Henderson ISD

The Tradition of Excellence Continues

2026-2027

Pay Rate Structures

&

Compensation Plan

Policies and Procedures

Approved by the HISD Board of Trustees, August 17, 2026

Information contained in this document is subject to change on an as needed basis.

Table of Contents

2026-2027 Pay Schedules 4
2026-2027 Substitute/Intern Pay Rate Structure 11
2026-2027 Extra Duty, UIL, and Summer School Pay 12
Tutorials and Extra Duties 12
Academic Extracurricular Activities 12
Incentives and Stipends 12
Performance Pay: Teacher Incentive Allotment 13
2026-2027 Athletic Game Day Worker Pay 14
2026-2027 Academic and Extra Curricular Stipends 15
2026-2027 Pay Date Schedule 16
2026-2027 Workday Calendars 17
Compensation Policy 19
Description of Pay Systems 19
Job Description 19
Exemption Status 19
Job Classification 20
Classification of New Positions 20
Job Reclassification 20
Procedures for Job Reclassification 20
Salary Adjustments for Job Reclassification 20
General Pay Increases and Eligibility 21
Employees on Pay Grades 21
Placement of New Hires 21
Salary Schedules – Teacher 21
Salary Placement – Career and Technical Education Teachers 22
Salary Range Placement – Exempt and Nonexempt Staff 22
Request for Pay/Salary Review 23
Promotion Increase 23
Reassignments 23
Pay Adjustments for Reassignments to a Lower Pay Grade 23
Review and Adjustment of Pay Ranges 24
Reinstatement Following Break in Service 24

Extracurricular Stipends 24
Employer Paid Benefits 25

Henderson ISD
The Tradition of Excellence Continues

2026-2027 Henderson ISD Classroom Teacher Pay Scale

Classroom Teachers
HB2 Definition: Must teach for an average of no less than 4 hours per school day in an academic/CTE instructional setting.

Years Experience Credit	2026-2027 Annual Salary	House Bill 2 Adjustment
0	$46,750	
1	$46,750	+ $1,000 (local adjustment)
2	$47,106	+ $1,000 (local adjustment)
3	$48,106	+ $4,000
4	$48,106	+ $4,000
5	$48,371	+ $8,000
6	$48,718	+ $8,000
7	$49,522	+ $8,000
8	$50,492	+ $8,000
9	$51,454	+ $8,000
10	$52,359	+ $8,000
11	$53,402	+ $8,000
12	$54,656	+ $8,000
13	$55,666	+ $8,000
14	$56,640	+ $8,000
15	$57,592	+ $8,000
16	$58,483	+ $8,000
17	$59,493	+ $8,000
18	$60,463	+ $8,000
19	$61,371	+ $8,000
20	$62,240	+ $8,000
21+	*Step increases may be applied if adopted by Board of Trustees*	

This salary schedule is for the 2026-2027 school year only, is based on a 10-month calendar, and has been rounded by the whole dollar. Salary increases are not granted automatically each year. Neither past nor future salaries can be calculated, assumed, or predicted on the basis of this schedule

Henderson ISD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, pregnancy, military status, genetic information, political affiliation, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualification, experience, and abilities as required by Title IX. The Title IX coordinator for Henderson ISD is Allen Koch, PO Box 728, Henderson, TX 75653, at 903-655-5058.

2026-2027 Henderson ISD Non-Classroom Teacher Pay Scale

Non-Classroom Teachers
Do not meet the requirements of teaching for an average of 4 or more hours per school day in an academic/CTE instructional setting.

Years Experience Credit	2026-2027 Annual Salary
0	$46,750
1	$47,750
2	$48,106
3	$48,878
4	$49,328
5	$49,822
6	$50,180
7	$51,008
8	$52,007
9	$52,998
10	$53,930
11	$55,004
12	$56,296
13	$57,336
14	$58,339
15	$59,320
16	$60,237
17	$61,278
18	$62,277
19	$63,212
20	$64,107
21+	*Step increases may be applied if adopted by Board of Trustees*

This salary schedule is for the 2026-2027 school year only, is based on a 10-month calendar, and has been rounded by the whole dollar. Salary increases are not granted automatically each year. Neither past nor future salaries can be calculated, assumed, or predicted on the basis of this schedule

Henderson ISD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, pregnancy, military status, genetic information, political affiliation, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualification, experience, and abilities as required by Title IX. The Title IX coordinator for Henderson ISD is Allen Koch, PO Box 728, Henderson, TX 75653, at 903-655-5058

2026-2027 Administrative/ Professional Pay Plan

Henderson ISD

Pay Grade Job Title	Calendars	Minimum	Midpoint	Maximum
400				
Payroll Specialist	226			
Speech Pathologist Assistant	187			
LVN-Nurse	187			
Certified Occupational Therapist Assistant	187			
	Daily	**$221.92**	**$270.30**	**$318.69**
	187 Days	41,499	50,546	59,595
	197 Days	43,718	53,249	62,782
	226 Days	50,154	61,088	72,023
410				
Counselor-Licensed Professional	187			
Counselor-ES	197			
Counselor-MS	197			
Librarian	187			
LSSP-Intern	197			
Student Support Specialist	197,226			
Head Band Director-MS	226			
Testing Specialist	207			
Orientation & Mobility Specialist	197			
Nurse (RN)	187			
Assist. Principal-ES	226			
Offensive Coordinator	226			
Defensive Coordinator	226			
Instructional Coach	226			
Speech Pathologist Assistant/ AT	197			
	Daily	**$261.54**	**$318.95**	**$376.36**
	187 Days	48,908	59,644	70,379
	197 Days	51,523	62,833	74,143
	207 Days	54,139	66,023	77,907
	226 Days	59,108	72,083	85,057
420				
Asst. Principal-MS	226			
Behavior Specialist	197			
Counselor-HS	207,226			
Coordinator-Assessment/Data	226			
Athletic Trainer	226			
LSSP	197			
Occupational Therapy	197			
Special Ed Diagnostician	197			
Speech Pathologist	197			
Coordinator, Transportation	226			
Bilingual Diagnostician	197			
Coordinator - Child Nutrition	226			
Attendance Officer	197			
	Daily	**$282.47**	**$344.46**	**$406.46**
	197 Days	55,646	67,859	80,073
	207 Days	58,471	71,303	84,137
	226 Days	63,838	77,848	91,860
	254 Days	71,747	87,493	103,241
430				
Asst. Principal-HS	226			
Director - CTE/Dual Credit Program	226			
Coordinator - Health & Wellness	197			
	Daily	**$303.06**	**$365.14**	**$427.21**
	197 Days	59,703	71,933	84,160
	226 Days	68,492	82,522	96,549
440				
Director- Band-HS/Coor. Fine Arts	226			
Director-Communication	226			
Principal-Primary	226			
Director-HR				
	Daily	**$328.18**	**$390.69**	**$453.20**
	226 Days	$74,169	$88,522	$102,423

450		Daily	$ 352.01	$ 414.13	$ 476.24
Director-Special Education	226	226 Days	79,554	93,593	107,630
Director-Technology	226				
Principal-IS	226				
Principal-MAC	226				
Principal-ES	226				
460		**Daily**	**$406.02**	**$472.11**	**$538.20**
Principal-MS	226	**226 Days**	91,761	106,697	121,633

470		Daily	$429.37	$500.44	$571.50
Athletic Director/Head Football Coach	226	226 Days	97,038	113,099	129,159
Principal- HS	226				

480		Daily	$480.90	$560.49	$640.07
Assistant Superintendent- C&I	226	226 Days	108,683	126,671	144,656
Assistant Superintendent-Student Operations	226				
Chief Financial Officer	226				

2026-2027 Clerical-Technical Pay Plan

Henderson ISD

**Annual salary amounts are based on a 40 hour work week. (DEAB Local) Minimum scheduled work time is 37.5 hours per week.*

Pay Grade Job Title	Calendars		Minimum	Midpoint	Maximum
300		**Hourly**	**$13.71**	**$16.72**	**$19.73**
Clerk-Attendance	197	**187 Days**	19,214	23,450	27,669
Clerk-Bilingual	197	**197 Days**	20,242	24,704	29,148
Clerk- Child Nutrition	226	**207 Days**	21,269	25,958	30,628
Clerk-Office Asst. Spec Ed	207	**226 Days**	23,222	28,340	33,439
Clerk- Receptionist	187,197	Daily	**$102.75**	**$125.40**	**$147.96**
Clerk- Student Data	197				
310		**Hourly**	**$15.62**	**$ 18 .96**	**$22.49**
Clerk- PEIMS-HS, MS	207,226	**192 Days**	22,492	27,302	32,421
Secretary- Athletic	207	**197 Days**	23,078	28,013	33,229
Secretary-Counselor	207	**207 Days**	24,250	29,435	34,916
Secretary-Principal-ES	212,226	**212 Days**	24,835	30,146	35,760
Secretary- Principal-MAC	192	**226 Days**	26,475	32,137	38,121
		Daily	**$117.15**	**$142.20**	**$168.68**
320					
Campus Tech Aide	197	**Hourly**	**$18.44**	**$22.49**	**$26.54**
Secretary-Communication/ Ed Foundation	226	**187 Days**	25,862	31,543	37,222
Secretary-Principal-HS	207,226	**197 Days**	27,245	33,229	39,213
Secretary-Principal-MS	226	**207 Days**	28,628	34,916	41,203
Secretary- Child Nutrition	226	**212 Days**	29,319	35,760	42,198
Secretary Human Resources	226	**226 Days**	**31,255**	**38,121**	**45,087**
Secretary-Maint/Trans	207	**Daily**	**$138.30**	**$168.68**	**$199.05**
Secretary-Special Education	226				
Secretary-Finance (HMS)	226				
Payroll Clerk	226				
Secretary- Fine Arts	226				
330		**Hourly**	**$20.83**	**$25.42**	**$29.99**
Secretary- Asst. Superintendents	226	**226 Days**	35,323	43,086	50,831
		Daily	**156.3**	**190.65**	**224.92**
340		**Hourly**	**$23.84**	**$28.73**	**$33.61**
PEIMS Coordinator	226	**226 Days**	40,408	48,698	56,970
Business Office Assistant		**Daily**	**$178.80**	**$215.48**	**$252.08**
Hardware Support Tech	226				
350		**Hourly**	**$26.22**	**$31.59**	**$36.97**
Secretary- Superintendent	226	**187 Days**	36,586	44,304	51,849
Software- Systems Analyst	226	**226 Days**	44,216	53,544	62,663
Certified Occup. Therapy Assistant	187	**Daily**	**$195.65**	**$236.92**	**$277.27**
360		**Hourly**	**$28.84**	**$34.76**	**$40.67**
Network Manager (Ex)	226	**226 Days**	48,883	58,884	68,935
		Daily	**$216.30**	**$260.55**	**$305.03**

2026-2027 Instructional Support Pay Plan

**Annual salary amounts are based on a 40 hour work week. (DEAB Local) Minimum scheduled work time is 37.5 hours per week.*

Henderson ISD

Pay Grade Job Title	Calendars	Minimum	Midpoint	Maximum
200		**Hourly**	**$11.52**	**$14.05**	**$16.58**
Inst. Aide- CMC	187	**187 Days**	16,156	19,702	23,253
Inst. Aide- General Aid	187	**Daily**	**$86.40**	**$105.36**	**$124.35**
Inst. Aide- Head Start	187				
Inst. Aide- ISS	187				
Inst. Aide- P.E., Support	187				
210		**Hourly**	**$12.43**	**$15.17**	**$17.90**
Inst. Aide- Bilingual ESL	187	**187 Days**	17,434	21,276	25,104
Inst. Aide- Bilingual SC	187	**Daily**	**$93.23**	**$113.76**	**$134.25**
Inst. Aide-Choir Asst	187				
Inst. Aide-MAC/DAEP	187				
Inst. Aide-Head Start Bilingual	187				
Inst. Aide- Intervention/Dyslexia	187				
Inst. Aide- Spec Ed Inclusion	187				
Inst. Aide- Spec Ed Resource	187				
220		**Hourly**	**$13.43**	**$16.37**	**$19.32**
Inst. Aide- Library	187	**187 Days**	18,840	22,972	27,096
Inst. Aide-PPCD/ECSE	187	**Daily**	**$100.75**	**$122.85**	**$144.90**
Inst. Aide-PBIS	187				
Inst. Aide- Spec Ed LS	187				
Inst. Aide- Behavior Unit	187				
230		**Hourly**	**$14.38**	**$17.52**	**$20.49**
Inst. Aide- Music Leader	187	**187 Days**	20,167	24,571	28,738
Inst. Aide- Computer Lab	187	**Daily**	**$107.85**	**$131.40**	**$153.68**
Inst. Aide- Art	187				
Inst. Aide- P.E.	187				
240		**Hourly**	**$16.17**	**$19.77**	**$23.09**
Inst. Aide- Bilingual Teacher Asst.	187	**187 Days**	22,679	27,728	32,382
		Daily	**$121.28**	**$148.28**	**$173.18**

2026-2027 Auxiliary Pay Plan

Henderson ISD

**Non-exempt hourly employee annual amounts are based on 8.0 hours per day.*

Pay Grade Job Title	Calendars		Minimum	Midpoint	Maximum
100		**Hourly**	**$10.60**	**$12.93**	**$15.26**
Child Nutrition Worker	178	**174 Days**	14,755	19,084	21,241
Bus Monitor	174	**178 Days**	15,094	19,523	21,730
110		**Hourly**	**$11.99**	**$14.61**	**$17.24**
Childhood Nutrition Cashier	178	**178 Days**	$17,073	$20,819	**$24,564**
120		**Hourly**	**$13.32**	**16.65**	**19.98**
Childhood Nutrition Asst. Manager	180	**180 Days**	19,180	23,976	28,771
General Laborer/ Groundskeeper	254	**254 Days**	27,066	33,832	40,599
Mechanic Helper	254				
130		**Hourly**	**$14.65**	**$18.32**	**$21.98**
Child Nutrition Manager-NS, MS	180	**174 Days**	20,392	25,501	30,596
Dispatcher	207	**180 Days**	21,096	26,380	31,651
Security Guard	174	**187 Days**	21,916	27,407	32,882
		207 Days	24,260	30,337	36,398
140		**Hourly**	**$16.96**	**$20.20**	**$23.45**
Grounds Foreman	254	**180 Days**	24,422	29,088	33,768
Maintenance Worker I	254	**254 Days**	34,462	41,046	47,650
Child Nutrition Manager-WES/PS, HS	180				
150		**Hourly**	**$20.46**	**$24.65**	**28.83**
Child Nutri/Maint Warehouse Mgr	254	**254 Days**	34,315	50,088	58,582
Maintenance Worker II	254				
Mechanic II	254				
Maintenance Lead	254				
Grounds Coordinator	254				
160		**Hourly**	**$25.67**	**$30.56**	**$35.45**
Maintenance Foreman	254	**254 Days**	52,161	62,098	72,034
Transportation Supervisor	254	**Daily**	**$205.36**	**$244.48**	**$283.60**
Maintenance Coordinator	254				
170		**Hourly**	**$21.20**	**$24.38**	**$27.56**
Bus Driver	167,172,174	**167 Days**	28,323	32,571	36,820
		172 Days	29,171	33,546	37,922
		174 Days	29,510	33,936	38,363

Henderson Independent School District

2026-2027 Substitute/Intern Pay Rate Structure

Substitute Rates	Days	Daily Rate
Certified Teacher	1	$120
Bachelor's degree	1	$115
Minimum 60 College Hours	1	$110
High School Diploma	1	$100
Nurse Substitute	1	$120
Child Nutrition Sub	1	$10/hr
Bus Driver Sub	1	$20/hr

Long-Term Substitutes*	Days	Percent of Daily Rate	Rate of Pay Teachers *(Teacher Daily Rate – sub rate = Differential Rate)*
* Certified teachers preferred **Daily Rate:** Teachers - $250.00	1-15	-	*$120.00
	16-20	25%	* + 25% Differential Rate
	21-25	50%	* + 50% Differential Rate
	26-30	75%	* + 75% Differential Rate
	31 or more	100%	* + 100% Differential Rate

Currently employed aides or teachers that cover a teacher out for the day will not receive extra pay. It should be expected that campuses are able to cover positions by utilizing available staff. This is part of performing extra duties as assigned.

Henderson Independent School District

2026-2027 Extra Duty, UIL, and Summer School Pay

Tutorials and Extra Duties

Extra Duty Pay Schedule *(Tutoring, After School Discipline, Saturday School)*	**Rate**
Category	
Teachers, Counselors	$30/hour
Nurses	$50/hour
Paraprofessionals, Secretaries	OTC*
Extra Duty Summer School Schedule	**Rate**
Category	
SPED Teachers	$50/hour
Teachers	$40/hour
Counselors	$40/hour
SPED Paraprofessional	$25/hour
Paraprofessionals/Clerical *(OTC while on annualized pay)*	$20/hour
Paraprofessionals serving as Teachers	$25/hour
Bus Driver	OTC*
Bus Monitor	OTC*
Extra Duty - Other	**Stipend**
HS/MS Campus Instructional Technology – After hours/Summer	$3000
Fine Arts Coordinator – MS & HS *(Cheer, Band, Drill, Fine Arts Programs)*	$10,000

* *OTC – On the clock*

Academic Extra-Curricular Activities

Academic Events	**Rate**
Coaching First Event* *(after school practice required)*	$300
Each additional event* *(after school practice required)*	$150
Attending Meets *(Saturdays only)*	$150/day

**** A maximum of 6 events total per teacher may be coached for the year. Each grade level academic event is considered one event. In order to receive pay, teachers must practice twice per week.***

Incentives and Stipends

Incentives that may be documented in the compensation plan include, but are not limited to the following:

- Department chair, Lead Teacher
- Teacher shortage areas
- Achievement of additional certification or education
- Advanced Academics
- Extra Duty
- Extra-Curricular
- Retention, Longevity
- Performance Pay

Performance Pay: Teacher Incentive Allotment

For any funds received by Henderson ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The remaining 10 percent will be used for offsetting any related employee benefit expenditures. All payments will be made in accordance with the guidelines and timelines established in the Henderson ISD TIA Plan.

Henderson Independent School District

2026-2027 Athletic Game Day Worker Pay

Volleyball	**Rate/Game**	**MS Volleyball**	**Rate/Game**
Gate, Book, Clock & Line Judge	$ 15.00	Gate, Book, Clock & Line Judge	$ 15.00
Football	**Rate**	**JV & MS Football**	**Rate**
Gate	$ 45.00	Gate	$ 45.00
Ticket Taker	$ 45.00	Ticket Taker	$ 45.00
Usher	$ 45.00	Announcer	$ 45.00
Field Gate	$ 45.00	Clock	$ 35.00
Scoreboard	$ 30.00	Scoreboard	$ 30.00
Announcer	$ 75.00	Video Board Operator	$ 125.00
Spotter	$ 30.00		
Clock	$ 35.00		
Video Board Operator	$ 125.00		
Scoreboard Camera	$ 40.00		
Field Camera	$ 30.00		
Chains	$ 35.00		
Basketball	**Rate/Game**	**MS Basketball**	**Rate/Game**
Gate, Book, Clock	$ 15.00	Gate, Book, Clock	$ 15.00
Soccer	**Rate/Game**		
Gate & Scoreboard	$ 15.00		
Baseball	**Rate/Game**	**Softball**	**Rate/Game**
Gate, Announcer, Pitch Count & Scoreboard	$15 Max $60	Gate, Announcer, Pitch Count & Scoreboard	$15 Max $60

Henderson Independent School District

2026-2027 Academic and Extra Curricular Stipends

Advanced Degree Stipends	**Stipend**
Master's Degree	$500
Department Heads	**Stipend**
High School Core Subject	$2500
Middle School Core Subject	$1500
Elementary (K-5) Core Subject Lead Teacher	$1000
Subject Area Schedule *	**Stipend**
6-12 Math; 6-12 Science	$3000
8-12 Spanish	$3000
Health Sciences (CNA/HOSA Program)	$3000
Bilingual	$3500
Life Skills or Adaptive Behavior	$2500
CTE Teacher	$1500
ESL *(must have 6 ESL students assigned to class & teach ELAR)*	$1000
UIL Competition Coordinators / Events *(After school / Saturday)*	**Stipend**
High School One Act Play Sponsor (UIL Drama)	$4000
High School & MS UIL Coordinators	$1500
Elementary/Northside UIL Coordinators- One time payment; end of comp	$750
Extra-Curricular	**Stipend**
Cheerleading	
High School Cheerleading	$9000
Asst. HS Cheerleading, UIL Cheer	$5000
Middle School Cheerleading	$7,500
Choral	
High School Choral	$4000 - $6500
Middle School Choral	$3000 - $5000
Yearbook	
Yearbook Sponsor (HS)	$4000
Yearbook Sponsor (MS)	$2500
Band	
HS Assistant Band Director	207 + $4000
Asst. MS Band	207 + $3000
Drill Team Sponsor	$5000 - $7000
Asst. Drill Team Sponsor	$2000 - $3500
Athletics *(based on sport, position, and assignment)*	
HS Athletics	$4000 - $9000
MS Athletics	$3,000 - $5,000
Special Stipends	
Mock Trial (HHS)	$10,000
Robotics (HHS)	$5000
Student Government or Student Counsel Sponsor/NHS Sponsor	$1000
Guardian	$600
DPS Commercial Inspector	$2000

** Must be fully certified in the content area.*

Must be assigned in certification area. Stipends are prorated on percent or number of classes taught.

2026-2027 Pay Date Schedule

2026-2027 Pay Date Schedule

Pay Date	Time Sheet Start Date	Time Sheet End Date	Substitute Cut-Off Date	Due to Payroll Office
9/10/2026	8/2/2026	8/15/2026		8/19/2026
9/25/2026	8/16/2026	8/29/2026	8/29/2026	9/2/2026
10/2/2026	8/30/2026	9/12/2026		9/16/2026
10/23/2026	9/13/2026	9/26/2026	9/26/2026	9/30/2026
11/10/2026	9/27/2026	10/17/2026		10/21/2026
11/20/2026	10/18/2026	10/31/2026	10/31/2026	11/4/2026
12/10/2026	11/1/2026	11/14/2026		11/18/2026
12/17/2026	11/15/2026	12/5/2026	12/5/2026	12/9/2026
1/8/2027	12/6/2026	12/19/2026		12/23/2026
1/25/2027	12/20/2026	1/2/2027	1/2/2027	1/6/2027
2/10/2027	1/3/2027	1/16/2027		1/20/2027
2/25/2027	1/17/2027	1/30/2027	1/30/2027	2/3/2027
3/5/2027	1/31/2027	2/13/2027		2/17/2027
3/25/2027	2/14/2027	2/27/2027	2/27/2027	3/3/2027
4/9/2027	2/28/2027	3/20/2027		3/24/2027
4/23/2027	3/21/2027	4/3/2027	4/3/2027	4/7/2027
5/10/2027	4/4/2027	4/17/2027		4/21/2027
5/25/2027	4/18/2027	5/1/2027	5/21/2027	5/5/2027
6/10/2027	5/2/2027	5/15/2027		5/19/2027
6/24/2027	5/16/2027	5/29/2027	5/29/2027	6/2/2027
7/8/2027	5/30/2027	6/12/2027		6/16/2027
7/22/2027	6/13/2027	6/26/2027	6/26/2027	6/30/2027
8/10/2027	6/27/2027	7/17/2027		7/21/2027
8/20/2027	7/18/2027	8/7/2027	8/7/2027	8/11/2027

*Pay is annualized for most employees. Annualized pay is not determined by these start and end dates.

*Exempt employees are paid monthly; Non-Exempt employees are paid semi-monthly.

*The time sheet start and end dates determine when extra duties and overtime are paid.

*Docks are withheld from check based on the pay period the dock was earned.

*Seasonal and student workers are paid for hours worked based on the time sheet start and end dates.

*Substitute, Extra Duty and Supplemental pay are based on hours/days worked during the pay period.

*Timesheet approvals are due to payroll on the due date listed. Payroll can not guarantee on-time payment unless the timesheet is submitted and approved by the due dates.

** 10/2/26 & 3/5/27 Payrolls are paid out earlier than normal due to Fall & Spring Breaks. **

2026-2027 Workday Calendars

Days Employed	Contract Dates	Type of Employment
174	August 10 - May 27	Auxiliary
178	August 5 – May 28	Cafeteria Auxiliary
180	August 3 – May 28	Cafeteria Auxiliary
187	August 5 – May 28	Instructional
192	July 28 – June 4	Instructional / Clerical
197	July 21 – June 4	Instructional / Clerical
202	July 14 – June 4	Technology
207	July 13 – June 10	Administration / Clerical
212	July 24 – June 30	Administration/Clerical
226	July 1 – June 30	Instructional/Administration / Clerical
254	September 1 – August 31	Manual Trades

- Bad Weather Days are considered off days for all staff working 187 days or fewer. All other staff will work on the Bad Weather Days if the district does not take off for inclement weather.
- Exchange days must be made up “off contract” for all staff working a 187-day calendar.

Compensation Plan Policy and Procedures

Compensation Policy

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all district policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all district employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and/or designee shall administer the compensation plans consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

Description of Pay Systems

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. Human resources is responsible for the maintenance and administration of employee pay systems. Teachers will be paid according to a salary schedule that correlates salaries to total years of creditable service in education. Other district jobs will be assigned to a pay grade and range structure that sets the range of pay for the position. Jobs are assigned to pay grades on the basis of required job qualifications and skills; job duties and responsibilities defined by the district; and competitive job market rates for comparable jobs.

The district pay plan includes:

- Teachers
- Administrative-Professional Exempt Staff
- Clerical Staff
- Paraprofessional Nonexempt Staff
- Auxiliary Nonexempt Staff

Pay ranges and salary schedules are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually.

Job Description

Job descriptions are an essential function in the administration of the compensation system. Accurate and complete job documentation will be collected and maintained by human resources with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by human resources to accurately reflect the level and nature of work and the organizational structure of the district.

Exemption Status

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

Job Classification

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

Classification of New Positions

Prior to posting, new positions must have a written job description created collaboratively by human resources and the hiring supervisor. Human resources will recommend to the superintendent the pay grade classification of new positions based on the job description, qualification required, and market value. New positions must be classified in the pay system prior to hiring new employees.

Job Reclassification

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

Procedures for Job Reclassification

A review of job reclassifications must be initiated by the executive-level supervisor, principal, or human resources. Jobs previously submitted for review within the last 18 months and newly created jobs are not eligible for review. Reviews will be conducted as follows:

1. A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the executive-level supervisor before submitting it to human resources.
2. Human resources will review the request and obtain additional information if needed. Additional information may be obtained from the supervisor and/or employee(s), or by analyzing external job market pay data.
3. Human resources will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

Salary Adjustments for Job Reclassification

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Aside from prohibited salary changes for contract employees during the contract term, salary adjustments for job reclassification may be approved in the following circumstances.

- If the job is reclassified upward due to an increase in responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;

- If the job is reclassified to a lower pay range based on a reduction in assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures of pay adjustments for reassignment to a lower pay grade.

General Pay Increases and Eligibility

Employee pay will be reviewed annually for adjustment. The general pay increase (GPI) may be recommended to the board by the Superintendent each year. They are based on the annual amount budgeted for pay raises and approved by the board. General pay increases provide the same dollar amount of increase to employees in the same pay grade. Teachers will be granted a GPI and reflected in the hiring schedule for the next year. Pay increases that result in pay that exceeds the maximum rate of the pay range must be specifically authorized by the board each year.

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 the first pay cycle reflecting the pay increase. Eligible employees must have received a satisfactory evaluation in the preceding year.

Employees on Pay Grades

Pay increases for jobs on pay grades are calculated by applying the percent increase approved by the board each year to the midpoint of the salary range or market rate, or by percent of increase of total base salary or hourly rate.

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the board each year to the midpoint rate of the pay range or the employee's current pay. Percent increases may also be calculated by applying a percent increase to the hourly rate or daily rate of employees whose pay is defined through the TASB Pay Grades.

Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percentage of the midpoint unless the employee's pay is close to or exceed the maximum of the pay range.

Pay increases for employees in the educator career path on pay ranges (e.g., Counselor, Assistant Principal) should be measured against teacher pay increases to ensure they're at least equal to the pay increase for teachers. If it is determined that a group of professionals' pay does not align to the pay increases for teachers, adjustments will be made through superintendent approval.

Placement of New Hires

Salary Schedules – Teacher

Salaries for teachers who are new to the district will be determined by total creditable years of service in education and the district's salary schedule for the current year.

Creditable years of service will be determined by human resources as defined by state regulations at the time of employment. (TAC Title 19, part II, 153.1021) New hires will receive salary credit for years of service up to a maximum of 20 years as long as employment verified with official documentation.

Salary Placement – Career and Technical Education Teachers

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

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

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

Once credit for work experience has been granted, the credit shall be continued regardless of the position held. For personnel whose employment is split between career and technology and non-career and technology positions, the years granted shall apply to both the career and technology and the non-career and technology positions.

Salary Range Placement – Exempt and Nonexempt Staff

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

The guidelines for placement are as follows:

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

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

c. Placement credit for prior experience

   a. Subject to guidelines a-b, stating pay for exempt and non-exempt jobs that require prior experience will be determined by these guidelines:

      i. Exempt: 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 5 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative-Professional pay schedule.

      ii. Non-exempt: 1 percent above minimum for each year of job experience directly related to job duties

d. Placement Scales

   i. Non-exempt: Salary placement scales may be used to determine rates of pay for newly hired employees on the clerical/paraprofessional, instructional support or auxiliary scale.

      1. Individual employee placement may be based on (total, local or job) experience approved by the district. Credit will be given for years of experience granted by human resources based on the district's salary placement scale for non-exempt jobs.
      2. Current employees may be paid above the placement scale.
      3. Salary placement scales are reviewed on an annual basis and salary advancement is guaranteed.

Request for Pay/Salary Review

Employees may request a review of their current pay by writing a formal letter to their supervisor stating the reasons for the request and asking that their supervisor approve for the request to be reviewed by the Human Resources Department.

Potential reasons for a review in pay/salary adjustments:

- Peer/position equity
- Additional responsibilities over the expected and/or stated job description responsibilities that have been approved by the supervisor and district.
    - *(Example: Extra-curricular activities approved for stipends)*
- Years of experience calculated are inaccurate.
- Reassigned to a higher pay grade position.

Employees must state one of the reasons above and provide documentation and/or justification for the stated reason.

Supervisors will review their employees' Letter of Request for Pay/Salary Review and submit the letter to the Human Resources Department with a statement of their approval if it meets one of the reasons stated above. Approval for the request to be submitted to the Human Resources Department should only be made if the employee's stated reason is one of the above reasons listed and/or is performing satisfactorily in their assignment/position.

Employee requests for a pay/salary review and receiving approval from the supervisor does not guarantee an adjustment will be made.

Supervisor initiated employee pay review must also be submitted to Human Resources in writing with stated reason(s) and/or supporting evidence.

Promotion Increase

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

Promoted employees should receive at least a 3 percent salary increase applied to the employee's base daily or hourly rate for the required duty days of the new assignment, less any stipends paid for supplemental duties.

Base pay for teachers includes incentives paid for the teaching assignment, such as advanced degree, certification field, career ladder, etc., only when teachers are being promoted to another certified educator position. Coaching or other extracurricular stipends should not be included in base pay.

Reassignments

Pay Adjustments for Reassignments to a Lower Pay Grade

A reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result if approved by the superintendent.

Contract employees – A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the district in writing and in consultation with a school attorney. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice is given to the employee before the penalty-free resignation date (I.e., 45 days before the first day of instruction for the next school year). Pay reductions for contract employees are made in the direction of the superintendent and may follow the same guidelines as pay reductions for noncontract employees.

Noncontract employees – Subject to approval by the superintendent, or designee, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be reduced to the same percent of midpoint (rate divided by midpoint) in the lower pay range or by 5 percent per pay grade, whichever is less.
Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

Review and Adjustment of Pay Ranges

Human resources will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the board, no pay range adjustments will be made. Salary schedules will be adjusted only to update the years of service.

Reinstatement Following Break in Service

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

If rehired at a different pay grade level or rehired following a break-in-service that is longer than 12 months, the employees; pay will be placed according to the procedures for placement of new hires.

Extracurricular Stipends

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.

Non-exempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week.

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

Employer Paid Benefits

Employees may qualify for benefits such as:

- Paid Leave and/or Extended Sick Leave
- $400 per month toward Health Insurance Premium if enrolled in a TRS ActiveCare plan.
- Group Life Insurance Policy of $20,000