66,423
09	\$ 59,683	\$ 67,510
10	\$ 60,658	\$ 68,613
11	\$ 61,587	\$ 69,664
12	\$ 62,501	\$ 70,698
13	\$ 63,420	\$ 71,737
14	\$ 64,304	\$ 72,737
15	\$ 65,203	\$ 73,754
16	\$ 66,119	\$ 74,790
17	\$ 67,050	\$ 75,843
18	\$ 67,998	\$ 76,916
19	\$ 68,962	\$ 78,006
20	\$ 69,743	\$ 78,890
21	\$ 70,543	\$ 79,795
22	\$ 71,541	\$ 80,923
23	\$ 72,557	\$ 82,073
24	\$ 73,642	\$ 83,300
25	\$ 74,712	\$ 84,510
26+	\$ 75,801	\$ 85,742

Certification and teaching in secondary math is an additional \$3,000 per teacher
(Texas shortage area compensation- defined by TEA and experienced by MISD)

Masters degree is an additional \$1,000 per teacher
(Must provide official transcript)

Salary schedules are developed for one year only.
Future salaries cannot be predicted from this schedule.

Administrative/Professional Pay Structure
2025-2026

Pay Grade 1

	Minimum	Midpoint	Maximum
Daily	\$ 282.28	\$ 339.51	\$ 396.74
187	\$ 52,786.00	\$ 63,488.00	\$ 74,190.00
207	\$ 58,431.56	\$ 70,278.16	\$ 82,124.76
226	\$ 63,794.84	\$ 76,728.81	\$ 89,662.78
Counselor	Communications Officer	District Nurse	

Pay Grade 2

	Minimum	Midpoint	Maximum
Daily	\$ 300.47	\$ 361.75	\$ 423.04
187	\$ 56,187	\$ 67,648	\$ 79,109
207	\$ 62,196	\$ 74,883	\$ 87,570
226	\$ 67,905	\$ 81,756	\$ 95,608
Assistant Principal	Federal Programs Specialist		

Pay Grade 3

	Minimum	Midpoint	Maximum
Daily	\$ 331.88	\$ 396.99	\$ 462.09
187	\$ 62,062	\$ 74,237	\$ 86,411
207	\$ 68,699	\$ 82,176	\$ 95,653
226	\$ 75,005	\$ 89,719	\$ 104,433
Principal- Elementary School			

Pay Grade 4

	Minimum	Midpoint	Maximum
Daily	\$ 352.59	\$ 422.25	\$ 491.91
187	\$ 65,934	\$ 78,961	\$ 91,987
207	\$ 72,986	\$ 87,406	\$ 101,826
226	\$ 79,685	\$ 95,429	\$ 111,172
Principal- Middle School			

Pay Grade 5

	Minimum	Midpoint	Maximum
Daily	\$ 358.31	\$ 432.80	\$ 507.29
187	\$ 67,003	\$ 80,934	\$ 94,864
207	\$ 74,169	\$ 89,590	\$ 105,009
226	\$ 80,977	\$ 97,813	\$ 114,648
Principal- High School	Athletic Director		
Executive Director of Finance	Executive Director of Operations		

Pay Grade 6

	Minimum	Midpoint	Maximum
Daily	\$ 383.27	\$ 462.98	\$ 542.69
187	\$ 71,671	\$ 86,577	\$ 101,483
207	\$ 79,336	\$ 95,836	\$ 112,337
226	\$ 86,618	\$ 104,633	\$ 122,648
Assistant Superintendent			

Pay Grade 7

	Minimum	Midpoint	Maximum
Daily	\$ 424.19	\$ 509.48	\$ 594.77
187	\$ 79,324	\$ 95,273	\$ 111,223
207	\$ 87,807	\$ 105,463	\$ 123,118
226	\$ 95,867	\$ 115,143	\$ 134,419
Deputy Superintendent			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule

AUXILIARY PAY STRUCTURE
2025-2026

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	\$ 12.57	\$ 14.74	\$ 16.90
Daily	\$ 100.58	\$ 117.94	\$ 135.22
177	\$ 17,801.95	\$ 20,874.67	\$ 2,991.65
255	\$ 25,646.88	\$ 30,073.68	\$ 34,480.08
Custodian Child Nutrition Worker			

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	\$ 13.41	\$ 15.70	\$ 17.99
Daily (4 hr)	\$ 53.65	\$ 62.81	\$ 71.97
167	\$ 8,960.02	\$ 10,489.74	\$ 12,019.46
Bus Monitor			

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	\$ 14.35	\$ 17.49	\$ 20.62
Daily	\$ 114.76	\$ 139.88	\$ 164.92
177	\$ 20,312.80	\$ 24,759.04	\$ 29,191.12
255	\$ 29,264.21	\$ 35,669.81	\$ 42,055.01
Child Nutrition Manager Custodian Supervisor			

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	\$ 16.02	\$ 20.49	\$ 24.95
Daily	\$ 128.14	\$ 163.90	\$ 199.58
255	\$ 32,675.90	\$ 41,794.70	\$ 50,893.10
Maintenance Worker			

Pay Grade 5

	Minimum	Midpoint	Maximum
Hourly	\$ 18.89	\$ 21.66	\$ 24.43
Daily (4 hr)	\$ 75.58	\$ 86.66	\$ 97.74
167	\$ 12,621.73	\$ 14,472.09	\$ 16,322.45
255	\$ 19,272.70	\$ 22,098.10	\$ 24,923.50
Bus Driver			

Pay Grade 6

	Minimum	Midpoint	Maximum
Hourly	\$ 21.16	\$ 25.25	\$ 29.34
Daily	\$ 169.28	\$ 202.00	\$ 234.72
185	\$ 31,317.39	\$ 37,370.59	\$ 43,423.79
255	\$ 43,167.22	\$ 51,510.82	\$ 59,854.42
Reserved for Future Use			

Pay Grade 7

	Minimum	Midpoint	Maximum
Hourly	\$ 23.29	\$ 27.78	\$ 32.27
Daily	\$ 186.30	\$ 222.22	\$ 258.14
226	\$ 42,103.98	\$ 50,221.90	\$ 58,339.82
255	\$ 47,506.70	\$ 56,666.30	\$ 65,825.90
Directors- Child Nutrition, Custodial, Maintenance, Transportation			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule

Clerical/Technical Pay Structure
2025-2026

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	\$ 12.80	\$ 15.58	\$ 18.37
Daily	\$ 102.44	\$ 124.68	\$ 147.00
177	\$ 18,131.03	\$ 22,067.51	\$ 26,018.15
Aide- Classroom Aide- Special Education			

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	\$ 13.72	\$ 16.69	\$ 19.66
Daily	\$ 109.73	\$ 133.49	\$ 157.25
177	\$ 19,421.86	\$ 23,627.38	\$ 27,832.90
Aide- PreK Aide- Library Aide- Life Skills			

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	\$ 14.19	\$ 17.87	\$ 21.54
Daily	\$ 113.55	\$ 142.99	\$ 172.35
203	\$ 23,051.06	\$ 29,027.38	\$ 34,987.46
Campus Administrative Assistant			

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	\$ 15.18	\$ 19.12	\$ 23.06
Daily	\$ 121.41	\$ 152.93	\$ 184.45
203	\$ 24,645.82	\$ 31,044.38	\$ 37,442.94
Registrar MMS Administrative Assistant & Registrar (both)			

Pay Grade 5

	Minimum	Midpoint	Maximum
Hourly	\$ 16.59	\$ 25.05	\$ 33.50
Daily	\$ 132.68	\$ 200.36	\$ 267.96
177	\$ 23,484.64	\$ 35,464.00	\$ 47,429.20
210	\$ 27,863.14	\$ 42,075.94	\$ 56,271.94
Computer Technician I Campus Nurse, LVN			

Pay Grade 6

	Minimum	Midpoint	Maximum
Hourly	\$ 17.73	\$ 26.78	\$ 35.82
Daily	\$ 141.87	\$ 214.27	\$ 286.59
210	\$ 29,793.12	\$ 44,997.12	\$ 60,184.32
217	\$ 30,786.22	\$ 46,497.02	\$ 62,190.46
226	\$ 32,063.07	\$ 48,425.47	\$ 64,769.79
District Administrative Assistant Computer Technician II District PEIMS Business Office Specialist			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule

**Extra Duty Stipends
2025-2026**

Position	Stipend
UIL Athletic	
Academic Coach	3800
Baseball Head	6500
Baseball Asst	2800
Basketball Head	6800
Basketball Asst	3800
Cross Country Head	3800
Cross Country Asst	2800
Sports Coordinator- Offense & Defense	5800
Floater- Extra Coach	3800
Fishing Team	1000
Football Asst	5000
Game Day Operations	3800
Girls Coordinator	6500
Golf Head	3800
MYA Liason	5000
MYA Coordinator	2000
Personal Improvement- MHS & MMS	3800
Powerlifting Head	3800
Powerlifting Asst	2800
Softball Head	6500
Softball Asst	2800
Strengthening & Conditioning Asst	3800
Tennis Head	5300
Tennis Asst	2800
Track Head	6500
Track Asst	3800
Volleyball Head	6800
Volleyball Asst	3800
Performing Arts/Academics/Other	
Agriculture Teacher	5000
Band Director	9000
Band Asst	5500
Beta- MHS	1750
Beta- MMS	1000
Cheerleading- MHS	3000
Cheerleading- MMS	1750
Choir Director	1500
Choir Asst	1500
Destination Imagination- MES	500
District Nurse	3000
FCCLA	2000
Longevity (only what is carried over py)	250-2050
Maroon Crew	1050
Mentor	300
Prom Sponsor	500
Testing Coordinator	4000
Theater Director	2500
Theater Asst	750
UIL Academic Coordinator- one per campus	500
UIL Academic Coach- per event	250
Webmaster- one per campus	500
Yearbook Sponsor- MHS	2500
Yearbook Sponsor- MMS & MES	1000
Zone Coordinator	2000

A stipend is compensation paid to Exempt staff for duties above and beyond their standard job description when the majority of the work to be completed is outside of normal working hours.

Stipend allotments may be split or not used depending on needs

**Substitute, Additional Duties, Athletic Events Pay
2025-2026**

Classroom Substitute		Per Day	Half Day	Long Term
	Level of Education			
Non-Degreed		\$ 100.00	\$ 50.00	\$ 110.00
Degreed (not certified)		\$ 110.00	\$ 55.00	\$ 120.00
Certified Teacher		\$ 120.00	\$ 60.00	\$ 130.00

(Long term starts with the 11th consecutive day of the assignment)

Administration Substitute	Long Term
Administrator (long term only)	\$ 145.00

Auxiliary Substitute		Per Hour	Full Day	Half Day	Field Trips (per hour)
Child Nutrition		\$ 11.50			
Custodial		\$ 11.50			
Bus Driver			\$ 80.00	\$ 40.00	\$ 20.00

Reimbursement for cost of CDL over operator license
 Reimbursement for cost of Physical Exam up to \$45.00
 Reimbursement for cost of recertification course for full time MISD employees

The ZONE or Organized Group Instruction		Per Hour
Non-Certified Hourly Instruction		\$ 17.00
Certified Hourly Instruction		\$ 35.00
Non-Certified Summer Camp		\$ 18.00
Certified Summer Camp		\$ 35.00
Homebound Instruction		\$ 30.00
Reimbursement for cost of Reading Academy- MES		\$ 1,000.00

Athletic Events		Per Game
Middle School		
Basketball and Volleyball- clock, book, gatekeeper		20
Football- clock, gatekeeper, announcer		20
High School Junior Varsity		
Basketball and Volleyball- clock, book, gatekeeper		20
Football- clock, gatekeeper, announcer		20
High School Varsity		
Basketball, Volleyball, Softball, Baseball- clock, book, gatekeeper, announcer		25
Football- clock, gatekeeper, chain crew, video board		30
Volleyball- If same person keeps book and clock or clock and announcer		30
Softball, Baseball- If same person keeps score and announcer		40