

Castleberry ISD

EMPLOYEE COMPENSATION PLAN

2026-2027

INTRODUCTION

The Talent Acquisition Department directs the strategic planning, design, and administration of all district compensation programs, ensuring alignment with Castleberry ISD's strategy, goals, and culture.

The Board of Education adopts a new compensation plan annually. This manual pertains **only to the 2026-2027 school year.** Neither past nor future salaries can be predicted based on this document.

The Talent Acquisition Department determines all final salary calculations in accordance with Board Policy and local regulations. In the event of typographical errors, Board Policy and regulations as of June 30, 2026, shall prevail. Any subsequent policy revisions take effect immediately and supersede existing guidelines.

This manual is subject to ongoing updates to reflect program changes, TASB reviews, or clerical corrections.

Questions regarding this pay plan may be referred to:

Kathryn Walker, Director of Talent Acquisition and Development

817-252-2003

Castleberry Independent School District prohibits discrimination against any employee or applicant on the basis of race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

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COMPENSATION POLICY

Employee pay practices are governed by Board Policies DEA, DEAA, and DEAB (Legal and Local), as well as applicable state and federal regulations.

Each year, the Superintendent recommends a comprehensive compensation plan for Board approval, which may include salary structures, stipends, benefits, and incentives. Once approved, the Superintendent, or a designee, administers these plans in accordance with Board policy, the annual budget, and these administrative guidelines.

To maintain equity and market relevance, the Superintendent or designee classifies each job title based on position qualifications, duties, and market value. This manual serves as the primary guide for administering Castleberry ISD wages, ensuring all practices align with local goals, legal regulations, and accreditation standards.

DESCRIPTION OF PAY SYSTEMS

Castleberry ISD designs and administers employee pay systems to attract and retain high-quality professionals dedicated to achieving district goals. The Talent Acquisition Department is responsible for the ongoing maintenance and oversight of these systems.

In accordance with 19 TAC 153.1021, certified classroom teachers and librarians are paid according to a salary schedule based on total years of creditable service. All other district positions are assigned to a pay grade and range structure that defines the specific compensation levels for each role.

The district pay plan includes:

- Teachers and Librarians
- Administrative and Professional Exempt Staff including Counselors and Registered Nurses
- Clerical and Paraprofessional Nonexempt Staff
- Instructional Aide Nonexempt Staff
- Auxiliary Nonexempt Staff
- ACE After-School Personnel
- ADSY Temporary Staff
- Substitute Temporary Staff
- Extra Duty and Supplemental Pay
- Academic, Athletic, and Job-Related Stipends
- Teacher Retention Allotment (3+ and 5+ years)

- Longevity Pay
- Teacher Incentive Allotment
- Teacher Perfect Attendance Incentive

Pay ranges and salary schedules are reviewed and adjusted periodically to maintain market competitiveness. All employees are paid within their assigned pay range unless a specific exception is granted by the Board of Education. Annual pay increases are determined by the budget, and compensation guidelines are approved by the School Board each year.

JOB DESCRIPTION

Accurate documentation is essential to the administration of the District's compensation system. The Talent Acquisition Department, in collaboration with supervisors, maintains comprehensive records for every position. Each job description defines the required qualifications, purpose, primary duties, working conditions, and FLSA exemption status.

To maintain organizational clarity, Talent Acquisition assigns titles that reflect the nature of the work and the District's structure. Job descriptions are reviewed and updated at least every three years and upon every vacancy.

The job description serves as the foundation for the annual performance evaluation. By defining the essential functions of the role, the job description directly drives the standards and competencies against which an employee is measured. During the annual performance review, employees and supervisors review and sign the job description to acknowledge these responsibilities and ensure the evaluation remains aligned with the current requirements of the position.

DUTY CALENDARS

Duty calendars are established based on district operational needs and aligned with pay cycles. To ensure administrative efficiency, the district strives to minimize duty calendar variations.

If a change in District needs requires an employee's duty calendar to be adjusted mid-year, the employee's total annual salary will be protected even if work days are reduced. In such cases, the daily or hourly rate will be adjusted to maintain the original annual salary for that school year. Wages are prorated for employees working less than a full-duty calendar.

Employees are not entitled to retain funds received through overpayment. The District reserves the right to recover overpayments through payroll deductions. Should an employee separate from the District with an outstanding balance, the remaining amount will be deducted from the final paycheck. If the final paycheck is insufficient to cover the balance, the employee remains responsible for the debt to maintain eligibility for rehire.

Duty Days	Employee Groups
179 Days	• Bus Drivers
180 Days	• Child Nutrition
189 Days	• Teachers (188 full days + 2 half days) • Nurses • Instructional Aides • Campus Security Monitor
197 Days	• Counselors (elementary) • Crisis Counselor • Social Worker • Speech Language Pathologist (SLP)
202 Days	• Librarian (elementary) • ARD Facilitator • Diagnostician • Lead Speech Language Pathologist • Transition Specialist
207 Days	• Campus Academic Leader, Elementary • Child Nutrition Manager • Instructional Coach/ Innovation Coach • Attendance Clerk • AP Secretary (MS/HS) • Principal Secretary (elementary) • Campus Data Management Specialist • Campus Receptionist • Campus Registrar (MS/HS) • Counselor (MS/HS) • Assistant Band Director (MS/HS) • Mariachi Band Director (MS/HS)
212 Days	• Assistant Principal • Campus Academic Leader (MS) • Head Band Director • Lead Diagnostician • Behavior Specialist • Outreach/At-Risk Coordinator
220 Days	• Athletic Coordinator (CHS) • Athletic Trainer • Head Football Coach • Instructional Coordinators (Bilingual, ESL, CTE, Early Childhood PK-2, ELA 3-5, RLA 6-12, Science, Social Studies) • CCMR Advisor • Special Programs Coordinator • Crisis Counselor • ACE Site Coordinator • Principal (elementary) • Chief of Police • Police Lieutenant • Police Officer

226 Days	• Superintendent • Superintendent's Cabinet • Academic Dean of Alternative Education • Accountant • ACE Director • ACE Program Specialist • Campus Computer Technicians (CCT) • Communications Specialist • Clerk • Coordinator • Director • Instructional Coach (Secondary RLA) • Manager • Principal Secretary (MS/HS/REACH) • Principal (MS/HS/REACH) • Secretary (Department/Executive) • Talent Acquisition Specialist • Talent Acquisition Receptionist
240 Days	• Auxiliary • Custodians • Maintenance

PAY CYCLES

Pay cycles are determined by the number of assignment work days. To ensure a consistent monthly income, all compensation is annualized over a 12-month period (or the remaining months of the cycle for those hired after October 1.) This provides employees with a steady pay amount each month, regardless of the number of work days or district breaks. Payments are issued via direct deposit according to the annual payroll schedule and specific pay calendars distributed in June by the District's Financial Services Department.

Pay Cycle 1	July to August	220, 226, 240 days
Pay Cycle 2	August to July	197, 202, 207, 212 days
Pay Cycle 3	September to August	179, 180, 189 days

- ***Monthly***. Employees in an assignment with set work days are paid once monthly. Pay for nonexempt employees is annualized based on duty days and duty hours assigned for the role. Approved time worked beyond the expected schedule will be calculated and reflected in the next scheduled check (if applicable and eligible for extra duty pay).
- ***Bi-weekly.*** Roles with flexible days, such as ACE instructors and substitute teachers, are paid every other week on a pay calendar that is distributed each year by the District's Financial Services Department.

PAYROLL DEFINITIONS

Annual Earnings represent the total compensation an employee received over the course of a year. This figure is recorded retroactively and serves as a historical record of paid wages rather than an estimate.

Annualized Salary is pay that is spread evenly over each month of the pay cycle regardless of the number of days worked in the month Castleberry ISD annualizes wages to provide a steady paycheck during months when employees are not contracted to work.

Hourly Compensation refers to pay outside of contracted work. Employees, such as substitutes and ACE instructors, are considered hourly and are paid on a biweekly basis instead of an annualized basis. They will be paid on actual hours worked for the pay period.

EXEMPTION STATUS

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. The Talent Acquisition department will determine the classification of each position based on a description of assigned job duties and weekly pay. To be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, librarian, or registered nurse. Additionally, the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

Exempt employees are paid on a salary basis for the number of months in their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. Exempt employees are not required to receive overtime compensation.

Nonexempt employees are paid on an hourly wage basis for all hours worked each week. Employees who are nonexempt will receive compensation for additional hours worked through compensatory time or pay. **Overtime pay must have prior approval from the Superintendent.**

OVERTIME COMPENSATION

Nonexempt employees who work more than 40 hours within the defined Castleberry ISD work week are subject to overtime regulations in accordance with Fair Labor Standards Act (FLSA).

An employee's regular work schedule may be adjusted during the week by a supervisor to limit or eliminate overtime. The District's work week begins at midnight (12:00 am) on Sunday and ends at 11:59 pm on Saturday. **Overtime must be paid or accrued as compensatory time** [see DAEB (LOCAL)].

AUTHORIZATION OF OVERTIME

A supervisor must have Superintendent approval to approve an employee's overtime work, in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time 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. The employee cannot "donate" overtime or agree to be paid at reduced rates.

COMPENSATION FOR OVERTIME

Compensation for overtime hours will be awarded at 1.5 times the regular rate of pay after physically working a 40-hour work week. At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance of performing duties if overtime hours will accrue compensatory time rather than pay [see DEAB (LOCAL)].

USE OF COMPENSATORY TIME

All compensatory (comp) time must be scheduled and approved in advance by the employee's supervisor, with final prior approval from the Superintendent. Employees who have accrued compensatory time are required to exhaust the balance before using any available paid state and local leave.

Supervisors are required to monitor compensatory time balances on a routine basis to ensure hours are used timely and do not become excessive. Effective management procedures for supervisors include:

- Regularly reviewing balance reports to identify employees approaching the accrual limit;
- Coordinating with employees to schedule "comp days" during slower operational periods to reduce outstanding balances.
- Ensuring that overtime work is strictly necessary to avoid departmental budget impacts.

The District maintains a maximum accrual limit of 30 compensatory time hours. Once an employee reaches this 30-hour threshold, the District requires the employee to take compensatory time off to bring the balance down. Compensatory time over 30 hours will be paid to the employee biannually at fiscal-year end (June 30) and calendar year end (December 31). **These payouts are funded directly from the respective campus or department budget.**

JOB CLASSIFICATION

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. For pay purposes, all jobs are classified based

on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Talent Acquisition will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades. The Superintendent or Designee has final authority concerning job classifications.

DETERMINING FACTORS IN CLASSIFYING JOBS

The District uses eight core factors to determine the appropriate classification and pay grade for every position. By evaluating roles through these specific lenses, such as the autonomy required, the impact of the work, and the complexity of problem-solving, the District ensures that the compensation system is fair, consistent, and aligned with the professional standards of the District.

1. Freedom to Act – Assesses the authority, autonomy, and independence assigned to the role. This factor considers the degree to which job tasks are governed by policies, procedures, manuals, or direct supervision.
2. Complexity – Evaluates problem-solving skills on two scales; first, the types of problems encountered (ranging from routine to highly complex); and second, the knowledge required to solve them (ranging from simple recognition and referral to devising solutions based on interpretation of policy and understanding of departmental objectives).
3. Consequences of Error - Measures the operational, financial, or legal impact of errors made in the course of work, as well as the magnitude of risk associated with the position.
4. Scope – Considers the variety of work assigned, the breadth of specialized skills required to complete the work, the knowledge of internal and external district units, and the diversity of deadlines and priorities governing the role.
5. Supervisory Responsibilities – Evaluates the number, types, and level of positions supervised, functions supervised, as well as the functional areas of oversight and the degree of supervisory authority exercised.
6. Responsibility of Resources – Measures the extent of the resources for which the position is accountable, including, but not limited to, human, financial, facilities, material, and information systems.
7. Communications – Assesses the nature and frequency of required verbal and written communications, the sensitivity of the information being exchanged, and methods of delivery being used.
8. Majority Rule – Determination of job title and classification level is based primarily on core functions of the role where the majority (50% or more) of a job duty lies.

CLASSIFICATION OF NEW POSITIONS

Prior to posting, all new positions must have a formal job description. Talent Acquisition determines the pay grade classification by evaluating the job description, required qualifications, and current market value. To ensure internal equity and budgetary compliance, every new position must be officially classified within the pay system before an offer of employment is extended.

PRINCIPLES OF JOB CLASSIFICATION

The District's classification system is designed to evaluate the position rather than the individual. Classification levels are determined by the essential duties, responsibilities, and requirements assigned to a role, not by the personal attributes or circumstances of the employee currently in that position. To maintain internal equity and systemic integrity, the following person-related factors are not considered during the classification process:

1. Educational Attainment – While a degree may be a minimum requirement for a role, obtaining a higher degree or certification does not automatically trigger a reclassification if the assigned duties of the position remain unchanged.
2. Longevity – An employee's years of service with the District may influence their placement within a pay range (steps) or their performance evaluation, but longevity does not alter the classification level of the job itself.
3. Performance and Productivity – Factors such as speed, volume of work produced, and personal dedication (e.g. working extended hours) are matters of individual performance. These are addressed through the annual evaluation process rather than a change in pay grade.
4. Retention – Classification decisions are based on the value of the work to the District, not as a reactionary measure to match external job offers or prevent employee turnover.
5. Personal Financial Circumstances - Classification is an objective assessment of organizational needs and is independent of an employee's personal financial requirements or cost-of-living changes.
6. Future Projects – Evaluations are based on current, documented duties. Potential or anticipated responsibilities are not considered until they become an established, permanent part of the job description.

The Talent Acquisition Department recommends the development, maintenance, and administration of employee pay systems in accordance with Board policies, governmental laws, and regulations.

All district jobs are assigned a pay grade that establishes the minimum to maximum pay range for the position. Jobs are assigned to pay grades based on the following factors:

- Job qualifications and required skills
- Job duties and responsibilities defined by the district
- Competitive job market prices

JOB RECLASSIFICATION

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified because of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

All positions, except for teachers, librarians, substitutes, and temporary employees are assigned to pay grades based on the level of skill, effort, and responsibility required for the job

assignment. The Talent Acquisition Department classifies new positions or reclassifies existing positions as necessary based on job requirements and comparability to other positions in the district or in the marketplace.

PROCEDURES FOR JOB RECLASSIFICATION

Review of job reclassifications must be initiated by the cabinet-level supervisor or by Talent Acquisition. Jobs previously submitted for review or full-time equivalents (FTEs) added within the last school year are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by Talent Acquisition that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. [See Appendix 1.] The request should also include current and proposed job descriptions. The request must be approved by the cabinet-level supervisor before submission to Talent Acquisition.

Talent Acquisition will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

Talent Acquisition will evaluate the job classification and prepare a recommendation for review by the Superintendent.

Reclassification requests will be accepted by Talent Acquisition each February with review and evaluation occurring no later than May. Final recommendations will be shared with employees by the end of June, with changes taking effect at the beginning of the fiscal school year.

SALARY ADJUSTMENTS FOR JOB RECLASSIFICATION

A change in job classification results in greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Salary changes for contract employees are prohibited during the contract term. Talent Acquisition should evaluate the need for a salary adjustment for reclassified employees and use appropriate demotion or promotion procedures.

Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees.

- If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes, there may be no immediate pay increase;

- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the Superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in level of assigned responsibilities, the employee's pay may be reduced at the direction of the Superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

GENERAL PAY INCREASES AND ELIGIBILITY

Employee salaries and wages will be reviewed annually for adjustment. The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Increases in pay in the budget recommended by the Superintendent may include adjustments to remedy internal or external pay equity problems, or to compensate an employee for a significant change in job responsibilities.

The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures. Salary schedules or placement guidelines do not imply or assure similar salary increases in subsequent years.

General Pay Increase (GPI) is based on the annual amount budgeted for pay raises and provide the same dollar amount of increase to employees in the same pay grade. Pay increases that result in pay that exceeds the maximum rate of the pay range must be specifically authorized by the board each year.

General pay increases for employees on pay ranges are calculated by applying the general percent increase approved by the board each year to the midpoint rate of the pay range. Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percent of the midpoint, and they may be adjusted by Superintendent approval for an employee whose pay is close to or exceeds the maximum of the pay range.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence for at least 90 calendar days by July 1 of the current year. Eligible employees must have received a satisfactory evaluation in the preceding year.

Employees will be able to view their 2026-2027 pay rates in the Employee Access portal on Skyward one to two weeks prior to their first paycheck of the school year.

PLACEMENT OF NEW HIRES

Salary placement will be at the direction of the Superintendent or designee, who shall be the Director of Talent Acquisition and Policy. The Talent Acquisition department will determine hiring rates based on job-related qualifications, previous experience, and salaries of peer employees in the same position. Advertisements for positions will typically identify the pay grade for the position. Salary placement strategies may be different for each employee group in accordance with district goals.

SERVICE RECORDS AND TRANSCRIPTS

It is the responsibility of the employee to submit original service records from an accredited school or district in person or via email to talent@castleberryisd.net. Also, it is the responsibility of the issuing school district and the employee to ensure that service records are true and correct, and that all service recorded on the service record was actually performed. Copies will not be accepted.

Employees who provide service records with verifiable, creditable experience may receive additional salary if original service records are submitted in person or via email by the previous school/district to talent@castleberryisd.net, within 30 calendar days after hire date. Service Records received after this date will be processed at the beginning of the new (next) school year. Service records not submitted within 30 calendar days of hire will not qualify for/or receive back pay.

Official transcripts must be submitted from an accredited university or college at the time of employment. Certain positions may be eligible for additional compensation for earning advanced degrees or additional certifications. Official transcripts must show the date the advanced degree was conferred and must be submitted in person or directly from the university to talent@castleberryisd.net, within 30 days after hire or promotion date. Transcripts received after this date will be processed at the beginning of the new (next) school year. Transcripts not submitted within 30 days of hire will not qualify for/or receive back pay.

Effective with the 1998-99 school year, classroom teachers, librarians, registered nurses, and counselors may receive credit for experience as a certified substitute teacher for salary increment purpose, provided the teacher held a valid teaching certificate at the time the service was rendered, the teacher was employed in an entity recognized for creditable years of service, and the minimum requirements (minimum number of days and the percentage of day employed) were met. The rule includes teaching out-of-state, as long as the teacher held a teacher certificate at the time the work was completed. A valid emergency or local permit also meets the certification requirement.

Beginning with the 2004-2005 school year, an instructional aide who subsequently becomes a certified teacher, may receive up to two years of creditable experience for salary increment purposes, provided they held a valid Education Aide certificate and worked the required number of days and percent of time when employed. Experience outside of CISD must be verified using an original teacher service record form (FIN-115), or a similar form containing the same information, and submitted in person or by email to talent@castleberryisd.net by the previous school/district.

SALARY PLACEMENT – SCHEDULES FOR TEACHERS AND LIBRARIANS

A hiring schedule is prepared annually to facilitate placements by total years of creditable service for classroom teachers and librarians. Experience is credited for teachers and librarians according to the commissioner's rules on creditable service (19 TAO 153.1021).

SALARY PLACEMENT – CAREER AND TECHNICAL EDUCATION TEACHERS

Career and technical education teachers may be granted additional years of placement credit for work experience that is directly related to the career and technology field in which they are currently teaching. Experience credit will be documented and verified by Talent Acquisition in accordance with state regulation:

- The Commissioner's rules on creditable years of service (TEC, §21.403) states: Certified career and technology education teachers employed for at least 50% of the time in an approved career and technology position may count up to two years of work experience for salary increment purposes if the work experience was required for career and technology certification.
- The work experience outlined in the Commissioner's rules is for TRS creditable years of service and not for salary increment purposes.
- If a CTE teacher is hired and has prior teaching experience, Castleberry ISD will pay the CTE teacher based on the years of experience that is listed on the employee's accompanying service record.
- If a CTE teacher is hired with no teaching experience, the teacher will be paid 1 year of experience for each 2 years of outside work experience in the related area of content being taught provided they were certified in their teaching field while employed outside of teaching.

Credit above the two years of work experience requirement as defined by state regulation may be granted for salary placement in the following manner:

- 1 year of placement credit on the teacher scale for every 1 full year of related experience up to 10 years ("1 for 1" credit); and
- 1 year of placement credit on the teacher scale for every 2 full years of related experience for more than 10 years up to the hiring schedule maximum years ("1 for 2" credit).

Example: Salary placement for health sciences teacher with experience credit of 12 full years of previous nursing experience:

1 for 1 credit up to 10 years	= 10 years
1 for 2 credit for years 11 and 12	= 1 year
	= 11 years of credit

For personnel whose employment is split between career and technology and non-career and technology positions, the years granted shall apply to both the career and technology and the non-career and technology positions.

SALARY PLACEMENT – EXEMPT AND NONEXEMPT

Starting pay for a new hire in a pay range plan will be determined individually based on each person's job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

Peer equity. In multi-incumbent positions (e.g., classroom instructional aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

Midpoint limit. Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and qualifications, and the salary of peer employees. With approval from the Superintendent, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.

Placement credit for prior experience. Starting pay for exempt and nonexempt jobs that require prior experience may utilize the following guidelines for calculation, but will still be evaluated against peer equity and midpoint limits before a final amount is determined.

- *Percent increase*. Pay is calculated at 1 percent above minimum for each year of job experience directly related to similar job duties. Credit for teaching experience is limited to 5 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative Professional pay schedule. Pay is calculated at 0.5 percent above minimum for each year of job experience not directly related to similar job duties.
- *Placement scale*. Salary placement scales may be used to determine rates of pay for newly hired employees on the clerical paraprofessional / instructional aide / auxiliary scale. Individual employee placement may be based on job-related experience approved by the district. Credit will be given for years of experience granted by Talent Acquisition based on the district's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.

Registered nurses are required to submit an experience affidavit and are credited with verifiable full-time work experience as a registered nurse. The hiring schedule for these positions is subject to change each year and should not be used to predict future salaries. Experience is counted based on the authorized date of the hiring schedule.

Placement credit for associate's or bachelor's degree or for industry-based certifications for Non-Exempt employees. Nonexempt employees may receive two years of salary placement credit for an associate's degree or four years credit for a bachelor's degree. Nonexempt employees may receive two years of salary placement credit for industry-based certifications. Employees must submit official transcripts and/or certificates, according to the timelines and guidelines set forth in this compensation manual, in order to qualify for placement credit for salary purposes.

REASSIGNMENTS

PAY ADJUSTMENTS FOR REASSIGNMENT TO A HIGHER PAY GRADE

A promotion occurs when an employee is moved to a different job in a higher pay grade and range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of the school year, any general pay increase granted by the Board of Education will be applied to the new rate of pay resulting from the promotion. A promotion increase for employees is based on the current base salary less any stipends paid for supplemental duties. Certain promotions are considered “Career Path” movements. These movements may or may not result in an increase to the employee’s daily rate.

Salary placement for an employee who is promoted to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience.

A promotion increase for exempt Administrative and Professional Salary Scale structure is based on an employee’s current base pay less any stipends paid for supplemental duties. Promotion increases will be based on rates of pay for the assigned duty calendar and pay grade level.

A promotion increase for nonexempt clerical, paraprofessional, instructional aide, and auxiliary scale structures will be based on the employee’s current hourly base rate of pay and will be determined by these guidelines:

1) No employee will be paid below the minimum of the range
2) Consideration will be given to maintaining internal equity with other employees in the same position.

PAY ADJUSTMENTS FOR REASSIGNMENT TO A LOWER PAY GRADE

A reassignment to a different job with less responsibility in a lower pay range is considered a demotion and a corresponding reduction in pay may result if approved by the Superintendent. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions. A reduction in pay because of a demotion is effective on the first day of the new assignment.

Contract employees. A reduction in pay from a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the district in writing and in consultation with a school attorney. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day

of instruction for the next school year). Pay reductions for contract employees are made at the direction of the Superintendent and may follow the same guidelines as pay reductions for non-contract employees.

Non-contract employees. Subject to approval by the Superintendent, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be calculated the same as a new hire's pay in the lower pay grade, with peer equity factored into the final determination. Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

LATERAL TRANSFER

A lateral transfer is defined as movement into another job assigned to the same or equivalent pay grade. Lateral moves may involve a change of days (higher/lower); however, the equivalent daily pay rate remains the same. Lateral placements can also be classified as voluntary or involuntary. Lateral transfers are not eligible for salary increases, except for adjustments required to reflect the work calendar days of the new job.

REVIEW AND ADJUSTMENT OF PAY RANGES

Talent Acquisition will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases. If no pay raise is approved by the board, no pay range adjustments will be made and salary schedules will be adjusted only to update the years of service associated with a pay rate.

A pay classification review (*see Appendix A-1)* must be initiated by the job supervisor and approved by their supervisor in the Superintendent's Cabinet prior to submitting to the Director of Talent Acquisition and Policy using the form . The supervisor's request must include a proposed job description and written explanation of changes in job duties and responsibilities. The Talent Acquisition Department will review the request and obtain additional job information, if needed. Additional information may be obtained by a written questionnaire, by interviewing the supervisor and/or employee(s), or by analyzing external job market information. The Talent Acquisition Department will evaluate job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent's review.

Jobs previously submitted within the past 12 months and new jobs (1 year or less) are not eligible for review. Requests should be submitted to the Talent Acquisition Department in January of each year to allow adequate time for budget considerations.

BACK PAYMENT OF EARNINGS

Employees are responsible for regularly reviewing the accuracy of their pay statement(s). A back payment occurs when the employee is paid less than the amount they should have been

paid. If it is determined the back pay is due for duties performed with prior approval, the situation is rectified by paying the difference for the current fiscal year. For extra duty or supplemental pay, to review a request for back payment of earnings, written documentation must be submitted that shows the work was agreed upon by the supervisor prior to the work being performed. Underpayments will be reimbursed for the current fiscal year after being reviewed and confirmed by the Talent Acquisition Department.

OVERPAYMENT

Employees are responsible for regularly reviewing the accuracy of their pay statement(s). An overpayment occurs if an employee is paid more than the amount that 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 fiscal year, a payment may be developed for regular payroll deductions to recoup the overpayment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship the district may develop a plan for regular payroll deductions in the same fiscal year at the discretion of the district.

REINSTATEMENT FOLLOWING BREAK IN SERVICE

An employee who is rehired for the same position following a break-in-service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 12 months, the employee's pay will be placed according to the procedures for placement of new hires under its current fiscal year's compensation plan.

SUPPLEMENTAL PAY

Supplemental pay (stipends and extra duty pay) represents remuneration in addition to, but separate from, regular base salary. Supplemental pay is reviewed and modified periodically, authorized on a year-to-year basis only, and approved annually by the Board of Education.

With prior approval from the Superintendent, when an employee's normal job duties extend beyond the normal number of annual days, directly adjacent to the first or last reporting day for the school year, they are paid their normal daily rate for these extra days if the employee is performing the same duties. If the employee performs duties of a different nature, the summer school, part-time, or tutorial rates will apply. Department or campus funds must be appropriately budgeted to pay for these extra duties.

Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends. These assignments may be discontinued at any time for any reason or no reason, by either party unless an extra duty stipend or supplementary assignment is part of a multi-assignment contract. The supplemental may be prorated in the event that an individual is unable to perform the duties for the entire period as indicated. It is the responsibility of the principal and/or supervisor to verify

that an individual met the minimum requirements to be eligible for the supplement. An employee does not have a property right to a supplemental and all supplements are authorized on a year-to-year basis.

Payment of extra-duty stipends for exempt employees are annualized and paid monthly over the course of the school year. Certain stipends such as UIL may be paid as a lump sum (at the end of the semester/school year).

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week. Nonexempt employees who receive a supplement for extra duty pay will be paid 1.5 times their hourly rate for a set number of hours, and the principal and/or supervisor are responsible for ensuring that the supplemental pay does not exceed the board approved amount for the extracurricular assignment.

Supplemental pay will be discontinued upon cessation of assignment, or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay. The employee must be able to fulfill their day-to-day duties along with the added responsibilities associated with the supplemental pay. Supplemental pay will be discontinued for employees who are not able to meet these expectations.

PAY SCHEDULES, PAY GRADES, AND RANGES

The salary ranges listed on the subsequent pages represent the minimum rate of base pay an employee can earn by position and grade. These are current rates and not a guarantee of future earnings. The salary ranges will be reviewed and updated on an annual basis. New offers of employment are based on comparable experience, as well as market competitive pay.

INTERIM PROFESSIONAL ASSIGNMENTS

Interim professional assignment pay rates are designed to compensate individuals performing exempt level duties assigned in various departments of the district. The duties performed are not part of a permanent job duty and the rates are the minimum of the range for the full-time exempt position that is most closely related to the assignment and are paid at a daily rate as aligned with the pay practices of exempt level employees.

PART-TIME/TEMPORARY RATES

Part-Time/Temporary employees will be paid at the minimum hourly rate for the full-time equivalent position’s pay grade. Variations to this standard as a result of market availability of applicants for a particular position may vary with Talent Acquisition and Policy review and approval.

2026-2027 Teacher and Librarian Salary Matrix

Years of Experience	Base Salary	Teacher Retention Allotment	Total Compensation
Resident[1]	$20,000		$20,000
Intern[2]	$55,000		$55,000
0	$62,025		$62,025
1	$62,225		$62,225
2	$62,592		$62,592
3	$62,592	$4,000	$66,592
4	$62,992	$4,000	$66,992
5	$63,392	$8,000	$71,392
6	$63,792	$8,000	$71,792
7	$64,192	$8,000	$72,192
8	$64,592	$8,000	$72,592
9	$64,992	$8,000	$72,992
10	$65,392	$8,000	$73,392
11	$65,792	$8,000	$73,792
12	$66,192	$8,000	$74,192
13	$66,592	$8,000	$74,592
14	$66,992	$8,000	$74,992
15	$67,392	$8,000	$75,392
16	$67,792	$8,000	$75,792
17	$68,192	$8,000	$76,192
18	$68,592	$8,000	$76,592
19	$68,992	$8,000	$76,992
20	$69,392	$8,000	$77,392
21	$69,792	$8,000	$77,792
22	$70,192	$8,000	$78,192
23	$70,592	$8,000	$78,592
24	$70,992	$8,000	$78,992
25	$71,392	$8,000	$79,392
26	$71,892	$8,000	$79,892
27	$72,492	$8,000	$80,492
28	$73,192	$8,000	$81,192
29	$73,992	$8,000	$81,992
30	$74,892	$8,000	$82,892
31	$75,892	$8,000	$83,892
32	$76,892	$8,000	$84,892
33	$77,892	$8,000	$85,892
34	$78,892	$8,000	$86,892
35	$79,892	$8,000	$87,892

[1] A year-long student teacher working 4 days/week under the guidance of a host teacher

[2] A teacher enrolled in an EPP without a Standard Certificate

The salaries listed above are based on 10-months (189 days) of employment for the 2026-2027 school year.

$1,250 General Master's Degree Stipend, additional $1,500 Doctoral Degree (PhD/EdD) Stipend

(Advanced degree stipends are for teachers and librarians only.)

Retire/Rehire Teachers and Librarians are subject to a 16.5% TRS surcharge (deducted from pay).

2026-2027 PROFESSIONAL/ADMINISTRATIVE PAY

PROFESSIONAL PAY GRADE 1

Campus Computer Tech Lead	226
Coordinator, MIS	226
Manager, Academic and Finance Operations, Accounting, Technology Operations	226
Public Information Officer and Executive Assistant to the Board	226
Social Worker	197
Speech Language Pathologist Assistant (SLP I-A)*	197
Talent Acquisition Specialist	197
21st CCLC ACE, Manager, Site Coordinator	226

Professional Pay Grade 1			
Days	Minimum	Midpoint	Maximum
Daily	**$290.49**	**$358.09**	**$426.13**
197	$57,227	$70,544	$83,948
226	$65,651	$80,928	$96,305

*__SLP I or I-A__ (Assistant) – can do therapy; has to be supervised and does not conduct ARDs

PROFESSIONAL PAY GRADE 2

ARD Facilitator (no certification)	202
Athletic Trainer (district)	220
Behavior Interventionist	197
Campus Testing and Admin Support (MS)	212
Coordinator, Cybersecurity	226
Crisis Counselor, Special Programs	220
Crisis Counselor, Secondary	197
Registered Nurse (RN)	189
Police Officer	220
Specialist: Behavior	212
Speech Language Pathologist (SLP I, II)**	197
21st CCLC ACE Program Specialist	226

Professional Pay Grade 2			
Days	Minimum	Midpoint	Maximum
Daily	**$326.94**	**$393.90**	**$460.83**
189	$61,792	$74,447	$87,097
197	$64,407	$77,598	$90,784
202	$66,042	$79,568	$93,088
212	$69,311	$83,507	$97,696
220	$71,927	$86,658	$101,383
226	$73,888	$89,021	$104,148

**__SLP II-Y__ – evaluates, but cannot supervise

PROFESSIONAL PAY GRADE 3

ARD Facilitator (certified)	202
Assistant Coordinator, Secondary Math	220
CCMR Advisor	226
Coordinator, Athletics HS	220
Coordinator, At-Risk/Outreach	212
Coordinator, Communications	226
Counselor, ES	197
Counselor, MS	207
Counselor, HS	212
Diagnostician	202
Diagnostician Lead	212
Investigative Police Officer	220

Professional Pay Grade 3			
Days	Minimum	Midpoint	Maximum
Daily	**$350.64**	**$427.61**	**$504.58**
197	$69,076	$84,239	$99,402
202	$70,829	$86,377	$101,925
207	$72,582	$88,515	$104,448
212	$74,336	$90,653	$106,971
220	$77,141	$94,074	$111,008
226	$79,245	$96,640	$114,035

PROFESSIONAL PAY GRADE 3 (CONTINUED)

Instructional Coach, CTE	220
Instructional Coach, Early Literacy, Elementary Instructional Mentor, Secondary RLA, Innovation	207
Licensed Specialist in School Psychology (LSSP)	212
Police Lieutenant	220
Specialist, Student Advocate Lead	207
Speech Language Pathologist (SLP III, CCC)***	197
Speech Language Pathologist Lead	202
Transition Specialist	202

Professional Pay Grade 3			
Days	Minimum	Midpoint	Maximum
Daily	**$350.64**	**$427.61**	**$504.58**
197	$69,076	$84,239	$99,402
202	$70,829	$86,377	$101,925
207	$72,582	$88,515	$104,448
212	$74,336	$90,653	$106,971
220	$77,141	$94,074	$111,008
226	$79,245	$96,640	$114,035

***SLP III-CCC** – evaluates, and can supervise SLP-A

PROFESSIONAL PAY GRADE 4

Assistant Principal, ES, MS	212
Campus Academic Leader (CAL), ES	207
Campus Academic Leader (CAL), MS	212
Campus Academic Leader (CAL), HS	226
Chief of Police	220
Coordinator, Elementary Math/Title Funds, Innovation	226
Coordinator, Elementary Emergent Bilingual, Secondary Emergent Bilingual/District Compliance	220
Coordinator, Content Areas (ELA/RLA, Science, Social Studies	220
Coordinator, Networking and Infrastructure	226
Coordinator, Special Programs	220
Counselor, CTE/Lead	220
Director, Auxiliary Programs and Facility Management	240
Executive Assistant to Superintendent/Director of Innovation	226

Professional Pay Grade 4			
Days	Minimum	Midpoint	Maximum
Daily	**$371.68**	**$453.27**	**$534.85**
207	$76,938	$93,827	$110,714
212	$78,796	$96,093	$113,388
220	$81,770	$99,719	$117,667
226	$84,000	$102,439	$120,876
240	$89,203	$108,785	$128,364

PROFESSIONAL PAY GRADE 5

Academic Dean of Alternative Education	226
Assistant Principal, HS	212
Coordinator, Performance Systems/Secondary Math	226
Principal, Alternative	226
Principal, ES	220

Professional Pay Grade 5			
Days	Minimum	Midpoint	Maximum
Daily	**$393.98**	**$480.46**	**$566.94**
212	$83,524	$101,857	$120,191
220	$86,676	$105,701	$124,727
226	$89,039	$108,584	$128,128

PROFESSIONAL PAY GRADE 6

Director, Athletics	226
Director, Bond Project	226
Director, Fine Arts	226
Director, CTE	226
Director, School and Student Support	226
Principal, MS	226
Director, 21st CCLC ACE	226

Professional Pay Grade 6			
Days	Minimum	Midpoint	Maximum
Daily	**$417.61**	**$515.38**	**$600.96**
226	$94,380	$116,476	$135,817

PROFESSIONAL PAY GRADE 7

Director/Supt Cabinet, Talent Acquisition	226
Principal, HS	226

Professional Pay Grade 7			
Days	Minimum	Midpoint	Maximum
Daily	**$481.96**	**$573.77**	**$665.58**
226	$108,923	$129,672	$150,421

PROFESSIONAL PAY GRADE 8

Chief Financial Officer/Supt Cabinet	226
Executive Director/Supt Cabinet, Educational Leadership, Special Programs, Technology Operations	226

Professional Pay Grade 8			
Days	Minimum	Midpoint	Maximum
Daily	**$510.89**	**$608.20**	**$705.51**
226	$115,461	$137,453	$159,445

PROFESSIONAL PAY GRADE 9

Assistant Superintendent, Student Services, Facilities and Operations	226

Professional Pay Grade 9			
Days	Minimum	Midpoint	Maximum
Daily	**$584.17**	**$687.27**	**$790.36**
226	$132,022	$155,323	$178,621

STRATEGIC COMPENSATION PLAN FOR PRINCIPALS (HOLD HARMLESS YEAR 2026-2027)

Principals can retain current compensation that falls in the pay grades above for this year only, or they may move to the following pay bands based on campus performance measured through the Principal Scorecards.

	Elementary School	Middle School	High School	Alternative School
Unsatisfactory	$85,000	$85,000	$85,000	$85,000
Progressing	$95,000	$100,000	$115,000	$95,000
Proficient I	$110,000	$120,000	$136,000	$110,000
Proficient II	$120,000	$130,000	$145,000	$120,000
Exemplary	$130,000	$140,000	$150,000	$130,000
Master	$140,000	$150,000	$160,000	$140,000

2026-2027 CLERICAL/PARAPROFESSIONAL PAY

CLERICAL PAY GRADE 1

Campus Security Monitor	189
Receptionist, ES	207
Receptionist, HS	207

Clerical Pay Grade 1			
Days	Minimum	Midpoint	Maximum
Hourly	**$16.59**	**$18.06**	**$20.94**
189	$25,084	$27,307	$31,661
207	$27,473	$29,907	$34,677

CLERICAL PAY GRADE 2

Attendance Clerk, ES, MS, HS	207
Receptionist/Attendance, ES	207
Receptionist/Registrar, MS	207

Clerical Pay Grade 2			
Days	Minimum	Midpoint	Maximum
Hourly	**$18.17**	**$19.86**	**$22.97**
207	$30,090	$32,888	$38,038

CLERICAL PAY GRADE 3

Data Management Specialist, ES, MS	207
Department Secretary, Auxiliary Services	240
Department Secretary, CN, CTE	226
Registrar, HS	207
Secretary, Assistant Principal, HS	207
Secretary, Principal, ES	207
Secretary, Principal, MS, REACH	226

Clerical Pay Grade 3			
Days	Minimum	Midpoint	Maximum
Hourly	**$19.69**	**$21.63**	**$24.05**
207	$32,607	$35,819	$39,827
226	$35,600	$39,107	$43,482
240	$37,805	$41,530	$46,176

CLERICAL PAY GRADE 4

Clerk, Accounting, Accounts Payable, Purchasing/ Accounting	226
Clerk, Management Information Systems	226
Data Management Specialist, HS	226
Department Secretary, Athletics, Special Programs	226
Principal Secretary, HS	226
Receptionist/Communications, Talent Acquisition	226

Clerical Pay Grade 4			
Days	Minimum	Midpoint	Maximum
Hourly	**$21.15**	**$24.75**	**$28.35**
207	$35,024	$40,986	$46,948
226	$38,239	$44,748	$51,257

CLERICAL PAY GRADE 5

Clerk, Pay/Benefits	226
Campus Computer Tech (CCT), Level 1	226

Clerical Pay Grade 5			
Days	Minimum	Midpoint	Maximum
Hourly	**$24.96**	**$29.14**	**$33.32**
226	$45,127	$52,685	$60,243

CLERICAL PAY GRADE 6

Accounting Assistant	226
Campus Computer Tech (CCT), Level II	226
Executive Secretary, Educational Leadership, Special Programs, Technology Operations	226

Clerical Pay Grade 6			
Days	Minimum	Midpoint	Maximum
Hourly	**$25.44**	**$29.96**	**$34.48**
226	$45,996	$54,168	$62,340

2026-2027 INSTRUCTIONAL AIDE PAY

INSTR. AIDE PAY GRADE 1

Instructional Aide I	189
Library Aide I	189
Instructional Aide I, Integrated ESCE	189
Instructional Aide I, Inclusion	189

Instructional Aide Pay Grade 1			
Days	Minimum	Midpoint	Maximum
Hourly	**$15.55**	**$18.45**	**$21.35**
189	$23,512	$27,896	$32,281

INSTR. AIDE PAY GRADE 2

Instructional Aide II	189
Library Aide II	189
Instructional Aide I, CBI/SBI	189
Instructional Adie !, STEPs	189

Instructional Aide Pay Grade 2			
Days	Minimum	Midpoint	Maximum
Hourly	**$16.59**	**$19.49**	**$22.39**
189	$25,084	$29,469	$33,854

INSTR. AIDE PAY GRADE 3

Instructional Aide III	189
Library Aide III	189
Instructional Aide II, CBI/SBI	189
Instructional Aide II, STEPs	189

Instructional Aide Pay Grade 3			
Days	Minimum	Midpoint	Maximum
Hourly	**$16.75**	**$19.86**	**$22.97**
189	$25,326	$30,028	$34,731

INSTR. AIDE PAY GRADE 4

Instructional Aide III, CBI/SBI	189
Instructional Aide, Registered Behavior Therapist (RBT)	189

Instructional Aide Pay Grade 4			
Days	Minimum	Midpoint	Maximum
Hourly	**$16.91**	**$20.23**	**$23.56**
189	$25,568	$30,588	$35,615

2026-2027 AUXILIARY PAY

AUXILIARY PAY GRADE 1

Child Nutrition Worker	180
Custodian	240

Auxiliary Pay Grade 1			
Days	Minimum	Midpoint	Maximum
Hourly	**$15.00**	**$18.52**	**$22.03**
180	$10.800	$27,410	$31,723
240	$28,800	$35,558	$42,298

AUXILIARY PAY GRADE 2

Child Nutrition Barista, Level II	185
Child Nutrition Driver/Cook, Lion Dasher	207
Groundskeeper	240

Auxiliary Pay Grade 2			
Days	Minimum	Midpoint	Maximum
Hourly	**$17.57**	**$20.34**	**$23.54**
185	$26,003	$30,103	$34,839
207	$29,095	$33,683	$38,982
240	$33,734	$39,053	$45,197

AUXILIARY PAY GRADE 3

Child Nutrition Supervisor, ES	202
Custodian, Lead ES	240
General Maintenance Worker	240
Groundskeeper, Lead	240

Auxiliary Pay Grade 3			
Days	Minimum	Midpoint	Maximum
Hourly	**$18.81**	**$22.58**	**$25.95**
202	$30,397	$36,489	$41,935
240	$36,115	$43,354	$49,824

AUXILIARY PAY GRADE 4

Child Nutrition Manager, MS	207
Child Nutrition Manager, HS	202
Custodian, Lead MS	240
Custodian, Lead HS	240

Auxiliary Pay Grade 4			
Days	Minimum	Midpoint	Maximum
Hourly	**$22.99**	**$25.76**	**$32.57**
202	$37,152	$41,628	$52,633
240	$44,141	$49,459	$62,534

AUXILIARY PAY GRADE 5

Carpenter	240
Electrician	240
Electrician/Communications	240
HVAC Technician, Level 1	240
Mechanic	240
Plumber	240

Auxiliary Pay Grade 5			
Days	Minimum	Midpoint	Maximum
Hourly	**$27.71**	**$32.58**	**$37.45**
240	$53,203	$62,554	$71,904

AUXILIARY PAY GRADE 6

Coordinator, Safety and Security	226
HVAC Technician, Level 2	240
Manager, Custodial	240
Manager, Maintenance	240
Manager, Transportation	226

Auxiliary Pay Grade 6			
Days	Minimum	Midpoint	Maximum
Hourly	**$34.05**	**$39.71**	**$45.37**
226	$61,562	$71,796	$82,029
240	$65,376	$76,243	$87,110

AUXILIARY PAY GRADE 7

Coordinator, Auxiliary Services	240

Auxiliary Pay Grade 7			
Days	Minimum	Midpoint	Maximum
Hourly	**$39.50**	**$45.40**	**$51.91**
240	$75,840	$87,168	$99,667

BUS DRIVER (4 HOURS/DAY)

Bus Driver	185

Bus Driver Rates (4 hrs/day)			
Days	Minimum	Midpoint	Maximum
Hourly	**$30.35**	**$35.94**	**$42.99**
185	$22,459	$26,596	$31,813

PAYROLL DEDUCTION

REQUIRED DEDUCTIONS

1. Federal Withholding: Figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W-4 Form.
2. Medicare: 1.45% of the gross salary will be deducted each pay period for any employee hired after March 31, 1986.
3. Teacher Retirement 8.25% of total gross salary dedicated each pay period beginning September 1, 2024. Deductions are on a pre-tax basis. These deductions are subject to change based on Texas Legislation.
4. TRS Retirement Insurance: 0.65% of gross salary deducted each pay period. These deductions are subject to change based on Texas Legislation.
5. FICA Alternative Plan: (Substitute/Temporary Staff Only) Effective August 14, 2004, 7.5% of total gross salary deducted each pay period on a pre-tax basis. Applicable only to those staff members who are not eligible for Teacher Retirement System (TRS) membership. The staff member will contribute to their own personal retirement savings account.
6. Other payroll deductions staff members may elect include deductions for the staff members' share of premiums for health, dental, life, and vision insurance; annuities, and higher education savings plans. Staff members may also request payroll deduction for payment membership dues for district recognized organizations and specific charitable groups. Salary deductions are automatically made for unpaid leave. It is the responsibility of the employee to submit requests for time off to their immediate supervisor and input any absences in the employee absence management system "Red Rover" according to the absence and leave policy found in the District's Employee Handbook.

EMPLOYEE BENEFITS

Castleberry ISD Employee Benefits

In addition to the salary amount provided in the adopted compensation plan, Castleberry ISD provides the following employee benefits to eligible employees:

Medical Insurance	Plans are available from TRS Active Care. Employer contribution is $293 per month for each employee enrolled. Dental, Vision, and Cancer plan options are available at group rates through payroll deductions. Disability insurance is also available at group rates through payroll deduction.
Life Insurance	A $20,000 policy is offered to all employees at no cost through UNUM. Supplemental Insurance is available at group rates.

Paid Leave*	Sick/Personal Leave 5 State Days 5 Local Days * For additional information regarding paid leave, refer to the CISD Employee Handbook
Telehealth	RECURO provides 24/7/365 access to board-certified doctors via telephone or video consultation at no charge to eligible employees and their dependents.
Employee Assistance Program	American Fidelity provides support, resources, and information for personal and work-life issues. Confidential and provided at no charge for eligible employees and their dependents.
403(b) Retirement Plan	TCG provides tax-deferred growth and investment options.

PAY DATES

Pay dates are located on the Castleberry Independent School District website and are determined on an annual basis for each school year.

Payroll Information

RETIRE/REHIRE SALARY INFORMATION

It is the responsibility of the Employee and/or Retiree to verify annuity eligibility and retirement information, including those that decide to return to work at a TRS-participating entity.

You may call: 1-800-223-8778 website: www.trs.state.tx.us/

You may also write: TRS
1100 Red River Street
Austin, TX 78701

As noted on the Teacher and Librarian Salary Matrix on page 21, effective beginning in the 2026-2027 school year, retired teachers who are rehired are subject to a 16.5% TRS surcharge which will be deducted monthly from the teacher's pay.

PERFORMANCE PAY: TEACHER INCENTIVE ALLOTMENT

Performance pay will be reviewed and adopted by the board in conjunction with the compensation plan and budget adoption process. For the Teacher Incentive Allotment (TIA), districts may choose to create a local optional teacher designation system. Districts may also employ teachers who hold a current designation.

Castleberry ISD adopted a local designation system and awarded designees for the first time in accordance with state guidelines in August 2025. TIA funding is calculated for the district based on the designation of the teacher (acknowledged, recognized, exemplary, master), and the TIA formula for campuses and subject to the availability of state funding allocations. Districts must create a spending plan for funds received from TIA with at least 90 percent of TIA funds allocated to compensation for student-facing roles on the campus where the designated teacher works.

For 2026, 90 percent of any funds received for a designated teacher under the Teacher Incentive Allotment (TIA) will be paid to the designated teacher. The other 10 percent will be used for training and support of the system, expansion of the system, and/or professional development. TIA funds distributed to a designated teacher are TRS-eligible and are also subject to employee and employer benefits and tax cost deductions from the generated amount, as allowed by TEA. The TRS, Medicare, Taxes, NTRS (non-taxable amount an employee contributes towards their TRS) are all part of the employee payroll burden, which differs for each employee. The percentage of the employee payroll burden can change from year to year based on the deductions set up by the employee.

A TIA-designated teacher who resigns, retires, or leaves the District before the Winter Class Roster submission does not generate an allotment for the district.

A non-designated, potentially eligible TIA teacher who resigns, retires, or leaves the District after the Winter Class Roster submission, but before the end of the school year will not be eligible to receive a TIA designation or any TIA funding.

If a previously designated teacher resigns, retires, or leaves the District after the Winter Class Roster submission, but before the end of the school year, the TIA funding amount allocated to them based on the allotment approved by TEA will be distributed to other teachers on the designated teacher's campus as defined in the current Castleberry ISD TIA Reference Guide.

If a previously or newly designated teacher resigns, retires, or leaves the District after the Winter Class Roster submission, and after the end of the school year, the educator will forfeit their allotment, but retain their designation. The forfeited funds (90% of TIA earned through a designation) will be distributed to other teachers at the campus where the funds were earned as defined in the current Castleberry ISD TIA Reference Guide.

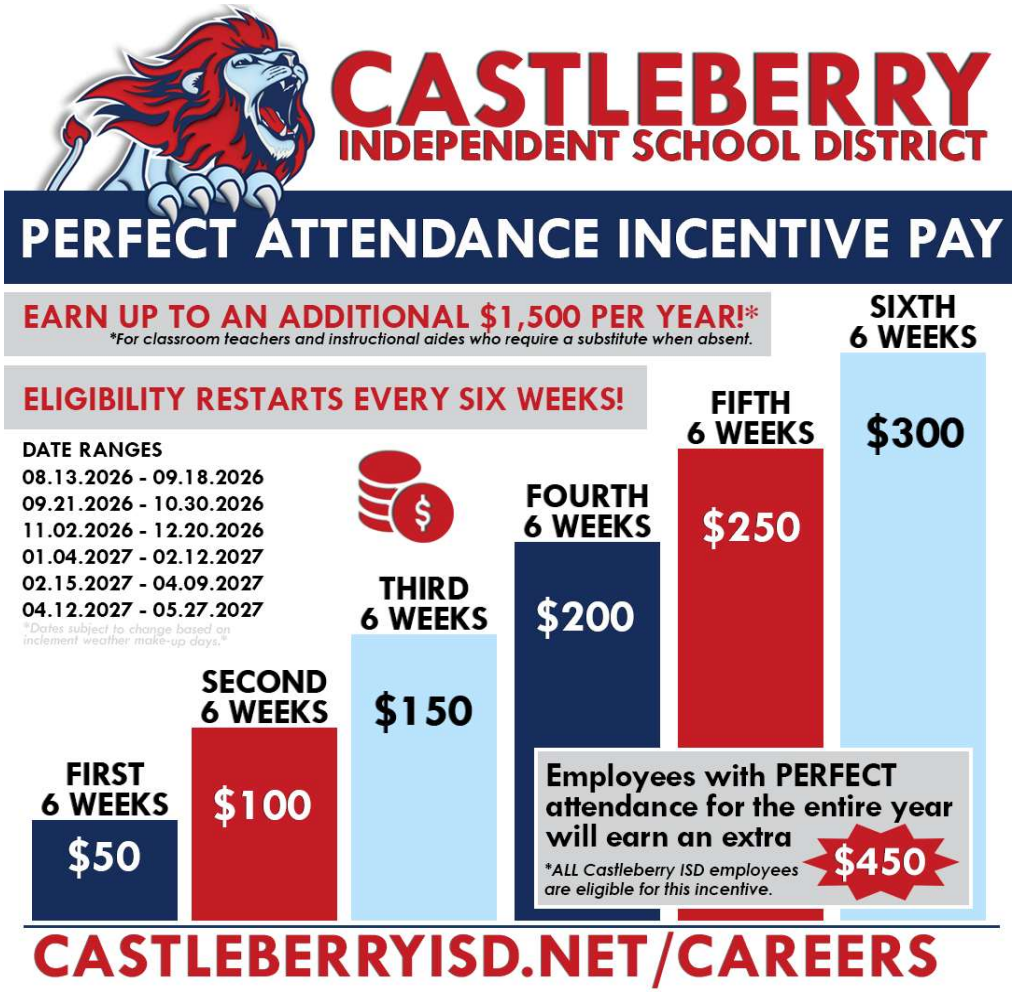
Additional information is available in the Castleberry ISD TIA Reference Guide.

ATTENDANCE INCENTIVE PAY PROCEDURES

Upon budget approval, attendance incentive pay may be given to classroom teachers and instructional aides that require a substitute and will receive a specified amount based on the six-week period in which the employee had perfect attendance. The following instructional aides require a substitute, and are therefore eligible for each six-week period incentive: Computer Science, Credit Recovery, CTE, ISS, PLC, Pre-K, and Special Education. For other employees, a different specified amount is given to each employee that does not have any absences during any of their assigned work days.

Non-duty days, pre-approved professional business, professional learning, jury duty, and use of comp time do not count against an employee's eligibility for the attendance incentive in most cases. Excessive absences, even if listed as non-duty days, pre-approved professional business, professional learning, jury duty, and comp time may invalidate employee eligibility for the attendance incentive pay.

The attendance pay schedule, if approved, will be made available by August 1st of every school year. For the 2026-2027 school year, the attendance incentive is shown below:



LONGEVITY PAY STRUCTURE

Longevity Pay will be given to Castleberry ISD employees with three consecutive years of employment in CISD. Employees will receive a specified amount based on their completed years of continuous service. Longevity pay will be distributed in a one- or two-time lump sum payment based on annual school board approval.

AUGUST LONGEVITY PAY (FOR 10+ YEARS OF CONTINUOUS SERVICE TO CISD)

Years of Service	Longevity Pay
10 – 14	$750.00
15 – 19	$1,000.00
20 – 24	$1,250.00
25 – 29	$1,500.00
30 – 35	$1,750.00
36 – 40	$2,000.00
41+	$2,250.00

DECEMBER LONGEVITY PAY (FOR 3+ YEARS OF CISD CONTINUOUS SERVICE)

Years of Service	Longevity Pay
3 – 7	$500.00
8 – 12	$750.00
13 – 17	$1,000.00
18 – 22	$1,250.00
23 – 27	$1,500.00
28 – 32	$1,750.00
33 – 37	$2,000.00
38 +	$2,250.00

RETIREMENT PAY

Starting with the 2025-2026 school year, an employee who retires from Castleberry ISD shall be eligible for payment for accumulated **local** leave under the following conditions [DEC(LOCAL)]:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least 15 years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 75 days, at a rate established by the Board. If the employee is re-employed with the District, days for which the employee received payment shall not be available to that employee.

The current rate is $70.00 per local (sick) day, up to a maximum of 75 days. In addition to the payment for accumulated leave upon retirement, eligible employees will receive $50 per year worked in Castleberry ISD upon retirement from the District. These payments will be paid as ~~a~~ supplemental pay.

DISTRICT SUPPLEMENTAL PAY/STIPENDS

District Stipends are stipends that are approved annually by the Castleberry ISD Board of Education and are not guaranteed from year to year. The department assigned as the stipend owner for the stipend determines the eligibility requirements and are approved by the department's District level Administrator in conjunction with campus leadership.

Payments for the stipends not described in this section of the handbook must be verified and approved by the Talent Acquisition Department before submitting to Payroll for processing. All unapproved rates submitted will be deleted or adjusted by Payroll and/ or the Talent Acquisition Department. Exceptions will require the approval of the Superintendent or designee. All Stipends and supplemental pay may be recommended by the Principal/Department Manager, however, approval is required through the Talent Acquisition Department prior to being communicated to the employee. Stipend related duties/responsibilities should be voluntary and distinctly different from the employee's normal job description and take place outside of the employee's normal duty hours or calendar contract days.

Stipend pay represents remuneration in addition to, but separate from, regular base salary, and includes assignment stipends, educational stipends, coaching stipends, auto and cell phone allowances, and others as identified.

Stipend earnings are not guaranteed wages and may be amended or eliminated at any time. Stipend earnings are not included in individual base salaries quoted by the Talent Acquisition Department. Authorization to pay approved stipend compensation requires permission from the campus Principal/Department Manager, prior to actual work being performed.

It is the responsibility of the campus/department administrator to notify the Talent Acquisition Department of any anticipated extra duties or if there is a change in duties which would make the employee ineligible/to receive stipend earnings (i.e., termination, assignment change, transfer, resignation, etc.)

It is the responsibility of the employee to check their pay statement to ensure they are being adequately compensated for stipend duties. Back payments owed will be retroactively paid at a maximum of two paychecks.

All stipend earnings are subject to the employee and employer's statutory deductions. Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective contract.

If an employee fails to meet all criteria stipulated in the stipend earnings by the stipend owner, the earning may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the terms by the Talent Acquisition Department or communicated with them through their supervisor.

STIPEND ELIGIBILITY CRITERIA

Eligibility for stipend compensation at an approved rate must meet all the following criteria:

- The work has been pre-approved, and authorization to pay the stipend earnings has been secured from the appropriate Principal, Department Head and the Talent Acquisition Department before the actual work begins and communicated to the employee.
- Be a full-time, active employee of Castleberry Independent School District.

An employee who is separated from the district is not eligible to accrue additional earnings past his or her effective separation date. A new hire is not eligible to earn stipend pay prior to his or her effective start date. Paraprofessional (Hourly and Non-Exempt) employees are not eligible for stipends or extra duty pay at a stipend rate outside of what has been defined in this handbook. All other extra duties performed by a paraprofessional (Hourly and Non-Exempt) employee during the year should be processed according to compensatory guidelines. Assignment differentials are allowed: however, annualized lump sum payments are not available to hourly employees.

Paraprofessional (Hourly and Non-Exempt) may perform extra duties at the Paraprofessional pay rate (hourly rate) when the employee is not on their regular payroll calendar during the summer. For assignments tied to a stipend pay structure, a paraprofessional may not receive the stipend as an annualized pay contract. The paraprofessional will be paid at their hourly rate and may not exceed the amount of hours/pay of the total board approved amount for that extra duty assignment.

A substitute is a part-time employee and is not eligible to receive stipend pay outside of the exceptions outlined in this handbook.

STIPEND PAYMENTS, DEDUCTIONS, AND RECOVERY OF FUNDS

All stipends are paid on a 12-month basis - September through August. Stipend work that begins or ends outside the twelve-month schedule is prorated accordingly.

If an employee does not work the complete payroll schedule, then any recurring stipend will be paid on a prorated basis of the actual days worked. If an employee fails to meet all the criteria

stipulated the stipend may be prorated, stopped, or recovered. It is the responsibility of the manager and employee to notify the Talent Acquisition Department if they are no longer performing the duties of the role associated with the stipend or if they are not receiving the stipend.

NEW STIPEND RECOMMENDATIONS

Principals or Department Managers must submit requests for a new stipend, as well as requests for any stipend amount/allocation changes, in conjunction with the annual budget cycle. Requesters will be notified at the conclusion of the budget process whether the new/updated stipend has been approved for the following school year. This process typically begins in January and concludes in June. The criterion for a new stipend review typically includes:

- Description of the duties associated with the stipend
- Criticality of work being performed
- Equity and cost associated with the implementation of the stipend across the school district
- How many stipend allocations, including justification for a number of allocations
- What positions, campuses, and departments would be eligible to receive the stipend

ATHLETIC STIPENDS

The District provides athletic stipends to compensate contracted staff for the personal time and specialized leadership dedicated to coaching, training, and traveling with student-athletes for competitive sports programs.

MIDDLE SCHOOL ATHLETICS

Assignment	Stipend Amount	Stipend Count	Total
Athletic Coordinator	$3,500	2	$7,000
Basketball Coach	$2,000	8	$16,000
Cheerleading Asst Coach	$1,700	1	$1,700
Cheerleading Head Coach	$2,250	1	$2,250
Cross Country Coach	$2,000	1	$2,000
Football Coach	$4,100	5	$20,500
Soccer Coach	$2,000	4	$8,000
Track Coach	$2,000	6	$12,000
Volleyball Coach	$3,600	4	$14,400

HIGH SCHOOL ATHLETICS

Assignment	Stipend Amount	Stipend Count	Total
Athletic Coordinator	$4,500	2	$9,000
Athletic Trainer	$7,200	2	$14,400
Baseball Asst. Coach	$3,500	1	$3,500
Baseball Head Coach	$7,000	1	$7,000
Basketball Asst. Coach	$3,500	4	$14,000
Basketball Head Coach	$7,000	2	$14,000
Cheerleading Asst. Coach	$2,500	1	$2,500
Cheerleading Head Coach	$7,300	1	$7,300
Cross Country Asst. Coach	$3,000	1	$3,000
Cross Country Head Coach	$5,000	1	$5,000
Football Asst. Coach	$6,000	7	$42,000
Football Defensive Coord.	$8,000	1	$8,000
Football Offensive Coord.	$8,000	1	$8,000
Football Head Coach	$10,000	1	$10,000
Golf Coach	$2,000	0	$0
Powerlifting Coach	$3,000	1	$3,000
Soccer Asst. Coach	$3,500	2	$7,000
Soccer Head Coach	$7,000	2	$14,000
Softball Asst. Coach	$3,500	1	$3,500
Softball Head Coach	$7,000	1	$7,000
Tennis Coach	$2,000	0	$0
Track Asst. Coach	$3,000	4	$12,000
Track Head Coach	$5,000	2	$10,000
Volleyball Asst. Coach	$4,500	2	$9,000
Volleyball Head Coach	$8,000	1	$8,000

Head Coach- High School

Serves as the head coach for a school team. Coordinates team activities, contests, practice sessions, travel, equipment, and facilities. May work with other coaches or assistant coaches. Ensures all coaches comply with all UIL rules and regulations regarding competition, practice, and student eligibility.

BILINGUAL STIPENDS

Bilingual stipends compensate employees who are providing bilingual services to students coded as bilingual in PEIMS. They are based on the position requirements rather than the certification.

To receive a bilingual stipend, the employee must satisfy all the following requirements:

- Possess a TEA Bilingual Certification (for teacher roles or for instructional aides) have shown advanced proficiency during the Interview or on a district-determined assessment with a Bilingual/ESL department member present to verify oral proficiency;
- Work with a bilingual curriculum or bilingual materials when serving students;
- Work with a student population or have a caseload comprised of a significant portion of bilingual-coded (PEIMS) students;
- Utilize the bilingual certification or advanced oral proficiency to work directly with students per job duties.

Even with the additional allowance of the oral proficiency interview or other district determined assessment, an SLP or LSSP, for example, will have to document that a significant portion of his/her caseload is comprised of students coded as bilingual in PEIMS as well as being in compliance with other stipulations.

BILINGUAL STIPENDS

Assignment	Stipend Amount	Stipend Count	Total
Bilingual Teacher (Bilingual-certified, teaching in a Bilingual classroom)	$4,500	36	$162,000
Bilingual Dyslexia/ Interventionist*	$4,500	2	$9,000

*Discontinued effective 2025-2026 school year. Employees in the assignment prior to 2025-2026 will continue to receive the stipend. Employees entering the position starting 2025-2026 and later are not eligible.

EDUCATIONAL STIPENDS

Educational stipends are designed to compensate exempt level employees who possess an advanced educational degree that is beyond the requirement for their role for teachers, nurses (RN), and librarians.

EDUCATIONAL STIPENDS

Assignment	Stipend Amount	Stipend Count	Total
Master's Degree	$1,250	70	$87,500
Ed.D or Ph.D Degree	$1,500	3	$4,500

EXTRACURRICULAR AND FINE ARTS/UIL* STIPENDS

Extracurricular stipends are provided as supplemental compensation for staff members who dedicate personal time outside the standard workday to sponsor, direct, or coach approved student organizations and activities.

Middle School Extracurricular Stipends

Assignment	Stipend Amount	Stipend Count	Total
Student Council	1	$500	$500
Yearbook	1	$1,000	$1,000
National Honor Society	1	$400	$400

High School Extracurricular Stipends

Assignment	Stipend Amount	Stipend Count	Total
Student Council	1	$1,000	$1,000
Yearbook	1	$2,000	$2,000
National Honor Society	1	$600	$600

Middle School Fine Arts Stipends

Assignment	Stipend Amount	Stipend Count	Total
Band Director	1	$6,000	$6,000
Mariachi Director	1	$5,500	$5,500
Theatre Arts Director	1	$2,000	$2,000

High School Fine Arts Stipends

Assignment	Stipend Amount	Stipend Count	Total
District Art Lead	1	$500	$500
Band Assistant Director	1	$5,500	$5,500
Band Director	1	$10,000	$10,000
Choir Director	1	$6,000	$6,000
Mariachi Director	1	$7,000	$7,000
Theatre Arts Director	1	$4,000	$4,000

Elementary UIL Stipends

Assignment	Stipend Amount	Stipend Count	Total
UIL Assistant	30	$500	$15,000
UIL Coordinator	3	$800	$2,400

Middle School UIL Stipends

Assignment	Stipend Amount	Stipend Count	Total
UIL Assistant	10	$500	$5,000
UIL Coordinator	1	$800	$800

High School UIL Stipends

Assignment	Stipend Amount	Stipend Count	Total
UIL Assistant	10	$500	$5,000
UIL Coordinator	1	$1,250	$1,250

*UIL Stipends are paid in a lump sum after all competitions are completed and will be reflected in the June paycheck.

JOB-RELATED STIPENDS

Job-related stipends serve to equitably reward employees for specialized skill sets, specialized certifications, and expanded instructional or operational leadership duties that exceed standard contract expectations.

JOB-RELATED STIPENDS

Assignment	Stipend Amount	Stipend Count	Total
21st CCLC ACE High Impact Tutoring (HIT)	10	$2,000	$20,000
Behavior Unit	6	$2,000	$12,000
Bond Construction I	2	$6,000	$6,000
Bond Construction II	2	$12,000	$12,000
CDL	21	$1,400	$29,400
Certified CALT, Dyslexia Interventionist Teacher	5	$2,500	$12,500
Department Chair, MS	6	$1,500	$9,000
Department Chair, HS	7	$1,500	$10,500
DECA, HS	1	$1,000	$1,000
Grade Level Chair, ES	21	$1,500	$31,500
Lead, Counselor, Crisis Counselor, Diagnostician, Innovation, Librarian, Maintenance Manager, SLP, Special Populations Executive)	8	$1,800	$14,400
Lead, Accountability	1	$5,000	$5,000
Lead, Title Funds	1	$3,200	$3,200
On-Ramps *per section	22	$600	$13,200
Reading Expert Certification, Reading Interventionist Teacher	1	$2,500	$2,500
Re-tester Planning and Support	1	$4,000	$4,000
ADSY Planning and Support	1	$4,000	$4,000

PERFORMANCE-BASED STIPENDS FOR PRINCIPALS

These performance-linked stipends are designed to drive continuous improvement by compensating principals only upon the verified fulfillment of specified district strategic goals.

Elementary Principal Stipends

Assignment	Stipend Amount	Stipend Count	Total
HB3 Math Goal	3	$2,500	$7,500
HB3 RLA Goal	3	$2,500	$7,500
RDA – No 3 or 4 Performance Level	3	$2,500	$7,500

Middle School Principal Stipends

Assignment	Stipend Amount	Stipend Count	Total
HB3 TSIA Goal	1	$2,500	$2,500
HB3 TELPAS Goal	1	$2,500	$2,500
RDA – No 3 or 4 Performance Level	1	$2,500	$2,500

High School Principal Stipends

Assignment	Stipend Amount	Stipend Count	Total
HB3 CCMR Goal	1	$2,500	$2,500
DIP Retester Goal	1	$2,500	$2,500
RDA – No 3 or 4 Performance Level	1	$2,500	$2,500

2026-2027 EXTRA DUTY PAY

Category	Amount	Daily or Hourly
Assessment Services		
District Assessment Staff (designated by Special Programs Director)	$200.00	per completed assessment
Detention		
Middle School	$25.00	hourly
High School	$25.00	hourly
Homebound Services		
All Campuses (4 hours per week, outside of school day)	$40.00	hourly
Transportation		
Athletic Coaches Driving Trips	$32.00	per hour
Athletic Coaches Driving Trips, Summer enrichment only	$40.00	per trip
Castleberry RideShare	$30.00	per day
Special Education Bus Assistant, Instructional Aide*	Varies (*according to employee's hourly rate)	hourly
Special Education Bus Assistant, Teacher	$25.00	hourly
*OT rate applies to non-exempt staff if 40 hours are worked in that week before applying the additional hours		
Tutoring		
Certified (during school day)	$25.00	hourly
Certified (retired from TRS)	$35.00	hourly
Paraprofessional*	Varies (*according to employee's hourly rate)	hourly
*OT rate applies to non-exempt staff if 40 hours are worked in that week before applying the additional hours		
ADSY Saturday School		
Certified Teacher	$40.00	hourly
Certified Administrator	$50.00	hourly
ADSY Summer School		
Certified Teacher	$40.00	hourly
Certified Administrator	$400.00	daily
Nurse	$50.00	hourly
Paraprofessional	$25.00	hourly
21st CCLC ACE Program		
Instructor, Bachelor's Degree	$40.00	hourly
Instructor, Associate's Degree	$30.00	hourly
Instructor, Non-degreed	$25.00	hourly
Instructor, High School Intern (CHS/REACH)	$16.00	hourly
Program Counselor	$50.00	hourly
Program Nurse	$50.00	hourly
Student Intern		
CISD High School Student	$14.00	hourly

2026-2027* LEADERSHIP SUPPLEMENTAL PAY PLAN

LEADERSHIP SUPPLEMENTAL PLAN

Assignment	Percent to Pay	TRS Contribution Range
Assistant Superintendent	80%	$11,750 - $15,897
Executive Director	70%	$10,726 - $14,291
Director/Superintendent's Cabinet	60%	$9,694 - $13,397

*TRS-eligible

2026-2027 SUBSTITUTE LEVELS OF PAY STRUCTURE

Assignment	Amount	
Substitute Teachers and Substitute Instructional Aides	**Daily Rate**	**Long-Term Daily Rate Starting on 6th Consecutive Day in the same assignment**
Level 1 Sub- meets all eligibility requirements including background and reference check.	$95.00	$135.00
Level 2 Sub - in addition to the above, has completed 30 training hours in CISD	$105.00	$145.00
Level 3 Sub - in addition to the above, has completed 60 training hours in CISD * Previous CISD certified teachers that worked full-time qualify as having (60) hours of CISD training.	$115.00	$155.00
Substitute Teachers – Floater Sub (Dedicated Rate)	**Daily Rate**	
Dedicated Substitutes are temporary for the school-year, and are dedicated to a specific campus- Assigned & approved by campus and Talent Acquisition. Dedicated Substitutes must sub in the absence of a Teacher. In the case that a dedicated substitute teacher does not have any assigned jobs, the Substitute teacher may be assigned to another campus that is short of a substitute or more.	$135.00	$165.00
Retired Teacher or Nurse	**Daily Rate**	
Substitute Teacher – Retired Teacher (may not sub more than 10 days in a vacancy)	$175.00	No Long-Term Rate Differential
Substitute Nurse – RN	$250.00	No Long-Term Rate Differential
Substitute Nurse – LVN	$125.00	No Long-Term Rate Differential
Auxiliary Services	**Daily Rate**	**Long-Term Daily Rate Starting on 6th Consecutive Day**
Substitute Bus Driver (4 hours) or Custodian	$100.00	$115.00
Substitute Child Nutrition Worker	$15.00/hour	

Half-day assignments will be paid at one-half of the pay rate stated above. All Long-Term assignments require approval of the School Principal and the Director of Talent Acquisition and Policy. For Level 1, 2, and 3 Subs, Long-Term Pay will begin on the 6th consecutive day the substitute is in the same assignment for the same teacher and will continue until there is a break in service.

All Paraeducator, Paraprofessional, Teacher and Dedicated Teacher Substitutes are paid semi-monthly.

2026-2027 GAME WORKERS PAY PLAN

Sport	Title	Amount	Description
Baseball/Softball			
	Announcer	$50.00	Softball: one game
	Announcer	$60.00	Baseball: one game
	Gate/Tickets	$15.55	hourly
	Pitch Count	$15.55	hourly (baseball only)
	Scoreboard	$15.55	hourly
Basketball			
	Announcer	$50.00	one game
	Announcer	$100.00	2 games in a row
	Clock/Scoreboard	$15.55	hourly
	Gate/Tickets	$15.55	hourly
	Scorebook	$15.55	hourly
Football			
	Announcer, Junior Varsity	$45.00	one game
	Announcer, Junior Varsity	$75.00	2 games in a row
	Announcer, Varsity Football	$85.00	per game
	Clock/Scoreboard	$15.55	hourly
	Gate/Tickets	$15.55	hourly
	Parking Attendant, Varsity Football	$15.55	hourly
	Stadium Manager	$25.00	hourly
	Reserve Attendant	$15.55	hourly
Soccer			
	Announcer	$50.00	one game
	Announcer	$100.00	2 games in a row
	Clock/Scoreboard	$15.55	hourly
	Gate/Tickets	$15.55	hourly
	Stadium Manager	$25.00	hourly
Track			
	Gate/Tickets	$15.55	hourly
Volleyball			
	Announcer	$45.00	one game
	Gate/Tickets	$15.55	hourly
	Libero Tracker	$15.55	hourly

Linesman	$15.55	Hourly
Scoreboard	$15.55	Hourly
Scorbook	$15.55	Hourly
Police Officer (from local police department)		
3 hour minimum	$50.00	Hourly
3 hour minimum	$67.00	hourly (Castleberry ISD PD)
Bag Check (Varsity game)		
Hourly overtime pay	Time and a half	Football – 2 positions
Hourly overtime pay	Time and a half	All other varsity sports – 1 position

2026-2027 UIL PLAYOFFS (EXTRA-DUTY)

Sport	Title	Amount	Description
UIL Playoffs (Host Events) (Paid by Participating Schools)			
UIL Football:	- Game Administrator	$150	daily
	- Facilities Manager	$120	daily
	- Team Assistant	$100	daily
	- Clock Operator	$100	daily
	- 25/40 Second Clock Operator	$100	daily
	- Chain Crew	$75	daily
	- PA Announcer	$85	daily
	- Ticket Sellers	$80	daily
	- Ticket Verifiers	$80	daily
	- Gate Monitor	$80	daily
	- Bag Search	$26	hourly
	- Police Officer	$75	hourly
UIL Volleyball:	- Game Administrator	$125	daily
	- Facilities Manager	$100	daily
	- Clock Operator	$60	daily
	- Libero Tracker	$60	daily
	- Scorebook	$60	daily
	- PA Announcer	$60	daily
	- Ticket Sellers	$17	hourly
	- Ticket Verifiers	$17	hourly
	- Door Monitor	$17	hourly
	- Bag Search	$26	hourly
	- Police Officer	$75	hourly
UIL Basketball:	- Game Administrator	$125	daily
	- Facilities Manager	$100	daily
	- Clock Operator	$60	daily
	- PA Announcer	$60	daily
	- Scorebook	$60	daily
	- Ticket Sellers	$17	hourly
	- Ticket Verifiers	$17	hourly
	- Door Monitor	$17	hourly
	- Bag Search	$26	hourly
	- Police Officer	$75	hourly

UIL Soccer:	- Game Administrator	$125	Daily
	- Facilities Manager	$100	Daily
	- Clock Operator	$60	Daily
	- PA Announcer	$60	Daily
	- Scorebook	$60	Daily
	- Ticket Sellers	$17	Hourly
	- Ticket Verifiers	$17	Hourly
	- Gate Monitor	$17	Hourly
	- Bag Search	$26	Hourly
	- Police Officer	$75	Hourly
UIL Baseball & Softball:			
	- Game Administrator	$125	Daily
	- Scorebook	$60	Daily
	- Scoreboard/ Pitch Count	$60	Daily
	- PA Announcer	$60	Daily
	- Ticket Sellers	$17	Hourly
	- Bag Search	$26	Hourly
	- Police Officer	$75	Hourly

CISD Facility Rentals (Paid by Participating Organization)		
Administrative Fee	$50	Hourly
Custodial Fee	Varies (*according to employee's hourly rate)	Hourly
Police Officer	$75	Hourly

ADDENDUM: JOB CLASSIFICATION REVIEW DIRECTIONS AND FORM

GENERAL GUIDELINES: JOB CLASSIFICATION REVIEW

Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs

Administrative procedures should provide a process for reviewing job reclassifications. The procedures should identify:

- Who has authority to initiate a request for job reclassification
- What supporting information needs to be provided
- Who is responsible for analyzing the request and making a recommendation
- What is the timeline for receiving and completing reviews
- When is the effective date of a job reclassification
- Who has final approval authority and if there will be an option to appeal

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should be based only on a review of job duties relative to other jobs in the district and market data.

Review of job reclassifications must be initiated by the cabinet-level supervisor or by Talent Acquisition. Jobs previously submitted for review within the last 18 months and newly created jobs are usually not eligible for review.

A request for a job classification review must be submitted on a form provided by Talent Acquisition that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the cabinet-level supervisor before submitting to Talent Acquisition.

Talent Acquisition will evaluate the job reclassification and prepare a recommendation for review by the Superintendent or designee.

ADDENDUM: JOB CLASSIFICATION REVIEW DIRECTIONS AND FORM

Request Date:	_____	Job Title to Review:	_____
Current Pay Grade:	_____	Requesting Supervisor:	_____
Requested Pay Grade:	_____	Supervisor Job Title:	_____

Job classification groups jobs of similar value into pay grades and pay ranges, and is based on the requirements of the job with the following factors taken into consideration:

- Knowledge (education and specialized experience)
- Effort (decision-making, complexity, communication responsibility)
- Responsibility (scope of impact, financial accountability, supervisory responsibility)
- Environment (exposure to hazardous working conditions)
- External Job Market Value

Requests should include a copy of the current job description and organizational chart.

1. Why do you feel that this job is assigned to the wrong pay grade level?

2. How has the job changed? What led to the change in job duties and responsibilities?

3. List core job responsibilities and percent time required for each (use additional pages if needed).

% time: _____

% time: _____

% time: _____

% time: _____

_____ _____

Signature of Supervisor Date

_____ _____

Signature of Cabinet-Level Supervisor Date