

2026-2027 Compensation Plan Manual

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An Equal Opportunity Employer

Compensation Plan

Table of Contents

Purpose and Objectives of Pay Systems 5
Job Families Classification 6
Pay Grades Explanation 6
Pay Structure 7
Pay System Implementation and System Administration 7
Long-Term Salary Administration 7
Data Sources 8
Market Comparisons 8
Administrative Procedures
A. District Pay Plans 9
B. Compensation Policy Guidance 9
C. Job Classification 10
D. Job Descriptions 12
E. Exemption Status 12
F. Annualized Compensation 12
G. General Pay Increases 13
H. Placement of External New Hires 14
I. Creditable Years of Service 17
J. Creditable Compensation 18
K. Promotion Increases 18
L. Demotion 20
M. Adjusting Pay-Range Structures 21
N. Reinstatement After Break-in-Service 21
O. Auxiliary Staff Referral Bonus 21
P. Stipends and Incentives 22
Q. Supplemental Pay 22
R. Substitute Pay 24
S. Temporary or Seasonal Employee Pay 24
T. Retire/Rehire Employee Pay 24
U. Leave of Absence Accrual/Proration 25
V. Unused Leave Upon Separation 25
W. Seay Tennis Center Compensation 26
X. Transportation Field Trip Pay Guarantee 28
Appendix A
Teacher Pay Range 30
Professional Pay Range 33
Administrative Support Pay Range 36
Instructional Support Pay Range 38

Safety and Security Pay Range 40
Food Service Pay Range 41
Maintenance Pay Range 42
Information Technology Pay Range 43
Transportation Pay Range 44
Appendix B
Pay Grade Salary Increases 46
Appendix C
Supplemental Pay Schedule 50
Athletic Game Worker Compensation 54
Appendix D
Stipend Pay Schedule 58
Appendix E
Substitute Pay Rate 65
Appendix F
State Personal Leave Proration 67
Employee Leave Proration 68
Vacation Day Proration 69
Appendix G
Reporting Days 71

Highland Park Independent School District Mission, Vision, Beliefs, & Goals

Mission

The Highland Park Independent School District, grounded in an unyielding commitment to tradition, excellence, community, and integrity, provides an unrivaled and well-rounded education in academics, athletics, arts, and service, equipping all students to be citizen leaders and lifelong learners.

Vision

Highland Park ISD will be the preeminent public school district in Texas and the heart and soul of the Park Cities. HP Scots will be honorable in conduct, devoted to scholarship, and charitable to all.

Beliefs

We believe:

- The best interests of students must be at the center of all decision-making.
- Sustained excellence comes only through seeking continuous improvement.
- Education is a cooperative endeavor between schools, parents, and community, requiring effective collaboration and transparent communication amongst all stakeholders. "The spirit of a people is disclosed by the education of its youth."
- "Good citizenship requires a well-rounded development" with a balanced emphasis on academics, arts, athletics, and service. We believe an excellent education provides foundational knowledge, stimulates intellectual curiosity, cultivates critical thinking, fosters growth through academic challenge, and develops capacity for both sustained individual effort and productive collaboration.
- An excellent education instills habits of personal responsibility and integrity in academic work and personal conduct.
- Faculty and staff who are passionate about students, experts in their field, and committed to continuous improvement are essential to providing an excellent education and must be equipped and supported through competitive compensation, targeted professional development, and effective evaluation.
- All district resources should be used efficiently and effectively to accomplish our mission and goals, addressing both present needs and long-term sustainability.

Priorities

- Well-Educated & Well-Rounded Students
- Exemplary & Committed Staff
- Engaged Parents & Community
- Strategic Financial Stewardship

Pay Guidelines

Purpose and Objectives of Pay Systems

This is a guide for administering salaries and wages for Highland Park ISD employees. Practices described are intended to implement local School Board policies and goals, state and federal regulations, and appropriate accreditation standards.

All organizations have common management needs and employee expectations that must be translated into pay practices. An effective pay system should address both the needs of the organization and the expectations of its employees.

Management needs to:

- recruit and hire exceptional employees,
- prevent the loss of outstanding employees,
- control spending by paying the proper amount for job value.

Employees expect to receive:

- fair pay for their job responsibilities,
- fair pay compared to what other employers pay for the same work,
- annual pay increases for continued service.

The contents of this manual may be updated throughout the year at the discretion of the Superintendent to meet the operational needs of the district.

These salary ranges 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.

Basic Pay System Elements

Job Families Classification

A job family includes jobs that share common characteristics and are grouped into a common pay structure. These characteristics include the type of work performed, the competitive job market, potential career paths for employees, and state and federal laws regulating wages and salaries. Separate pay range structures are typically built for each job family.

Pay Grades Explanation

Compensable job factors such as skill, effort, and responsibility serve as the basis for assigning jobs to different pay levels to achieve internal pay equity among employees. The greater the degree of skill, effort, and responsibility required by a job, the higher the level of pay. The process of evaluating compensable factors and assigning jobs to different levels of pay is called ***job evaluation and classification***. A job title alone is not adequate to determine proper pay classification for a position; nor is the reliance on the personal characteristics or qualifications of incumbent employees in the position. The actual content of the job itself must be analyzed to assign jobs to proper pay levels for internal equity. Jobs that have similar value and are grouped into the same range of pay are assigned or classified to pay grades.

While objective job evaluation and classification contributes to internal pay equity, job pricing contributes to external pay equity. ***Job pricing*** uses data collected from salary and wage surveys of other employers to determine the external market value of benchmark jobs. This data is used to set pay ranges that are competitive with the external job market. Because jobs have been analyzed and classified into groups of similar value, job pricing does not require a survey match for each unique job.

Job markets may be different for different employee groups. By definition, a ***job market*** represents the employers that a district typically competes with to attract and retain employees. Professional employees may be recruited from a larger geographic area than paraprofessional or auxiliary employees. School districts may be the only competitors for instructional positions while other types of businesses may be competitors for business or technology jobs. For this reason, different job markets and survey sources may be used to accurately assess the district's true competitive job market.

Pay Structure

The pay structure itself is the key management tool that provides control over the district's competitive position in the marketplace and internal pay equity among all employees.

Designing the pay structure involves setting the proper ***control points*** (midpoint, minimum, and maximum rates of pay) for each pay grade and ensuring that appropriate pay differentials between pay grade levels are established.

Issues that must be weighed and balanced in the design of pay structures include:

- positioning the district competitively,
- impact on current pay practices,
- adequate pay differentials for higher levels of job responsibility,
- internal consistency and rationality,
- controlled variance within each pay range.

Pay System Implementation and System Administration

Current employees may not be paid within the recommended pay ranges initially. Decisions must be made during this transition period of how to deal with employees who are paid outside the pay range for their position. If employees are paid below the minimum rate of their pay range, additional adjustments should be provided to increase their pay to at least the minimum rate of pay. If employees are paid above the maximum of the pay range, they are left outside the range. No employee's pay should be reduced in this event.

Employees advance in pay through pay adjustments tied to budget planning that are determined on an annual basis. These management decisions are based on current economic conditions, including projected district revenues, the cost of living, and market competition.

The ***midpoint*** of the range is recommended as the base for calculating employee increases. This ensures a more equitable distribution of the dollars available for pay increases and moves employees up to the range midpoint more quickly. Using the range midpoints instead of current salaries will deliver equal dollars to employees at the same job level and helps the district to control the rate of advancement through the pay range.

Long-Term Salary Administration

For any pay plan to meet its intended goals on a long-term basis, it must be updated regularly and administered properly. Salary administration involves four primary activities requiring administrative decisions:

- adjusting pay ranges for job market changes and general economic inflation,
- budgeting for annual salary increases for employees,
- placing new employees in the system, and
- calculating special increases for promotions or other job changes.

Data Sources

Data sources for determining pay families and pay ranges were obtained from:

- District payroll
- Peer districts
- Department interviews
- Other salary survey resources

Market Comparisons

The following districts were used as the comparison districts to assess the competitive job market. Comparison districts were selected on the basis of enrollment, location, and similar demographics. School district data was obtained from the most recent surveys conducted by TASB HR Services. Information is based on the 2024-2025 school year.

District	Enrollment
Allen ISD	21,769
Carroll ISD	8,471
Carrollton-Farmers Branch ISD	24,409
Coppell ISD	13,290
Dallas ISD	141,169
Frisco ISD	67,226
Garland ISD	52,767
Grand-Prairie ISD	26,500
Grapevine-Colleyville ISD	13,560
Irving ISD	31,117
Lewisville ISD	49,060
Little Elm ISD	8,351
Lovejoy ISD	4,254
McKinney ISD	23,192
Mesquite ISD	38,233
Plano ISD	49,035
Richardson ISD	36,735
Rockwall ISD	18,761
Wylie ISD- Collin Co	19,170

Administrative Procedures

A. District Pay Plans

HIGHLAND PARK ISD will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories:

- Teachers, Registered Nurse, Instructional Coaches, and Librarians (TC) pay structure
- Professional (PR) pay structure
- Administrative Support (AS) pay structure
- Information Technology (TN) pay structure
- Instructional Support (IS) pay structure
- Safety & Security (SS) pay structure
- Maintenance (MT) pay structure
- Food Service (FS) pay structure
- Transportation (TP) pay structure

All jobs will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan or exceptions are approved by the Board. Pay ranges are reviewed annually and may be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the Board each year. The Board will authorize the Superintendent to make adjustments to the pay ranges within a school year if deemed necessary within the approved budget, or upon presentation of a budget amendment.

B. Compensation Policy Guidance

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

Board Policy DEAA (LOCAL) The Superintendent shall recommend a stipend pay schedule as part of the annual compensation plan of the District. [See DEA]

C. Job Classification

(1) Purpose and Authority

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

(2) Reclassification of Positions

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

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

(3) Pay Rate Adjustments for Job Reclassification

A change in job classification will result in higher or lower pay range and thus, greater or lesser potential for long-term pay advancement. Pay rate adjustments for job reclassification may be made in the following circumstances:

(a) If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion and the procedure for promotion increases will apply.

(b) If the job is reclassified only to address internal equity issues and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future increases will be larger as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.

(c) If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the Superintendent.

(d) If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the Superintendent. In this case, the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion.

(4) Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor or the Human Resource Department. Reviews will be conducted as follows:

(a) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the Human Resource Department. Job classification reviews are initiated in January of each year. Requests for unscheduled classification reviews must be submitted to the Human Resource Department and be approved by the Superintendent.

(b) The supervisor must submit a completed Request for Job Classification Review form to the Human Resource Department. The request form must be approved by the appropriate highest-level administrator within the campus/department prior to the submission to the Human Resource Department.

(c) The Human Resource Department will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by analyzing external job market information in consultation with Texas Association of School Boards (TASB).

(d) The Human Resource Department will evaluate the job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent's review.

(e) The Human Resource Department will notify the supervisor and the employee of the pay grade assignment after the Superintendent's review and approval.

(5) Classification of New Positions

New positions must have a written job description created collaboratively by the Human Resources Department and the administrator/supervisor requesting or responsible for overseeing the new position. The Human Resource Department will recommend to the Superintendent the pay grade classification of new positions based on the job description and consultation with the job supervisor and Texas Association of School Boards. New positions must be classified in the pay system prior to hiring new employees.

D. Job Descriptions

Job documentation is an essential function in the administration of the compensation system. Accurate and complete job descriptions will be collected and maintained by Human Resources. This includes complete and up-to-date job descriptions that address job qualifications, primary purpose, major duties and responsibilities, and working conditions. Job titles will be assigned by Human Resources and will reflect a logical job titling scheme to consistently describe the level and nature of work.

E. Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Human Resource Department will determine the classification of each position based on a description of assigned job duties and the method of compensation in collaboration with Texas Association of School Boards (TASB). In order to be exempt, the employee's primary duties must meet the requirements of one of the exemption tests as defined by federal regulations, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt. When there is not a clear determination, the employee will be classified as nonexempt.

Supervisors, job titles, and salary do not necessarily determine whether an employee is exempt or nonexempt.

F. Annualized Compensation

(1) Salaried Employees

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. An employee who separates from service before the last day of instruction will receive his/her final paycheck as a lump sum payment for wages actually earned

from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of their twelve month pay cycle.

(2) Semi-Monthly Employees

Employees assigned to facility services, food services, transportation, and maintenance receive payment semi-monthly 26 paychecks. These employees are paid semi-monthly based on equalized payments plus any overtime payment based on the actual hours worked beyond 40 hours. An employee who separates from service will be paid their final paycheck within two weeks of separation.

G. General Pay Increases

(1) Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district. To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

(2) Pay Increase Budget

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

(3) General Pay Increase Calculation

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

Example: *Board determination of a 2% increase based on the midpoint for pay range.*

Range Midpoint x Percent Increase = Pay Increase Rate Clerical / Paraprofessional
Midpoint ($15.00/hr) x Percent Increase (2%) = Pay Increase ($0.30/hr)
Pay Increase ($0.30/hr) x Hours (7.5) x Duty Days (187) = Annual Increase ($420.75)

(4) One-Time Payment

Due to economic conditions or determination by the Board, a pay increase may not be granted for subsequent years. The HPISD Board may award a one-time lump sum payment amount determined by the Board during the budget adoption process or budget amendment approval if paid by local funds, or as specifically designated through gift funds. If federal funds or specific federal relief funds are permitted for use towards one-time payment, then the Board may award a one-time lump sum payment based on the availability of funds.

One-time payments may be made only to those employed as of a specific date determined by the Board and are still employed as of the date on which the payment is made based on specific criteria established by the Board. A one-time lump sum payment is not considered an increase in base pay, will not be repeated in future years, but will be considered creditable compensation under the Teacher Retirement System of Texas (TRS). This payment is taxable and may be taxed at a higher rate. The payment will be prorated based on duty status, part-time schedule, or other non-discretionary factors determined by the Board.

H. Placement of External New Hires

(1) Professional Hiring Schedules

(a) Salaries for newly hired teachers, librarians, and nurses (RNs) will be determined by their total years of creditable experience as defined by state regulations and shown on the employee's service record at the time of hire and/or their credentials. The maximum experience placement for new hires will be set annually.

(b) Newly hired teachers may be given up to two years of compensation credit determined by their total years of creditable experience as defined by the state and regulations and shown on the employee's service record at the time of hire for experience as an instructional assistant in a public school.

(2) Administrative / Professional Pay Structure

The initial salary for a new hire in the administrative / professional pay structure is determined on an individual basis based on each person's job-related experience and the prevailing rates being paid to other employees in the same or like positions with similar experience.

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

(a) New hires will be placed up to the pay range midpoint based on relevant

experience. New hires in 4 to 9 may be placed up to 10 percent above midpoint based on relevant experience. Exceptions to these hiring limits must be made by the Superintendent in special circumstances.

(b) Placement of a new hire may not exceed prevailing rates being paid to other employees in the same or like positions with similar years of job-relevant experience.

(c) Recommended placement for new hires will be determined by the Human Resource Department as follows:

1. For positions that require classroom teaching experience as a minimum qualification, 1 percent above range minimum for each year of teaching experience up to 12 years (12 percent total), plus
2. 2 percent above the range minimum for each year of job-relevant or administrative leadership experience up to 15 years or the range midpoint, whichever is lower. Refer to Section H-(2)(a) for limits on salaries for new hires.

(d) New hire placement recommendations may be adjusted from the experienced-based guidelines as deemed necessary by the Human Resource Department for hard-to-fill positions or to recognize specialized knowledge and skills or technical certifications.

(e) No employee may be placed below the minimum of the range.

(f) No employee may be placed above the hiring limits unless approved by the Superintendent.

(g) Employees in Pay Grades 5 or higher will be placed based on position experience aligned with others in the same pay grade.

(3) Administrative Support Pay Structure and Instructional Support Pay Structure

The initial salary of a new hire in the SS, AS and IS pay structures will be determined by the minimum requirements of the job or on an individual basis based on each person's job-related experience and the prevailing rates being paid to other employees in the same or like positions with similar experience.

The guidelines for placement on the AS and IS pay structures are as follows:

(a) New hires will be placed at the range minimum when the position qualifications require no previous job-related work experience.

(b) New hires in jobs requiring previous job- or field-specific experience may

be placed up to the pay range midpoint based on relevant experience. The Human Resource Department will determine each new hire's level of job-related experience. Exceptions to this basic guideline may be made by the Superintendent in special circumstances.

(c) Placement of a new hire may not exceed rates being paid to other employees in the same position or in the same department and pay grade with similar years of job-related experience.

(d) Recommended placement for new hires will be determined by the Human Resource Department as follows:

1. 2 percent above the range minimum for each year of verified job-related experience up to 12 years or the range midpoint, whichever is lower. Refer to Section H-(3)(b) for limits on salaries for new hires.
2. Prerequisite experience will be calculated as 1 percent above the range minimum for each year of job-related experience up to 10 years or the range midpoint, whichever is lower. The Human Resource Department will determine each new hire's level of job-related experience.

(e) New hire placement recommendations may be adjusted from the experienced-based guidelines in Section H-(3)(d) as deemed necessary by the Human Resource Department for hard-to-fill positions or to recognize specialized knowledge and skills or technical certifications.

(f) No employee may be placed below the minimum of the range.

(g) No employee may be placed above the hiring limits unless approved by the Superintendent.

(4) Maintenance, Food Service, and Transportation Pay Structure

Placement of new hires in the Food Service, Transportation, and Maintenance pay structure will be determined by the minimum requirements of the job or on an individual basis based on each person's job-related experience and the prevailing rates being paid to other employees in like positions with similar experience.

The guidelines for placement on the Food Service/Transportation/Maintenance pay structure are as follows:

(a) New hires will be placed at the range minimum when the position qualifications require no previous job-related work experience.

(b) New hires in jobs requiring previous job- or field-specific experience may

be placed up to the pay range midpoint based on relevant experience.

New hires in pay grades 4 or higher may be placed up to 10 percent above midpoint based on relevant experience. The Human Resource Department will determine each new hire's level of job-related experience.

(c) Placement of new hires may not exceed prevailing rates being paid to other employees in the same position with similar years of job-related experience.

(d) Recommended placement for new hires will be determined by the Human Resource Department as follows:

1. 2 percent above the range minimum for each year of job- related experience up to 15 years or the range midpoint, whichever is lower. Refer to Section H-(4)(b) for limits on salaries for new hires.
2. Prerequisite experience will be calculated as 1% above the range minimum for each year of job-related experience up to 10 years or the range midpoint, whichever is lower.

(e) New hire placement recommendations may be adjusted from the guidelines in Section H-(3)(d) as deemed necessary by the Human Resource Department for hard-to-fill positions or to recognize specialized knowledge and skills or technical certifications.

(f) No employee may be placed below the minimum of the range.

(g) No employee may be placed above the hiring limits unless approved by the Superintendent.

I. Creditable Years of Service

(1) Professional Personnel

The Texas Education Agency allows Texas Public Schools to recognize years of service for compensation purposes from specified entities. Service from the entities listed shall be recognized for professional personnel. The minimum employment requirements must be met in order to be included, which is constituted as a minimum equivalent of 90 full days in a school year. Professional service in the following entities is creditable upon receipt of the official documentation from the entity: Texas public elementary and secondary schools, including charter schools; state regional education service centers; state departments of education; Texas Department of Corrections – Windham Schools; public elementary and secondary schools in all other states in the United States or within the boundaries of any of its territorial possessions; overseas schools operated by the U.S. Government; Texas public or private colleges or universities; Texas private elementary and secondary schools; Texas non-public special

education contract schools;

Texas Department of State Health Services (formerly MHMR)- state hospitals and state schools; Texas veterans' vocational schools; public or private colleges or universities and private elementary and secondary schools in all other states in the United States or within the boundaries of any of its territorial possessions; foreign public or private colleges or universities, or elementary or secondary schools; U.S. Department of Interior- Bureau of Indian Affairs; U.S. service academies; U.S. military service; Job Corps; and Peace Corps (in a professional capacity only). For the specific requirements regarding each of the entities, please refer to TEC §153.1021(h) Recognition of Creditable Years of Service.

(2) Certified teacher aides/instructional assistants

Beginning with the 2004-2005 contractual year, a certified teacher aide who subsequently attains initial classroom teacher certification may count up to two years of full-time equivalency of direct student instruction for salary increment purposes. Such experience must be verified on the teacher service record. A teacher aide who received a teaching certificate prior to the 2004-2005 contractual year will not qualify for the additional years of service on the salary schedule.

J. Creditable Compensation

(1) Compensation Eligible for TRS

Compensation eligible for TRS credit is determined through specific criteria outlined by TRS. Information is provided periodically to districts regarding TRS eligible compensation and is available on the TRS website at www.trs.texas.gov. Specific compensation not eligible for TRS credit is also specified under the creditable compensation criteria. If questions arise, please contact Human Resources or Payroll for clarification.

K. Promotion Increases

(1) Promotion Defined

A promotion occurs when an employee is assigned to a different job with a higher pay range midpoint. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the standard promotion increase includes any general increase granted by the school board the employee earned for experience in their former job.

(2) Promotion Increase: Exempt – Administrative/Professional

A promotion increase for Administrative/Professional employees is based on the person's current base salary less any stipends paid for supplemental duties.

Base pay for teachers will include incentives or stipends paid for the teaching assignment such as Master's Degree and career ladder, only when teachers are being promoted to an Administrative/Professional pay family.

Promotion increases will be determined by these guidelines:

(a) A pay increase for a promotion of one or two pay grades will be 5 percent of the new pay range midpoint, depending on current employee rates within the same pay grade with more experience.

(b) A pay increase for a promotion of three or more pay grades will be 10 percent of the new pay range midpoint, depending on current employee rates within the same pay grade with more experience.

(c) No employee will be paid less than the minimum or more than the maximum of the new pay range.

(d) Promotion increases may be reduced if another employee with more experience in the same position is paid less. The minimum promotion increase is 2 percent of the new pay range midpoint.

(e) In the case of multiple promotions in a single school year, the total promotion increase for an individual shall not exceed 20 percent in one year.

(f) A teacher or other professional employee who moves to a different pay family or plan will be given credit for experience according to the procedures for salary placement for new hires.

(3) Promotion Increase: Nonexempt – Clerical/Paraprofessional/Maintenance/Food Service

A promotion increase for clerical, paraprofessional, maintenance, or food service employees is based on the person's current base hourly wage less any stipends paid.

Promotion increases will be determined by these guidelines:

(a) A pay increase for a promotion of one or two pay grades will be 5 percent of the new pay range midpoint, depending on current employee rates within the same pay grade with more experience.

(b) A pay increase for a promotion of three or more pay grades will be 10 percent of the new pay range midpoint, depending on current employee rates within the same pay grade with more experience.

(c) No employee will be paid less than the minimum or more than the maximum of the new pay range.

(d) Promotion increases may be reduced if another employee with more experience in the same position is paid less. The minimum promotion increase is 2 percent of the new pay range midpoint.

(e) If the promotion increase is less than the minimum of the new pay grade, then the employee pay increase is calculated in the same manner as a new hire.

L. Demotion

(1) Demotion Defined

A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

(2) Demotion Pay Adjustment

A reduction in pay as a result of a demotion will be made effective with the new assignment.

(a) *Voluntary Demotion.* A demotion is considered voluntary if the employee has requested or applied and accepted a position in a lower pay grade. An employee with a voluntary demotion will have the rate of pay determined as outlined in the salary placement for new hires in accordance with the compensation plan.

(b) *Involuntary Demotion.* A demotion is considered involuntary if the employee did not request or did not elect to be moved to a position in a lower pay grade. An employee with an involuntary demotion will have their base pay rate set at the same ratio to midpoint within the lower pay range. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The Superintendent may adjust this formula when special circumstance's warrant, such as contract status.

(c) A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent and may be made over the course of no more than two budget years.

(d) Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. In the case of teachers or other professionals on an experience-based placement scale, placement will be made according to years of experience.

M. Adjusting Pay-Range Structures

(1) Annual Review of Pay Ranges

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

N. Reinstatement After Break-in-Service

(1) Break-in-Service Less than 12 Months

An employee who is rehired 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 if hired for the same position or in the same department. If hired at a different pay grade level, the employee will be placed according to the procedures for placement of new-to-the district hires.

(2) Break-in-Service Greater than 12 Months

An employee who is re-hired following a break-in-service that is greater than 12 months shall be reinstated according to the procedures for placement of new-to-the district hires.

O. Auxiliary Staff Referral Bonus

As an incentive to current employees who refer an individual who is hired as a full-time employee into an auxiliary position, such as food service, custodian, transportation, or facility services, the employee who referred the new hire will receive up to $750. For additional information, please contact the Human Resources Department.

(1) Eligible Employees

The employee referring the auxiliary new hire must themselves be a full-time

employee in HPISD. To receive each referral installment, both the referring employee and the new hire referred must be employed at the time of the installment payment.

If a previous employee who separated from employment with HPISD within the previous 24 months, then this is not considered as an eligible referred employee. There must be a break of at least 24 months in order to be considered a referred new hire in an auxiliary position.

(2) Installments

a. Referring employee will receive $100 referral bonus on the first paycheck after the auxiliary new hire has begun work.
b. Referring employee will receive $150 referral bonus on the next regular paycheck after the auxiliary new hire has worked for a complete 3-month period.
c. Referring employee will receive $500 referral bonus on the next regular paycheck after the auxiliary new hire has worked for a complete 6-month period.

NOTE: Referral bonus amounts are not eligible for TRS compensation credit, and all appropriate state or federal taxes must be withheld from any compensation payments.

P. Stipends and Incentives

The board will approve a schedule of salary stipends for 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. Stipends and incentives are reviewed and modified periodically and are dependent on available funding.

Approved stipend pay schedules are available in Appendix D.

Q. Supplemental Pay

The board will approve a schedule of supplemental pay for extra duties. Supplemental pay is not eligible to exempt employees who are performing their primary duties beyond the normal work hours within the contract period. ***Supplemental pay is for duties performed outside of normal work hours.*** All supplemental pay must be approved prior to the start of the supplemental duty being performed. Approved supplemental pay schedules are available in Appendix C.

(1) Exempt employees. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for supplemental pay. Supplemental pay rates are reviewed and modified periodically

and are dependent on available funding. Supplemental pay must be requested prior to performing the supplemental work. The rate of pay is established by the approved compensation plan for supplemental pay and verified by Human Resources and/or Payroll. Sufficient funds must be available from the funding source prior to the supplemental duties being performed.

(2) Nonexempt employees. Nonexempt employees who are assigned supplemental duties must be reviewed individually based on the normal duties performed by the nonexempt employee in relation to the supplemental duty. All actual time for supplemental work must be recorded on a timesheet. The determination of the rate of pay will depend on the nonexempt employees' regular duties. If the supplemental duty is ***not*** considered similar work, then the nonexempt employee will be paid according to the district's schedule for supplemental pay up to 40 hours of total work. If the supplemental duty has the nonexempt employee exceeding 40 hours, then the employee will be paid overtime rate based on a blended rate of pay. If the supplemental work is considered as similar work to their regular duties, then the rate of pay will be based on the employee's base hourly rate, which includes overtime of one and a half times of their hourly rate. Supplemental pay rates are reviewed and modified periodically and are dependent on available funding. Supplemental pay must be requested prior to performing the supplemental work. The rate of pay is established by the approved compensation plan for supplemental pay and verified by Human Resources and/or Payroll. Sufficient funds must be available from the funding source prior to the supplemental duties being performed.

(3) Supplemental Timesheet Submissions. Time sheets must be submitted to the appropriate approving supervisor no later than the first Tuesday of each month. Time sheets that have not been approved and submitted by the first Friday of each month will not be processed until the following month. Time sheets submitted more than 60 days after the work has been performed may result in a reduction in the rate of pay for the supplemental duty up to 30% as well as cause the funding source to be modified if appropriate funds are no longer available.

(4) Eligibility of Supplemental Pay. Supplemental duties are those duties performed outside of the standard work hours. Requests for exceptions must be submitted prior to the performed work to Human Resources. Standard work hours are as follows:

a. Elementary Staff standard hours 7:40 – 3:40 (Professional Staff)
b. MIS/HPMS Staff standard hours 7:45 – 3:45
c. HPHS Staff Standard hours 7:45 – 3:45
d. Administration Office Staff standard hours 8:00 – 4:30

R. Substitute Pay

The Board will approve the pay schedule for substitute teachers as part of the annual compensation plan. Approved substitute pay schedules are available in Appendix E.

S. Temporary or Seasonal Employee Pay

The Board will approve the pay schedule for any temporary or seasonal pay as part of the annual compensation plan. Approved temporary or seasonal employee pay schedules are available in Appendix C.

T. Retire/Rehire Employee Pay

(1) All regular employees, temporary employees, seasonal employees, or substitutes who are receiving retirement benefits through the Teacher Retirement System of Texas (TRS) must sign a retire/rehire addendum each school year.

(2) The TRS Retiree must acknowledge the following:

(a) The District cannot and does not make any guarantees regarding the continued right to receive the Retirement Benefits.

(b) The employee must rely on their own investigation and understanding of the law and upon the guidelines, rules, and regulations regarding employment after retirement of the program under which they retired. The employee must acknowledge they are not relying on any statements made by the District regarding the effect of District employment on their retirement benefits.

(c) The employee must agree not to sue or otherwise bring a claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of their retirement benefits.

(d) The employee must acknowledge that the District must report their employment to TRS. The employee must agree to not bring any claim based on such reports.

(e) The employee must acknowledge that the District may incur expenses over and above associated with hiring a non-retiree in a similar position with similar years of experience. Retirees on the Teacher and Instructional Support pay grades hired after July 1, 2021, will be placed at the salary placement of their years of experience or a maximum of 30 years, whichever is less.

U. Leave and Absence Accrual/Proration

The District offers employees paid and unpaid leaves of absence in times of personal need. The limitations and descriptions regarding the types of leave are available in the Employee Handbook beginning on page 30. A day of leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Please refer to the Employee Handbook regarding restricted use of personal days.

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, all leave will be prorated based on the actual time employed.

Accrual and Proration schedules are available in Appendix F.

V. Unused Leave Upon Separation

(1) State Personal Days - Any unused state personal days will be recorded on the final official service record. State personal days are transferable to any other Texas public school district. Eligible TRS members may purchase, at the time of retirement, one year of equivalent membership service credit for 50 days or more (or 400 hours or more) of accumulated state sick and/or personal leave. Retirees must contact TRS directly for instructions and paperwork.

(2) State Personal Days – State personal days are those days issued to employees prior to 1995-96 school year. Any unused state sick days will be recorded on the final official service record. State sick days are transferable to any other Texas public school district. Eligible TRS members may purchase, at the time of retirement, one year of equivalent membership service credit for 50 days or more (or 400 hours or more) of accumulated state sick and/or personal leave. Retirees must contact TRS directly for instructions and paperwork.

(3) Local Leave Days – Any unused local sick days will be forfeited upon resignation. If the employee returns to HPISD as an employee within 13 months of separation, then the employee will be eligible to have all unused local sick days reinstated. Returning employees with a separation of more than 13 months will not be eligible for reinstatement of previously accrued local sick days.

W. Seay Tennis Center

The following information is a summary of the compensation agreement with Highland Park ISD for work performed with Seay Tennis Center as a Tennis Professional. This agreement does not constitute a contract of employment. Employment is based on a 12-month basis from July – June each year.

Rates for each employee is based on the duties each staff member performs in accordance with the Seay Tennis Center Operations manual. Rates are not permitted to be adjusted or modified without approval from HPISD Human Resources Department and Business Services Department. Rates are reviewed each year for comparison with market rates and competitive services.

Your monthly base salary has been calculated to be:

	Junior Program	***TCD***	***Private/Group Lessons***	***Center Sponsored Drills***	***Per Week***
Rate	$15/hour	$145/drill	Reference Pay Grades	Dependent on Registrations	$ -
# of hours	0 - 25	0 - 6	Varies	0 – 14	- Hours

Director Percentage Agreement *(if applicable)* – As a Director (insert name of position), you will receive a X% percent of the total revenue for this program. The percentage will be paid in equal payments for each session and will be recalculated or adjusted based on enrollment in the program. With each session having a unique number of participants, the overall percentage will be recalculated for each separate session.

Each Seay Tennis Professional will receive a monthly base payment based on the specific programs and duties the employee has agreed to perform on a minimum basis. All work performed will be paid through HPISD. If a change in program assignment should occur that is an increase of more than 20%, then the base payment will be modified, otherwise a change will not be made until the start of the next school calendar year in July. Monthly payment will be determined based on total work performed from the previous month. The total amount of monthly compensation is paid as follows:

Total monthly compensation – Base salary = Supplemental pay amount

If for some reason the employee does not meet the base salary expectations for the month, then the following will determine the monthly pay:

Base salary – total monthly compensation = monthly payment *(the total amount short of the base payment will appear on the paycheck as docked pay)*

If the employee has two consecutive months of not meeting the base salary, then the base salary will be adjusted based on the average of the previous 3 months of compensation.

All Tennis Professional employees are considered at-will employees. As an at-will employee, you are not bound by a contract for employment for the entire school year. The employee may resign or be terminated for good cause or no cause as long as the reason is not in violation of any protected right. Tennis Professionals that do not maintain the minimum work hours required to maintain employment status for three (3) consecutive months will face termination of employment.

All Seay Tennis Professional employees must adhere to all guidelines associated with Seay Tennis Center and Highland Park ISD. Violation of any policies or procedures could result in disciplinary action or termination of employment.

Seay Tennis Professional Employees are eligible for the following benefits as an HPISD employee:

- Employees will be members of Teacher Retirement System. Information about TRS is available on the HPISD website or through the TRS website.
- HPISD employees do not contribute to Social Security.
- Eligible for health care and medical benefits through HPISD. Plan year for health/medical benefits run from September – August. Health benefits are a Section 125 plan meaning the Section 125 Plan reduces your taxes and increases your spendable income by allowing you to deduct the cost of eligible benefits from your earnings before tax. You cannot change your benefit elections for the plan year unless the benefits office receives notification in writing within 31 days of the status change due to a qualifying life event. If the benefits office is not notified within 31 days of the status change, no benefit change can be made until the next annual open enrollment.
- Leave benefits:
    - 5 state personal days are provided each July at the start of the school year calendar for each year-round employee. Leave is provided in advance but is earned at a rate of ½ a day of leave for every 18 days worked up to 5 days each school year.
    - 6 local personal/sick days are provided each July at the start of the school year calendar for each year-round employee. Leave is provided in advance but is earned at a rate of ½ a day of leave for every 18 days worked up to 6 days each school year. Local sick days may only be used for absences due to illness or medical appointments for the employee or family member as outlined in HPISD Employee Handbook.
    - State personal and local sick days accrue without limit from year to year.

- If the employee is hired or terminates employment during the calendar work year, then any leave will be prorated based on the number of days employed in the 12-month calendar.

Upon termination or separation of employment the following applies:

- Employees must complete an employee check out form returning any district-issued items such as ID badges, keys, technology, or other items.
- Leave will be prorated based on earned leave.
  - If more leave is used than has been earned or accrued, the final paycheck for the employee will be deducted based on the total daily base pay amount for the employee.
  - Unused leave is not paid out upon separation of employment.
  - State personal days that are not used are indicated on the HPISD service record and would transfer to any other Texas public school district for use in that specific district.
- At-will employees are not entitled to board hearing upon termination of employment.
- Final payment will be the month following separating.

X. Transportation Field Trip Pay Guarantee

To recognize a driver's commitment and availability for assigned field trips, drivers will receive a minimum of two (2) hours of pay for any field trip that is canceled, postponed, or otherwise unable to operate due to weather, event cancellation, scheduling changes, or other circumstances outside the driver's control, provided the driver has been officially assigned to the trip and is enroute to, or has arrived at, the Transportation Department or designated field trip origination location at the scheduled reporting time.

Drivers compensated at the hourly field trip driver rate are eligible for this guaranteed minimum pay. Employees receiving a flat-rate payment for driving, including coaches driving in connection with their own athletic assignments, are not eligible for the guaranteed minimum pay.

Appendix A

Pay Structures

Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Teacher Pay Range

	Minimum Salary	Midpoint Salary	Maximum Salary
Daily	$ 344.92	$ 403.23	$ 452.42
187 days	$ 64,500.00	$ 75,404.16	$ 84,601.92
192 days	$ 66,224.64	$ 77,420.16	$ 86,864.64
200 days	$ 68,984.00	$ 80,646.00	$ 90,484.00

Add $3,000 annually for Master's Degree
Add $5,000 annually for Doctoral Degree

Pay Structures

Determination based on completed years of experience at the beginning of the 2026-2027 school year.

New-Hire Salary Schedule
Teacher

Years of Experience Credit	Annual based on 187days	New Daily
0	$64,500.00	$344.92
1	$65,520.00	$350.37
2	$67,825.16	$362.70
3	$70,538.17	$377.21
4	$70,778.53	$378.49
5	$71,052.28	$379.96
6	$71,816.16	$384.04
7	$72,132.32	$385.73
8	$72,448.48	$387.43
9	$72,870.72	$389.68
10	$73,292.96	$391.94
11	$73,715.20	$394.20
12	$74,137.44	$396.46
13	$74,559.68	$398.71
14	$74,981.92	$400.97
15	$75,404.16	$403.23
16	$75,826.40	$405.49
17	$76,248.64	$407.75
18	$76,670.88	$410.00
19	$77,199.20	$412.83
20	$77,727.52	$415.66
21	$78,255.84	$418.48
22	$78,784.16	$421.31
23	$79,312.48	$424.13
24	$79,840.80	$426.96
25	$80,369.12	$429.78
26	$81,215.68	$434.31
27	$82,062.24	$438.84
28	$82,908.80	$443.36
29	$83,755.36	$447.89
30	$84,602.54	$452.42

Additional Stipends
$3000 for Master's degree
$5000 for Doctoral degree
**Degrees submitted to HR by September 1, 2026*

* *Years of experience are subject to Service Record Verification*
* *Rates include the district's health insurance contribution and CANNOT be used to determine future or previous year salaries. Any pay increases must be determined by the Board annually.*
* *New Hires with 31+ years of experience will need to contact HR/Personnel*

Pay Structures

Determination based on completed years of experience at the beginning of the 2026-2027 school year.

New-Hire Salary Schedule
Nurse/Librarian/Instructional Coach

Years of Experience Credit	Annual based on 187days	New Daily
0	$64,500.00	$344.92
1	$65,520.00	$350.37
2	$67,825.16	$362.70
3	$70,538.17	$377.21
4	$70,778.53	$378.49
5	$71,052.28	$379.96
6	$71,816.16	$384.04
7	$72,132.32	$385.73
8	$72,448.48	$387.43
9	$72,870.72	$389.68
10	$73,292.96	$391.94
11	$73,715.20	$394.20
12	$74,137.44	$396.46
13	$74,559.68	$398.71
14	$74,981.92	$400.97
15	$75,404.16	$403.23
16	$75,826.40	$405.49
17	$76,248.64	$407.75
18	$76,670.88	$410.00
19	$77,199.20	$412.83
20	$77,727.52	$415.66
21	$78,255.84	$418.48
22	$78,784.16	$421.31
23	$79,312.48	$424.13
24	$79,840.80	$426.96
25	$80,369.12	$429.78
26	$81,215.68	$434.31
27	$82,062.24	$438.84
28	$82,908.80	$443.36
29	$83,755.36	$447.89
30	$84,602.54	$452.42

Additional Stipends
$3000 for Master's degree
$5000 for Doctoral degree
**Degrees submitted to HR by September 1, 2026*

** Years of experience are subject to Service Record Verification*

** Rates include the district's health insurance contribution and CANNOT be used to determine future or previous year salaries. Any pay increases must be determined by the Board annually.*

**New Hires with 31+ years of experience will need to contact HR/Personnel*

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Professional Pay Range

Pay Grade 1

	Minimum	Midpoint	Maximum
Daily	**$ 293.50**	**$ 345.50**	**$ 401.50**
Manager, Benefits (226) *Purchasing Coordinator (226)*		*Coordinator, Academy Lifelong Learning (226)*	

Pay Grade 2

	Minimum	Midpoint	Maximum
Daily	**$ 320.25**	**$ 384.45**	**$ 448.65**
Accountant, School Finance (226)			

Pay Grade 3

	Minimum	Midpoint	Maximum
Daily	**$ 368.95**	**$ 445.20**	**$ 516.57**
Coordinator, 504/ADA MS/HS (200) *Counselor, ES (200)* *Specialist, Behavior (210)* *Specialist, Orientation & Mobility (187)*		*Coordinator, Special Education ES (200)* *Music Therapist (187)* *Specialist, Dyslexia/Reading (187)* *Specialist, Visual Impairment (187)*	

Pay Grade 4

	Minimum	Midpoint	Maximum
Daily	**$ 371.92**	**$ 467.25**	**$ 557.88**
Coordinator, Special Education Campus MIS (200) *Coordinator Special Education Campus HPMS (200) Diagnostician (200)* *Speech Language Pathologist (187)* *Specialist, Assistive Technology (190)*		*Counselor, MIS/HPMS (200)* *School Psychologist (200)* *Occupational Therapist (190)* *Physical Therapist (190)*	

Pay Grade 5

	Minimum	Midpoint	Maximum
Daily	**$ 390.52**	**$ 488.15**	**$ 585.78**
Counselor, HPHS (200) *Coordinator, Student Integrity & Compliance (210)*		*Coordinator, Special Education HPHS (200) Lead Nurse (190)*	

Pay Grade 6

	Minimum	Midpoint	Maximum
Daily	**$ 410.05**	**$ 512.56**	**$ 615.07**

Assistant Principal, HPMS (215)
Assistant Principal, MIS (215)
Coordinator, ELAR (226)
Coordinator, Instruction (226)
Coordinator, Math (226)
Coordinator, Science/Social Studies (226)
Counselor, Lead HS (215)
Director, Transportation (226)
MAPS Professional Engagement Administrator (226)
Specialist, MII Research & Curriculum (226)

Pay Grade 7

	Minimum	Midpoint	Maximum
Daily	**$ 430.55**	**$ 538.19**	**$ 645.83**

Assistant Principal, HS (215)
Director, Band HS (215)
Director, Facility Services (235)*
Director, Food Services (226)*
Director, Seay Tennis Center (255)

**Only Position experience is considered*

Pay Grade 8

	Minimum	Midpoint	Maximum
Daily	**$ 456.38**	**$ 570.48**	**$ 684.58**

Associate Principal, HS (226)
*Coordinator, Boys Athletics * (207)*
Coordinator, Girls Athletics

**Only Position experience is considered*

Pay Grade 9

	Minimum	Midpoint	Maximum
Daily	**$ 479.20**	**$ 599.00**	**$ 718.80**

Chief Operations Officer (226)*
Director, Assessment & Accountability (226)*
Director, Business Services (226)*
Director, Communications (226)*
Director, Fine Arts (226)*
Director, Special Programs (226)*
Director, Student Services (226)*
Director, TAG and Preschool (226)*
Principal, ES (221)*

**Only Position experience is considered*

Pay Grade 10

	Minimum	Midpoint	Maximum
Daily	**$ 503.16**	**$ 628.95**	**$ 754.74**

Executive Director, Curriculum, Instruction, and Professional Learning (226)*
Executive Director, Moody Innovation Institute (226)*
Director, Safety & Security/Chief of Police (226)*
*Principal, HPMS * (226)*
*Principal, MIS * (226)*

**Only Position experience is considered*

Pay Grade 11

	Minimum	Midpoint	Maximum
Daily	**$ 593.73**	**$ 742.16**	**$890.59**
Chief Human Resources Officer (226)* *Director, Athletics* (226)*		*Chief Technology Officer* (226)* *Principal, HS* (226)*	

**Only Position experience is considered*

Pay Grade 12

	Minimum	Midpoint	Maximum
Daily	**$ 742.16**	**$ 927.70**	**$ 1,113.24**
Assistant Superintendent, Business Services (226)* *Deputy Superintendent* (226)*		*Assistant Superintendent, Education Services* (226)* *Executive Director, Construction Services* (226)*	

**Only Position experience is considered*

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Administrative Support Pay Range

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$22.10**	**$ 27.04**	**$ 31.98**

Clerical Assistant, Workroom (200)
Receptionist, MIS/HPMS (200)
Receptionist, HPHS (215)
Receptionist, SEAY Tennis Center (230)

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 23.80**	**$ 28.53**	**$ 34.03**

Attendance/Receptionist, Elementary (198)
Clerical Assistant, 504/ADA, HS (200)
Clerical Assistant, Attendance, MIS (200)
Clerical Assistant, HPMS (230)
Receptionist, Administration (230)
Clerical Assistant, ADA/504 (200)
Clerical Assistant, Attendance, HPMS (200)
Clerical Assistant, Clements Facility (230)
Clerical Assistant, Special Education, HPMS (200)

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	**$ 24.50**	**$ 30.12**	**$ 35.24**

Administrative Assistant, HS Assessment (215)
Administrative Assistant, HS Counselor (215)
Administrative Assistant, Seay Tennis Center (230)
Administrative Assistant, HS Assistant Principal (210)
Administrative Assistant, HS Special Education (200)
Bookkeeper, MIS/HPMS (210)

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	**$ 25.10**	**$ 31.63**	**$ 37.01**

Administrative Assistant, Athletics (230)
Administrative Assistant, Principal ES (215)
Registrar, HS (230)
Administrative Assistant, Facility Services (230)
Coordinator, Substitute HS (200)
Registrar, MIS/HPMS (215)

Pay Grade 5

	Minimum	Midpoint	Maximum
Hourly	**$ 26.72**	**$ 33.10**	**$ 38.35**

Administrative Assistant, Principal MIS/MS/HS (230)
Administrative Assistant, Technology (230)
Administrative Assistant, Special Programs (230)
Paraprofessional, Athletic Services (230)

Pay Grade 6

	Minimum	Midpoint	Maximum
Hourly	**$ 27.07**	**$ 34.76**	**$ 40.70**
Administrative Assistant, Business Services (230) *Administrative Assistant, Education Services (230)* *Specialist, Accounts Payable (230)*		*Administrative Assistant, Deputy Superintendent (230)* *Administrative Assistant, Safety/Security/Worker's Comp (230)*	

Pay Grade 7

	Minimum	Midpoint	Maximum
Hourly	**$ 28.51**	**$ 36.43**	**$ 42.84**
Specialist, HR Certification (230) *Specialist, HR Leaves (230)*		*Specialist, PEIMS/Skyward Student (230)*	

Pay Grade 8

	Minimum	Midpoint	Maximum
Hourly	**$ 37.45**	**$ 45.53**	**$ 53.62**
Executive Assistant, Superintendent/Board (230)		*Manager, Payroll (230)*	

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Instructional Support Pay Range

All positions are Nonexempt

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$ 22.19**	**$ 24.17**	**$ 26.09**

Instructional Assistant, Academic Support Center (185)
Instructional Assistant, DAEP (185)
Instructional Assistant, PTA/PTO Funded General Ed (185)
Instructional Assistant, Special Education
Instructional Assistant, Clinic (185)
Instructional Assistant, ISS Aide (185)
Instructional Assistant, Resource/ICS (185)
Library Assistant (185)

NOTE* Pay increases are based on Pay Grade 1.

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 23.89**	**$ 25.87**	**$27.79**

Instructional Assistant, Special Education ECSE (185)
Instructional Assistant, Special Education Life Skills (185)
Instructional Assistant, Special Education Structure (185)
Technology Depot Assistant, MIS/HPMS & HPHS (185)
Instructional Assistant, Special Education Fundamentals (185)
Instructional Assistant, Special Education PBS (185)
Instructional Assistant, Special Education Transition (185)

NOTE* Pay Grade 2 is processed as a $1.70/hr Add-on. If the assignment changes to a position in Pay Grade 1, then the $1.70/hr will be removed.

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	**$ 35.85**	**$ 41.30**	**$46.75**

LVN (187)

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

New Instructional Assistant Hiring-In Schedule

Pay Grade 1			Pay Grade 2		
Years' Experience Credit	Annual based on 185 days	Hourly Rate	Years' Experience Credit	Annual based on 185 days	Hourly Rate
0	$30,788.63	$22.19	0	$33,147.38	$23.89
1	$30,927.38	$22.29	1	$33,286.13	$23.99
2	$31,579.50	$22.76	2	$33,938.25	$24.46
3	$32,370.38	$23.33	3	$34,729.13	$25.03
4	$32,453.63	$23.39	4	$34,812.38	$25.09
5	$32,550.75	$23.46	5	$34,909.50	$25.16
6	$32,842.13	$23.67	6	$35,200.88	$25.37
7	$32,994.75	$23.78	7	$35,353.50	$25.48
8	$33,105.75	$23.86	8	$35,464.50	$25.56
9	$33,258.38	$23.97	9	$35,617.13	$25.67
10	$33,535.88	$24.17	10	$35,894.63	$25.87
11	$33,799.50	$24.36	11	$36,158.25	$26.06
12	$34,063.13	$24.55	12	$36,421.88	$26.25
13	$34,326.75	$24.74	13	$36,685.50	$26.44
14	$34,604.25	$24.94	14	$36,963.00	$26.64
15	$34,867.88	$25.13	15	$37,226.63	$26.83
16	$35,131.50	$25.32	16	$37,490.25	$27.02
17	$35,409.00	$25.52	17	$37,767.75	$27.22
18	$35,672.63	$25.71	18	$38,031.38	$27.41
19	$35,936.25	$25.90	19	$38,295.00	$27.60
20	$36,199.88	$26.09	20	$38,558.63	$27.79

* *Years of experience are subject to Service Record Verification*
* *These rates **CANNOT** be used to determine future or previous year salaries. Any pay increases must be determined by the Board annually.*
* *New Hires with greater than 20 years of experience will need to contact HR/Personnel*

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Safety & Security Pay Range

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$ 16.97**	**$ 20.72**	**$ 24.47**
Safety Monitor (187)			

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 22.09**	**$ 27.09**	**$ 32.09**
Supervisor, Safety Monitor (215)			

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	**$ 40.55**	**$ 49.30**	**$ 58.18**
Certified Peace Officer (230)			

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	**$ 42.55**	**$ 51.30**	**$ 60.18**
Sergeant (230)			

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Food Service Pay Range

Cafeteria Staff positions are 181 days

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$ 16.80**	**$ 19.55**	**$ 22.30**
Cafeteria Worker I *Elementary Preparation and General Food Service Duties*			

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 17.08**	**$ 19.98**	**$ 22.68**
Cafeteria Worker II *Elementary Advanced food preparation, cashier, and General Food Service Duties* *Secondary Preparation and General Food Service Duties*			

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	**$ 17.39**	**$ 20.25**	**$ 23.11**
Cafeteria Worker III *Secondary Advanced food preparation, cashier, and General Food Service Duties, Catering preparation*			

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	**$ 21.76**	**$ 25.45**	**$ 29.14**
Supervisor, Cafeteria HPHS		*Supervisor, Cafeteria HPMS*	

Pay Grade 5

	Minimum	Midpoint	Maximum
Daily	**$ 261.29**	**$ 318.76**	**$ 376.22**
*Manager, Cafeteria ES * (187 days)*			

** NOTE: Eligible for EXEMPT status – Eligible to receive stipend for Master's Degree*

Pay Grade 6

	Minimum	Midpoint	Maximum
Daily	**$ 288.55**	**$ 353.15**	**$ 417.74**
*Manager, Cafeteria Secondary * (189 days)*			

** NOTE: Eligible for EXEMPT status – Eligible to receive stipend for Master's Degree*

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Maintenance Pay Range

All positions are 240 days

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$ 15.46**	**$ 18.70**	**$ 21.93**
Custodian, Day *Custodian, Night (+$1.00/hr)*		*Custodian, Mid-Day (+$0.50/hour)*	

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 18.17**	**$ 22.05**	**$ 25.93**
Groundskeeper			

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	**$ 20.12**	**$ 24.46**	**$ 28.80**
General Maintenance I		*Groundskeeper, Lead*	

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	**$ 23.26**	**$ 31.16**	**$ 39.06**
Head Custodian (ES)		*Night Custodian, Lead (MS/HS)*	

Pay Grade 5

	Minimum	Midpoint	Maximum
Hourly	**$ 26.47**	**$ 34.15**	**$ 41.83**
Carpenter *Electrician* *Licensed Irrigation*		*Custodian, Head (MS, HS, Administration)* *HVAC Technician* *Plumber*	

Pay Grade 6

	Minimum	Midpoint	Maximum
Hourly	**$ 299.48**	**$ 351.89**	**$ 404.30**
Supervisor, Custodial (235 days)			

Pay Grade 7

	Minimum	Midpoint	Maximum
Hourly	**$ 310.56**	**$ 364.91**	**$ 419.26**
Supervisor, Facilities (235 days)			

*Note: Pay Grade 6 & 7 positions are Exempt positions

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Information Technology Pay Range

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$ 28.53**	**$ 34.36**	**$ 40.20**
Technician, Technology Systems (230)			

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 30.81**	**$ 37.14**	**$ 43.47**
Analyst, Data (230)			

Pay Grade 3

	Minimum	Midpoint	Maximum
Daily	**$ 270.46**	**$ 327.46**	**$ 384.46**
Specialist, Network (226)*			

Pay Grade 4

	Minimum	Midpoint	Maximum
Daily	**$ 331.32**	**$ 400.25**	**$ 468.09**
Analyst, Security (226)*		*Analyst, Technology Systems* (226)*	

Pay Grade 5

	Minimum	Midpoint	Maximum
Daily	**$ 362.38**	**$ 447.01**	**$ 521.01**
*Manager, Technology Network * (226)*		*Manager, Technology Systems* (226)*	

*Note: Pay Grade 3-5 positions are Exempt positions

Pay Structures

For new employees only. Determination based on completed years of experience at the beginning of the 2026-2027 school year.

Transportation Pay Range

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	**$ 16.00**	**$ 18.82**	**$ 21.64**
Bus Monitor – 6 hrs/day (173)			

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	**$ 24.50**	**$ 28.82**	**$ 33.14**
Bus Driver – 6 hrs/day (173)			

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	**$ 37.45**	**$ 45.53**	**$ 53.62**
Manager, Transportation & Facilities (230)			

Appendix B

Pay Grade Salary Increases

Salary increases for non-teaching positions for current employees are determined by calculating the percentage increase of the midpoint from the previous year's salary.

Pay Grade	With 4% raise	Frequency
Instructional Support Pay Grade 1	$0.97	Hourly
Instructional Support Pay Grade 2 (includes $1.70 add-on)	$1.03	Hourly
Professional Pay Grade 1	$13.82	Daily
Professional Pay Grade 2	$ 15.39	Daily
Professional Pay Grade 3	$17.81	Daily
Professional Pay Grade 4	$18.69	Daily
Professional Pay Grade 5	$19.53	Daily
Professional Pay Grade 6	$20.50	Daily
Professional Pay Grade 7	$21.53	Daily
Professional Pay Grade 8	$22.82	Daily
Professional Pay Grade 9	$23.96	Daily
Professional Pay Grade 10	$25.16	Daily
Professional Pay Grade 11	$29.69	Daily
Professional Pay Grade 12	$37.11	Daily
Admin Support Pay Grade 1	$1.08	Hourly
Admin Support Pay Grade 2	$1.14	Hourly
Admin Support Pay Grade 3	$1.20	Hourly
Admin Support Pay Grade 4	$1.27	Hourly
Admin Support Pay Grade 5	$1.32	Hourly
Admin Support Pay Grade 6	$1.39	Hourly
Admin Support Pay Grade 7	$1.46	Hourly
Admin Support Pay Grade 8	$1.82	Hourly
Food Service Pay Grade 1	$0.78	Hourly
Food Service Pay Grade 2	$0.80	Hourly
Food Service Pay Grade 3	$0.81	Hourly
Food Service Pay Grade 4	$1.02	Hourly
Food Service Pay Grade 5	$12.75	Daily
Food Service Pay Grade 6	$14.13	Daily
Maintenance Pay Grade 1	$0.75	Hourly
Maintenance Pay Grade 2	$0.88	Hourly
Maintenance Pay Grade 3	$0.98	Hourly
Maintenance Pay Grade 4	$1.25	Hourly
Maintenance Pay Grade 5	$1.37	Hourly
Information Technology Pay Grade 1	$1.37	Hourly
Information Technology Pay Grade 2	$1.49	Hourly
Information Technology Pay Grade 3	$13.10	Daily
Information Technology Pay Grade 4	$16.01	Daily
Information Technology Pay Grade 5	$17.88	Daily
Safety & Security Pay Grade 1	$0.83	Hourly

Pay Grade	With 4% raise	Frequency
Safety & Security Pay Grade 2	$1.08	Hourly
Transportation Pay Grade 3	$1.82	Hourly

For current teachers only. Salaries were determined by calculating the percent increase of each step from the previous year's pay grade.

Teacher Years' Experience Credit	Annual Pay Increase from 25-26	Step Increase
0	$ -	$ -
1	$2,520.00	$1,020.00
2	$3,625.16	$2,305.16
3	$2,713.01	$2,713.01
4	$2,722.25	$240.36
5	$2,732.78	$273.75
6	$2,762.16	$763.88
7	$2,774.32	$316.16
8	$2,786.48	$316.16
9	$2,802.72	$422.24
10	$2,818.96	$422.24
11	$2,835.20	$422.24
12	$2,851.44	$422.24
13	$2,867.68	$422.24
14	$2,883.92	$422.24
15	$2,900.16	$422.24
16	$2,916.40	$422.24
17	$2,932.64	$422.24
18	$2,948.88	$422.24
19	$2,969.20	$528.32
20	$2,989.52	$528.32
21	$3,009.84	$528.32
22	$3,030.16	$528.32
23	$3,050.48	$528.32
24	$3,070.80	$528.32
25	$3,091.12	$528.32
26	$3,123.68	$846.56
27	$3,156.24	$846.56
28	$3,188.80	$846.56
29	$3,221.36	$846.56
30	$3,253.92	$846.56

Appendix C

Supplemental Pay Schedule

The Superintendent or designee may assign non-contractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the District.

Supplemental pay is not eligible to exempt employees who are performing their primary duties beyond the normal work hours within the contract period. ***Supplemental pay is for duties performed outside of normal work hours.*** All supplemental pay must be approved prior to the start of the supplemental duty being performed. The supplemental pay rates are approved by the Board.

Co-Curricular and Instructional Duties (Teachers/Professionals)	**Rate**	**Frequency**
Curriculum Writing	$40.00/ $300.00	Hourly/ Daily
Curriculum Writing Facilitators	$500.00	Per Project
CPR Instructor (if performed outside of contract hours)	$45.00	Hourly
OCPA Monitoring (assigned by District Health/PE Coordinator)	$40.00	Hourly
Saturday School	$25.00	Hourly
Technology Make-Ready	$30.00	Hourly
Test Administration/Student Testing	$30.00	Hourly
Test Proctor	$30.00	Hourly
Homebound Teacher (Assigned by District Homebound Coordinator)	$55.00	Hourly
SAT/ACT Workshop	$155.00	Per Student
Special Education Extended Day Services Teacher	IHR*	Hourly
Special Education In Home Trainer/Parent Training	$50.00	Hourly
Virtual Academy (1 Student)	$400.00	Per Student
Virtual Academy (2-5 Students)	$300.00	Per Student
Virtual Academy (6-12 Students)	$250.00	Per Student
Virtual Academy Planning (5-9 Students in same semester/summer session)	$150.00	Lump Sum
Virtual Academy Planning (10-12 Students in same semester/summer session)	$250.00	Lump Sum
Extra Duty (Associated with recurring extra duty w/ no grading Responsibilities)	$25.00	Hourly
Extra Duty (Actual activity must be specified; prior approval required by Human Resources)	$30.00	Hourly
Professional Development	**Rate**	**Frequency**
Presenter/Facilitator	$40.00	Hourly
Professional Development Preparation (not to exceed 3 days)	$35.00	Hourly
Non-exempt Paraprofessional or Clerical	**Rate**	**Frequency**
Clerical/Administrative Assistance	$19.75	Hourly
Homebound Instructional Assistant	$25.00	Hourly or IHR*

Non-exempt Paraprofessional or Clerical *(cont.)*	**Rate**	**Frequency**
Saturday School*	$ 20.00	Hourly or IHR*
Special Education Extended Day Services Instructional Assistant*	IHR*	Hourly
Special Education In-Home Trainer Instructional Assistant	$ 25.00	Hourly or IHR*
Special Education Parent Training Instructional Assistant	$ 25.00	Hourly or IHR*
Technology Make Ready	$ 25.00	Hourly
Transportation	**Rate**	**Frequency**
The following pay applies to current employees who are not employed as bus drivers or bus monitors and are fulfilling the following roles. If transportation duties begin during the employee's regular workday, compensation will not begin until the employee's workday has ended. Pay will continue until the bus is returned.		
Special Education Bus Monitor	$20.00	Hourly
Special Education Bus Driver	$30.00	Hourly
Bus Driver – Field Trip	$30.00	Hourly
Coaches Pay for Bus Driving		
The following pay is for the coach who drives his/her sport from his/her campus to games, meets, and tournaments only. Only for HPISD coachliner bus. Practice will not be paid. Van drivers will not be paid.		
Within Dallas County	$60.00	Round trip
Outside Dallas County but within Collin, Denton, Ellis, Kaufman, Johnson, Rockwall, and Tarrant County	$75.00	Round trip
All other counties not listed	$100.00	Round trip
The following pay applies to a coach who transports students from his/her campus or another HPISD campus to games, meets, or tournaments for a sport that the coach does not coach. Only for HPISD coachliner bus. Van drivers will not be paid. ***Ex: MS coach drives HS team.***		
Compensation includes only time worked outside the employee's regular workday. Driving pay is calculated from the start of eligible driving duties outside the regular workday until the bus is returned to the District.	Minimum hourly rate	Hourly
Bus Drivers (Temporary)		
Compensation is determined using Placement of External New Hires.	IHR*	Hourly
Summer School (includes ESY)	**Rate**	**Frequency**
Summer School Principal/Director	$5,500.00	Stipend
Summer School Counselor	$4,000.00	Stipend
Summer School Counseling Substitute	$300.00	Daily
Summer School Teacher/Instructor	$ 40.00	Hourly
Summer School Instructional Assistant	$ 20.00	Hourly
Summer Library – Professional	$ 35.00	Hourly
Summer Library – Paraprofessional/Non-exempt	$ 20.00	Hourly
Summer School Nurse	$ 50.00	Hourly

Summer Counseling Office Assistance (Beyond the work calendar)	IHR*	Hourly
Summer School Administrative Assistant (Beyond the work calendar)	IHR*	Hourly
Summer Custodial Assistance	Min. Custodial Rate	Hourly
Supplemental Days Approved beyond contract	**Rate**	**Frequency**
STEAM Instructional Coach Additional Days (not to exceed 20 days)	IDR**	Daily
Campus Instructional Technologist Additional Days (not to exceed 10 days)	IDR**	Daily
Campus Instructional Coach Additional Days (not to exceed 10 days)	IDR**	Daily
Food Service	**Rate**	**Frequency**
Manager/Supervisor Special Event	$35.00	Hourly
Cafeteria Workers (Regular Hourly Rate + Overtime when over 40 hours)	IHR*	Hourly
Summer Athletics	**Rate**	**Frequency**
Football Videographer	$10.00	Hourly
Summer Athletics Student Worker	$15.00	Hourly
Summer Gym Coordinator	$25.00	Hourly
Summer Gym Worker	$15.00	Hourly
Summer Camp (Coaches)	100% profit minus cost of payroll benefits, insurance, administrative, custodial cost.	
Summer Skills Session (per UIL – 2 hours per week)	$30.00	Hourly
SEAY Tennis Center	**Rate**	**Frequency**
All Seay Tennis Center Compensation and Rates	All compensation and rates will be outlined in the Seay Tennis Center Operations Manual.	
Academy Lifelong Learning	**Rate**	**Frequency**
Piano Lessons	$52.50	Hourly
Bridge Lessons	$100	Per Student
Community Education Class Instructor	$30.00 - $35.00	Hourly
Extended School Day (Refer to Specific Exemptions on Early Release Days)	$30.00	Hourly
Lead Teacher for Extended School Day	$10.00/school day	Flat Rate
Specialized Instruction Instructor	$20.00 - $100.00	Per Hour or Per Student
F.O.C.U.S. Event	77%	Percent of proceeds
Parent's Night Out	77%	Percent of proceeds
Safety and Security	**Rate**	**Frequency**

Safety Monitor	IHR + OT when eligible	Hourly
Off-Duty Peace Officer- Minimum of 4hours	$60.00	Hourly
Off-Duty Firefighter/Paramedic – Minimum of 4 hours	$95.00	Hourly
Special Education Services (Temporary Employees)	**Rate**	**Frequency**
Speech Language Pathologist	$70.00	Hourly
Physical Therapist	$70.00	Hourly
Occupational Therapist	$70.00	Hourly
Diagnostician	$70.00	Hourly
Music Therapist	$70.00	Hourly
LSSP – Licensed School Psychologist	$70.00	Hourly
Fine Arts (Temporary Employees)	**Rate**	**Frequency**
Accompanist/Musical Assistance – approval through HR prior to event	$50.00 - $200.00	Per day
Contest Manager	Determined by UIL	Per Contest
Digitarium	**Rate**	**Frequency**
Supervision/Oversight (work performed outside of work hours)	$30.00	Hourly
UIL District Assistance* (Based on Qualifying Criteria)	**Rate**	**Frequency**
Clerical Assistance	Determined by UIL	Per Year
*IHR	Individual Hourly Rate	
**IDR	Individual Daily Rate	
***Non-exempt employees may be subject to overtime		

Athletic Game Worker Compensation

Athletic events are an important part of HPISD. Athletic game workers are paid supplemental pay for duties performed outside of normal work hours.

Assignment by Sporting Event

Baseball		
Position	**Rate**	**Notes**
Stadium Manager - 1	$85 each game	Scanner stays until the end of the 3rd inning of the last game
Scanner - 1	$70 + $40 each additional game	
Announcer - 1	$70 + $50 each additional game	
Scoreboard - 1	$70 + $50 each additional game	
Pitch Count - 1 (V Only)	$70 for Varsity Game	

Basketball – High School		
Position	**Rate**	**Notes**
Gym Manager - 1	$75 per game	Scanner stays until halftime of last game
Scanner - 2	$60 + $40 each additional game	
Announcer - 1	$60 + $50 each additional game	
Scoreboard - 1 per gym	$60 + $40 each additional game	
Game Book - 1 per gym	$60 + $40 each additional game	
Clock - 1 (Varsity Only)	$60 + $40 each additional game	

Basketball – Middle School		
Position	**Rate**	**Notes**
Gym Manager - 1	$60 each game	Scanner stays until halftime of last game
Scanner - 1	$40 each game	
Scoreboard - 1	$40 each game	

Football (Varsity)		
Position	**Rate**	**Notes**
Stadium Manager - 1	$300.00	Scanners start getting released
Assistant Stadium Manager - 2 (Home side & Visitor side)	$160.00	
Announcer - 1	$135.00	
Press Box - 4 (Scoreboard, Play Clock, etc)	$135.00	

Home Scanner - 8	$115.00	around halftime
Visitor Scanner - 5	$115.00	
Football contd. (Varsity)		
Position	**Rate**	Scanners start getting released around halftime
Pass Gate - 1	$115.00	
Field Manager – 1	$135.00	
Chain Crew - 3	$120	
Student Section Monitors – 10	$90	
HPISD Police (Mark Rowden)		
UPPD (Mark Rowden)		
HPISD Electric - 1 (Marcus Crispin)		
HPISD Facilities - 3 (Marcus Crispin)		

Football (JV, 9th)		
Position	**Rate**	**Notes**
Stadium Manager - 1	$75 each game	Scanners start getting released around halftime of last game
Scanner - 2 (Home side only)	$60 + $40 each additional game	
Announcer - 1	$60 + $50 each additional game	
Scoreboard - 1	$60 + $50 each additional game	
Audio - 1	$60 + $50 each additional game	

Football – Middle School		
Position	**Rate**	**Notes**
Stadium Manager - 1	$60 each game	Scanners start getting released around halftime of last game
Scanner - 2	$40 each game	
Announcer - 1	$40 each game	
Scoreboard - 1	$40 each game	

Gymnastics		
Position	**Rate**	**Notes**
Gym Manager - 1	$120.00	

Powerlifting		
Position	**Rate**	**Notes**
Officials	$100.00 per day	

Soccer – High School		
Position	**Rate**	**Notes**
Stadium Manager - 1	$75 each game	Scanner stays until halftime of last game
Scanner - 2	$60 + $40 each additional game	
Announcer - 1	$60 + $50 each additional game	

Scoreboard - 1	$60 + $50 each additional game	

Soccer – Middle School		
Position	**Rate**	**Notes**
Stadium Manager - 1	$60 each game	Scanner stays until halftime of last game
Scanner - 1	$40 each game	
Announcer - 1	$40 each game	
Scoreboard - 1	$40 each game	

Softball		
Position	**Rate**	**Notes**
Stadium Manager - 1	$75 each game	Scanner stays until the end of 3rd inning of last game
Scanner - 1	$60 + $40 each additional game	
Announcer - 1	$60 + $50 each additional game	
Scoreboard - 1	$60 + $50 each additional game	

Volleyball – High School		
Position	**Rate**	**Notes**
Gym Manager - 1	$75 each game	Scanners released at start of 3rd game of final match
Scanner - 2	$60 + $40 each additional game	
Announcer - 1	$60 + $50 each additional game	
Scoreboard - 2 (if North Gym)	$60 + $50 each additional game	
Libero Tracker - 2 (if North Gym)	$60 + $50 each additional game	

Volleyball – Middle School		
Position	**Rate**	**Notes**
Gym Manager - 1	$60 each game	Scanners released at start of 3rd game of final match
Scanner - 1	$40 each game	
Scoreboard - 1	$40 each game	

Water Polo		
Position	**Rate**	**Notes**
Pool Game Administrator - 1	$40 each game	

Wrestling		
Position	**Rate**	**Notes**
Gym Manager - 1	$120.00	

Appendix D

Stipend Pay Schedule

All stipends are paid out over a 12-month period, unless specified differently. Stipends paid over a 12-month period will be prorated based on the actual number of days the employee is assigned the duty or activity.

LEADERSHIP	Amount
504 Coordinator	$2,500.00
Academic Decathlon Coach	$2,500.00
Academic Decathlon Lead	$4,700.00
Academic Decathlon Subject Area Coach	$500.00
Ambassador (HPMS)	$800.00
Archery (HS and MS) Outdoor Ed	$750.00
Asbestos Coordinator (Processed as a salary Add-On)	$1,040.00
Associate Principal Lead *(Grandfathered employees only)*	$2,000.00
Bagpipe (newspaper)	$4,063.00
Best Buddies (MIS/HPMS)	$500.00
CALT Intern (Summer 1)	$5,500.00
CALT Intern (Summer 2)	$1,500.00
Campus Instructional Technologist	$1,100.00
Campus Video Broadcasting (HPMS)	$1,500.00
Centennial Award (HPHS only)	Determined by Centennial Board
Cheerleading Director (HPHS)	$6,125.00
Cheerleading Spirited Scots Sponsor	$4,000.00
Cheerleading Sponsor (JV))	$4,225
Cheerleading Sponsor (Freshman)	$2,575.00
Cheerleading Sponsor (MIS/HPMS)- divided by # of sponsors	$4,632.00
Chess Club (MIS/HPMS- gift dollars)	$500.00
Class Sponsor	$575.00
Class Sponsor (Sr.)	$1,100.00
Community Service	$3,150.00
Debate	$3,700.00
Department Chair (MIS/HPMS) Less than 8 in dept.	$1,000.00
Department Chair (MIS/HPMS) More than 8 in dept.	$1,500.00
Department Chair Elementary (1 per grade level, specials, sped)	$1,000.00
Department Chair HS (LOTE, Spec. Ed, Technology, Fine Arts)	$3,500.00
Department Chair HS (Math, Science, SS, ELA)	$4,000.00

LEADERSHIP contd.	Amount
District Destination Imagination Coordinator	$1,000.00
Doctorate	$5,000.00
Dual Credit (Dallas Community College)	$1,000.00 per section
Elementary FLES Coordinator (PK – 6)	$1,500.00
Elementary HERO (1 per campus paid out at end of year)	$500.00
Elementary STEAM Teacher	$1,000.00
Endowed Chair (paid by Gift funds)	$10,000.00
Extra Class Stipend (For those with 6 content area classes)	$5,500.00
Heart at Work (paid at end of the year)	$500.00
Hi-Lites (Service Club- All Girls - Make a Wish - host dances)	$1,600.00
Homebound Coordinator Special Ed & 504	$2,500.00
IPM Coordinator (Processed as a salary Add-On)	$1,040.00
Lead Counselor (HS)	$2,000.00
Lead Counselor (MS)	$1,500.00
Lead Nurse	$2,000.00
Leadership Team (Elem = 10 per campus, MIS – HPHS = 15 per campus)	$1,000.00
Library Coordinator	$2,150.00
License Premium Pay (Processed as a salary Add-On)	$3,436.80
Literary Festival Assistant	$500.00
Literary Festival Head	$1,000.00
Master's Degree (Teacher Pay Grade Only)	$3,000.00
Math Team (HPMS only)	$1,250.00
Mentor (Paid out at end of year)	$1,000.00
Milestone Awards (5 yr. employee milestones beginning with 10 years in HPISD – paid in May)	$1,000.00
National Board Certification (in lieu of Master's degree)	$3,000.00
National Board Certification District & Cohort Support	$2,000.00
National Honor Society Assistant Sponsor	$1,620.00
National Honor Society Lead Sponsor	$3,240.00
Newspaper Sponsor (MIS & HPMS)	$1,105.00
Physical Education/Health District Director	$2,750.00
Pro Growth beyond Masters (only for Grandfathered employees)	$1,200.00
Pro Growth beyond Masters (only for Grandfathered employees)	$600.00
Robotics (HS)	$1,500.00
Robotics (MIS/HPMS)	$750.00
SciTech Festival Assistant	$500.00

LEADERSHIP contd.	Amount
SciTech Festival Head	$1,000.00
Scotsmen	$2,575.00
Secondary CTE Coordinator (7-12)	$1,500.00
Secondary LOTE Coordinator (7-12)	$1,500.00
Special Education Excess Case Load (HPHS)	$1000.00
Special Education—In-Class Support/Resource	$1,000.00
Special Education – Self-Contained/High Needs	$2,000.00
Special Education Teacher Supervisory (3 or more IA)	$1,500.00
Special Olympics Coach	$600.00
Special Olympics Coordinator – Head of Delegations	$3,200.00
Special Administrative Project	Determined by Superintendent
Specialist- Assistive Technology District Specialist	$2,500.00
Specialist- Behavior District Specialist	$2,500.00
Specialist- Embrace Administrator	$2,500.00
Specialist- Embrace Specialist (2 districtwide)	$2,500.00
Specialist- HS TAG (if no class period allotted)	$2,500.00
Spelling Bee	$250.00
Student Council Assistant Sponsor (HS)	$2,210.00
Student Council Head Sponsor (HS)	$3,805.00
Student Council MS (split between sponsors)	$2,284.00
Student Video Broadcast - Live stream events (HS)	$1,650.00
Tartan Assistant (Literary Publication)	$1,500.00
Tartan Head (Literary Publication)	$1,650.00
TASBO - CTSBA and/or RTSBA (only eligible if certification applies to position)	$1,250.00
TASBO - CTSBO (only eligible if certification applies to position)	$1,000.00
TASBO - CTSBS (only eligible if certification applies to position)	$750.00
Teacher of the Year (paid by Education Foundation)	$1,000.00
Technology Certification- (Tech Apps for CTE approved courses) (hired prior to 25-26 SY)	$500.00
Travel Stipend (All others requiring stipend)	$650.00
Travel Stipend (Athletic Coordinators)	$2,625.00
Travel Stipend (Deputy Superintendent, Assistant Superintendent, Chief Human Resources Officer, Chief Operations Officer, Chief Technology Officer)	$2,100.00
Travel Stipend (Director of Athletics)	$6,000.00
Travel Stipend (Director of Fine Arts)	$3,000.00
Travel Stipend (HS Assistant/Associate Principal)	$200.00
Travel Stipend (Maintenance Supervisor, Custodial Supervisor)	$4,500.00

LEADERSHIP contd.	Amount
Travel Stipend Maintenance Worker (Personal Vehicle Usage)	$4,500.00
Travel Stipend Technology Staff	$1,750.00
UIL Coordinator HS (paid out end of the year)	$1,500.00
UIL Coordinator MS (paid out end of the year)	$1,000.00
UIL Sponsor HS (paid out end of the year)	$1,500.00
UIL Sponsor MS (paid out end of the year)	$250.00
Webmaster	$1,100.00
Yearbook	$5,000.00
Youth in Government	$1,500.00
FINE ARTS	**Amount**
Auditorium Coordinator	$4,000.00
Band (HS) Assistant Director	$8,000.00
Band (HS) Head Director	$13,830.00
Band (HS) Indoor Percussion	$5,000.00
Band (MS) Assistant	$3,300.00
Band (MS/HS) Bagpipe	$3,000.00
Band (MS) Head	$5,950.00
Choir (MIS/HPMS)	$3,750.00
Choir Assistant	$4,250.00
Choir Assistant (MIS/HPMS)	$2,500.00
Choir Head	$7,000.00
Coordinator of Choral Music (6-12)	$2,500.00
Director of Instrumental Music	$2,500.00
Director of Theater, Speech, Debate, & Dance	$2,500.00
Drama Sponsor Head (MIS)	$1,500.00
Drama Sponsor Assistant (MIS/MS)	$750.00
Drama Sponsor Head (MS)	$3,300.00
Drill Team Assistant	$3,500.00
Drill Team Head	$8,225.00
Elementary Coordinator of Music (prek-4)	$1,500.00
Elementary Coordinator of Visual Arts (5-12)	$1,500.00
Orchestra	$7,000.00
Orchestra (MS)	$4,835.00
Orchestra Assistant (MS)	$2,500.00
Secondary Coordinator of Visual Arts (5-12)	$1,500.00
Theater	$5,000.00
Theater Assistant	$2,500.00

ATHLETICS	Amount
Assistant Athletic Coordinator	$6,800.00
Athletic Trainer	$14,770.00
Athletic Trainer Head	$15,500.00
Athletics Coordinator (MS)	$2,500.00
Athletics Facilities Coordinator	$2,400.00
Aquatics Center Manager	$10,000.00
Baseball Head	$8,100.00
Baseball (JV/Freshman)	$3,000.00
Baseball (Varsity Assistant)	$4,250.00
Basketball Freshman/ JV Gold	$3,400.00
Basketball Head	$9,300.00
Basketball JV	$4,250.00
Basketball (MS) Assistant	$2,300.00
Basketball (MS) Head	$4,700.00
Basketball Varsity Assistant	$5,800.00
Cross Country Assistant	$4,100.00
Cross Country Head	$8,100.00
Cross Country (MS) Assistant	$2,300.00
Cross Country (MS) Head	$2,400.00
Facilities Coordinator (MS)	$2,400.00
Football 9th Head Coach	$5,800.00
Football 9th Assistant	$4,600.00
Football Head	$15,800.00
Football (MS) Assistant	$4,400.00
Football (MS) Head Coach	$6,800.00
Football Offensive/Defensive Coordinator	$9,100.00
Football Varsity Assistant	$6,300.00
Football Varsity Assistant/Assistant Equipment Coordinator	$7,300.00
Football Varsity Assistant/Equipment Coordinator	$8,300.00
Football Varsity Assistant/Video Coordinator	$8,300.00
Golf	$8,100.00
Gymnastics Assistant	$4,000.00
Gymnastics Head	$8,100.00
Gymnastics (MS)	$1,600.00
Gymnastics (MS) Assistant	$1,100.00
Powerlifting Assistant	$3,100.00

ATHLETICS contd.	Amount
Powerlifting Head	$6,000.00
Soccer Assistant JV	$4,250.00
Soccer Assistant (MS)	$1,100.00
Soccer Assistant Varsity	$5,000.00
Soccer Head	$8,100.00
Soccer Head (MS)	$1,600.00
Softball Head	$8,100.00
Softball JV	$3,000.00
Softball Varsity Assistant	$4,250.00
Swimming/Diving	$4,250.00
Swimming/Diving Head	$10,000.00
Tennis Assistant (JV)	$5,800.00
Tennis Head	$9,800.00
Tennis (MS)	$4,700.00
Track Assistant	$3,500.00
Track Head	$8,100.00
Track (MS)	$2,300.00
Volleyball Freshman - 2 teams	$4,250.00
Volleyball Head	$8,100.00
Volleyball JV- 1 team	$3,400.00
Volleyball (MS) Assistant	$2,300.00
Volleyball (MS) Head	$4,700.00
Water Polo Assistant	$3,500.00
Water Polo Head	$8,100.00
Wrestling Assistant	$4,000.00
Wrestling Head	$8,100.00
Wrestling (MS)	$1,600.00
Wrestling (MS) Head	$2,300.00

Appendix E

Substitute Pay Rate

General Instructional Substitute

Description	Rate
Daily Rate: Non-Certified	$125.00
Daily Rate: Certified Teacher	$135.00
Retired Teacher (Daily Rate only. Does not apply to long-term rate)	add $5.00 to daily rate
Sub on Fridays (Daily Rate only. Does not apply to long-term rate)	Add $10.00 to daily rate
Long Term Substitute Rate for Non-Certified (11+ days in the current long-term assignment. Rate begins on 11th day.)	$145.00
Long Term Substitute Rate for Certified (11+ days in the current long-term assignment. Rate begins on 11th day.)	$155.00

Specialized Substitute

Description	Rate
School Nurse	$250.00
Dyslexia* (Only when serving in the capacity of long-term substitute)	$300.00
Special Education Specialized Services (not including special education teachers)	Supplemental Pay Rates
Administrative Substitutes	Minimum daily rate of the position

NOTE: These rates remain for long-term positions.

Appendix F

State Personal Leave Proration

The following charts will be used to determine the number of days allocated or prorated if the employee is hired after the start of the work calendar or leaves prior to the end of the work calendar.

STATE PERSONAL DAYS

State Personal Days are transferrable between Texas School Districts and accumulates without limit. When transferring to a new district, the number of state personal days transferring from the old district will be noted on the employee's service record. State Personal Leave is earned at a rate of ½ day for each 18 workdays of employment and is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. HPISD has restrictions on personal leave use. Please refer to the Employee Handbook for restrictions.

Number of Days Employed	Days Earned
0 – 17	*0*
18 – 35	*½*
36 – 53	*1*
54 – 71	*1 ½*
72 – 89	*2*
90 – 107	*2 ½*
108 – 125	*3*
126 – 143	*3 ½*
144 – 161	*4*
162 – 179	*4 ½*
180 +	*5*

Employee Leave Proration

Employee LEAVE

Local Sick Leave is not transferrable between school districts. Employees who resign with accrued leave will lose those days upon resignation. Local Sick Leave is earned at a rate of ½ day for each 18 workdays of employment and is available for use at the beginning of the year. A day of sick leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. HPISD has restrictions on leave use. Please refer to the Employee Handbook for restrictions.

Number of Days Employed	Days Earned
0 – 17	*0*
18 – 35	*½*
36 – 53	*1*
54 – 71	*1 ½*
72 – 89	*2*
90 – 107	*2 ½*
108 – 125	*3*
126 – 143	*3 ½*
144 – 161	*4*
162 – 179	*4 ½*
180 - 197	*5*
198 – 215	*5 ½*
215 +	*6*

Vacation Day Proration

VACATION DAYS

Employees who have a 12-month work calendar are eligible for vacation days. Vacation days accrue without limit. A vacation day is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Vacation days must be approved by the employee's supervisor prior to use. Upon resignation, payment of vacation days may be restricted. Auxiliary employees who work 12-month work calendar receive 80 hours for vacation days on the annual anniversary. Please refer to HPISD Board Policy DED(LOCAL) for payout restrictions for employee's hired into a 12-month position after July 1, 2017.

226 Calendar Employees	
Number of Days Employed	Days Earned
0 – 14	*0*
15 – 29	*1*
30 - 44	*2*
45 - 59	*3*
60 - 74	*4*
75 - 89	*5*
90 – 104	*6*
105 – 119	*7*
120 – 134	*8*
135 – 149	*9*
150 – 164	*10*
165 – 179	*11*
180 – 194	*12*
195 – 209	*13*
210 – 224	*14*
225 +	*15*

230, 235 Calendar Employees	
Number of Days Employed	Days Earned
0 – 22	*0*
23 – 45	*1*
46 – 68	*2*
69 – 91	*3*
92 – 114	*4*
115 – 137	*5*
138 - 160	*6*
161 – 183	*7*
184 – 206	*8*
207 – 229	*9*
230 +	*10*

Appendix G

HIGHLAND PARK INDEPENDENT SCHOOL DISTRICT

2026-2027

REPORTING DAYS

CALENDAR	START DATE	END DATE	INCLUDES END OF SEMESTER WORKDAYS	POSITIONS
173 Days	August 18, 2026	May 28, 2027	No	• Transportation Drivers • Transportation Monitors
185 Days	August 11, 2026	May 29, 2027	No	• Instructional Assistants (applies only to New Hires 2026-2027 or Elected)
187 Days	August 11, 2026	May 29, 2027	Yes	• Teachers • Instructional Coaches • Instructional Assistants • Music Therapist • Nurses • Speech Pathologists • Athletic Trainers • Campus Safety Monitors
190 Days	August 6, 2026	May 29, 2027	Yes	• Lead Nurse • Occupational Therapists • Physical Therapist • Assistive Technology Specialist
190A Days	August 10, 2026	June 3, 2027	No	• HPHS 504/ADA Clerical Assistant
192 Days	August 10, 2026	June 3, 2027	Yes	• Elementary Media Specialists
195A Days	August 5, 2026	June 3, 2027	Yes	• HPHS/HPMS/MIS Media Specialists • Educational Services Coordinator
198 Days	July 27, 2026	June 1, 2027	No	• Elementary Office Assistants/Attendance Clerks
200A Days	August 3, 2026	June 8, 2027	Yes	• HPHS/HPMS/MIS/Elementary Counselors • Diagnosticians • School Psychologists • HPHS/HPMS/MIS 504 Campus Coordinators • Dyslexia Coordinator • Special Education Campus Coordinators • HPHS Assistant Band Directors • HPHS Choir Director • HPHS Theater Teacher

				• HPMS Band Director/ Assistant Band Director • HPMS Orchestra Director • UP Music Teacher/Assistant HPMS Band
200B Days	August 3, 2026	June 11, 2027	No	• HPMS/MIS Receptionists / Attendance Clerks • HPHS Substitute Coordinator • HPMS/MIS Clerical Assistants (504/ADA), (Special Education)
200C Days	July 27, 2026	June 4, 2027	No	• HPMS/MIS Bookkeeper
207A Days	July 20, 2026	June 4, 2027	Yes	• Coordinator of Boys Athletics • Coordinator of Girls Athletics
207B Days	July 27, 2026	June 11, 2027	Yes	• HPHS Orchestra Director
210A Days	August 3, 2026	June 23, 2027	Yes	• Autism & Behavior Specialist • Head Athletic Trainer • Coordinator of Student Integrity & Compliance
210B Days	July 27, 2026	June 20, 2027	No	• Administrative Assistants (Assistant Principals)
215A Days	July 20, 2026	June 21, 2027	No	• HPMS Registrar • Elementary Principals' Administrative Assistant
215B Days	July 27, 2026	June 24, 2027	Yes	• Assistant Principals • HPHS Lead Counselor • HPHS Head Band Director
215C Days	July 27, 2026	June 28, 2027	No	• HPHS Receptionist • Administrative Assistant (HPHS Assessment) • Administrative Assistant (HPHS Counseling) • HPHS Counseling Department Administrative Assistant (Residency)
215E Days	July 29, 2026	June 30, 2027	No	• Campus Safety Monitor Supervisor
221 Days	July 20, 2026	June 25, 2027	Yes	• Elementary Principals
226 Days (15 Vacation Days Available Refer to Employee Handbook/Compensation Manual)	July 1, 2026	June 30, 2027	No	• Central Office Administrators • Chief of Safety & Security • Director of Communications • Director of Fine Arts • Director of Food Service • Academy for Lifelong Learning (ALL) Coordinator • Curriculum Coordinators/Specialists • Technology Network/Systems Managers • Secondary Principals • Associate Principal
230 Days (10 Vacation Days Available	July 1, 2026	June 30, 2027	No	• Campus & District Support/Clerical

Refer to Employee Handbook/Compensation Manual)				• District Administrative Assistants • District Peace Officers • District Technicians • HPHS Registrar • Secondary Principals' Administrative Assistants • Seay Tennis Center Receptionist/Clerical Assistant
235 Days (10 Vacation Days Available Refer to Employee Handbook/Compensation Manual)	July 1, 2026	June 30, 2027	No	• Custodial Services Supervisor • Facility Services Supervisor
254 Days	July 1, 2026	June 30, 2027	No	• Seay Tennis Center Director • Seay Tennis Center Instructors

FOOD SERVICE

187E Days	August 10, 2026	June 2, 2027	No	• Elementary Cafeteria Managers
181E Days	August 13, 2026	June 1, 2027	No	• Elementary Cafeteria Workers
189 Days	August 6, 2026	June 1, 2027	No	• Secondary Cafeteria Managers
181S Days	August 12, 2026	May 28, 2027	No	• Secondary Cafeteria Workers

FACILITY SERVICES

240 Days	July 1, 2026	June 30, 2027	No	• Custodians • Facility Services Employees