

COMPENSATION PLAN

ADMINISTRATIVE GUIDELINES

SCHOOL YEAR
2026-2027



STAFFORD
MUNICIPAL SCHOOL DISTRICT

The Stafford Municipal School District does not discriminate on the basis of age, race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The Title IX Coordinator is Dr. Dawn Dubose, Chief of Schools, 1633 Staffordshire, Stafford, TX 77477, Telephone (281) 261-9245. The Section 504 Coordinator is Mrs. Shawna Punch, Director of Federal and State Programs, 1633 Staffordshire, Stafford, TX, Telephone (281) 261-9269.

El Distrito Independiente Escolar de Stafford no discrimina sobre la base de edad, raza, religión, color, origen nacional, sexo u incapacidad para proveer servicios educacionales, actividades y programas, incluyendo programas vocacionales, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964, como fue enmendada; Título IX de las Enmiendas Educacionales de 1972; Sección 504 del Acta de Rehabilitación de 1973, como fue enmendada; y el Título II del Acta de Americanos con Incapacidades. La Coordinadora del Título IX es Dr. Dawn Dubose, Jefa de escuelas, 1633 Staffordshire, Stafford, TX 77477, Teléfono (281) 261-9245. La Coordinadora de la Sección 504 es Mrs. Shawna Punch, Directora de Programas Federales, 1633 Staffordshire, Stafford, TX 77477, Telefeno (281) 261-9269.



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INTRODUCTION

The Stafford Municipal School District Compensation Plan is designed to provide information about the district's compensation policies and procedures. It is intended to facilitate salary communications within the district and serve as a guide for administering salaries and wages for all employees. The contents of this document will be updated annually to reflect changes made. The document will be available on the SMSD website at www.staffordmsd.org. All SMSD employees are welcomed and encouraged to bring to the attention of administration, any concerns related to compensation.

The compensation plan is updated and reviewed annually through a process that begins with the development of each year's budget. The Superintendent shall recommend an annual compensation for all district employees. A compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support district goals for hiring and retaining highly qualified employees. The Board of Trustees may review and approve the compensation plan to be used by the district. DEA (LOCAL)

The information contained in this document is for the 2026-2027 school year!

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

The salaries listed are for the 2026-2027 school year only. Neither past nor future salaries may be accurately calculated or predicted from information contained in the 2026-2027 Compensation Plan. The Stafford Municipal School District Board of Trustees approves general pay increases for all employees, within the parameters of the budget. There are no salary increments given automatically. The Superintendent (or designee), regardless of possible typographical errors in the 2026-2027 Compensation Plan, shall determine final calculations of salaries. The Stafford Municipal School District further hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the 2026-2027 Compensation Plan during the school year in the best interest of the district.

For further clarification or information, please contact the Talent Acquisition/Human Resources Department at (281) 261-9200.

NOTE: All policies and procedures are in accordance with SMSD Board of Education policy and/or local regulations as of the Board approved date of this document. Any adopted revisions to Board policies and/or regulations after the Board approved date will become effective immediately and thereby supersede the policies and/or regulations referenced in this plan.



HUMAN RESOURCES DEPARTMENT

The Human Resources Department directs the strategic planning, design, implementation, administration, and communication of all district compensation programs. The department researches and evaluates the organizational needs of the district and assesses market trends to ensure compensation programs are aligned with the district's compensation philosophy.

COMPENSATION PHILOSOPHY STATEMENT

The pay system shall be designed to provide appropriate pay for the assessed worth of district jobs. The system shall be designed and administered to accomplish the following:

- Stay competitive with appropriate labor markets for the various categories of personnel.
- Recognize the levels of skill, effort, and responsibility required of different jobs. Reward continued length of service to the district.
- Be fiscally controlled and cost effective.
- Comply with all federal, state, and local laws and Board of Education policies



Section

1

PAY PLAN ADMINISTRATIVE PROCEDURES
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1.0 DESCRIPTION OF PAY SYSTEMS

1.1 PURPOSE AND AUTHORITY

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

1.2 MINIMUM AND MAXIMUM PAY REQUIREMENTS

Certified classroom teachers, counselors, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021).

Local salaries for these employees will be determined annually after board approval of the pay increase budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the Fair Labor Standards Act.

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades based on the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices. Salaries will be set with the assumption that 20 years of weighted appropriate experience in a position on that pay grade will justify being compensated at mid-point. Each year of experience outside of the pay grade will be used to help set the salary accordingly, however, those years' experience will not carry as high a weight in determining the appropriate salary for that individual. For example, 20 years as a teacher will not equate to a mid-point salary on the assistant principal scale.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the board each year.



1.3 EMPLOYEE GROUPS

1.3.1 TEACHER

The salaries of newly hired teachers are based upon consideration of creditable years of service (CYS). Teachers new to Stafford MSD will be compensated (for the first year only), based on their CYS upon approval of official records to Human Resources Department. The Teacher Salary Schedule details the corresponding salary amount based on CYS. All teachers, excluding JROTC and certain CTE teachers, are required to possess, a bachelor's degree and certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC), unless outlined in the District's District of Innovation (DOI) Plan. Teachers who serve as Athletic Coaches will receive supplemental earnings in addition to their annual base salary.

1.3.2 JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) INSTRUCTORS

JROTC instructors will be paid on the teacher salary schedule or according to active-duty Armed Forces pay requirements as advised by the JROTC Coordinator if the amount is greater. Both school experience and active-duty experience may be counted for local salary credit 19 Texas Admin. Code §153.1021(d)(2).

Should the JROTC instructor transfer into a full-time teaching position (teaching 6 periods or more in the content-specific assigned area), military experience will not be credited unless it meets the TEA guidelines. JROTC personnel will be paid in compliance with active-duty Armed Forces pay requirements stated on his/her Minimum Instructor Pay (MIP) letter assignment.

1.3.3 CAREER AND TECHNICAL EDUCATION (CTE) TEACHERS

For CTE teachers, prior work experience will be considered in determining initial salary as if it were teaching experience with the following limitations:

- Work experience must have been required for certification.
- Beginning with the 1982-83 school year, CTE teachers employed at least 50% in a CTE position may count up to 2 years of work experience for salary increment 19 Texas Admin. Code §153.1021(i).;
- CTE teachers without degrees, may be employed if they possess comparable career or technological work, provided they possess an appropriate certificate.



1.3.4 PROFESSIONAL ADMINISTRATORS

The salaries of newly hired Central Office Administrators, Directors, Coordinators, Principals, and Assistant Principals, will receive their salaries based on review of professional experience and external salary study. The Human Resources Department will determine the salaries for all new Stafford MSD administrators.



1.4 PAY DISTRIBUTION

The District shall pay all employees over 12 months, regardless of the number of months employed during the school year, and their compensation will be equally received over 24 bimonthly payments via direct deposit. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization or as otherwise authorized by district policy.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Employees can view and print their paycheck statements through the Ascender Employee Portal (Ascender Employee Portal) found on the district's home page at <https://portals20.ascendertx.com/EmployeePortal/login?distid=079910>.

2.0 JOB CLASSIFICATION

2.1 PURPOSE AND AUTHORITY

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Human Resources Department will collect job information, evaluate jobs for classification purposes, and recommend pay grade assignments. The Superintendent has final authority concerning job classifications.

The district will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classification and pay range structures in the following categories: Category I: Teachers, Librarians, Junior Reserved Officers Training Corp (JROTC); Category II: Administrators, Counselors,



Nurses, Curriculum Specialists, and specialized professionals, Category III: instructional paraprofessional and clerical paraprofessionals; Category IV: auxiliary personnel; and Category V: Technology personnel.

3.0 JOB RECLASSIFICATION

3.1 RECLASSIFICATION OF CURRENT 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, but are not limited to, a significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

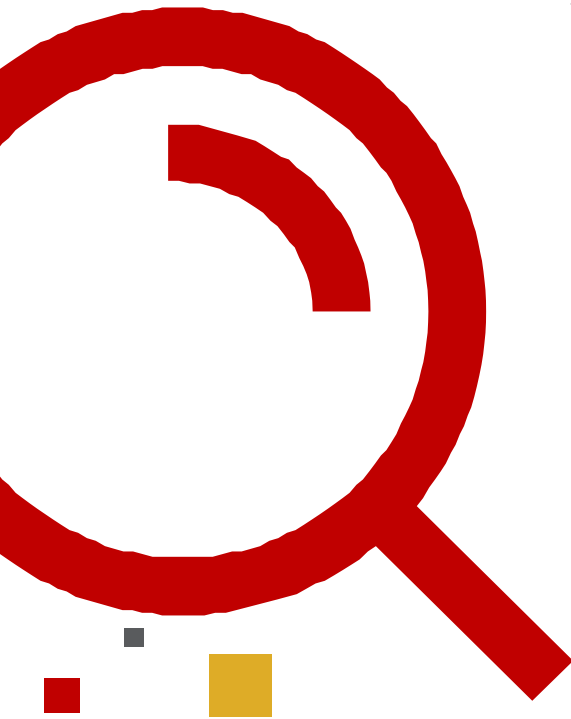
3.2 SALARY ADJUSTMENT FOR JOB RECLASSIFICATION

- If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion. Refer to procedures on promotion increases. **(Section 9.0)**
- If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the superintendent. Refer to procedures on individual equity adjustments.
- If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the superintendent. In this case, the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion. **(Section 10.0)**



3.3 PROCEDURES FOR JOB CLASSIFICATION REVIEW

Review of job classifications must be initiated by the job supervisor and should occur as part of the budget process. Reviews will be conducted as follows:

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1. The employee may request, through his/her immediate supervisor, a job classification review according to the schedule and procedures designated by the Human Resources department.
 2. The supervisor must submit a completed reclassification request on a Job Classification Review Form (pg. 18-19) with their budget, along with an updated job description. Distribution of these forms will occur twice annually; the dates will be November 1, 2026, and January 31, 2027.
 3. The Human Resources department will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the work site for observation. The decision will be made as part of the budget process.
 4. The Human Resources department will reevaluate the job against other benchmark jobs using standard compensable job factors.
 5. The Human Resources department will provide a recommendation for pay grade assignment for the Superintendent's review.
 6. The Human Resources department will notify the supervisor and the employee of the pay grade assignment upon completion of the Superintendent's review and approval.

3.4 CLASSIFICATION OF NEW POSITIONS

All new positions must have a written job description developed and maintained by the Human Resources Department in collaboration with the immediate supervisor and applicable district leadership. The Human Resources Department will oversee the creation and revision of job descriptions to ensure consistency in naming conventions, eligibility criteria, job classifications, and alignment with district compensation practices.

The Human Resources Department will recommend to the Superintendent the pay grade classification of new positions based on the job description, consultation with the Chief Financial Officer and the immediate supervisor, and market value study information. New positions must be classified within the district pay system prior to hiring employees.

New positions must be requested through a Position Authorization Form and approved by the Superintendent, Chief Financial Officer, and Director of Human Resources before a position may be posted or filled.



4.0. ASSIGNMENT CALENDARS

The superintendent determines the assignment calendars for all employees subject to the Board- adopted budget and compensation plan and in harmony with employment contracts. Dates of duty in the published assignment calendars are subject to modification by administration. Consistent with long standing practice, assignments with less than 197 days are considered 10 duty month assignments; assignments with 202 days to 210 days are considered 11 duty month assignments; and assignments with 218 days and greater are considered 12 duty month assignments.

5.0 BASE PAY FOR EXEMPT AND NONEXEMPT EMPLOYEES

5.1 CLASSIFICATION OF POSITIONS AS EXEMPT OR NONEXEMPT

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Human Resources Department 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 three types of exemption: executive, administrative, or professional, as defined under the FLSA, 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.

5.2 BASIS OF PAY FOR EXEMPT EMPLOYEES

Exempt employees are paid on a salary basis for their annual employment period. Payment on an annual salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. Annual salaries may be adjusted for different duty assignments. Exempt employees do not receive overtime compensation. All salaries will be paid out in equal payments over a twelve-month calendar period regardless of the number of months assigned to the position.

5.3 BASIS OF PAY FOR NONEXEMPT EMPLOYEES

Nonexempt employees are paid on an hourly wage basis for all hours worked each week. All wages in the normal duty assignment are paid out in equal payments over a twelve-month calendar period regardless of the number of months assigned to the position. All hours in addition to the normal duty assignment are paid at straight time or time and a half according to the Fair Labor Standards Act. Employees can accumulate compensatory time. Refer to procedures on Overtime. **(Section 6.0)**



5.4 PRORATING PAY FOR REDUCED WORK YEAR

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

6.0 OVERTIME/EXTRA DUTY COMPENSATION

6.1. OVERTIME COMPENSATION

Nonexempt employees who work more than 40 hours in a workweek of seven consecutive days are entitled to overtime compensation at time-and-a-half rates for time worked over 40 hours.

Compensation will be given in compensatory time off. Hours worked over the compensated amount but less than 40 hours in a workweek are compensated at straight time rates. For example, if there is a holiday in the workweek and the employee works more than 32 hours, the 0 to 8 hours worked beyond the 32 hours will be compensated at straight time rates. **Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization from their supervisor.** Exempt employees (i.e., professional, administrative, and executive) are not entitled to overtime compensation. Extra-duty compensation is not allowed to be earned on duty days assigned to an exempt employee's corresponding job description and contract.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. The district's workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone, and different workweeks cannot be consolidated or averaged.

6.2 AUTHORIZATION OF OVERTIME

All overtime worked must be approved by a supervisor in advance on a designated approval form to be remitted, with signatures, to payroll with time sheets. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or pay) prior to the employee working overtime hours.

Overtime pay requirements cannot be waived by voluntary agreement between the school district and the employee and the employee cannot "donate" overtime or agree to be paid at reduced rates



6.3 USE OF COMPENSATORY TIME

Compensatory time may be accumulated up to a maximum limit of 20 hours including time-and-a-half rates. Employees who have accrued compensatory time must use that time within the duty year in which earned and before using other accrued leave. **Compensatory time accrued should be used within the duty year in which it is earned and in accordance with Board Policies DEAB (LEGAL/LOCAL) and DEC(LEGAL/LOCAL).**

<https://pol.tasb.org/Policy/Code/485?filter=DEAB>

6.4 TIME RECORDS

It is the intent of the district to comply with applicable laws that require the maintenance of records of the hours worked by our employees. To ensure that accurate records are kept of the hours actually worked by an employee (including overtime hours where applicable) and of the accrued leave time taken, and to ensure pay in a timely manner, nonexempt employees are required to maintain time records via TimeClock Plus (TCP) or on forms approved by the District. Weekly time records must be verified by the supervisor and submitted to payroll on designated dates. Official weekly time records shall be maintained in the central payroll office for all nonexempt personnel. All payroll records, including time records, shall be maintained for a period of three years, and shall be made available for inspection by government authorities on request. Failure to maintain accurate records of hours worked may result in disciplinary actions.

Employees must ensure that their actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of district policy and is grounds for disciplinary action, including termination of employment.

6.5 COMPENSATION FOR OVERTIME

Compensation for overtime hours will be awarded at 1½ times the regular rate (standard 40-hour weeks only otherwise hours calculated at straight time) per Superintendent approval. Compensation is given in compensatory time off.

7.0 OVERPAYMENT AND BACK PAYMENT

7.1 OVERPAYMENT

An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If discovered and/or reported in the current or immediate prior fiscal year, the Human Resource Department will rectify the issue by recovering the funds for the current or immediate prior year. The district will deduct the overpayment from one or more of the employee's paychecks should an overpayment occur, in accordance with applicable law.



7.2 BACK PAYMENT

A back payment will occur if the employee was paid less than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. A request for back payment should be presented in writing to the Human Resource Department and the Chief Financial Officer, who is responsible for reviewing the request. If a request for back payment is presented in the current school year, the Chief Financial Officer and Director/Coordinator of Human Resource will review the issue and will rectify the issue, upon approval of the request, for the current school year and previous school year if applicable. Back payment is not made beyond two (2) school years (current plus one).

8.0 EMPLOYEE PAY INCREASES

8.1 Eligibility for General Pay Increase (GPI)

Employee salaries and wages will be reviewed by the Superintendent on an annual basis for potential adjustment. General pay increases are intended to reward continued service to the district and support employee retention through competitive pay practices.

To qualify for a general pay increase, the following conditions must be met:

- The employee must have been in their current position for at least 90 continuous calendar days prior to the effective date of the pay increase.
- The employee must have completed one creditable year of service with Stafford MSD under the current compensation plan year. A creditable year of service is defined as at least 90 continuous workdays as a full-time employee.
- The employee's performance must meet or exceed expectations as determined by the district's performance evaluation standards.

Employees who do not meet all eligibility requirements may be excluded from general pay increases.

8.2 PAY INCREASE BUDGET

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



8.3 GENERAL PAY INCREASE CALCULATION

Regular or general salary advancement within a pay grade is controlled by the midpoint rate. Therefore, employees assigned the same pay grade and positioned comparably in the pay range will receive similar or same pay increase amounts. **(Please note: General Pay Increase Calculations Do NOT apply to the Teacher Salary Schedule).**

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

Example: Range Midpoint x Percent Increase = Pay Increase

- *Pay range midpoint for pay grade 504 is \$20.57 per hour*
- *Pay increase budget approved by the Board is 5%*
- *Hourly pay increase for all employees in pay grade 504 is $\$20.57 \times .05 = 1.03$*
- *An hourly employee in pay grade 504 is earning \$16.60 per hour*
- *Employee's new hourly wage is $\$16.60 + 1.03 = \$17.63$*

No employee's pay will be increased beyond the maximum of their assigned pay range unless a special adjustment is approved by the Board of Trustees.

8.4 INDIVIDUAL PAY ADJUSTMENTS

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

No contract employee shall be given an unscheduled pay increase during the contract term except for a change in assigned job duties, except for internal or external equity adjustments as approved by the superintendent for the subsequent fiscal year. The general pay increase does not apply to those receiving an internal or external equity adjustment for 2026-2027.



8.5 HOUSE BILL 2 (HB2) – TEACHER SALARY INCREASES

House Bill 2 (HB 2), passed during the 88th Texas Legislature, is a major education funding bill that is dedicated to increasing salaries for teachers and staff, supporting school operations, enhancing early childhood and special education programs, and improving campus safety.

HB 2 also establishes the Teacher Retention Allotment (TRA), a new funding program designed to help districts retain experienced educators. This allotment is scheduled to take effect in September 2025.

District Implementation – 2025–2026 School Year

As part of the district’s commitment to comply with HB 2 and support its teaching staff, salary increases will be provided to full-time classroom teachers as follows:

- A **\$4,000** salary increase for full-time classroom teachers with three (3) or more, but fewer than five (5), years of creditable teaching experience.
- An **\$8,000** salary increase for full-time classroom teachers with five (5) or more years of creditable teaching experience.

Creditable experience refers to years of teaching service that count toward salary calculations as defined by Texas Education Code §21.402 and the Texas Education Agency (TEA). These increases will be incorporated into the district’s salary schedule and are funded through the state’s HB 2 appropriation.

8.6 TEACHER INCENTIVE ALLOTMENT

For any funds received by Stafford MSD for a designated teacher under the Teacher Incentive Allotment (TIA), (90) percent will be paid to the designated teacher. The remaining (10) percent will be used for training and support of the system, expansion of the system, administrative expenses, and/or professional development. Should the district receive funding for a designated teacher who has retired, the district will forward payment to the retired teacher as soon as practicable. For more information reference the Teacher Incentive Allotment spending plan.



9.0 PROMOTION INCREASES

9.1 PROMOTION DEFINED

A promotion occurs when an employee is selected for a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. If an employee moves to a different job in a different pay structure (example: from manual trades to a professional group), the pay adjustment will be treated as placement of a new employee.

9.2 PROMOTION INCREASE

A promotion increase is based on an employee's current base pay, less any stipends paid for supplemental duties. Promotion increases are awarded in addition to any general annual pay increase given. (pg. 29 Promotion worksheet)

10.0 DEMOTION

10.1 DEMOTION DEFINED

A demotion occurs when an employee is reassigned or accepts a different job at a lower pay grade level with a reduction in his/her base pay. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

10.2 PAY ADJUSTMENTS FOR DEMOTION

A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent. When a pay reduction is made for a demotion, the employee's base pay rate will be reduced to the same relative position within the new pay range, typically measured as a ratio of the employee's salary to the 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 pay adjustment for demotion 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.

11.0 HIRING

11.1 POSITION CONTROL

SMSD has established a system for the hiring and transferring of employees. The SMSD Position Control system precisely defines every position within the organization and systematically attaches every employee to a specific position. This system is established to set up a process of checks and balances between Human Resources and the annual budget. Additionally, this system creates greater internal



control, provides an instant overview of staffing, and ensures positions are not created without proper funding. It also simplifies the budget process, provides closer connection between Human Resources and the Business Office and permits tracking of new employees and transfers.

11.2 EMPLOYMENT PROCESS

New positions must be approved by the Superintendent and Board of Trustees, unless approved during the budget process. Approved vacancies or new positions in the district are posted by the Human Resource Department in accordance with district policy. Approval is provided by the Superintendent. Positions must be posted for 10 business days. Approved vacancies or new positions within the school year must be posted for a minimum of ten (10) days. DC (LEGAL), (LOCAL).

Although only the Human Resource office can extend job offers, Principals/Hiring Managers can inform candidates that they are being “recommended” for a position. Principals/Hiring Managers must contact a minimum of three (3) references for the applicant selected for the open position. At least one of the references should be a current and immediate supervisor. A Hiring Recommendation is submitted to the Human Resource department via Frontline Recruiting & Hiring for identified candidates whose references have been satisfactorily verified. Three (3) Telephone Reference Check Forms must be submitted for administrative, professional and certified job candidates. Human Resources will verify job experience and service records to provide the salary offer to the candidate. Principals/Hiring Managers *may refer to the corresponding pay box for the position and quote salary as not less than the minimum rate until work experience is verified by Human Resources.*

A start date for the new employee will be identified once a job offer has been accepted, the results of the criminal history search have been received, and all new hire requirements have been completed. **The position for which the employee has been hired cannot be changed without contacting the Human Resource Department and after any necessary approvals are obtained.**

11.3 CREDITABLE YEAR OF SERVICE

A key element of the SMSD salary administration process is determining whether an employee has earned a creditable year of service. This designation impacts eligibility for base pay increases associated with overall pay structure adjustments.

To earn a creditable year of service, the following conditions must be met:

- Full-Time Service: At least 90 days of full-time employment, or
- Half-Time Service: At least 180 days of half-time employment within a 12-month period, as defined by TRS (Teacher Retirement System) guidelines.

Employees working less than half-time are not eligible to earn a creditable year of service.

Alternatively, a creditable year may be granted based on 90 full-time equivalent days worked at SMSD or another school district. This is calculated by multiplying the total number of days worked by the percentage of time employed.

Important Notes:



- Experience credit cannot be granted for the current school year, even if the 90-day threshold is met.
- New hires placed under the Teacher Placement Table must submit official service records within 30 business days of their start date to be eligible for a retroactive pay adjustment. Otherwise, any salary changes will take effect as of the date the Human Resources Department receives the documentation.

12.0 RETIRE AND REHIRE

12.1 RETIRE AND REHIRE

When a TRS retiree is rehired, the district may incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience.

Salary plans are reviewed and determined annually; therefore, salary advancement is not guaranteed from year to year. TRS retirees are subject to salary caps and may be eligible to receive a flat rate increase of \$1,000.00.

12.2 TEACHER RETIREMENT SYSTEM OF TEXAS

Information provided in this section is relative to policy and procedures of the Stafford Municipal School District regarding employment after retirement. These policies are not necessarily the policies of Teacher Retirement System of Texas (TRS). For policy and practices of TRS, please contact them directly for information.

You may call: 1-800-223-8778

You may also write: TRS
1000 Red River Street, Austin, TX 78701

Or visit the website at: www.trs.state.tx.us

The Stafford MSD is not an authorized provider of employee information regarding processes and procedures for retiring from the Teacher Retirement System of Texas (TRS). Employees must contact TRS directly for information regarding their personal retirement and the rules for employment after retirement.

There have been significant changes in TRS rules for employment after service retirement. It is the responsibility of the Retiree to verify how these changes will impact their annuity should they decide to return to work at a TRS-Participating entity.



13.0 INTENT TO RETURN AND TRANSFERS

13.1 VOLUNTARY TRANSFER REQUEST

Stafford MSD disseminates an *Intent to Return Form* annually. The purpose of this form is to provide a platform for employees to provide information on their employment intent for the upcoming school year. Additionally, this form provides the opportunity for staff to express their interest in transferring to a different department/campus/grade level. This form is to be completed by all exempt employees and must be signed and returned to the Human Resource Department. ***Please note – filling out the form is a request and does not guarantee a transfer.***

Approved transfer request will be communicated to the requestor and their immediate supervisor prior to the school year for which the request is made. Personnel not notified by the Human Resource Department and/or their immediate supervisor in reference to their transfer request should remain in their current assignment.

14.0 RESIGNATION

14.0 RESIGNATIONS

Employees wishing to resign must submit a resignation form/or letter of resignation to the Human Resource Department. Additionally, a letter of resignation may be submitted to the employees' principal/immediate supervisor. When a contract employee is requesting to resign during the contract year, the supervisor **must** contact the Superintendent with a recommendation.

Resignations are not official until accepted by the Superintendent or designee. At-will employees can resign at any time by submitting a letter of resignation. If the at-will employee verbally resigns and is not providing a written letter of resignation, the date, time, name of the resigning employee and job title of the person taking the resignation will be documented and submitted to the Human Resource Department by email.

14.1 EXIT INTERVIEWS

Exit interviews are used to gain information to assist the district with the retention of employees. Principals/Immediate Supervisors are asked to encourage all employees to complete the exit interview form, which is sent from Human Resource Department as part of the employee's exit paperwork.



15.0 ADJUSTING PAY RANGE STRUCTURES

15.1 REVIEW OF PAY RANGES

The District's pay range structures may be reviewed and adjusted periodically by the Superintendent, with approval of the Board of Trustees. Adjustments are intended to maintain a competitive compensation structure and ensure alignment with market conditions, inflation, and district compensation priorities.

The Superintendent is authorized to recommend appropriate adjustments to pay range structures as part of the annual compensation planning process based on budget considerations, market data, and organizational needs. Upon Board approval, adjustments will be implemented in a manner determined by the Administration to ensure consistency across the compensation system.

16.0 SUPPLEMENTAL DUTY PAY

16.0 SUPPLEMENTAL DUTY PAY (STIPENDS)

Supplemental pay occurs in addition to, but separate from, the employee's regular, contracted salary. **Supplemental pay is authorized by the Board of Trustees on an annual basis and is not a property right.** Supplemental pay is discontinued upon cessation of the assignment originally generating it or upon the occurrence of any other event, which would cause the employee to become ineligible to receive the supplement. In the area of supplemental pay, as in other areas of compensation, SMSD strives to maintain amounts that are competitive within our market.

Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's supplemental duty pay schedule which is approved by the Board.

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 hours in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week. These hours are calculated each week via the district timekeeping system.



CERTIFIED INSTRUCTIONAL STAFF, TEACHERS' SALARY SCHEDULE

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JOB CLASSIFICATION REVIEW FORM



Employee Request: Job Classification Review Form

Date of Request:

Employee Name		Job Category	Administrative Clerical/Para	Auxiliary Other
Current Daily/Hr. Rate		Current Pay Grade		
Campus/Department Location		Job Title for Review (As listed in current Compensation Plan)		
Days in Current Workday Calendar		Requesting Supervisor & Title		
Proposed New Daily/Hr. Rate		Proposed New Pay Grade		
Proposed New Job Title (if any)		Proposed Days in New Workday Calendar		

Job classification categorizes jobs of similar value into pay grades/pay ranges. Job classification is based on the requirements of the job and consideration of these factors:

- Knowledge & Experience (education, experience, specialized expertise)
- Effort (decision-making, complexity of duties, communication responsibility, span of control)
- Responsibility (scope of job impact, financial accountability, supervisory responsibility)
- External Job Market Value

INSTRUCTIONS: Complete sections below and use the back or additional pages if necessary to answer the following questions. Print this form and attach supporting documentation (including, at a minimum: updated job description detailing job duties and responsibilities; job analysis questionnaire; and written summary of rationale for request).

• Reason for Job Classification Change: ☐ Job responsibilities have increased ☐ Program change ☐ Other: _____ ☐ Job responsibilities have decreased ☐ New or additional certification/licensure required
• Why is this request for reclassification being made? Describe how the duties, responsibilities, and/or minimum qualifications of the job have changed in the past 12 months to a degree that warrants a pay classification change.
• List the reason(s) you believe that this job is assigned to the incorrect pay grade level. To which pay grade level do you feel this job should be assigned? Why?

Supervisor Response: How many incumbents are in the position? Are there any vacancies in the position now? Has there been a change in turnover patterns recently?							
Signature				Signature			
Date Signed				Date Signed			
ADMINISTRATIVE APPROVAL							
The above request is: ☐ Approved ☐ Denied Superintendent's Signature: _____ Date Signed: _____ Chief Financial Officer's Signature: _____ Date Signed: _____							
HR ONLY							
Date Rec'd							
# Employees in Job Title		Current Job Description or Questionnaire on File		Yes No	Retain Current Grade	Yes No	Reclassify To Grade #
Other Action Taken (explain)							



PROMOTION WORKSHEET

Current Placement Information

Name _____ Current Duty Schedule (months, days) _____				
Current Assignment _____ Current Base Pay Rate _____				
Current Pay Grade _____ Current Annual Salary _____				
Promotion Information				
New Assignment _____ New Duty Schedule _____				
New Pay Range _____				
Pay Grade	Minimum	Midpoint	Maximum	
Calculate the Standard Promotion Increase				
A. % Increase Applied to New Midpoint ($\% \times$ new midpoint) _____				
B. New Base Pay Rate (result in part A + current base rate) _____				
C. New Annual Salary (result in part B x new duty schedule) _____				
Recommended Promotion Increase (adjust standard increase if necessary)				
D. Base Rate Increase (dollar amount increases to rate of pay) _____				
E. Base Percent Increase (amount of base increase / old base rate) _____				
F. New Base Rate (amount in D + old base rate) _____				
G. New Annual Salary (result in F x new duty schedule) _____				
H. Total Percent Increase ((result in G - old salary)/old salary) _____				
Notes:				

Approval Authority _____

Date _____



RESIGNATION/RETIREMENT FORM

Employees who choose to resign from the District should complete and submit their resignation through the official electronic resignation form available at the following link: [Resignation and Retirement Form](#)



Completion of this form indicates your voluntary resignation/retirement from SMSD (not just your campus/department). Do not complete this form if you are transferring to another department, campus or position within SMSD.

RESIGNATION / RETIREMENT FORM

Today's Date: _____ First/Last Name: _____

Employee ID#: _____ SS#: _____ Email: _____
(Last 4 digits) (This will be used to make contact, if necessary, after your resignation has been processed)

Job Title: _____ Current Campus/Department: _____

I wish to offer my resignation from employment with SMSD effective _____ (this will be my last day reporting to work).

If you are resigning at the end of the school year, are you teaching summer school? Please circle: Yes No N/A

If you are resigning at the end of the school year, do you wish to maintain benefits through August? Please circle: Yes No N/A
**if not indicated, your benefits will end the last day of the month in which you last work.*

Reason for Resignation: ☐ Other Employment ☐ Retire from TRS ☐ Remain at home
☐ Change career fields ☐ Relocating from Houston ☐ Other (Specify) _____

Your final paycheck, and in some instances the last two, will be mailed; therefore, please provide your address below.

(COBRA information will be mailed to this address) Statement can be revised, based on HR Dept assessment

Street _____ City _____ State _____ Zip _____ Phone: _____

My signature below acknowledges I understand the following:

- ♦ I am resigning from the Stafford Municipal School District and the campus/work location to which I am currently assigned.
- ♦ I cannot rescind my resignation once it is accepted by SMSD.
- ♦ It is my responsibility to return any SMSD property including laptop computer and/or keys to the appropriate department/campus.
- ♦ My benefits coverage will end on the last day of the month worked, unless noted otherwise in the benefits question above.
- ♦ My resignation date is determined by my last day worked.
- ♦ If my resignation is not submitted in a timely manner, I will remain responsible for any and all deductions.

Signature: _____

Date: _____

Principal/Manager Acknowledgment: _____

Date: _____

Superintendent Designee/HR Representative: _____

Date: _____



TEACHER SALARY TABLE

Certified Teacher			
Teaching Years Completed	Base Salary	Teacher Retention Allotment	Total Compensation
0	\$63,000		\$63,000
1	\$63,900		\$63,900
2	\$64,300		\$64,300
3	\$64,400	\$4,000	\$68,400
4	\$64,500	\$4,000	\$68,500
5	\$64,600	\$8,000	\$72,600
6	\$65,100	\$8,000	\$73,100
7	\$65,600	\$8,000	\$73,600
8	\$66,100	\$8,000	\$74,100
9	\$66,600	\$8,000	\$74,600
10	\$67,100	\$8,000	\$75,100
11	\$67,600	\$8,000	\$75,600
12	\$68,100	\$8,000	\$76,100
13	\$68,650	\$8,000	\$76,650
14	\$69,300	\$8,000	\$77,300
15	\$69,600	\$8,000	\$77,600
16	\$69,900	\$8,000	\$77,900
17	\$70,300	\$8,000	\$78,300
18	\$70,800	\$8,000	\$78,800
19	\$71,300	\$8,000	\$79,300
20	\$71,850	\$8,000	\$79,850
21	\$72,450	\$8,000	\$80,450
22	\$73,000	\$8,000	\$81,000
23	\$73,700	\$8,000	\$81,700
24	\$74,000	\$8,000	\$82,000
25	\$75,150	\$8,000	\$83,150
26	\$76,446	\$8,000	\$84,446
27	\$77,746	\$8,000	\$85,746
28	\$79,046	\$8,000	\$87,046
29	\$80,346	\$8,000	\$88,346
30	\$82,346	\$8,000	\$90,346
31	\$82,946	\$8,000	\$90,946
32	\$84,246	\$8,000	\$92,246
33	\$85,546	\$8,000	\$93,546
34	\$86,846	\$8,000	\$94,846
35	\$88,146	\$8,000	\$96,146
36	\$89,446	\$8,000	\$97,446
37	\$90,746	\$8,000	\$98,746
38	\$92,046	\$8,000	\$100,046
39	\$93,346	\$8,000	\$101,346
40	\$94,646	\$8,000	\$102,646

Uncertified Teacher			
Teaching Years Completed	Base Salary	Teacher Retention Allotment	Total Compensation
0	\$53,000		\$53,000
1	\$53,000		\$53,000
2	\$53,000		\$53,000
3	\$53,000	\$4,000	\$57,000
4	\$53,000	\$4,000	\$57,000
5+	\$53,000	\$8,000	\$61,000

Teacher Apprentice
\$51,100

- ▶ JROTC instructor(s) will follow this salary table.
- ▶ Teachers assigned to STEM and ECCC Academies receive an additional 10 days on their contract.
- ▶ Agriculture teachers will follow the 226-workday calendar.

The salaries listed above are based on 187 workday calendar for the 2025-2025 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees. All other salary supplements and stipends are outlined in the Employee Pay Plan. Uncertified teacher starting salary is \$53,000.

Please note: For an employee to receive credit for creditable years of service, an official Service Record must be submitted to the Human Resource department.

Master's degree: \$1,000	Doctorate degree: \$1,500
Official transcripts must be on file with Human Resources by October 31, 2026. Transcripts received after this date will not qualify for the 2026–2027 supplement and will not be prorated.	



2026-2027 ADMINISTRATIVE PROFESSIONAL PAY PLAN STAFFORD MSD

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
A01			Daily		\$318.98	\$389.00	\$459.02
	ARD Facilitator	205	187 Days		59,649	72,743	85,837
	Assistant Speech Pathologist	205	197 Days		62,839	76,633	90,427
	Asst LSSP	202	202 Days		64,434	78,578	92,722
	Coordinator, Bilingual/ESL	226	205 Days		65,391	79,745	94,099
	Coordinator, Comm & Marketing	226	210 Days		66,986	81,690	96,394
	Coordinator, Daycare	226	218 Days		69,538	84,802	100,066
	Coordinator, Grants/Partnerships	226	226 Days		72,089	87,914	103,739
	Coordinator, Innovation Grants	226					
	Coordinator, Inst. Technology	226					
	Coordinator, Library & Media	226					
	Coordinator, PEIMS	226					
	Coordinator, Parent/Family Engagement	226					
	Facilitator, ARD	205					
	Coordinator, Robotics	187					
	Data Fellow	197					
	District Content Curriculum Specialist	210					
	Coordinator, Dyslexia	226					
	Instructional Coach	197					
	Literacy Coach	187					
	Registered Nurse	187					
	Social Worker	210					
	Specialist, Early College	210					
	STEM Specialist	218					
A02			Daily		\$338.12	\$412.34	\$486.56
	ADSY Project Manager	226	202 Days		68,300	83,293	98,285
	Coordinator, Business Office	226	205 Days		69,315	84,530	99,745
	Coordinator, Human Resources	226	210 Days		71,005	86,591	102,178
	Coordinator, Elementary/CIA	226	218 Days		73,710	89,890	106,070
	Coordinator, Secondary/CIA	226	226 Days		76,415	93,189	109,963
	Coordinator, SPED	226					
	Coordinator, Testing/Textbook	226					
	Counselor, ECC	210					
	Counselor, Elementary	210					
	Counselor, High School	210					
	Counselor, Lead	218					
	Counselor, Middle School	210					

Counselor, STEM	218
Counselor, Early College	218
Diagnostician	205
LPC	202
LSSP	202
Speech Pathologist	205

A03	
Assistant Principal, ECC	218
Assistant Principal, Elementary	218
Assistant Principal, STEM	218
Assistant Principal, Middle School	218
Associate Principal, Elementary	226
Associate Principal, Middle School	226

A04	
Assistant Principal, High School	218
Associate Principal, High School	226
Associate Athletic Director	226

A05	
Director, Athletics	226
Director, CTE	226
Director, Fed & State Programs	226
Director, Fine Arts/Head Band	226
Director, Child Nutrition	226
Director, Multilingual/ELL Programs	226
Director, Human Resources	226
Director, Maintenance/Operations	226
Director, STEM	226
Principal, ECC	226
Principal, Elementary	226
Principal, Middle School	226
Principal, STEM Academy	226

A06	
Principal, High School	226
Exe Director of CTE and Adv Acad	226

A07	
Chief Academic Officer	226
Chief Financial Officer	226
Chief of Human Resources	226
Chief of Schools	226

Daily		\$366.97	\$437.80	\$508.63
218	Days	80,000	95,441	110,882
226	Days	82,935	98,943	114,950

Daily		\$412.84	\$483.67	\$554.50
218	Days	90,000	105,441	120,882
226	Days	93,302	109,309	125,317

Daily		\$384.54	\$463.30	\$542.06
226	Days	86,906	104,706	122,506

Daily		\$456.83	\$550.40	\$643.97
226	Days	103,244	124,390	145,537

Daily		\$517.82	\$616.45	\$715.08
226	Days	117,027	139,318	161,608



2026-2027 CLERICAL/PARAPROFESSIONAL PAY PLAN**STAFFORD MSD*****Annual amounts are based on 8 hours per day**

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
P01			Hourly		\$13.00	\$15.66	\$18.32
	Aide, Behavior Support	187	187	Days	19,448	23,427	27,407
	Aide, Bilingual	187	226	Days	23,504	28,313	33,123
	Aide, Classroom	187					
	Aide, Daycare	226					
	Aide, ESL	187					
	Aide, ISS	187					
	Aide, Library I	187					
	Aide, PE	187					
	Aide, Special Ed	187					
	Aide, Special Ed (1:1)	187					
	Health Clinic Assistant	187					
P02			Hourly		\$13.61	\$16.60	\$19.59
	Aide, Inclusion/BAC/VAC	187	187	Days	20,361	24,834	29,307
	Aide, Library II	205	205	Days	22,320	27,224	32,128
	Aide, Special Education PPCD	187	210	Days	22,865	27,888	32,911
	Aide, Special Ed Life Skills	187	218	Days	23,736	28,950	34,165
	Receptionist, Campus	210					
	Health Clinic Assistant II	218					
P03			Hourly		\$15.35	\$18.72	\$22.09
	Admin Asst, Asst Principal Elementary	210	210	Days	25,788	31,450	37,111
	Admin Asst, Asst Principal High School	210	220	Days	27,016	32,947	38,878
	Admin Asst, Asst Principal Middle School	210	226	Days	27,753	33,846	39,939
	Clerk, Attendance ECC	210					
	Clerk, Attendance Elementary	210					
	Clerk, Attendance High School	226					
	Clerk, Attendance Middle School	210					
	Reception/Attendance, STEM	226					
	Reception, Central Administration	226					
P04			Hourly		\$18.57	\$22.65	\$26.73
	Admin Asst, Principal ECC	226	187	Days	27,781	33,884	
	Admin Asst, Principal Elementary	226	220	Days	32,683	39,864	39,988
	Admin Asst, Principal Middle School	226	226	Days	33,575	40,951	47,045
	Admin Asst/Bookkeeper STEM	226					48,328
	Aide, Auto Technology	187					
	Bookkeeper, High School	226					
P05			Hourly		\$20.61	\$25.14	\$29.67
	Admin Asst, Athletics	226	226	Days	37,263	45,453	

Admin Asst, CTE	226	53,643
Admin Asst, Dir Fed/State	226	
Admin Asst, Dir Multilingual/ESL	226	
Admin Asst, Human Resources	226	
Admin Asst, Maintenance/Operations	226	
Admin Asst, Principal High School	226	
Admin Asst, Dir STEM	226	
Associate, STEM	226	
Clerk, Accounts Payable	226	
Clerk, Human Resources	226	
Clerk, Payroll	226	
Clerk, PEMIS	226	

P06		Hourly	\$24.62	\$30.02	\$35.42
Admin Asst, Chief Academic Officer	226	226	Days	44,513	54,276
Admin Asst, Chief Financial Officer	226				64,039
Admin Asst, Chief of Schools	226				
Specialist, Compensation	226				
Specialist, Early College	226				
Specialist, Facilities	226				
Specialist, Human Resources	226				
Specialist, Payroll	226				
Specialist, Purchasing and Procurement	226				
Registrar, High School	226				
Registrar, STEM	226				
Associate, LPC	226				
Associate, Early College	226				
P07		Hourly	\$32.15	\$43.95	\$50.52
Exec Asst, Supt/Coord, Board	226	226	Days	58,127	79,467



**2026-2027 AUXILIARY PAY PLAN
STAFFORD MSD**

*Annual amounts are based on 8 hours per day

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
CHILD NUTRITION						
C01			Hourly	\$16.00	\$18.64	\$21.28
	Cafeteria Full Time (7 Hours)	184	184 Days	20,608	24,008	27,409
	Cafeteria Part Time (5 hours)	184				
C02			Hourly	\$17.40	\$20.54	\$23.68
	Assistant Cafeteria Manager	188	188 Days	26,170	30,892	35,615
C03			Hourly	\$26.28	\$30.84	\$35.40
	Cafeteria Manager Elementary	188	188 Days	39,525	46,383	53,242
	Cafeteria Manager High School	192	192 Days	40,366	47,370	54,374
C04			Hourly	\$33.00	\$39.63	\$46.26
	Coordinator, Child Nutrition	226	226 Days	59,664	71,651	83,638
MAINTENANCE AND OPERATIONS						
M01			Hourly	\$14.00	\$16.64	\$19.28
	Custodian	230	230 Days	25,760	30,618	35,475
M02			Hourly	\$15.40	\$18.57	\$21.68
	Grounds Worker	230	230 Days	28,336	34,169	39,891
	Maintenance Worker	230				
	Warehouse Worker	230				
M03			Hourly	\$20.04	\$24.00	\$27.96
	HVAC Technician	230	230 Days	36,874	44,160	51,446
M04			Hourly	\$24.28	\$28.84	\$33.40
	Grounds Crew Leader	230	230 Days	44,675	53,066	61,456
	Lead HVAC	230				
M05			Hourly	\$29.40	\$35.01	\$40.62
	Supervisor, Custodial	230	230 Days	54,096	64,418	74,741
	Supervisor, Maintenance	230				
TRANSPORTATION						
B01			Hourly	\$12.00	\$14.64	\$17.28
	Bus Monitor (5 hours)	182	182 Days	17,472	21,316	25,160
B02			Hourly	\$20.00	\$22.64	\$27.28
	Fleet Driver (5 hours)	182	182 Days	29,120	32,032	25,160
	Dispatcher	226	226 Days	36,160	40,933	49,322
B03			Hourly	\$25.00	\$28.00	\$31.00
	Bus Driver (5 hour)	182	182 Days	36,400	40,768	45,136
B04			Hourly	\$33.00	\$39.63	\$46.26
	Supervisor, Transportation	226	226 Days	59,664	71,651	83,638



2026-2027 CLERICAL/TECHNICAL PAY PLAN
STAFFORD MSD

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
T01			Hourly	\$21.32	\$26.00	\$30.68
	Desktop Support Specialist	226	226 Days	38,547	47,008	55,469
	Technology Clerk/Helpdesk I	226				
T02			Hourly	\$29.42	\$35.88	\$42.34
	Server Technician	226	226 Days	53,191	64,871	76,551
T03			Daily	\$384.54	\$463.30	\$542.06
	Director, Technology	226	226 Days	86,906	104,706	122,506

STAFFORD MUNICIPAL SCHOOL DISTRICT 2026-2027 STIPEND LISTING**DESCRIPTION: ATHLETICS****Grant Funded***

1 Athletic Coordinator- High School (2)	\$ 4,500.00
1 Athletic Coordinator- Middle School (2)	\$ 2,500.00
1 College Recruiting Liaison	\$ 1,000.00
1 Track Head- Coach- High School (2)	\$ 5,500.00
1 Track Coach- Middle School (6)	\$ 1,600.00
1 Track Assistant- High School (4)	\$ 2,750.00
1 Volleyball Head Coach- High School	\$ 7,500.00
1 Volleyball Assistant Coach- High School (2)	\$ 4,000.00
1 Volleyball Coach- Middle School (4)	\$ 3,500.00
1 Soccer Head Coach- High School (2)	\$ 5,500.00
1 Varsity Asst/JV Soccer Coach- High School (2)	\$ 2,250.00
1 Soccer Coach- Middle School (2)	\$ 1,200.00
1 Baseball Head Coach- High School (1)	\$ 5,500.00
1 Baseball Assistant Coach- High School (2)	\$ 2,250.00
1 Softball Head Coach- High School (1)	\$ 5,500.00
1 Softball Assistant Coach- High School (2)	\$ 2,250.00
1 Basketball Head Coach- High School (2)	\$ 5,500.00
1 Basketball Assistant Coach- High School (4)	\$ 2,350.00
1 Basketball Coach- Middle School (8)	\$ 1,600.00
2 Cheerleading Head Coach- High School (1)	\$ 4,000.00
2 Cheerleading Assistant Coach- High School (1)	\$ 1,600.00
2 Cheerleading Coach- Middle School (1)	\$ 1,600.00
1 Cross Country Head Coach- High School (1)	\$ 6,000.00
1 Cross Country Assistant Coach- Middle/High School (1)	\$ 3,000.00
1 Cross Country Head Coach- Middle School (1)	\$ 2,000.00
1 Football Assistant Coach- High School (8)	\$ 7,000.00
1 Football Assistant Coach/Huddle Coordinator- High School (1)	\$ 7,500.00
1 Football Assistant Coach/Offensive Coordinator- High School (1)	\$ 8,500.00
1 Football Assistant Coach/Defensive Coordinator- High School (1)	\$ 8,500.00
1 Football Assistant Coach/ST-Coordinator – High School (1) +	\$ 8,500.00
1 Football Assistant Coach- Middle School (5)	\$ 3,500.00
1 Tennis Head Coach- High School (2 {1-Fall/1-Spring}-Split)	\$ 6,500.00
1 Tennis Assistant Coach- High School (1)	\$ 2,500.00
1 Tennis Coach- Middle School (1)	\$ 1,600.00
1 Equipment Coordinator (1)	\$ 1,500.00
1 Golf Coach (1)	\$ 2,500.00
1 Powerlifting Head Coach- High School (1)	\$ 3,500.00
1 Powerlifting Assistant Coach- High School (1)	\$ 1,600.00
1 Swimming Head Coach (1)	\$ 6,500.00
Swimming Water Polo (1)	\$ 3,500.00
1 Swimming Assistant Coach (1)	\$ 1,600.00



1	Trainer- High School	\$10,000.00
1	Trainer – High School/CTE	\$ 4,000.00
1	Trainer- Middle School	\$ 5,000.00

STAFFORD MUNICIPAL SCHOOL DISTRICT 2026-2027 STIPEND LISTING

DESCRIPTION: ACADEMICS		Grant Funded*
2	Agriculture- CTE (2)	\$ 2,000.00
1	AP Coordinator	\$ 750.00
4	Band Director Assistant (4)	\$ 7,250.00
1	Band, Lead Director	\$ 4,250.00
3	Behavior and Social Adjustment Teacher	\$ 2,500.00
13	Bilingual Teacher	\$ 4,000.00
1	Choir Teacher- Middle/High School (1)	\$ 3,500.00
3	Color Guard Instructor (Dance & JROTC)	\$ 3,500.00
1	Coordinator for Internships/Practicums	\$ 2,500.00
2	Culinary Arts- CTE (2)	\$ 2,000.00
2	Distributive Education Clubs of America (DECA) Advisor (2)	\$ 500.00
4	Department Head- ECC (4)	\$ 3,000.00
8	Department Head- Elementary (8)	\$ 3,000.00
6	Department Head- High School (6)	\$ 3,000.00
6	Department Head- Middle School (6)	\$ 3,000.00
3	Department Head- STEM Magnet (3)	\$ 3,000.00
1	Department Head, Special Education- ECC (1)	\$ 3,000.00
1	Department Head, Special Education- Elementary School (1)	\$ 3,000.00
1	Department Head, Special Education- High School (1)	\$ 3,000.00
1	Department Head, Special Education- Middle School (1)	\$ 3,000.00
1	Department Head, Special Education- STEM Magnet (1)	\$ 3,000.00
1	District Art Coordinator (1)	\$ 1,000.00
12	Doctoral Degree- Teacher	\$ 1,500.00
1	Drone Head Coach (1)	\$ 5,500.00
1	Drone Assistant Coach (1)	\$ 3,000.00
3	Education Diagnostician	\$ 3,000.00
1	Bilingual Education Diagnostician	\$ 4,000.00
2	LPAC Coordinator ECC (2)	\$ 3,000.00
4	LPAC Coordinator- Elementary School (4)	\$ 3,000.00
1	LPAC Coordinator- High School	\$ 3,000.00
1	LPAC Coordinator- Middle School (1)	\$ 3,000.00
1	LPAC Coordinator- STEM Magnet (1)	\$ 3,000.00
1	Gaming Head Coach (1)	\$ 5,500.00
2	Gaming Assistant Head Coach (2)	\$ 2,500.00
1	Gifted and Talented Coordinator- ECC (1)	\$ 500.00
1	Gifted and Talented Coordinator- Elementary School (1)	\$ 500.00
1	Gifted and Talented Coordinator- High School (1)	\$ 500.00



1	Gifted and Talented Coordinator- Middle School (1)	\$ 500.00
1	Gifted and Talented Coordinator- STEM Magnet (1)	\$ 500.00
0	Head MS Band Director	\$ 2,500.00
1	High School Dance Instructor	\$ 4,000.00
8	Instructional Technology Leader (8)	\$ 2,500.00
	Licensed Specialist in School Psychology (LSSP)	\$ 2,500.00
6	Life Skills	\$ 2,500.00
24	Longevity (10 completed years)	\$ 750.00
20	Longevity (15 completed years)	\$ 1,000.00
47	Longevity (5 completed years)	\$ 500.00
74	Master's Degree- Teacher	\$ 1,000.00
0	Mentor	\$ 500.00
0	NEJHS Sponsor	\$ 250.00
1	NHS Sponsor	\$ 500.00
1	NJHS Sponsor	\$ 250.00
1	Nurse, Lead	\$ 6,000.00
	One Act Play Assistant Sponsor	\$ 1,500.00
1	One Act Play Sponsor	\$ 2,500.00
0	RLA Blended Learning Stipend ES, CIA*	\$ 1,000.00
0	RLA Blended Learning Stipend Teacher, Reading*	\$ 1,000.00
0	RLA Blended Learning Stipend, ES Administrator*	\$ 1,000.00
0	RLA Blended Learning Stipend, ES Technology*	\$ 1,000.00
8	Robotics (8)*	\$ 1,800.00
0	Robotics (Dual Campus Team) (1)*	\$ 2,500.00
1	Robotics Lead*	\$ 5,000.00
1	Safety Coordinator – District-Wide (1)*	\$ 4,000.00
2	Safety Patrol- Elementary School (2)	\$ 1,000.00
0	Safety Patrol- High School (2)	\$ 1,000.00
1	Safety Patrol- Middle School (2)	\$ 1,000.00
0	Safety Patrol- STEM Magnet (2)	\$ 1,000.00
17	Secondary School Mathematics Teacher	\$ 2,000.00
15	Secondary School Science Teacher	\$ 2,000.00
0	Special Olympics Head Coach	\$ 1,000.00
	Speech Language Pathology	\$ 3,000.00
	Speech Language Pathology (Assistant)	\$ 1,500.00
12	Skills USA, CTE (11)	\$ 500.00
1	Special Olympics Assistant Coach	\$ 800.00
1	Student Council- High School	\$ 1,500.00
1	Student Council STEM – High School	\$ 1,500.00
2	Student Council Assistant- High School (split \$500)	\$ 1,000.00
20	STEM Clubs- SMA (20)	\$ 250.00
1	Student Council Middle School	\$ 325.00
2	Student Council Elementary School	\$ 325.00
1	Student Council STEM - Elementary	\$ 325.00
1	Student Council STEM – Middle School	\$ 325.00

1	TAFE Sponsor – High School	\$ 250.00
2	Testing Coordinator- High School	\$ 2,500.00
3	Testing Coordinator- Early College High School*	\$ 2,500.00
2	Testing Coordinator- Middle School	\$ 2,500.00
3	Testing Coordinator- Elementary School	\$ 2,500.00
0	Testing Coordinator- ECC	\$ 2,500.00
1	Testing Coordinator – STEM	\$ 2,500.00
1	Textbook Coordinator- High School	\$ 750.00
1	Textbook Coordinator- Middle School	\$ 750.00
1	Textbook Coordinator- Elementary School	\$ 750.00
1	Textbook Coordinator- High School	\$ 750.00
1	Textbook Coordinator- Middle School	\$ 750.00
1	Textbook Coordinator- Elementary School	\$ 750.00
0	Textbook Coordinator- ECC	\$ 750.00
1	Textbook Coordinator- STEM Magnet	\$ 750.00
1	UIL Coordinator- High School	\$ 1,500.00
1	UIL Coordinator Assistant- High School	\$ 1,000.00
1	UIL Coordinator- Middle School	\$ 1,000.00
1	UIL Coordinator- Elementary School	\$ 1,000.00
1	UIL Coordinator – STEM Elementary	\$ 1,000.00
1	UIL Coordinator- STEM Middle School	\$ 1,000.00
1	UIL Coordinator – STEM High School	\$ 1,000.00
0	Washington D.C. Club- Middle School	\$ 1,000.00
1	Yearbook Sponsor- High School	\$ 1,000.00
4	Web Team- Senior Developer (4)	\$ 1,000.00
0	Web Team- Junior Developer (0)	\$ 500.00
1	Yearbook Sponsor- Middle School	\$ 500.00
2	Yearbook Sponsor- Elementary School	\$ 250.00
1	Yearbook Sponsor- ECC	\$ 250.00
1	Yearbook Sponsor- STEM Magnet	\$ 250.00
0	Youth in Philanthropy	\$ 250.00



STIPEND ELIGIBILITY NOTES

- All stipends and related funding are subject to review when necessary or appropriate; stipends are subject to qualifying criteria and are not guaranteed from year to year. Stipend amounts may change from year to year.
- All stipends are spread equally from pay period first earned through the last contract period for the year unless an employee submits an annual selection form, requesting a lump sum payment on or about June 25 or noted differently in the Special Notes section. Some stipends may have program stipulations requiring an annual or bi-annual pay out, as noted.
- If a campus/department wants to split a stipend between two or more employees, the amount and days will be split as well (days must be split on a whole day basis).
- All coaches assisting with football and volleyball will report for duty as stipulated by the head coach. The employees are being compensated through stipends for assigned duties by the head coach for any practice leading up to the season through the last contract day.
- Stipends not described in this section of the Employee Pay Plan must be verified and approved by the Human Resources Department and by the Business Office before submitting to payroll for processing. All unapproved stipends or rates submitted for processing will be adjusted by Payroll and/or the Human Resources Department until proper approval is obtained.

SPECIAL NOTES

1. Coaches are expected to do the job for which they are employed. However, for the purpose of clarifying the minimum number of regular working days for coaches, the following will be used:
 - a. All middle and high school coaches will attend in-service (coach's) activities as scheduled.
 - b. Coaches assisting in football and volleyball will report for duty as stipulated by the head coach.
 - c. All middle and high school coaches will scout for high school sports as assigned by the Athletic Director.
 - d. Special demands of the job may require a coach to occasionally work extra days throughout the school year.
2. High School cheerleading/dance coaches' stipends have been adjusted for attendance at summer camp leading into the school year.
3. Band Director Assistants are expected to do the job for which they are employed. However, for the purpose of clarifying the minimum number of regular working days, the following will be used:
 - a. All middle and high school assistants will attend meetings and concert activities as assigned by the Band Director.
 - b. Band Director Assistants will report for duty as stipulated by the Band Director.



- c. Special demands of the job may require a band director assistant to occasionally work extra days.
- 4. In order to receive the stipend, the teacher must be fully certified in his/her assigned area of instruction and be teaching a full load in that content area during the instructional day. The master schedule is constructed to fit the needs of the campus and a full load in the assigned content area may not be available for one or more years in a row.
 - a. A full load is defined as:
 - i. Five (5) hours/sections or more at the elementary level
 - ii. Six (6) hours/sections or more at the secondary level
- 5. In order to receive the stipend, the employee must attend all related events assigned by the campus principal or department director. If attendance requirements are not met or if an employee cannot fulfill the obligations as required, the employee may be removed from the assignment and the stipend will be pro-rated and paid out for the total number of days completed.
- 6. All department chairs and team leaders are expected to report to work five business days before the first day for all 187-day employees. The stipend is to compensate for assigned duties/activities as given by campus principal and is contingent on fulfillment of department requirements.
- 7. To receive the advanced degree stipends, the official transcript must be on file in HR Department by October 31, 2025. If received after October 31, 2025, the stipend will not be added to the base pay for 2025/2026 nor will it be prorated for remaining contract days.
- 8. All LPAC coordinators are expected to report to work five business days before the first day for all 187-day employees. The stipend is to compensate for assigned duties/activities as given by the Director of Multilingual Program and is contingent on fulfillment of department requirements. (Bilingual or ESL certified)
- 9. All full-time teachers, librarians, RNs, speech language pathologists, diagnosticians, LSSPs, dyslexia specialists, counselors, assistant principals, principals, instructional specialists, and the Athletic Director and Band Director are eligible for longevity pay. An employee must have complete consecutive years of full-time professional experience at SMSD to be eligible for a stipend.
- 10. The Robotics Lead stipend is to be compensated for additional duties and responsibilities as a teacher, head robotics coach for the middle school, and assistant coach for STEM and the high school teams. In addition, the Robotics Lead is the team lead for the middle school science department.
- 11. The Mentor stipend is to compensate for assigned duties/activities as given by



campus principal and is contingent on fulfillment of the District's S.H.I.E.L.D. mentor program requirements. Teachers with 0-2 years of experience are to have an assigned teacher mentor who has 3 or more years of experience. The mentor must complete all duties as specified in the S.H.I.E.L.D. manual; failure to complete duties may result in removal from the assignment and a proration of the stipend based on the number of days completed. The Mentor stipend will be paid bi-annually.

12. The Bilingual stipend is available to Pre-K- 5th grade assignments only. (Bilingual certified)
13. To receive the stipend, the teacher must sign an acknowledgment each semester confirming they are fulfilling the expectations of the dual assignment. Failure to sign the acknowledgment may affect the employee's eligibility to receive the stipend.



**SUBSTITUTE PAY SCHEDULE
2026-2027 SCHOOL YEAR**

SUPPLEMENTAL PAY FOR ABSENCE COVERAGE

Effective at the start of the 2026–2027 school year, district employees will no longer be eligible to receive supplemental pay for covering or substituting for employee absences, completing other duties as assigned, or performing responsibilities during their regular workday that are considered part of their normal assigned duties or workload. This change is intended to ensure consistent application of district compensation practices, prevent duplication of compensation (“double dipping”), and maintain alignment with district policies and fiscal responsibility standards. Supplemental pay will only be provided for approved duties, assignments, or responsibilities that are outside an employee’s normal job expectations and regular employment obligations, following established district procedures and appropriate administrative approval. This change does not impact an employee’s regular salary, approved stipends, or other authorized supplemental assignments that meet district criteria.

<u>Substitute Teachers</u>		<u>Daily Rate</u>
SBEC Certified	\$	150.00
Degreed	\$	110.00
Non-Degreed	\$	100.00
Long-Term SBEC Certified (ten or more consecutive days as a substitute for the same classroom teacher)	\$	160.00
Long-Term Degreed (ten or more consecutive days as a substitute for the same classroom teacher)	\$	120.00
Long-Term Non-Degreed (ten or more consecutive days as a substitute for the same classroom teacher)	\$	110.00
<u>Other Professional Substitutes</u>		<u>Daily Rate</u>
Counselor (certified)	\$	150.00
Counselor (non-certified)	\$	110.00
Nurse (RN or LVN)	\$	150.00
Principal	\$	200.00
Assistant Principal	\$	150.00



PARAPROFESSIONAL SUBSTITUTES
2026-2027 SCHOOL YEAR

Paraprofessional Substitutes	Hourly/Daily* Rate	
(Daily rates are for both degreed and non-degreed)		
Food Service Worker/Cashier (includes probationary employees)	\$	15.00
Custodian (includes probationary employees)	\$	14.00
Maintenance Worker (includes probationary employees)	\$	18.00
Substitute Bus Driver (CDL) (includes probationary employees)	\$	20.00
Substitute Bus Driver (Non-CDL) (includes probationary employees)	\$	16.00
Bus Monitor (includes probationary employees)	\$	12.00
Paraprofessional/Clerical	\$	80.00*



EMPLOYEE EXTRA DUTY, STUDENT WORKER, AND INTERN RATES
2026-2027 School Year

<u>Extra Duty Type</u>		<u>Hourly/Daily* Rate</u>
Bus Ramp Monitor (professionals only)	\$	20.00
Detention (professionals only)	\$	20.00
In-Home Training (special education certified teachers only)	\$	40.00
Homebound Services (professionals only)	\$	40.00
Tutorials/Learning Labs (professionals only)	\$	40.00

<u>Student Workers</u>		<u>Hourly Rates</u>
High School Student	\$	10.00
College Student (60 college credit hours or equivalent paraprofessional certification)	\$	20.00
Board Meeting Audio/Visual	\$	12.50
Stafford Peer Tutors	\$	10.00
Summer Maintenance Work	\$	10.00
Summer Technology Help	\$	10.00

<u>Interns</u>		<u>Daily Rate</u>
LSSP	\$	150.00



ATHLETIC AND ACADEMIC EVENT SUPPLEMENTS
2026-2027 SCHOOL YEAR

<u>UIL Athletic Event Workers</u>	<u>Event Rate</u>
Bookkeeper	40.00
Clock Keeper	40.00
Gate Attendant	40.00
Ticket Box Cashier	40.00
Football Announcer	50.00

*All rates are based on up to four (4) hours worked. (If back-to-back events or an ongoing tournament is being worked and the 4-hour threshold is exceeded, then a second event rate will be paid)

<u>Other Supplements (Athletic & Academic)</u>	<u>Round Trip/Hourly* Rate</u>
Coaches Driving School Buses (UIL athletic trips only)	
Coach Transportation Duties Outside Assigned Sport (Overnight Trips ONLY)	
Per Day	\$ 100.00
District and Playoff Games & Academic Events (mileage and rates based on round trip)	
Under 110 Miles	\$ 50.00
Between 111 and 160 Miles	\$ 55.00
Between 161 and 250 Miles	\$ 60.00
Over 250 Miles	\$ 65.00
Non-District Games and Academic Events	\$ 50.00

<u>Other Academic Supplements</u>	<u>Day/Event* Rate</u>
High School Campus	
UIL Event Sponsor, One Event (professionals only on non-contract days)	\$ 500.00
Each additional event	\$ 300.00
UIL Event Chaperone (professionals only on non-contract days)	\$ 150.00
Other Campuses	
UIL Event Sponsor, One Event (professionals only on non-contract days)	\$ 250.00
Each additional event	\$ 125.00
UIL Event Chaperone (professionals only on non-contract days)	\$ 100.00
Special Olympics Chaperone (professionals only on non-contract days)	\$ 20.00*



SUMMER SCHOOL PAY SCHEDULE
2026-2027 School Year

<u>Position</u>		<u>*Stipend/Hourly Rate</u>
Administrator	\$	2,000
Teacher	\$	40.00
Counselor	\$	40.00
Diagnostician	\$	35.00
Instructional Aide / Office Support	\$	20.00
Librarian (non-contract days approved by Superintendent)	\$	40.00
Library Aide (non-contract days)	\$	20.00
LVN	\$	30.00
RN	\$	40.00
Speech Language Pathologist	\$	40.00
Substitute Paraprofessional	\$	20.00
Substitute Teacher	\$	40.00



WORKDAY CALENDARS

For detailed workday calendars, please visit:

<https://resources.finalsite.net/images/v1623969230/staffordmsdorg/xwnz51rjzolvaqyccygi/2023-2024WorkdayCalendars-Revised617.pdf>

Notwithstanding the workday calendar below, employees are required to work according to the hours and dates set by the District as they exist or may hereafter be amended. The District may extend the end date in a school year to the extent the District adjusts the instructional schedule due to a District, school, or program closing required by disaster, flood, extreme weather conditions, fuel curtailment, epidemic, pandemic, or other calamity. As part of the compensation provided to employees, employees are required to attend any applicable graduation ceremonies and any trainings, regardless of when conducted.

STAFFORD MUNICIPAL SCHOOL DISTRICT		
2026-2027 WORKDAY CALENDAR		
DAYS WORKED	DATES	EMPLOYEE GROUP
182	8/04/26 - 5/26/27	Bus Drivers, Bus Monitors
184	7/29/26 - 5/27/27	Child Nutrition
187	8/03/26 - 5/28/27	Teachers, Instructional Paraprofessional, Interventionist, Library Aide I, Literacy Coaches, Registered Nurse, Robotics Coordinator
188	7/29/26 - 5/27/27	Assistant Cafeteria Manager, Cafeteria Manager-Elementary
192	7/29/26 - 6/03/27	Cafeteria Manager-Secondary
197	7/27/26 - 6/08/27	CTE Teachers, STEM Teachers, STEM Instructional Paraprofessionals, Data Fellow, District Dyslexia Coordinator, Instructional Coaches
205	7/22/26 - 6/14/27	Diagnosticians, LSSP, Asst LSSP, LPC, Speech Pathologists, Assistant Speech Pathologist, Library Aide II
210	7/20/26 - 6/17/27	Counselors, District Content Specialist, Campus Receptionists, Attendance Clerk-ECC, ES, MS, Social Worker, STEM Specialist
218	7/13/26 - 6/22/27	Assistant Principals, Lead Counselor, STEM Specialist, CTE Counselor, STEM Counselor
226	7/13/26 - 6/30/27	Superintendent, Chiefs, Principals, Directors, Associate Athletic Director, CIA Elementary Coordinator, CIA Secondary Coordinator, Testing/Textbook Coordinator, Coordinators, Associate Asst., Principal, Receptionist-Central Office, Administrative Assistants, High School Attendance Clerk, Registrar-HS, Secondary Bookkeeper, Clerks- Finance, HR, Specialist-Payroll, Purchasing, HR, Accounts Payable, Executive Assistant, Technology Clerk, Desktop Support Specialist, Dispatcher, Agriculture Teachers, ADSY Project Mgr.
230	7/7/26 - 6/30/27	Custodians, Grounds Maintenance, Warehouse Workers, Grounds Maintenance Crew Leader, HVAC, Lead HVAC Technician, Maintenance Supervisor, Transportation Supervisor, Custodial Supervisor

THE BEST LITTLE SCHOOL DISTRICT IN TEXAS

