HOUSTON INDEPENDENT SCHOOL DISTRICT

HISD | Human Resources

COMPENSATION PLAN

2026–2027

HOUSTON ISD
COMPENSATION PLAN
2026–2027

This Compensation Plan reflects HISD's values and its commitment to supporting employees as its most vital resource. Our staff drive the District's transformation through their expertise, skills, and dedication. By prioritizing strategic staffing, meaningful performance evaluation, and competitive compensation, this plan recognizes and rewards their contributions. In doing so, it empowers employees to better serve our students and families—strengthening not only our schools, but the Houston community as a whole.

– F. Mike Miles
Superintendent

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Compensation Management Process

This Compensation Plan, effective July 1, 2026, may be amended or updated as necessary to align with the mission of the District. The Superintendent of Houston Independent School District (HISD) may grant exceptions to any provisions of this Compensation Plan as deemed necessary to address the needs and best interests of the District. Annual salary adjustments under this Compensation Plan will be implemented based on individual work calendars.

Job Evaluation & Market Valuation

Job evaluation is a systematic process for determining the relative value of various jobs within the District. Once a position has been in use for a period of time, re-evaluation may become necessary if the scope of the job has changed substantially. Once a position's relative internal value has been established through the HISD job evaluation process, the Compensation Department determines its dollar value in the external marketplace. To accomplish this, the Compensation Department conducts internal/external surveys that allow comparisons with various types of positions.

Through combining the information obtained from both the job evaluation process and the market valuation process, jobs can be assigned to appropriate pay grades, which are tied to specific pay ranges.

Over time, any number of changes can be made to an employee's pay rate, from a general pay increase (GPI) to performance-based increases to promotions and demotions.

The Compensation Department also monitors and occasionally may recommend adjustments to employee pay and the supporting structures to achieve external competitiveness and internal equity. New policies may also be adopted from time to time, which are not retroactive unless expressly so provided.

Role Reclassifications

A reclassification may be required when there is a substantive change in the duties and responsibilities of a job that may occur due to changes in the organization, type of work, staffing requirements, technology or when the classification (title, job grade, or status) assigned to the job is incorrect based on the actual job duties. The primary goal of a reclassification is to ensure that the work being performed corresponds with the job description. As such, reclassification may or may not result in an increase or decrease in salary. An employee's pay after the reclassification must fall within the newly determined salary range. Any changes in pay will be considered in relation to internal equity and external market equity, the complexity and/or scope of duties and responsibility, and how critical the skills are to the completion of department or area goals.

External New Hire Pay Determination

Recommending a Salary

This section applies to positions whose pay is not determined by a pay placement table, a fixed rate, or years of experience. For example, this section does not apply to Teachers or Police Officers; however, it does apply to Master Salary Tables and the Central Office Table. Hiring managers have the discretion to offer a salary anywhere between the minimum and midpoint of a pay range. However, an external hire must have at least 3 years' experience in a comparable position (job responsibilities and level of authority) to be placed above the minimum of a pay range. For third-quartile salary recommendations, approval is needed from the hiring manager's Chief and Chief Human Resources Officer for Directors and above, or the hiring manager's Chief and Deputy Chief Human Resources Officer for positions below Director level.

External New Hire Pay Determination (continued)

Fourth-quartile salary recommendations require written Superintendent approval, which must be emailed to the Chief Human Resources Officer. See the table below from the form for reference. Upon selecting a candidate for external hire, hiring managers must also complete a Salary Recommendation Form. See the *Promotions, Voluntary and Involuntary Demotions and Lateral Transfers* sections for rules regarding internally reassigned staff. All salary recommendations require submission of a completed Salary Recommendation Form (which may be obtained from the Compensation Department) to **CompensationDept@HoustonISD.org**. Salary recommendations above midpoint also require notification to Finance for budgetary purposes.

	Minimum	Midpoint	3rd Quartile Above Mid	4th Quartile Above Mid
Salary Range	At the discretion of the hiring manager.	At the discretion of the hiring manager. An external hire must have at least 3 years' experience in a comparable position.	Request Approval from Chief Human Resources Officer (Director Level + Above) Deputy Chief Human Resources Officer (Below Director level) Hiring Manager's Chief	All approvals of exceptions by the Superintendent must be submitted in writing to the Chief Human Resources Officer. Electronic submissions are acceptable.

Evaluating Prior Work Experience

To maintain consistency and equity, HISD may consider past experience of its new employees in determining the initial pay rate assignment. Because of the importance of establishing the validity of credentials, HISD employs a formal process for granting advanced pay placement for prior work experience. Go **here** (under Employee Compensation section) for answers to common related questions.

Creditable Years of Service

An important part of the HISD salary administration process is the determination of a creditable year of service. This measure determines whether an employee qualifies for base pay increases in association with overall pay structure enhancements which may be made.

- 90 days of full-time service or 180 days of half-time service earned during 12 months as defined by TRS Guidelines. Employees who work less than half-time are not eligible to earn a creditable year of service.
- 90 full-time equivalent days of service with HISD and/or another school district. Full-time equivalent days are calculated by multiplying the total number of days worked by the employee's percentage of full-time employment in each District.

Experience credit cannot be awarded for service performed during the current school year, even if the employee has met the 90 full-time equivalent day requirement. Experience credit for the current school year may only be awarded after the close of the fiscal year.

To receive service credit for prior work experience, new hires under an experience-based pay placement table must submit service records within 30 business days of start date to receive a retroactive starting pay adjustment. If no service record is provided at all, the employee's pay will be placed at the minimum of the designated range. It is the responsibility of the employee to provide all official documentation.

Salary Adjustments

Promotions

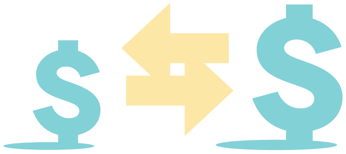
A promotion occurs when an employee moves to a position that offers a higher pay potential and entails greater responsibilities. This move acknowledges the employee's enhanced skills and responsibilities, ensuring their pay aligns with market standards and internal fairness. To qualify for a promotion, an employee must:

- Be a regular full-time or part-time employee (not temporary).
- Meet the minimum qualifications of the new position.

Promoted employees will receive a salary within the pay range of the new position, unless the new position's pay is determined by a pay placement table, a fixed rate, or based on years of experience. If eligible (refer to previous statement), managers have the discretion to recommend a salary between the minimum and midpoint of the range, provided the recommended salary is not lower than the employee's current pay. Recommendations for salaries above the midpoint of a pay range require approval from the Chief Human Resources Officer for Director-level positions and above, or from the Deputy Chief Human Resources Officer for positions below Director level. Recommendations for salaries in the fourth quartile of a pay range require written approval by the Superintendent, which must be submitted in writing to the Chief Human Resources Officer.

For employees funded from general funds, the process for salary increases begins with obtaining approval from the hiring manager's Chief, followed by securing approval from the Superintendent.

For employees funded by grants, the process mirrors that of general funds with an additional step to confirm compliance with grant requirements. The hiring manager's Chief or designee verifies that the salary increase is allowable under the grant and does not require adjustments to the grant application. Once confirmed, Superintendent approval is obtained to finalize the increase.



Voluntary and Involuntary Demotions

A demotion is the reassignment of an employee to a position that offers lower pay potential and entails reduced responsibilities. A voluntary demotion occurs when the employee chooses to apply for and is reassigned to the lower position. In contrast, an involuntary demotion happens when the employee is reassigned to the lower position without their consent, often due to performance issues or organizational changes.

Demoted employees will receive a salary within the pay range of the new position, unless the new position's pay is determined by a pay placement table, a fixed rate, or based on years of experience. If applicable (refer to previous statement), managers have the discretion to recommend a salary between the minimum and midpoint of the range, provided the recommended salary is not higher than the employee's current pay. Recommendations for salaries above the midpoint of a pay range require approval from the Chief Human Resources Officer for Director-level positions and above, or from the Deputy Chief Human Resources Officer for positions below Director level. Recommendations for salaries in the fourth quartile of a pay range require written approval from the Superintendent, which must be emailed to the Chief Human Resources Officer.

- Pay changes for voluntary demotions are effective the date of reassignment.
- Pay changes for performance-based involuntary demotions of non-Chapter 21 staff are effective the date of reassignment.
- Pay changes for performance-based involuntary demotions of Chapter 21 staff are effective at the start of the new fiscal year.
- Pay changes for non-performance-based involuntary demotions are effective at the start of the new fiscal year.

Salary Adjustments (continued)

Lateral Transfers

Not all job changes result in a salary increase. A lateral transfer occurs when an employee competitively moves to a vacant position within the same pay grade. Competitive lateral moves may consider a salary increase only if the new duties significantly differ. Exceptions require additional justification and approval by the Superintendent.

Equity Pay Adjustments

As part of the District's annual budgeting process, the Human Resources Department may audit pay rates within classifications to identify potential pay problems. It is also the responsibility of the Chiefs or Deputy Chiefs to bring to the attention of Human Resources any significant pay problems that may exist in their organization structure. A Chief or Deputy Chief may initiate a pay equity adjustment by contacting the Compensation Department whenever he or she determines that the present level of compensation of an employee or group of employees is at a level that:

1. results in an unusual level of turnover of employees in the group; or,
2. results in the affected department experiencing significant difficulty in recruiting candidates to fill vacant positions; or,
3. results in a disparity in current pay rates for similarly classified employees in that unit; or,
4. is substantially below the comparable level of compensation for similar employment outside of HISD; and,
5. has substantially reduced the District's ability to deliver services.

Individual equity increases shall be based on one or more of the following: Internal equity, external competitiveness, years of service, and quartile within the salary range. All equity pay adjustments are subject to review to ensure compliance with applicable policy and procedures, funding availability, and approval by the department Chief and the Chief Human Resources Officer/Deputy Chief Human Resources Officer. Funds for any approved equity pay adjustment must come from the authorized budget of the affected department or area and requires review and approval from Finance's Budget Department.

Hourly/Non-Exempt Work Schedule Changes

Due to business needs, employees may have their work schedules adjusted by their administration. An employee whose work schedule is changed but who continues to occupy the same job or position will be compensated at his or her current hourly rate of pay, adjusted for the new work schedule. See *Differential Compensation* on page 30.

Base Pay Exceeding the Maximum of the Grade

If for any reason, an incumbent's base pay exceeds the maximum of the grade, the employee's pay increases will be withheld until the base pay rate falls within the range, at which time the incumbent will be eligible for future increases. Any exception to this policy requires prior approval by the Chief Financial Officer and Superintendent, to be coordinated by the Chief Human Resources Officer.

Teacher Schedule Adjustment (Legacy Pay Supplement)

The Teacher Schedule Adjustment reflects a prior compensation structure that existed before the District transitioned to a single salary lane in school year 2014-2015.

- Eligible teachers may continue to receive this adjustment as long as they remain continuously employed in positions on the teacher salary schedule.
- If a teacher transfers to a position on a different pay structure, the adjustment will be removed and will not be reinstated upon returning to the teacher salary schedule.
- The adjustment is not reinstated for employees who are rehired after leaving the District.

Salary Adjustments (continued)

Teacher Allotment (Legacy Pay Supplement)

The former “career ladder” supplement has been transitioned to what is now referred to as the Teacher Allotment. Teachers employed by HISD and assigned to the Texas Career Ladder prior to 1993-1994 school year, continue to receive the applicable legacy Texas Career Ladder salary supplement while continuously employed by HISD as a teacher.

- This allotment is a legacy supplement and is not offered to new hires or rehires.
- The Teacher Allotment is not part of base salary and is not used to determine placement within the salary range.
- If a teacher transfers to a position on a different pay structure, the allotment will be removed and will not be reinstated if the teacher later returns to the teacher salary schedule.
- The allotment is not reinstated for employees who are rehired after leaving the district.

SY 2025-2026 Performance-Based Merit Increase (Legacy Reference/Hold Harmless Guarantee)

Performance-based merit increases awarded in the 2025-2026 school year were based on T-TESS evaluation rating for the 2024–2025 school year.

PERFORMANCE-BASED MERIT INCREASE TABLE

SY 25-26	Unsat.	Prog. I	Prog. II	Prof. I	Prof. II	Exemp. I	No Rating
EAS	$0	$500	$1,000	$1,500	$2,000	$2,500	$0
NES	$0	$250	$500	$750	$1,000	$1,250	$0

Pay Periods

All HISD employees are paid every two weeks.

- Find HISD’s Payroll Calendar at **www.HoustonISD.org/employees-careers/benefits-payroll**.

Work Calendars

Employees are required to work the number of days specified within their position’s annual work calendar.

- Employees who work 227 days or more during a school year are considered 12-month employees.
- Employees who work between 198 and 226 days during a school year are considered 11-month employees.
- Employees who work 197 days or less during a school year are considered 10-month employees.

- Current employees may find specific work calendars published in both Payroll and HR internal sites.

SY 2026–2027 "Year 1"

In the 2025–2026 school year, current teachers will receive an evaluation rating and the corresponding effectiveness level. This will be the first year that all teachers will be rated under HISD's new teacher evaluation system, TES (Teacher Excellence System). It is important to understand that this evaluation rating will determine the compensation for the 2026–2027 school year. The 2025–2026 school year is the only year that a single evaluation rating will be used to determine the effectiveness level for compensation placement. After the 2026–2027 school year, the effectiveness level used to determine compensation placement will be based on the average of the last two TES evaluation ratings.

New teachers entering HISD in 2026–2027, with less than three years of creditable teaching experience, as well as those who are not yet State Board for Educator Certification certified, will start at the Progressing I effectiveness level for base salary level compensation. However, uncertified teachers must be actively working toward certification and are required to obtain full certification within two school years. Additionally, uncertified teachers will be held to Progressing I compensation regardless of earned effectiveness level until certification is obtained. If a teacher does not receive a TES effectiveness rating for a given school year, advancement will not occur based on years of creditable experience alone. While creditable experience may increase during the year, movement from Progressing I to Progressing II and beyond requires an earned TES effectiveness rating. As a result, a teacher will remain at Progressing I in the following school year, even if they have reached three years of creditable experience at the start of the following year. New certified teachers entering HISD in the 2026–2027 school year, may be eligible to be placed at the Progressing II effectiveness level for base salary compensation if they meet the following eligibility criteria: at least three full years of verified creditable teaching experience (having worked 90 days or more in a single school year).

For new teachers entering the district with prior years of creditable teaching experience, service records must be submitted to the Compensation Department via Oracle, within 30 business days of their hire date.

Certified new hires that receive a salary offer of Progressing II based on their reported creditable years of teaching experience that fail to submit official Service Records to the Compensation Department via Oracle within 30 business days or are confirmed as ineligible years of creditable teaching experience, will not be advanced to Progressing II base compensation.

Certified new hires that submit official Service Records to the Compensation Department, within 30 business days and have 3 or more verifiable years of creditable teaching experience, will have their compensation advanced to Progressing II. Additionally, if a certified new hire is advanced to Progressing II, they will receive retroactive salary adjustment back to the new hires' start date provided Service Records were received within 30 business days. Any retroactive payment to the certified new hire will be paid on the next pay date or as soon as administratively possible. Late submissions of Service Records will not be accepted for the advancement of initial effectiveness level placement, but will still be reviewed and documented in personnel records.

To recap, new teachers to HISD under Pay-for-Performance (2026–2027 school year and beyond):

- Less than 3 years verified creditable teaching experience or uncertified: Start at Progressing I effectiveness level*
- 3 years or more verified creditable teaching experience and certified: Start at Progressing II effectiveness level*

*Official Service Records must be submitted within 30 business days of new hire start date.

SY 2026-2027 "Year 1" (continued)

COMPENSATION 2026 - 2027	
One compensation plan with differentiated pay:	
PFP Main	All teachers at EAS Campuses and Virtual Launchpad Teachers (Excluding Special Education Teachers)
NES 1	Non-Core Subject Teachers (+$3,000 over PFP Main)
SPED 1	EAS SPED Inclusion Teachers (+$3,000 over PFP Main)
NES 2	Core Subject Teachers (+$9,000 over PFP Main)
SPED 2	NES SPED Inclusion Teachers (+$9,000 over PFP Main) NES SPED Self-Contained Teachers (+$9,000 over PFP Main) EAS SPED Self-Contained Teachers (+$9,000 over PFP Main)

The 2026–2027 school year marks the official launch of teacher compensation under HISD's Pay-for-Performance plan (PFP). All Teacher Excellence System (TES) evaluated teachers will be compensated according to the new plan, with salary tied to both campus assignment and individual effectiveness level.

The Pay-for-Performance compensation structure assigns a teacher's base salary to the effectiveness level, and not the traditional tenure or salary schedule based on creditable years of teaching experience. The PFP Compensation Plan is equitable, as it directly connects compensation to effectiveness in the classroom.

The five levels of compensation under PFP, as shown in the table above, are determined by teaching at either an EAS or NES campus (reference page 12). Additionally, teachers at NES campuses are defined according to their content area (reference pages 13-15).

TES Evaluation Rating for 25-26 → Effectiveness Level for 25-26 →

SY 2026 - 2027 COMPENSATION			
Effectiveness Level	PFP Main	NES 1 (=PFP Main+$3,000)	NES 2 (=PFP Main+$9,000)
Unsatisfactory	$64,000	–	–
Progressing I	$70,000	$73,000	$79,000
Progressing II	$74,000	$77,000	$83,000
Proficient I	$80,000	$83,000	$89,000
Proficient II	$86,000	$89,000	$95,000
Exemplary I	$92,000	$95,000	$101,000

SY 2026 - 2027 SPECIAL EDUCATION COMPENSATION		
Effectiveness Level	SPED 1 (=PFP Main+$3,000)	SPED 2 (=PFP Main+$9,000)
Unsatisfactory	–	–
Progressing I	$73,000	$79,000
Progressing II	$77,000	$83,000
Proficient I	$83,000	$89,000
Proficient II	$89,000	$95,000
Exemplary I	$95,000	$101,000

SY 2027–2028 “Year 2” and Beyond

Beginning in the 2027–2028 school year, returning teachers eligible to have received evaluation ratings for 2025–2026 and 2026–2027, will have their compensation determined by a two-year average of their evaluation ratings. Each year after Year 2 on the PFP compensation plan, the effectiveness level will be calculated by the two-year average of the last two evaluation ratings. This average establishes each teacher’s effectiveness level, which directly informs them of their salary placement for the year.

Again, new teachers to HISD with less than three years of experience or without SBEC certification will start at the Progressing I level for base salary. New certified teachers entering HISD with at least three years of verified creditable teaching experience (90+ days during a single school year) will be placed at the Progressing II effectiveness level for salary placement.

Teachers who obtain SBEC certification during the school year, meaning first day of instruction to the last day of instruction, and that submitted official Service Records to the Compensation Department within 30 business days of their new hire start date showing 3 or more creditable years of teaching experience, will be advanced to Progressing II salary placement, based on the effective date of certification.

TES Evaluation Rating for 25-26

Effectiveness Level for 27-28 Compensation

TES Evaluation Rating for 26-27

SY 2026 - 2027 COMPENSATION					
Effectiveness Level	PFP Main	NES 1 (=PFP Main+$3,000)	SPED 1 (=PFP Main+$3,000)	NES 2 (=PFP Main+$9,000)	SPED 2 (=PFP Main+$9,000)
Unsatisfactory	$64,000	–	–	–	–
Progressing I	$70,000	$73,000	$73,000	$79,000	$79,000
Progressing II	$74,000	$77,000	$77,000	$83,000	$83,000
Proficient I	$80,000	$83,000	$83,000	$89,000	$89,000
Proficient II	$86,000	$89,000	$89,000	$95,000	$95,000
Exemplary I	$92,000	$95,000	$95,000	$101,000	$101,000

Effectiveness levels may increase or decrease annually; however, because they are calculated using the average of the two most recent years of evaluation ratings, significant year-to-year fluctuations should be unlikely.

Each year, returning teachers will have a salary placeholder based on the current year salary until evaluation results are known later in the summer. Once the evaluation ratings are known and the two-year average is calculated, teachers who improve an effectiveness level will receive the commensurate increase in compensation. The Compensation Department will notify teachers of their increase in writing as soon as administratively possible. Teachers whose effectiveness level would otherwise result in a decrease in compensation will have their actual paid compensation protected for the following school year. However, this protection applies only to compensation actually received; employees whose pay was limited by the $6,000 salary cap business rule will not receive protection at a higher, earned effectiveness level beyond that capped amount.

If a teacher’s compensation has been maintained during a school year despite a drop in effectiveness level, and their average evaluation ratings again justify the lower effectiveness level, their compensation will be reduced in the second school year following the decrease in effectiveness level.

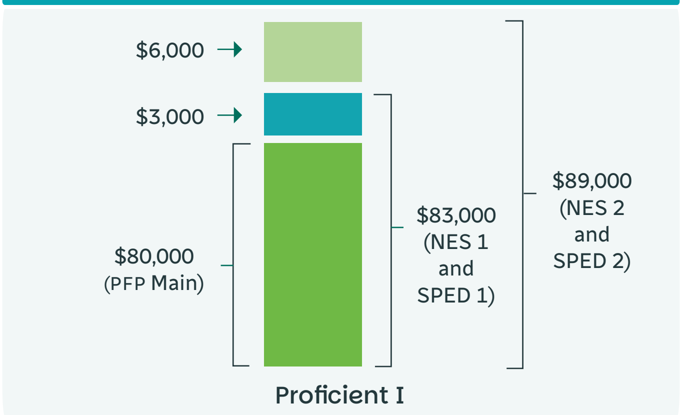
Understanding How Your Pay is Determined

HISD's Pay-for-Performance Compensation Plan will directly connect compensation to the teacher's effectiveness level. Below is the PFP compensation table:

SY 2026 - 2027 COMPENSATION

Effectiveness Level	PFP Main	NES 1 (=PFP Main+$3,000)	SPED 1 (=PFP Main+$3,000)	NES 2 (=PFP Main+$9,000)	SPED 2 (=PFP Main+$9,000)
Unsatisfactory	$64,000	–	–	–	–
Progressing I	$70,000	$73,000	$73,000	$79,000	$79,000
Progressing II	$74,000	$77,000	$77,000	$83,000	$83,000
Proficient I	$80,000	$83,000	$83,000	$89,000	$89,000
Proficient II	$86,000	$89,000	$89,000	$95,000	$95,000
Exemplary I	$92,000	$95,000	$95,000	$101,000	$101,000

Example (not to scale)



Classification of Teachers: PFP Main

PFP Main = All teachers at EAS Campuses and Virtual Launchpad Teachers. Excludes Special Education Teachers (Role ID 087)

Classification of Teachers: SPED 1 AND SPED 2*

SPED 1 = EAS SPED Inclusion Teachers

SPED 2 = NES SPED Inclusion Teachers, NES SPED Self-Contained Teachers, EAS SPED Self-Contained Teachers

Classification of Teachers: NES 1 AND NES 2*

NES 1 = Non-Core Subject Teachers at NES Campuses (Role ID 087)

NES 2 = Core Subject Teachers at NES Campuses (Role ID 087)

*Please reference pages 13-15 for NES Teacher Classifications.

Note: The designation of English Second Language or Bilingual in the role titles listed below does not change the placement of NES 1 or NES 2. Teacher salary placement correlates to the majority of sections taught. Teachers instructing multiple grade levels and/or contents will be placed according to the most frequently taught grade level/content. If even number of sections taught, then salary placement correlates to the role that is higher on the salary placement table.

Classification of Teachers: NES 1, NES 2, SPED 1, AND SPED 2 (continued)

SPECIAL EDUCATION	
Role	**SPED 1 or 2**
EAS SPED Inclusion	SPED 1
EAS/NES SPED Self-Contained	SPED 2
NES SPED Inclusion	SPED 2

NES ELEMENTARY SCHOOL			
Role	**NES 1 or 2 SPED 1 or 2**	**Role**	**NES 1 or 2 SPED 1 or 2**
Pre-Kindergarten	NES 1	5th Grade Science of Reading/Social Studies	NES 1
Pre-Kindergarten (Bilingual)	NES 1	Elective Teacher	NES 1
Kindergarten	NES 1	EAS/NES SPED Self-Contained	SPED 2
Kindergarten (Bilingual)	NES 1	EAS SPED Inclusion	SPED 1
1st Grade	NES 1	NES SPED Inclusion	SPED 2
1st Grade (Bilingual)	NES 1	Lower Elementary (1-3)/Upper Elementary (4-5)	NES 1
2nd Grade Self Contained	NES 2	Literacy Success 1/2	NES 1
2nd Grade English Language Arts (ELA)	NES 2	Future 2 Pre-Kindergarten	NES 1
2nd Grade Science of Reading	NES 2	Future 2 Kindergarten	NES 1
2nd Grade Math	NES 2	Future 2 Kindergarten (Bilingual)	NES 1
2nd Grade Science	NES 2	Future 2 1st Grade	NES 1
2nd Grade Social Studies	NES 2	Future 2 1st Grade (Bilingual)	NES 1
3rd Grade English Language Arts (ELA)	NES 2	Future 2 2nd Grade	NES 2
3rd Grade Math	NES 2	Future 2 2nd Grade (Bilingual)	NES 2
3rd Grade Art of Thinking (AOT)	NES 2	Future 2 3rd Grade Accelerated	NES 2
3rd Grade Science	NES 2	Future 2 3rd Grade ELA/AOT	NES 2
3rd Grade Science of Reading/Social Studies	NES 1	Future 2 3rd Grade Math/Science	NES 2
4th Grade English Language Arts (ELA)	NES 2	Future 2 4th Grade Accelerated	NES 2
4th Grade Math	NES 2	Future 2 4th Grade ELA/AOT	NES 2
4th Grade Art of Thinking (AOT)	NES 2	Future 2 4th Grade Math/Science	NES 2
4th Grade Science	NES 2	Future 2 5th Grade Accelerated	NES 2
4th Grade Science of Reading/Social Studies	NES 1	Future 2 5th Grade ELA/AOT	NES 2
5th Grade English Language Arts (ELA)	NES 2	Future 2 5th Grade Math/Science	NES 2
5th Grade Math	NES 2	Future 2 Fine Arts	NES 1
5th Grade Art of Thinking (AOT)	NES 2	Future 2 Physical Education	NES 1
5th Grade Science	NES 2		

Classification of Teachers: NES 1, NES 2, SPED 1, AND SPED 2 (continued)

NES MIDDLE SCHOOL

Role	NES 1 or 2 SPED 1 or 2	Role	NES 1 or 2 SPED 1 or 2
6th Grade English Language Arts (ELA)	NES 2	EAS SPED Inclusion	SPED 1
6th Grade Math	NES 2	NES SPED Inclusion	SPED 2
6th Grade Art of Thinking (AOT)	NES 2	Language Other Than English (LOTE)	NES 1
6th Grade Science	NES 2	Elective Teacher	NES 1
6th Grade Social Studies	NES 1	Literacy Success 1/2	NES 1
7th Grade English Language Arts (ELA)	NES 2	Future 2 6th Grade Accelerated	NES 2
7th Grade Math	NES 2	Future 2 6th Grade AOT/Science	NES 2
7th Grade Art of Thinking (AOT)	NES 2	Future 2 6th Grade English Language Arts (ELA)	NES 2
7th Grade Science	NES 2	Future 2 7th Grade Accelerated	NES 2
7th Grade Social Studies	NES 1	Future 2 7th Grade English Language Arts (ELA)	NES 2
8th Grade English Language Arts (ELA)	NES 2	Future 2 7th Grade Math/Science	NES 2
8th Grade Math	NES 2	Future 2 8th Grade Accelerated	NES 2
8th Grade Art of Thinking (AOT)	NES 2	Future 2 8th Grade English Language Arts (ELA)	NES 2
8th Grade Science	NES 2	Future 2 8th Grade Math/Science	NES 2
8th Grade Social Studies	NES 2	Future 2 Fine Arts	NES 1
EAS/NES SPED Self-Contained	SPED 2	Future 2 Physical Education	NES 1

Classification of Teachers: NES 1, NES 2, SPED 1, AND SPED 2 (continued)

NES HIGH SCHOOL

Role	NES 1 or 2 SPED 1 or 2	Role	NES 1 or 2 SPED 1 or 2
English I/II/English for Speakers of Other Languages (ESOL)	NES 2	Physics/PreAP/Env Systems	NES 2
English III/AP	NES 2	EAS/NES SPED Self-Contained	SPED 2
English IV/AP	NES 2	EAS SPED Inclusion	SPED 1
English I/PreAP/Reading I	NES 2	NES SPED Inclusion	SPED 2
English II/PreAP/Reading II	NES 2	Government/Economics/AP	NES 1
English II/Reading II	NES 2	Environmental Systems/AP	NES 1
English III/English Second Language	NES 2	Environmental Systems	NES 1
Geometry	NES 2	Environmental Science	NES 1
Geometry English Second Language	NES 2	Environmental Science/Biology	NES 2
Geometry/PreAP	NES 2	Environmental/Biology PreAP	NES 2
Geometry/PreAP/Algebraic Reasoning	NES 2	English for Speakers of Other Languages (ESOL) & Interventions	NES 1
Geometry/Pre-Calculus	NES 2	English for Speakers of Other Languages (ESOL) 1/ELDA	NES 1
IPC/Biology PreAP	NES 2	English for Speakers of Other Languages (ESOL) 2/ELDA	NES 1
Algebra II/PreAP	NES 2	Fine Arts, ROTC, Electives, Health	NES 1
Algebra/Strategic Math/PreAP	NES 2	AA Studies/AP Human Geography	NES 2
Anatomy/Chemistry	NES 2	CTE (Non-Foundational Programs of Study)	NES 1
AP Biology/Anatomy	NES 2	CTE Automotive	NES 1
AP Biology/Forensic Science/AP Env Sys	NES 2	CTE Agriculture Lead	NES 1
AP US History/US History	NES 2	CTE Foundational Programs of Study (FPOS)	NES 1
Art of Thinking (AOT)	NES 2	Language Other Than English (LOTE)	NES 1
Biology/PreAP Biology	NES 2	LOTE (Computer Science)	NES 1
Chemistry/PreAP/Env Systems	NES 2	LOTE (Spanish 1)	NES 1
World Geography/PAP	NES 1	LOTE (Spanish 1/2)	NES 1
World History/AP	NES 1	LOTE (Spanish 1/2/AP)	NES 1
Pre-Calculus/Adv Math	NES 2	LOTE (Spanish 2/Native Speakers)	NES 1
Pre-Calculus/Adv Math/Algebraic Reasoning	NES 2	Psychology/Sociology/AA/MA	NES 1
Pre-Calculus/PreAP/AP Calculus	NES 2	Elective STEM+M Teacher MSAP	NES 1
Physics/PreAP	NES 2		

Hold Harmless Guarantee: For SY 2026-2027 & 2027-2028

To ensure a sustainable transition to the new HISD Pay-for-Performance Compensation Plan, all certified teachers that were employed in the district in the 2024–2025 school year and continued their employment into the 2025-2026 school year, with no break in service, at both NES and EAS campuses will be “held harmless” to the 2025–2026 EAS Traditional Salary Schedule. All certified Special Education (SPED) Teachers, who meet the above eligibility requirements and are appraised under the TES appraisal system will be "held harmless" to the 2025-2026 EAS Traditional SPED Salary Schedule. This means that each teacher's base salary for 2026-2027 and 2027-2028 will be at least equal to the salary they received or would have received on the EAS Traditional Salary Schedule based on their creditable years of teaching experience as of July 1, 2025.

Most importantly, this hold harmless guarantee does not apply to the NES “Hospital Model” pay plan, as all eligible teachers will be held harmless to the EAS Traditional Salary Schedule. The hold harmless guarantee is considered a snapshot in time as of July 1, 2025, for capturing creditable years of teaching experience to have the hold harmless base salary calculated. An additional year of service will not be applied to the hold harmless base salary, as the hold harmless snapshot date of July 1, 2025, is prior to the completion of the 2025–2026 school year.

As previously mentioned, 2026–2027 will be the first year that the 2025–2026 effectiveness level will be used to determine salary on the Pay-for-Performance Compensation Plan. Thus, this will also be considered the first year (2026–2027) that the hold harmless guarantee will be in effect. Lastly, incoming teachers to the district whether new hires for the first time or rehires are not eligible for the hold harmless guarantee. Teachers who were not certified by June 5, 2025 are also not eligible for the hold harmless guarantee.

In circumstances where a teacher’s hold harmless base salary exceeds their SY 25-26 salary, the hold harmless base salary will be honored. This exception applies only to the extent necessary to maintain the hold harmless base salary and does not otherwise supersede applicable compensation rules.

Note: The "Hold Harmless Guarantee" does not include any “Salary Protection” that may have been applied to compensation for changes incurred during prior school years.

Eligible SPED teachers who return for the 2026–2027 school year in a SPED role will be held harmless to the SPED Traditional Salary Table. If an eligible employee does not return in a SPED role, their hold harmless salary would align to the EAS Teacher Salary Table (Non-SPED).

Salary Increase Cap

For the first two years of PFP (2026-2027 and 2027-2028), a teacher’s base salary will not increase by more than $6,000 per year, regardless of effectiveness level. This cap prevents exorbitant salary increases during the first and second years of Pay-for-Performance to support sustainability during the transition to the new PFP compensation plan. The cap will apply to all TES appraised teachers, including those who receive certification during the school year and rehires who were appraised under the TES appraisal system prior to their departure. After the 2027-2028 school year, all TES evaluated teachers’ compensation will align with the Pay-for-Performance compensation table, regardless of the increase in compensation.

Effectiveness Level: Annual Increase and Decrease Rules

A teacher may increase their effectiveness level and thus their salary every year, meaning that salaries may move up or down one and only one effectiveness level per year. In addition, the salary cap of $6,000 provisions apply for the first two years of Pay-for-Performance, in school years 2026–2027 and 2027–2028.

Teachers who do not improve, and would otherwise have their compensation decreased, will be able to keep their compensation stable for the school year following the effectiveness level that warranted a decrease in compensation.

A teacher who receives a Progressing I effectiveness level for two (2) consecutive school years will be subject to file review and may be exited from the district. This determination will be based on final TES evaluation ratings for each applicable school year, not the two (2) year average.

Exemplary II Effectiveness Level

Exemplary II effectiveness level will not be available for TES rating until the 2027–2028 school year and until the 2028–2029 school year PFP compensation. Teachers must earn an effectiveness level of Exemplary I for at least two years prior to earning an Exemplary II effectiveness level. For the Pay-for-Performance Compensation Plan Exemplary II compensation will be available for the first time, beginning in the 2028–2029 school year.

Teacher Incentive Allotment Spending Plan

HISD is excited to participate in the Teacher Incentive Allotment (TIA) program. Please go to **www.HoustonISD.org/TIA** for more information about TIA at HISD.

Certification in Progress Teachers

HISD Teachers working towards certification that are eligible to receive a TES Evaluation Rating and Effectiveness Level will be held to the compensation level of Progressing I until certification is obtained.

New Teachers to HISD working towards certification will be placed at Progressing I for initial placement and will remain at Progressing I compensation until certification is obtained regardless of any future earned effectiveness level.

All teachers working toward certification are required to obtain full certification within two school years.
In HISD teachers who are not appropriately certified for their teaching assignment are considered certification in progress.

In addition, teachers who hold a TEA issued certification but are teaching in a contract/subject/grade level not aligned to that certificate will be considered as Certification in Progress and will be paid accordingly.

Eligibility, Exceptions, and What You Should Know

Pay-for-Performance Eligibility:

For an employee to be eligible for Pay-for-Performance compensation, the employee must be full time in a Role ID 087 that is eligible to be evaluated under the TES evaluation system. Please see "Teacher Eligibility" outlined in the Teacher Excellence System (TES) Guidebook found **here**.

Pay-for-Performance Late Hires:

For new hires that would be deemed as a "Late Hire" in accordance with the rules and policies outlined in the TES Guidebook found **here**, base salary placement will still be aligned with the rules for teachers that are new hires to HISD as outlined on page 3 of the HISD Pay-for-Performance Guidebook.

Pay-for-Performance Teacher FMLA/Leave of Absence/Disability:

For teachers coded as Role ID 087 who are eligible for a TES evaluation rating and take FMLA, a leave of absence, or disability leave, HR Compensation will follow the policies outlined in the Houston ISD Employee Handbook and the TES Guidebook found **here**. With the understanding that neither of these documents are a substitute for the official district policy manual.

Pay-for-Performance Military and Other Leave:

For teachers Role ID 087 who are eligible for a TES evaluation rating and take Military or Other Leave, HR Compensation will follow the policies outlined in the Houston ISD Employee Handbook and the TES Guidebook found **here**. With the understanding that neither of these documents are a substitute for the official district policy manual.

EXCEPTIONS

TES Summative Rating Ineligibility:

Under the TES evaluation system, if an employee is ineligible for a summative rating, outlined in the TES Guidebook found **here**, the following exceptions will apply. For the following exceptions, "academic year" is defined as the First Day of Instruction or "First Day of School" to the Last Day of Instruction or "Last Day for Students".

If an employee has a prior TES evaluation rating within one year of being ineligible for a summative rating due to a protected leave, the employee will recapture the latest rating. An effectiveness level will be determined based on the recaptured rating and the employee will be placed at the appropriate compensation level.

If an employee does not have a prior TES evaluation rating or has been removed from a TES evaluated role for more than one academic year the employee will follow the same placement rules as TES eligible employee new to the district.

Eligibility, Exceptions, and What You Should Know (continued)

EXCEPTIONS (continued)

Separation from the District (Voluntary):

For the following exceptions, “academic year” is defined as the First Day of Instruction or “First Day of School” to the Last Day of Instruction or “Last Day for Students”.

If a teacher separates from the district for less than one full academic year, they may recapture their most recent evaluation rating, if the separation is longer than one full academic year the teacher that is rehired will return under the placement rules for TES eligible employees new to the district.

If a teacher separates from the district for one full academic year, and prior to separation earned “Distinguished Teacher” as outlined in the TES Guidebook found **here**, the teacher is eligible to recapture the most recent evaluation rating. However, the latest a “Distinguished Teacher” may return to the district and recapture the most recent evaluation rating is the First Day of Instruction or “First Day of School” after the one full academic year missed.

Internal Transition (Returning to a TES Evaluated Role):

For the following exception, “academic year” is defined as the First Day of Instruction or “First Day of School” to the Last Day of Instruction or “Last Day for Students”.

If a teacher in a TES evaluated role transitions into a non-TES evaluated role within the district for one full academic year, the teacher may recapture the most recent evaluation rating. However, the latest a teacher may return to a TES evaluated role and recapture the most recent evaluation rating is the First Day of Instruction or “First Day of School” after the one full academic year missed. If the teacher remains in the non-TES evaluated role for longer than one full academic year, the teacher will be placed using the placement rules for TES eligible employees new to the district.

Full-Time Equivalent (FTE) Prorated Salary Cap

For teachers who are employed at less than 1.0 Full-Time Equivalent (FTE), the $6,000 annual salary cap applicable during the first two years of Pay-for-Performance (SY 2026-2027 and SY 2027-2028) will be prorated based on the teacher’s assigned FTE percentage.

Leader Evaluation and Development (LEAD) Appraised Salary Tables

The pay rates below apply to NES and EAS Principals and Assistant Principals. New outside of district principal hires will start as "Novice" for the purposes of Leader Evaluation and Development and compensation, with the following exception: If a principal has been serving in the principal role for 3 or more years, they will start as "Progressing II."

A Principal or Assistant Principal's effectiveness level, which determines the base salary, will be an average of the last two Leader Evaluation and Development ratings (e.g., 2024-2025 and 2025-2026), unless a leader has only completed one year at HISD (e.g., does not have a 2024-2025 Leader Evaluation and Development Rating).

If a Principal or Assistant Principal is promoted or demoted to a new position, they do not keep their Leader Evaluation and Development rating. For example, if an AP who was rated Proficient II is promoted to a Principal, they will start at the "Novice" salary level unless they have previously served as a Principal for 3 or more years, then they will start as "Progressing II," as with outside hires.

If the position change occurs during the middle of the year, the Principal/Assistant Principal is held harmless for the remainder of the school year if there is a decrease in the employee's existing salary as a result of the new role. The change of salary would be initiated the following fiscal year work calendar. If the change of position results in an increase in salary, the salary would be initiated upon commencement of the position change.

PRINCIPAL BASE COMPENSATION

	Prog. I	Prog. II	Prof. I	Prof. II	Exemp. I	Exemp. II
Elementary	$110,000	$120,000	$130,000	$140,000	$150,000	$160,000
Middle	$120,000	$130,000	$140,000	$150,000	$160,000	$170,000
High School	$130,000	$140,000	$150,000	$160,000	$170,000	$180,000

	Novice
Elementary	$115,000
Middle	$125,000
High School	$135,000

ASSISTANT PRINCIPAL BASE COMPENSATION

	Prog. I	Prog. II	Prof. I	Prof. II	Exemp. I	Exemp. II
Elementary	$80,000	$90,000	$100,000	$110,000	$120,000	$130,000
Middle	$85,000	$95,000	$105,000	$115,000	$125,000	$135,000
High School	$90,000	$100,000	$110,000	$120,000	$130,000	$140,000

	Novice
Elementary	$85,000
Middle	$90,000
High School	$95,000

Principal & Assistant Principal base pay from 25-26 will be "held harmless" for 26-27 if performance data warrants a lower salary.

Principal Apprentice Base Compensation	
Elementary	$100,000
Middle	$100,000
High School	$100,000

Non-TES Appraised Salary Tables

NES ELEMENTARY SCHOOL

Position	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
ELD Interventionist	$75,000	$79,000	$81,000
Learning Coach	$53,000	$56,000	$58,000
Teacher Apprentice	$68,000	N/A	N/A
Special Education Teaching Assistant	$35,000	$39,000	$41,000
PreK Teaching Assistant	$35,000	$39,000	$41,000
Counselor	$80,000	$84,000	$86,000
Nurse	$70,000	$74,000	$76,000
Office Manager	$55,000	$59,000	$61,000
Asst. Office Manager	$45,000	$49,000	$51,000
Copy Clerk	$35,000	$39,000	$41,000
ARD Facilitator	$86,000	$90,000	$92,000

NES MIDDLE SCHOOL

Position	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
ELD Interventionist	$75,000	$79,000	$81,000
Learning Coach	$55,000	$58,000	$60,000
Teacher Apprentice	$68,000	N/A	N/A
Special Education Teaching Assistant	$35,000	$39,000	$41,000
Counselor	$88,000	$92,000	$94,000
Nurse	$70,000	$74,000	$76,000
Office Manager	$60,000	$64,000	$66,000
Asst. Office Manager/ SIR/Registrar	$50,000	$54,000	$56,000
Copy Clerk	$35,000	$39,000	$41,000
ARD Facilitator	$86,000	$90,000	$92,000

NES HIGH SCHOOL

Position	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
ELD Interventionist	$75,000	$79,000	$81,000
Reconnect/Grad Lab	$70,000	$74,000	$76,000
Learning Coach	$55,000	$58,000	$60,000
Teacher Apprentice	$68,000	N/A	N/A
ARD Facilitator	$86,000	$90,000	$92,000
Special Education Teaching Assistant	$35,000	$39,000	$41,000
Counselor	$90,000	$94,000	$96,000
Lead Counselor	$95,000	$99,000	$101,000
Nurse	$70,000	$74,000	$76,000
Office Manager	$65,000	$69,000	$71,000
Asst. Office Manager/ Data Controller - PEIMS (SAR)	$55,000	$59,000	$61,000
Copy Clerk	$35,000	$39,000	$41,000
HS Registrar	$70,000	$74,000	$76,000
Testing Coordinator	$64,000	$68,000	$70,000
Athletic Coordinator	$64,000	$68,000	$70,000
Magnet Coordinator	$64,000	$68,000	$70,000

For campuses with combined elementary & middle school, or middle school & high school, the Principal, Assistant Principal, Office Manager, and Assistant Office Manager salaries correspond to the higher grade level on salary table.

Non-TES Appraised Salary Tables / Hold Harmless Guarantee Reference

EAS PAY PLACEMENT TABLE

Yrs. Exp.	10 mos.	11 mos.	12 mos.	Yrs. Exp.	10 mos.	11 mos.	12 mos.
0	$64,000	$70,845	$77,690	21	$75,500	$83,575	$91,650
1	$64,250	$71,122	$77,993	22	$76,000	$84,128	$92,257
2	$65,000	$71,952	$78,904	23	$76,500	$84,682	$92,864
3	$65,500	$72,505	$79,511	24	$77,000	$85,235	$93,471
4	$65,750	$72,782	$79,814	25	$77,500	$85,789	$94,078
5	$66,000	$73,059	$80,118	26	$80,000	$88,556	$97,112
6	$67,000	$74,166	$81,332	27	$80,500	$89,110	$97,719
7	$67,500	$74,719	$81,939	28	$81,000	$89,663	$98,326
8	$68,000	$75,273	$82,545	29	$81,500	$90,217	$98,933
9	$68,500	$75,826	$83,152	30	$82,000	$90,770	$99,540
10	$69,000	$76,380	$83,759	31	$82,500	$91,324	$100,147
11	$70,000	$77,487	$84,973	32	$83,000	$91,877	$100,754
12	$70,500	$78,040	$85,580	33	$83,500	$92,430	$101,361
13	$71,000	$78,594	$86,187	34	$84,000	$92,984	$101,968
14	$71,500	$79,147	$86,794	35	$84,500	$93,537	$102,575
15	$72,000	$79,701	$87,401	36	$87,500	$96,858	$106,217
16	$72,500	$80,254	$88,008	37	$88,000	$97,412	$106,824
17	$73,000	$80,807	$88,615	38	$88,500	$97,965	$107,430
18	$73,500	$81,361	$89,222	39	$89,000	$98,519	$108,037
19	$74,000	$81,914	$89,829	40	$89,500	$99,072	$108,644
20	$74,500	$82,468	$90,436				

EAS SPED PAY PLACEMENT TABLE

Yrs. Exp.	10 mos.	11 mos.	12 mos.
0	$80,000	$85,361	$93,608
1	$80,667	$86,072	$94,388
2	$81,333	$86,784	$95,168
3	$82,000	$87,495	$95,948
4	$82,667	$88,206	$96,729
5	$83,333	$88,918	$97,509
6	$84,000	$89,629	$98,289
7	$84,667	$90,340	$99,069
8	$85,333	$91,052	$99,849
9	$86,000	$91,763	$100,629
10	$86,667	$92,474	$101,409
11	$87,333	$93,186	$102,189
12	$88,000	$93,897	$102,969
13	$88,667	$94,608	$103,749
14	$89,333	$95,320	$104,529
15+	$90,000	$96,031	$105,309

EAS SPED TEACHING ASSISTANT

Position	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
Special Education Teaching Assistant	$35,000	$39,000	$41,000

- **Counselors** will receive a component of $1,000 in addition to their salary calculated from their respective rate on the teacher table.
- EAS Pay Placement Table includes **Dyslexia Interventionist, Librarian, Licensed Specialist in School Psychology (LSSP) Intern, Media Specialist, Nurse, Social Worker, Speech Language Pathology Assistant (SLP-A)**, and **Teacher Specialist.**
- EAS Special Education Pay Placement Table includes **ARD Facilitator, Diagnostician, Licensed Specialist in School Psychology (LSSP)**, and **Speech Therapist.**

2026–2027 Salary Tables

CENTRAL OFFICE SALARY TABLE			
Position	Minimum	Midpoint	Maximum
Chief	$215,000	$235,000	$255,000
Deputy Chief	$200,000	$217,500	$235,000
Senior Executive Director	$190,000	$212,500	$235,000
Executive Director	$170,000	$182,500	$195,000
Director 2 of a Department	$150,000	$162,500	$175,000
Director 1 of a Department	$130,000	$142,500	$155,000
Cross-Functional Team Member (CTM)	$110,000	$122,500	$135,000
Curriculum Designer 2	$100,000	$110,000	$120,000
Curriculum Designer 1	$90,000	$100,000	$110,000
Coordinator 2	$85,000	$95,000	$105,000
Coordinator 1	$75,000	$85,000	$95,000
Senior Manager	$70,000	$80,000	$90,000
Senior Analyst	$70,000	$80,000	$90,000
Project/Program Manager 2	$65,000	$75,000	$85,000
Analyst 2	$65,000	$75,000	$85,000
Executive Assistant (Chief/Area)	$65,000	$75,000	$85,000
Executive Assistant (Unit)	$60,000	$70,000	$80,000
Office Manager 3	$60,000	$70,000	$80,000
Project/Program Manager 1	$60,000	$70,000	$80,000
Analyst 1	$60,000	$70,000	$80,000
Office Manager 2	$55,000	$65,000	$75,000
Specialist 2	$50,000	$55,000	$60,000
Office Manager 1	$50,000	$60,000	$70,000
Specialist 1	$45,000	$50,000	$55,000
Assistant Office Manager 3	$40,000	$47,500	$55,000
Assistant Office Manager 2	$37,500	$45,000	$52,500
Assistant Office Manager 1	$35,360	$42,860	$50,360
Clerk 2	$35,360	$40,360	$45,360
Clerk 1	$35,360	$37,860	$40,360

2026–2027 Salary Tables (continued)

MASTER HOURLY TABLE

Grade	Minimum	Midpoint	Maximum
37	$64.22	$85.10	$105.98
36	$58.39	$77.37	$96.34
35	$53.08	$70.33	$87.58
34	$48.25	$63.94	$79.62
33	$43.86	$58.12	$72.38
32	$39.87	$52.84	$65.80
31	$36.25	$48.03	$59.82
30	$32.95	$43.67	$54.38
29	$29.96	$39.70	$49.44
28	$27.24	$36.09	$44.94
27	$24.76	$32.81	$40.86
26	$22.51	$29.83	$37.14
25	$20.46	$27.12	$33.76
24	$19.55	$24.65	$30.70
23	$18.95	$22.41	$27.91
22	$18.45	$20.65	$25.72
21	$18.24	$20.38	$25.38
20	$18.03	$20.11	$25.05
19	$17.81	$19.85	$24.71
18	$17.61	$19.58	$24.39
17	$17.40	$19.33	$24.07
16	$17.21	$19.08	$23.76
15	$17.00	$18.82	$23.44

MASTER SALARY TABLE (12 MONTHS)

Grade	Minimum	Midpoint	Maximum
37	$133,577.60	$177,008.00	$220,438.40
36	$121,451.20	$160,929.60	$200,387.20
35	$110,406.40	$146,286.40	$182,166.40
34	$100,360.00	$132,995.20	$165,609.60
33	$91,228.80	$120,889.60	$150,550.40
32	$82,929.60	$109,907.20	$136,864.00
31	$75,400.00	$99,902.40	$124,425.60
30	$68,536.00	$90,833.60	$113,110.40
29	$62,316.80	$82,576.00	$102,835.20
28	$56,659.20	$75,067.20	$93,475.20
27	$51,500.80	$68,244.80	$84,988.80
26	$46,820.80	$62,046.40	$77,251.20
25	$42,556.80	$56,409.60	$70,220.80
24	$40,664.00	$51,272.00	$63,856.00
23	$39,416.00	$46,612.80	$58,052.80
22	$38,376.00	$42,952.00	$53,497.60
21	$37,939.20	$42,390.40	$52,790.40
20	$37,502.40	$41,828.80	$52,104.00
19	$37,044.80	$41,288.00	$51,396.80
18	$36,628.80	$40,726.40	$50,731.20
17	$36,192.00	$40,206.40	$50,065.60
16	$35,796.80	$39,686.40	$49,420.80
15	$35,360.00	$39,145.60	$48,755.20

MASTER SALARY TABLE (11 MONTHS)

Grade	Minimum	Midpoint	Maximum
37	$106,862.08	$141,606.40	$176,350.72
36	$97,160.96	$128,743.68	$160,309.76
35	$88,325.12	$117,029.12	$145,733.12
34	$80,288.00	$106,396.16	$132,487.68
33	$72,983.04	$96,711.68	$120,440.32
32	$66,343.68	$87,925.76	$109,491.20
31	$60,320.00	$79,921.92	$99,540.48
30	$54,828.80	$72,666.88	$90,488.32
29	$49,853.44	$66,060.80	$82,268.16
28	$45,327.36	$60,053.76	$74,780.16
27	$41,200.64	$54,595.84	$67,991.04
26	$37,456.64	$49,637.12	$61,800.96
25	$34,045.44	$45,127.68	$56,176.64
24	$32,531.20	$41,017.60	$51,084.80
23	$31,532.80	$37,290.24	$46,442.24
22	$30,700.80	$34,361.60	$42,798.08
21	$30,351.36	$33,912.32	$42,232.32
20	$30,001.92	$33,463.04	$41,683.20
19	$29,635.84	$33,030.40	$41,117.44
18	$29,303.04	$32,581.12	$40,584.96
17	$28,953.60	$32,165.12	$40,052.48
16	$28,637.44	$31,749.12	$39,536.64
15	$28,288.00	$31,316.48	$39,004.16

MASTER SALARY TABLE (10 MONTHS)

Grade	Minimum	Midpoint	Maximum
37	$100,183.20	$132,075.20	$164,480.96
36	$91,088.40	$120,078.24	$149,519.68
35	$82,804.80	$109,152.16	$135,924.16
34	$75,270.00	$99,234.88	$123,570.24
33	$68,421.60	$90,202.24	$112,333.76
32	$62,197.20	$82,007.68	$102,121.60
31	$56,550.00	$74,542.56	$92,840.64
30	$51,402.00	$67,775.84	$84,397.76
29	$46,737.60	$61,614.40	$76,730.88
28	$42,494.40	$56,011.68	$69,746.88
27	$38,625.60	$50,921.12	$63,414.72
26	$35,115.60	$46,296.16	$57,641.28
25	$31,917.60	$42,090.24	$52,395.52
24	$30,498.00	$38,256.80	$47,646.40
23	$29,562.00	$34,780.32	$43,316.32
22	$28,782.00	$32,048.80	$39,917.44
21	$28,454.40	$31,629.76	$39,389.76
20	$28,126.80	$31,210.72	$38,877.60
19	$27,783.60	$30,807.20	$38,349.92
18	$27,471.60	$30,388.16	$37,853.28
17	$27,144.00	$30,000.16	$37,356.64
16	$26,847.60	$29,612.16	$36,875.52
15	$26,520.00	$29,208.64	$36,378.88

2026–2027 Salary Tables (continued)

TECHNOLOGY HOURLY TABLE

Grade	Minimum	Midpoint	Maximum
17	$59.22	$78.46	$97.71
16	$53.83	$71.33	$88.83
15	$48.94	$64.84	$80.75
14	$44.49	$58.95	$73.41
13	$40.45	$53.59	$66.74
12	$36.77	$48.72	$60.67
11	$33.43	$44.29	$55.15
10	$30.39	$40.26	$50.14
9	$27.63	$36.60	$45.58
8	$25.11	$33.28	$41.44
7	$22.83	$30.25	$37.67
6	$20.76	$27.50	$34.25
5	$18.87	$25.00	$31.13

TECHNOLOGY SALARY TABLE (12 MONTHS)

Grade	Minimum	Midpoint	Maximum
17	$123,171	$163,201	$203,232
16	$111,973	$148,365	$184,756
15	$101,794	$134,877	$167,960
14	$92,540	$122,616	$152,691
13	$84,127	$111,469	$138,810
12	$76,479	$101,335	$126,191
11	$69,527	$92,123	$114,719
10	$63,206	$83,748	$104,290
9	$57,460	$76,135	$94,809
8	$52,236	$69,213	$86,190
7	$47,488	$62,922	$78,355
6	$43,172	$57,202	$71,233
5	$39,247	$52,002	$64,757

FMO HOURLY TABLE

Grade	Minimum	Midpoint	Maximum
17	$36.25	$48.03	$59.82
16	$32.95	$43.67	$54.38
15	$29.96	$39.70	$49.44
14	$27.24	$36.09	$44.94
13	$24.76	$32.81	$40.86
12	$22.51	$29.83	$37.14
11	$20.46	$27.12	$33.76
10	$19.55	$24.65	$30.70
9	$18.95	$22.41	$27.91
8	$18.45	$20.65	$25.72
7	$18.24	$20.38	$25.38
6	$18.03	$20.11	$25.05
5	$17.81	$19.85	$24.71
4	$17.61	$19.58	$24.39
3	$17.40	$19.33	$24.07
2	$17.21	$19.08	$23.76
1	$17.00	$18.82	$23.44

FMO SALARY TABLE (12 MONTHS)

Grade	Minimum	Midpoint	Maximum
17	$75,400.00	$99,902.40	$124,425.60
16	$68,536.00	$90,833.60	$113,110.40
15	$62,316.80	$82,576.00	$102,835.20
14	$56,659.20	$75,067.20	$93,475.20
13	$51,500.80	$68,244.80	$84,988.80
12	$46,820.80	$62,046.40	$77,251.20
11	$42,556.80	$56,409.60	$70,220.80
10	$40,664.00	$51,272.00	$63,856.00
9	$39,416.00	$46,612.80	$58,052.80
8	$38,376.00	$42,952.00	$53,497.60
7	$37,939.20	$42,390.40	$52,790.40
6	$37,502.40	$41,828.80	$52,104.00
5	$37,044.80	$41,288.00	$51,396.80
4	$36,628.80	$40,726.40	$50,731.20
3	$36,192.00	$40,206.40	$50,065.60
2	$35,796.80	$39,686.40	$49,420.80
1	$35,360.00	$39,145.60	$48,755.20

FMO FIXED HOURLY RATES

Position	Pay Rate	Position	Pay Rate
Building Service Manager I	$23.00	Tractor Operator EY (Extended Year)	$19.50
Building Service Manager II	$25.00	Custodian	$17.00
Building Service Manager III	$30.00	Grounds Worker EY (Extended Year)	$18.00

2026–2027 Salary Tables (continued)

TRANSPORTATION FIXED HOURLY RATES	
Position	**Pay Rate**
Morning or Afternoon Bus Drivers	$30.00
Drivers Who Work Both Morning and Afternoon	$35.00
Bus Driver Trainee	$17.00
Field Trip Drivers	$30.00
Micro Bus Drivers	$23.00
All Attendants	$20.00

- Drivers will be paid for completing pre-trip checks, driving their assigned routes, and completing specific tasks as assigned by terminal leadership.

NUTRITION SERVICES FIXED HOURLY RATES	
Position	**Pay Rate**
Nutrition Services Attendant	$17.00
Nutrition Services Team Lead	$20.00

POLICE DEPARTMENT PLACEMENT TABLE									
Yrs. Exp.	**11 month**	**12 month**	**Sergeant**	**Captain**	**Yrs. Exp.**	**11 month**	**12 month**	**Sergeant**	**Captain**
0	$57,910	$63,818	$90,000	$110,000	9	$68,633	$75,636	$99,000	$119,000
1	$58,982	$65,000	$91,000	$111,000	10	$69,706	$76,818	$100,000	$120,000
2	$60,054	$66,182	$92,000	$112,000	11	$70,778	$78,000	$101,000	$121,000
3	$61,127	$67,364	$93,000	$113,000	12	$71,851	$79,182	$102,000	$122,000
4	$62,199	$68,545	$94,000	$114,000	13	$72,923	$80,364	$103,000	$123,000
5	$63,271	$69,727	$95,000	$115,000	14	$73,995	$81,545	$104,000	$124,000
6	$65,416	$72,091	$96,000	$116,000	15	$75,068	$82,727	$105,000	$125,000
7	$66,489	$73,273	$97,000	$117,000	16+	$76,140	$83,909	$106,000	$126,000
8	$67,561	$74,455	$98,000	$118,000					

- **Training Officers Pay:** Police officers will receive an additional 25% of their hourly rate for training new officers. This special rate of pay only applies for the specific hours that they spend performing this job duty.
- **TCOLE:** Special salary increases will be provided to Sergeants, Police Officers, Police Investigators, and Police Dispatchers as they achieve higher levels of TCOLE certification, with $1,100 increments added to their base salary at each level beyond Basic (required), including Intermediate (+$1,100), Advanced (+$1,100), and Masters (+$1,100).

2026–2027 Fixed Hourly Rates

Employees placed into hourly positions not listed here should be assigned the minimum pay rate for the position's salary grade.

FIXED HOURLY RATES	
Position	**Pay Rate**
Crossing Guard	$18.31
Patrol Officer (Certified Police Officer: non HISD)	$31.13
Parent Tutor - HIPPY Program	$17.00

2026–2027 Fixed Annual Rates

TEACHER RESIDENT	
Days per Week	Annual Pay
5	$50,000
4	$40,000
3	$35,700

2026–2027 Substitute Teacher & Administrator Earnings

SUBSTITUTE TEACHER & ADMINISTRATOR EARNINGS	
Position	Rate
Non-Degreed Substitute Teacher. Limited to 5 days in the same position. Cannot be placed in a long-term position.	$19.00 per hour
Degreed Substitute Teacher Must hold a bachelor's degree or higher.	$20.00 per hour
Texas Certified Substitute Teacher (Degreed)	$20.00 per hour
HISD Retired Certified Substitute Teacher (Degreed)	$20.00 per hour
Substitute Principal	$60.00 per hour
Substitute Assistant Principal	$40.00 per hour

Long-term is only available to the degreed, Texas certified, and retired Texas certified teacher. Long-term is any assignment that is over 10 consecutive workdays in the same assignment. During the first 10 workdays, employees are paid at their regular rate of pay. Starting on the 11th consecutive workday, they are compensated at the long-term hourly rate of $21.00 per hour.

2026–2027 Hourly Lecturer Earnings

HOURLY LECTURERS (should not be used for part-time certified teachers)		
Code	Position	Rate
H00076	Hourly Lecturers – Degreed	$24.84 per hour
H00077	Hourly Lecturers – Non-Degreed	$17.00 per hour
H00075	Hourly Lecturers – Non-Degreed Special Schools Critical Skills	$24.84 per hour

- **Hourly Lecturer:** Under direct supervision, provides one-on-one blended learning instruction in any subject area to help students prepare for standardized or achievement tests, master assignments, and to reinforce learning concepts presented by classroom teachers. Discusses assigned duties with classroom teachers and develops web-based lessons to provide targeted tutorial support.

Hourly Lecturer is an allowable Title I position for EAS campuses only. This position may be funded from Title I, Part A - Schoolwide to support the academic achievements of students attending a Title I Schoolwide campus.

2026–2027 Incentives

Teacher Incentive Allotment

The Teacher Incentive Allotment (TIA) was created by the Texas Legislature as part of House Bill 3 to provide a realistic pathway for top teachers to earn higher salaries and to help attract and retain highly effective teachers at traditionally hard-to-staff schools. Refer to **www.HoustonISD.org/TIA** to learn more about this program.

Nutrition Services Merit Certification Incentive Program

The objective of this program is to provide motivation to employees to obtain certification in organizations associated with Nutrition Services and Leadership Development. This merit program ensures employees are supported, developed, and challenged to grow.

The Merit Certification Incentive Program achievements will be paid out to employees who personally reach specific levels within organizations associated with school nutrition and leadership development. Only the highest earned certification level as of March 15, 2027, will be paid in May 2027. The maximum payout amount to an employee who achieves the highest certification levels is $2,500 annually. To receive a merit certification incentive, employees must complete a minimum of 15 CEUs (training hours) if hourly or a minimum of 30 CEUs if exempt by March 31, 2027 (exception: Food Service Attendants must complete a minimum of 6 CEUs by March 31, 2027).

Organization	Certification	Payout to Employees	Organization	Certification	Payout to Employees
TASN or SNA*	Level 1	$200	TASBO	CTSBS/CTSBO	$1000
TASN or SNA*	Level 2	$400	SHRM	PMQ	$1000
TASN or SNA*	Level 3	$600	TASBO	RTSBO/RTSBA**	$1500
TASN or SNA*	Level 4	$800	SNA	SNS Credential**	$1500
TASN	Level 5	$1000			

- *Employees are only eligible to receive a merit certification incentive payout from TASN or SNA, not both.
- **Employees are only eligible to receive a merit certification incentive payout totaling $1,500 for TASBO, RTSBO/RTSBA, SNA, or SNS Credential, not both.
- All other merit certification incentive combinations cannot exceed $2,500 annually.
- Definitions:

Professional Organizations	Definition
TASN	Texas Association for School Nutrition
SNA	School Nutrition Association (national-level organization)
TASBO	Texas Association of School Business Officials
SHRM	Society for Human Resource Management

Professional Organizations	Definition
CEUs	Continuing Education Units (training hours required to maintain or earn certifications)
CTSBS	Certified Texas School Business Specialist
CTSBO	Certified Texas School Business Official
RTSBO	Registered Texas School Business Official
RTSBA	Registered Texas School Business Administrator
SNS	School Nutrition Specialist (national credential from the SNA)
PMQ	People Manager Qualification (Society for Human Resource Management credential focused on management skills)

2026–2027 Incentives (continued)

Nutrition Services Efficiency Incentive (continued)

Provides financial efficiency incentive based on annual operational performance compared to budget as earned by all the Nutrition Services employees without causing hardship to the Good Food mission as approved by Texas Department of Agriculture. The efficiency incentive payout amount shall be paid to all Nutrition Services personnel employed as of January 31, 2027, as a one-time payment calculated by the excess surplus on June 30, 2027, divided by the total employees. The payout date will be August 2027, to all Nutrition Services personnel still employed on this said date.

Nutrition Services Team Leads who train LEAD (Leadership Education and Development) program participants will receive an additional $1,500 for the fall semester and an additional $1,500 for the spring semester, and nutrition services personnel who complete the LEAD program will receive a payout of $200. Nutrition services personnel covering for team leads in their absence at a campus receive an additional $1 per hour and travel pay calculated by their hourly rate for 1 additional hour per day.

2026–2027 Stipends & Extra Duty

Stipends and extra duty are used to compensate for duties performed that are not related to an employee's primary job, such as time spent before and after school and for days worked outside of their normal duty schedule.

For a list of approved stipends and extra duty, go **here** (under Employee Compensation section).

Extra duty pay assignments require documented pre-approval by the Principal or supervisor in advance of the work being performed.

2026–2027 Allowances

Organization	Rate	Description
Travel Allowance	Pay period allowance, as defined in the Eligibility Criteria to the right in the Description section	**Eligibility Criteria:** • Chiefs, Deputy Chiefs, Schools Office Senior ED's, and Area Senior ED's are eligible to receive $7,200 annually ($276.92 per pay period). • ED's of Instruction and ED's of Support are eligible to receive $4,800 annually ($184.62 per pay period) for monthly travel required within and outside of feeder pattern. Additional Chief-determined area roles that require travel are discretionary. • Other Chief-determined roles that require travel within the Area daily and only occasionally outside of the Area are eligible to receive $2,400 annually ($92.31 per pay period). • Other Chief-determined roles that require travel within the District occasionally are eligible to receive $2,400 annually ($92.31 per pay period). • FMO roles reporting to Chief FMO will be discretionary. (Employees who require a district-issued vehicle to perform their job duties are not eligible for a Travel Allowance.)
Relocation Allowance	Superintendent discretion	The Superintendent may authorize the payment of relocation expenses for employees hired into principal positions and positions on the Master Salary Schedule and Technology Salary Schedule. If an employee leaves before the completion of one year of service, 50% of this amount must be repaid.
Cell Allowance	$75 per month	With pre-approval from the Department Chief and based on job type, certain HISD staff needing to use cell phones for district business may be provided with a cell allowance. Employees receiving the cell allowance are not eligible for other district-funded cell phones.The cell allowance assignment must receive approval from the Department Chief and be funded by the department. **Eligibility Criteria:** • Cabinet members may receive the cell allowance or elect to receive a district-issued cell phone. • Principals (not Assistant Principals) and Area ED's and above also receive the cell allowance (not eligible for district-issued cell phone). • Department Chief-discretion based on job duties for non-Area roles are also eligible for the cell allowance.

2026–2027 Allowances (continued)

Organization	Rate	Description
Mileage Reimbursement	Refer to **DEE** (Regulation)	If you receive a car allowance, you are not eligible to receive mileage reimbursement for in-district travel; however, you are eligible to receive it for approved travel outside of the District. Procedures for obtaining professional trip authorization and reimbursement limits are outlined in the Finance Procedures Manual.

2026–2027 Differential Compensation

Differential compensation will be paid to an employee who works in the following assignments: non-exempt crafts/trades, non-instructional or administrative support employees who are regularly assigned to a mid-day, evening, or overnight shift, if the employee works a minimum of six (6) consecutive hours per shift. Exempt employees are not eligible for differential compensation.

- Differential pay will be paid when an employee performs evening or overnight shifts (which may include lock-up responsibilities), or cover for a lead position.
- Differential compensation will be prorated based on the time served in the function or position. When employees transfer out of temporary assignments, differential pay associated with the former position will be discontinued. Employees are not eligible for shift pay differential during vacations or other absences.

Shift differential hourly pay rates:

Shift	Shift Duration	Shift Differential
Evening	3 p.m. to midnight (or 2 p.m. to 10 p.m. for police officers)	$0.50 per hour
Overnight	Midnight to 6 a.m. (or 10 p.m. to 6 a.m. for police officers)	$0.75 per hour

2026–2027 Summer School

HISD employees may visit the internal Summer School site for information about this school year's summer positions and pay rates approved by the Superintendent. Contact HISD's Compensation Department at **CompensationDept@HoustonISD.org** for related information and support.

Hazardous Duty Differential

Employees involved with hazardous material removal of asbestos abatement as well as wrecker services will receive a $1.00 per hour Hazardous Duty Differential over their base hourly rate of pay for actual hours worked. This work is performed in hazardous, uncomfortable, and dangerous conditions. This differential will be administered through the payroll system as a separate pay item. Hazardous Duty Differential is a work-based decision and must have management authorization.

Acting Pay

A regular employee assigned to perform duties of a higher-level position on a temporary basis will receive temporary additional base pay (stipends are not eligible) which is equal to the incremental dollar value of the promotional adjustment. This temporary additional pay is payable each pay period for the length of time assigned.

- Employees serving in an acting role for more than 30 calendar days will receive retroactive base pay back to the beginning of taking on the role.
- Non-exempt employees cannot be assigned to perform duties of an exempt role and receive acting pay.
- Non-exempt employees can receive acting pay for another higher-level non-exempt position. The overtime rate for non-exempt employees is calculated according to applicable Fair Labor Standards Act (FLSA) laws.
- For positions requiring certifications, the employee must meet the requirements of the certified position.
- The acting pay amount will be the difference between the current base salary and the minimum of the higher-level position, unless their current salary is higher, in which case acting pay will not be applied.
- If an annual pay increase occurs during the acting period, the employee holding the acting position will receive the increase applied to their current salary in the acting position and the acting pay will be adjusted accordingly.
- When the acting period is complete, the employee's acting pay is ended.
- Once the acting role concludes, it is essential to notify the Compensation Department to prevent any potential overpayments and future recoupments from employees.
- The Superintendent must approve acting pay for any assignment exceeding one year.

Interim Pay

For positions requiring certifications, the employee must meet the requirements of the certified position.
Not eligible for stipends.

Interim pay is a temporary salary adjustment granted to employees who take on the responsibilities of a higher-paying role for a limited period or filling a critical vacancy. Unlike acting pay, which is supplemental and provided when an employee performs both their current role and the acting position's duties, interim pay applies when the employee solely performs the duties of the interim role. The interim pay rate is set at the minimum of the salary range for the interim role (or its fixed hourly rate, if applicable) and takes effect immediately when the employee assumes the role. The FLSA exemption adjusts to the classification of the interim role, and all relevant labor laws are followed. At the end of the interim period, the employee returns to their original position, pay, and FLSA classification. If an annual pay increase occurs during the interim period, it will be applied to the employee's interim salary and also to their original salary upon reverting to their regular role. It is essential to promptly notify the Compensation Department when the interim assignment ends to discontinue the temporary pay adjustment and prevent overpayments that may require recoupment.

Crafts & Trades Pay

For employees that have a certification or license that the District is using, the employee will receive $2,500 per year ($208.33 per month). This request must be signed by the Chief of Facilities, Maintenance, and Operations Officer. These positions include, but are not limited to, Engineers, HVAC Master, Environmental/Asbestos Manager, IPM designee, Electrician Master, Roofing Master, Plumbing Master, and Alarm Communications Master.

Skilled craftsmen may be hired temporarily to supplement the normal workforce. These employees can be paid a competitive rate for their respective craft and such authorizations and approved rates may be made only by the Chief of Facilities, Maintenance, and Operations Officer. Skilled craftsmen include: Engineers, electricians, painters, general maintenance workers, roofers, HVAC technicians, sheet metal workers, and plumbers.

Compensatory Time

Compensatory Time must be **PRE-APPROVED** by an employee's direct supervisor. All employees are eligible to use up to five (5) compensatory days up to a maximum of 40 hours each year. Non-exempt staff must be notified in advance of working the overtime that they will receive compensatory time at a rate of time-and-a-half instead of overtime pay. HISD managers of non-exempt staff may refer to Payroll's OT Mitigation Toolkit (found in both Payroll and HR internal sites) for guidance and resources on managing their team's compensatory time and overtime effectively.

Non-Exempt and Hourly Staff

- Non-exempt and hourly employees are eligible to earn compensatory time at time-and-a-half for time worked over forty hours. *Compensatory time is to be used within two months of earning the compensatory time or prior to the end of the fiscal year in which it is earned, whichever is less.*

Exempt Staff

- Exempt employees are eligible to use up to five (5) compensatory days up to a maximum of 40 hours each year for work significantly beyond the scope of the employee's normal duties. The administration of compensatory time is at the discretion of the Chief. Compensatory time must be used by the end of the fiscal year in which it was earned. Unused compensatory time may not be carried over to successive fiscal years.
- In emergencies of the District, the Superintendent may grant up to three (3) additional days of compensatory time each year to designated groups for work significantly beyond the scope of an employee's normal duties. These three (3) days are in addition to the up to five (5) compensatory days referenced above.
- By the nature of their positions, exempt employees are often required to work beyond a "typical" forty-hour workweek. Compensatory time is not intended to be used to compensate for each incremental hour worked beyond forty hours per week; rather, compensatory time is intended for use in recognizing work significantly beyond the normal scope of duties required by the position.
- Exempt employees are not eligible for overtime pay.

Discretionary Grant-Funded Positions

- A Discretionary Grant is a type of funding awarded by a government agency, nonprofit organization or other grant-making entity to eligible recipients based on a competitive selection process as opposed to formula grants (i.e., Title I) that are distributed automatically based on a predetermined calculation.
- New grant-funded roles must go through the normal job evaluation process.
- Salary amounts budgeted for the grant application are only approximations until approved by the Compensation Department.
- Salaries for grant-funded positions will be determined in the same manner as other HISD positions, unless specifically stated otherwise by the grant funding agency.
- Employment in positions supported by grant funds will end upon the conclusion of the grant period.
- Positions will be eliminated when funding ends.

Overtime Pay

Exemption status is a legal determination based on a comparison of job duties to a series of Fair Labor Standards Act (FLSA) tests and the applicable case law. An “exempt” or “non-exempt” designation is then assigned to the job and applies to all employees who perform that job. The Legal department has the final determination of a job’s FLSA status. FLSA status is a legal compliance decision, not a measure of job worth.

In addition to these federal and local laws, HISD has district and department requirements for advanced approval of overtime hours; regardless of approvals, if a job has been determined to be non-exempt and an employee in that job works overtime, the employee must be compensated or receive compensatory time.

While paying for overtime is a legal requirement, scheduling overtime is not an entitlement. The objective is to minimize overtime, targeting zero overtime where operationally feasible. Employees should not view overtime as a permanent part of base pay and should understand that these earnings are flexible.

When an employee moves from a non-exempt to an exempt position, through a reclassification of a job, Compensation staff will analyze possible pay loss because of the change and determine if any action is necessary. The general rule under the Fair Labor Standards Act is that all covered employees must be paid at least 1.5 times their regular rate of pay, which may be a blended rate, for all hours physically worked over forty in a workweek. A non-exempt employee must receive an overtime premium of one-half their regular rate of pay for all overtime hours worked.

Paid time off (sick, personal leave, paid holiday, and vacation) does not count towards the 40-hour calculation. The HISD workweek begins on Monday at 12:01 a.m. and ends on Sunday, at midnight. Non-exempt employees and hourly non-exempt employees may be given 1.5 hours of paid compensatory time off for each hour of overtime worked rather than paying a premium rate for the overtime.

Managers are responsible for documenting both overtime approval and the total hours worked by each employee. Overtime should not exceed 5% of an employee’s total annual pay by fiscal year. Supervisors are responsible for ensuring that overtime pay is fairly and accurately managed for all hourly employees, ensuring no one exceeds the allowed overtime limit. Non-General Fund overtime, overtime related to property rentals, overtime for disaster recovery through the Insurance Recovery Fund, and overtime for HISD Police are not subject to this limit. Note: The 5% overtime rule does not apply for employees who are receiving overtime from discretionary grants (i.e. Title I, Part A, discretionary grants, etc.) whose work aligns with the purpose and intent of the grant funds the employee is receiving overtime.

Overtime may be authorized if paid by grants, external organizations, Nutrition Services, MAC/SHARS (Medicaid Finance), or other enterprise funds. For full details on what a booster club can and cannot pay for under District regulations, please visit the website for HISD Ethics & Compliance. Overtime paid from the general fund is restricted to specifics: natural disasters and/or after-hours safety and security-related emergencies (Chief-level pre-approval required). If overtime is accrued for other reasons, then it must still be paid according to law, followed by consideration of disciplinary action for manager and/or employee who engaged in or allowed unauthorized accrual without Chief approval of an exception.

Earning of either compensatory time or overtime must be approved in advance by the supervisor or designee. All the above compensatory time must be properly reported per procedures in the Finance Procedures Manual. Non-exempt employees are compensated for all hours worked.

Overtime Pay (continued)

Exempt employees are not eligible for overtime pay. Administrators and exempt administrative support employees are often expected to work more than a "typical" forty (40) hour workweek. Exempt employees are compensated with a salary, versus an hourly wage. For exempt staff, completion of work assignment is a primary emphasis. Since there is no overtime pay for exempt staff, the number of hours is of secondary importance.

Overtime will be monitored centrally through monthly reporting reviews by Finance's Payroll Department. HISD managers of non-exempt staff may refer to Payroll's OT Mitigation Toolkit (found in both Payroll and HR internal sites) for guidance and resources on managing their team's compensatory time and overtime effectively.

Interns

The pay of employees hired on a temporary basis as "Interns" or "Student Workers" is $17.00 per hour.

Interns are typically assigned specific tasks or projects relevant to the organization's needs. This allows them to contribute to real work and see the impact of their efforts. Through these diverse internships, participants not only gain hands-on experience but also contribute their skills and fresh perspectives to the school district's operations. The program serves as a valuable training ground, preparing interns for future careers in their respective fields while providing the District with enthusiastic talent and additional resources. Overall, the internship experience fosters a collaborative and dynamic environment that benefits both the interns and the school district.

No Time Off Beyond Available For Employees

The District does not allow approved "docked days" for employees who have exhausted advanced and/or accrued paid leave and are absent, except if they have applied for and been approved by Human Resources for a protected leave (e.g., FML, Temporary Disability, etc.) in accordance with district policies and regulations. See **DEC8 (REGULATION)**. Employees absent beyond their allocated number of days will be subject to disciplinary action up to and including termination of employment.

Contacts

Function	Support Type	Contact Information
Payroll	Paycheck, deductions, withholdings, tax forms (W-2's), time & attendance, and related matters	Payroll@HoustonISD.org
Compensation	Compensation plan, job evaluations, pay grades and ranges, salaries, incentives, and related matters	CompensationDept@HoustonISD.org
Stipends & Extra Duty	Stipends, extra duty, and related matters	Stipends@HoustonISD.org
Service Records	Incoming service records	ServiceRecords@HoustonISD.org
Employee Services	General HR support	EmployeeServices@HoustonISD.org

HOUSTON INDEPENDENT SCHOOL DISTRICT
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