2026-2027 Compensation Plan

2026-2027 New Hire Guide for Teachers

Years of Service	Step	New Hire Salary	Teacher Retention Allotment	Total
0	1	$50,500	-	$50,500
1	2	$51,000	-	$51,000
2	3	$52,020	-	$52,020
3	4	$52,247	$2,500	$54,747
4	5	$52,486	$2,500	$54,986
5	6	$52,733	$5,000	$57,733
6	7	$52,990	$5,000	$57,990
7	8	$53,256	$5,000	$58,256
8	9	$53,528	$5,000	$58,528
9	10	$53,803	$5,000	$58,803
10	11	$54,077	$5,000	$59,077
11	12	$54,348	$5,000	$59,348
12	13	$54,625	$5,000	$59,625
13	14	$54,899	$5,000	$59,899
14	15	$55,153	$5,000	$60,153
15	16	$55,368	$5,000	$60,368
16	17	$55,585	$5,000	$60,585
17	18	$56,157	$5,000	$61,157
18	19	$57,140	$5,000	$62,140
19	20	$58,029	$5,000	$63,029
20	21	$58,976	$5,000	$63,976
21	22	$59,925	$5,000	$64,925
22	23	$60,558	$5,000	$65,558
23	24	$61,254	$5,000	$66,254
24	25	$62,371	$5,000	$67,371
25+	26	$63,138	$5,000	$68,138

Continuing will receive an increase of amount authorized by School Board

The salaries listed above are based on 10-month employment for the 2026-2027 school year. Salary plans are determined on an annual basis, and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees. The NISD Retention Stipend is based on years of local service, which are defined as a complete school year with the District.

$1,000 General Master's Degree Stipend

2026-2027 Administrative and Professional Pay Plan

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1			**Daily**	**$215.89**	**$280.61**	**$345.32**
		222	**222 Days**	47,929	62,296	76,663
		222				
2			**Daily**	**$249.72**	**$316.55**	**$383.37**
		183	**183 Days**	45,699	57,929	70,158
		183	**222 Days**	55,437	70,274	85,108
		183				
		183				
		222				
		222				
		222				
		222				
		222				
3			**Daily**	**$269.70**	**$346.09**	**$422.50**
			183 Days	49,355	63,335	77,316
			193 Days	52,052	66,795	81,543
			197 Days	53,131	68,179	83,233
			207 Days	55,828	71,640	87,458
			222 Days	59,873	76,831	93,795
4			**Daily**	**$289.92**	**$371.85**	**$453.78**
			183 Days	53,055	68,049	83,042
			197 Days	57,114	73,254	89,395
			207 Days	60,013	76,973	93,932
			222 Days	64,362	82,551	100,739
5			**Daily**	**$316.71**	**$402.59**	**$488.48**
			207 Days	65,558	83,337	101,115
			222 Days	71,518	90,913	110,307
			260 Days	82,344	104,673	127,004

6	

Daily		$352.22	$447.74	$543.26
222	Days	78,192	99,398	120,603

7	

Daily		$408.96	$513.49	$617.96
222	Days	90,798	113,993	137,187

8	

Daily		$440.44	$542.84	$645.23
222	Days	97,778	120,510	143,241

9	

Daily		$471.88	$585.17	$698.45
222	Days	104,758	129,907	155,055

2026-2027 Clerical and Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1		**Hourly**		**$11.76**	**$15.09**	**$18.42**
		183	**Days**	16,141	20,711	25,281
		207	**Days**	18,257	23,427	28,597
		222	**Days**	19,580	25,125	30,669
2		**Hourly**		**$12.81**	**$16.45**	**$20.08**
		183	**Days**	17,581	22,578	27,560
		207	**Days**	19,887	25,539	31,174
		222	**Days**	21,329	27,389	33,433
3		**Hourly**		**$13.97**	**$18.15**	**$22.33**
		183	**Days**	19,174	24,911	30,648
		222	**Days**	23,260	30,220	37,179
4		**Hourly**		**$15.22**	**$19.77**	**$24.32**
		183	**Days**	20,889	27,134	33,379
		222	**Days**	25,341	32,917	40,493

5

Hourly		$17.91	$23.57	$29.23
183	Days	24,581	32,350	40,118
222	Days	29,820	39,244	48,663

6

Hourly		$20.90	$27.14	$33.37
183	Days	28,685	37,250	45,800
222	Days	34,799	45,188	55,561

7

Hourly		$23.92	$30.49	$37.05
183	Days	32,830	41,848	50,851
222	Days	39,827	50,766	61,688

2026-2027 Auxiliary and Trades Pay Plan

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1		**Hourly**		**$10.97**	**$13.99**	**$17.00**
		195	**Days**	17,113	21,824	26,520
		260	**Days**	22,818	29,099	35,360
2		**Hourly**		**$12.07**	**$15.49**	**$18.90**
		183	**Days**	16,566	21,260	25,940
		195	**Days**	18,829	24,164	29,484
		260	**Days**	25,106	32,219	39,312
3		**Hourly**		**$13.87**	**$17.75**	**$21.62**
		195	**Days**	21,637	27,690	33,727
		260	**Days**	28,850	36,920	44,970
4		**Hourly**		**$15.89**	**$20.49**	**$25.09**
		222	**Days**	26,457	34,116	41,775
		260	**Days**	33,051	42,619	52,187
5		**Hourly**		**$18.22**	**$23.56**	**$28.90**
		195	**Days**	28,423	36,754	45,084
		260	**Days**	37,898	49,005	60,112
6		**Hourly**		**$20.92**	**$27.12**	**$33.31**
		195	**Days**	32,635	42,307	51,964
		222	**Days**	37,153	48,165	59,159
		260	**Days**	43,514	56,410	69,285
7		**Hourly**		**$25.24**	**$32.80**	**$40.35**
		260	**Days**	52,499	68,224	83,928

8

Hourly		$28.76	36.32	$40.75
222	Days	52,000	61,291	70,584
260	Days	56,082	66,105	76,128

9

Hourly		$29.48	$35.25	$41.01
222	Days	53,300	63,732	74,146

BDO

Hourly		$20.00	$24.91	$29.81
195	Days	31,200	38,860	46,504

Stipends and Extracurricular Duty Pay

The following stipend and extracurricular duty pay structures were approved by the Board of Trustees of Nacogdoches ISD on May 21, 2026, and are effective for the 2026-2027 school year.

2026-2027 Stipends/Extracurricular Duty Pay Plan

Category	Assignment	Level	Proposed Stipend
Academics			
	Agriculture Facilities	HS	1,500
	Agriculture	HS	5,000
	Bilingual, Teacher	ALL	4,000
	CTSO Sponsor	MS	500-1,000
		HS	500-1,500
	Deaf/HH, Teacher	ALL	4,000
	Debate, Head	HS	1,700
	Department Chair	ALL	1,500
	FFA Lead Sponsor	HS	1,500
	GT Campus Coord.	ALL	1,500
	Instructional Coach	ALL	1,000
	Journalism/Yearbook	MS	500
		HS	2,400
	Law Enforcement	HS	2,750
	Level 1 CTE Incentive	HS	2,500
	Level 2 CTE Incentive	HS	5,000
	Mentor	ALL	1,000
	NNDCC	HS	1,500
	NHS Sponsor	MS	500
		HS	1,500
	Robotics, Head	MS	1,000
		HS	2,000
	Secondary ELA, Teacher	MS/HS	3,000
	Secondary Math, Teacher	MS/HS	3,000
	Secondary Science, Teacher	MS/HS	3,000
	Stadium A/V, Asst	HS	1,000
	Stadium AV, Lead	HS	4,750
	STEM Coordinator	HS	1,500
	Student Council, Asst	HS	500
	Student Council, Head	MS	1,000
		HS	1,500
	Teachworthy Mentor	ALL	4,000
	UIL Coordinator, Asst.	MS	750
		HS	1,000
	UIL Coordinator	ALL	1,500

UIL Sponsor	EL	150
	MS	500
	HS	1,000
Athletics		
Athletic Trainer, Asst	HS/MS	10,000
Baseball, Asst	HS	4,000
Baseball, Head	HS	8,000
Basketball, Asst	HS	4,000
Basketball, Head	HS	8,000
Coordinator, Girl's Athletics	HS	10,000
Coordinator, Middle School	MS	2,000
Cross Country, Asst	HS	3,000
Cross Country, Head	HS	7,500
Football, Asst	HS	6,000
Football, Coordinator	HS	8,500
Golf, Asst	HS	3,000
Golf, Head	HS	7,000
Powerlifting, Asst	HS	3,000
Powerlifting, Head	HS	4,500
Soccer, Asst	HS	4,000
Soccer, Head	HS	8,500
Softball, Asst	HS	4,000
Softball, Head	HS	8,000
Strength & Conditioning	HS	8,500
Swim, Asst	HS	4,000
Swim, Head	HS	9,000
Tennis, Asst	HS	4,000
Tennis, Head	HS	8,000
Track, Asst	HS	3,500
Track, Head	HS	7,000
Volleyball, Asst	HS	4,000
Volleyball, Head	HS	8,000
Water Polo, Asst	HS	4,000
Water Polo, Head	HS	8,000
Middle School Sports	MS	2,500
Performing Arts		
Band, Asst	HS/MS	8,000
Band, Director	MS	10,000
Cheer Coach, Asst	HS	1,500
Cheer Coach, Head	HS	6,000
Cheer Coach	MS	3,000
Choir Director	HS/MS	6,000
Dance, Head	MS	1,000
Dance, Head	HS	2,500
Drill Team, Asst	HS	1,500

Drill Team, Head	HS	6,000
Drill Team, Head	MS	1,500
Theater, Asst	HS	1,000
Theater, Head	HS	3,000
Theater, Head	MS	1,500
Twirling, Head	HS	2,000

Student Services

ABLES, Teacher	ALL	7,500
BCBA Certification	ALL	3,000
Bilingual LSSP	ALL	3,000
Bilingual Speech	ALL	3,000
Bilingual Social Worker	ALL	3,000
BAVLS, Teacher	ALL	10,000
Bridge, Teacher	ALL	10,000
FLS, Teacher	ALL	3,000
Inclusion/Coteach, Teacher	ALL	2,000
Nurse Supervisor	ALL	3,500
Resource, Teacher	ALL	2,500
Self-Contained, Teacher	ALL	3,000
SLP Supervisor	ALL	3,000
Supervisor of Interns	ALL	3,000

Police Officer

K-9 Handler Certification	ALL	1,500
Immediate Police Certification	ALL	600
Advanced Police Certification	ALL	900
Master Police Certification	ALL	1,200

2026-2027 Salary Compensation Plan Overview

The Nacogdoches Independent School District (NISD) Compensation Plan is reviewed, updated, and adopted annually by the Board of Trustees and administered jointly by the Human Resources Department and the Superintendent of Schools in accordance with Board Policy DEA.

NISD is committed to equal employment opportunity. The District does not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, age, disability, military status, genetic information, or any other characteristic protected by law. The District also prohibits retaliation against any individual who opposes discriminatory practices or participates in an investigation of a complaint related to unlawful employment discrimination. All employment decisions are based on job-related qualifications, experience, and demonstrated ability.

This compensation plan establishes salary structures for all district employees.

Salary schedules are adopted for one fiscal year only and are used to determine placement for new hires for the 2026–2027 school year. Salary steps reflected in the plan do not constitute a guarantee of future earnings for returning employees. Advancement within a salary schedule is contingent upon Board-approved pay increases as part of the annual budget process.

The compensation plan includes teacher salary schedules are based on 183 contracted days. Separate pay scales, also organized by contracted days, are provided for other instructional and non-instructional personnel. These schedules reflect a minimum, midpoint, and maximum rate of pay for each position. A comprehensive stipend schedule follows the administrator salary schedules. The plan also includes a substitute pay scale outlining half-day and full-day rates based on qualifications.

Salary schedules for hourly employees include both instructional and auxiliary personnel. These positions are grouped according to similar job functions and comparable pay structures to ensure internal alignment and consistency.

Understanding Pay Systems

Objectives of Pay Systems
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.

Job Families
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 typically are built for each

job family.

Pay Grades

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. Jobs that have similar value and are grouped into the same range of pay are assigned or classified to pay grades.

Job Pricing

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 Market

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.

Determination of Pay

Nacogdoches Independent School District (NISD) engaged the Human Resources Services Division of the Texas Association of School Boards (TASB) to conduct a comprehensive review of the District’s employee compensation plan. TASB HR Services has provided compensation consulting and support to Texas school districts for more than 35 years.

This report summarizes the findings and recommendations resulting from that review and includes supporting data where applicable. In determining appropriate pay structures, multiple data sources were utilized. When necessary, information from Region 7, statewide compensation surveys, and non-school labor market analyses were incorporated to establish competitive compensation for specialized positions.

Comparison districts were selected based on student enrollment and geographic proximity. School district compensation data were drawn from the most recent surveys conducted by TASB HR Services. For positions not included in the TASB salary survey, local non-school market data from multiple third-party sources were used. These data were also incorporated for roles comparable to positions outside of K–12 education. For senior-level central administrative positions, statewide market data from districts of similar enrollment size were utilized to ensure competitive alignment.

Implementation and System Administration

During the implementation of the new compensation structure, some current employees may not initially fall within the recommended pay ranges for their respective positions. When this occurs, the District must determine how to address employees whose salaries fall outside the established range.

Employees paid below the minimum of their assigned pay range should receive an adjustment to bring their salary to at least the minimum rate. Employees whose current salary exceeds the maximum of the new pay range will remain above the range; however, no employee's base pay will be reduced as a result of this transition.

To be eligible for a general pay increase, an employee must be in paid status and must have worked for the District during the preceding year long enough to earn a year of service credit with the Teacher Retirement System (TRS), or be on an approved leave of absence at the time of the first pay cycle reflecting the increase. Eligible employees must also have received a satisfactory evaluation in the preceding year.

Employees whose salaries exceed the maximum of the newly established pay ranges will receive a one-time, 1% lump-sum payment at the beginning of the 2026–2027 school year. This practice will be reviewed annually and adjusted as needed based on fiscal conditions and Board direction.

Advancement within pay ranges will occur through annual pay adjustments tied to the District's budget development process. These adjustments are management decisions informed by current economic conditions, projected revenues, and labor market competition.

For non-teaching positions, the midpoint of each pay range is recommended as the control point for calculating pay increases. The midpoint generally reflects market value for the position within each pay grade. For teachers, whose compensation structure is based on years of experience rather than a traditional pay range with a midpoint, the market average teacher salary is recommended as the control point. Because there is a single primary role within the teacher pay structure, using the market average salary ensures a more equitable distribution of available funds and accelerates movement toward market alignment.

Utilizing control points, such as the midpoint or market average, rather than basing increases solely on current salaries ensures that employees in the same job category receive comparable dollar adjustments. This approach also supports the District's ability to manage progression through the pay range in a fiscally responsible manner.

Pay Compression

Pay compression occurs when compensation differentials between employees in the same role, or between supervisors and their direct reports, are too narrow to be considered equitable. This issue is common across both public and private sector organizations and is a frequent source of internal pay inequity.

If a reduction in pay is contemplated, the District must provide written notice to affected employees before the penalty-free resignation deadline (i.e., no later than 45 days before the first day of instruction for the upcoming school year). If the revised compensation terms are unacceptable, the employee may resign without penalty. If notice is not provided by this deadline, the District is obligated to pay the employee no less than the amount earned in the prior school year.

Common Causes of Pay Compression

Pay compression can occur for a variety of reasons. The most common causes include:

- *New hires paid at or above incumbent salaries.*
  In tight labor markets with limited applicant pools, employers may offer starting salaries that approach or exceed the pay of experienced employees in the same role. In school districts, this is particularly common in high-demand positions such as bus drivers, licensed trades (e.g., HVAC technicians, electricians), and specialized service providers (e.g., speech-language pathologists, occupational therapists, and physical therapists).

- *Supervisors earning less than subordinates.*
  This often occurs when nonexempt employees receive overtime pay while exempt supervisors do not, resulting in total compensation that exceeds that of the supervisor. The District will review such situations annually to ensure accuracy and alignment. This issue may become more prevalent as state-funded strategic compensation programs expand.

- *Recently promoted employees earning more than peers in comparable roles.*
  In school districts, this most commonly occurs between classroom teachers and other educator career pathway roles such as counselors or assistant principals. Legislatively mandated teacher pay increases and inconsistent historical pay practices have contributed to this dynamic.

Additional contributing factors may include:

- Outdated pay structures not aligned with current market conditions
- Pay range adjustments that outpace available pay increase budgets
- Midpoint progressions that are too narrow (e.g., less than 5%) to appropriately differentiate job levels
- Federal or state minimum wage increases
- Increases to the Fair Labor Standards Act (FLSA) overtime threshold
- Excessive reliance on overtime or stipends as supplemental pay
- Lack of clearly defined pay administration procedures
- Promotion practices resulting in disproportionate increases
- Placing new hires too high within the assigned pay range

Strategies to Address Pay Compression

There is no single or immediate remedy for pay compression. However, with deliberate planning and ongoing review, organizations can reduce inequities over time. The District's objective is to ensure compensation practices are fair, competitive, and internally consistent within established guidelines and legal parameters.

Recommended strategies include:

- Maintaining alignment between the compensation plan and relevant labor markets
- Administering pay procedures consistently and adhering to established control points
- Conducting regular equity reviews among employees in the same or comparable roles
- Ensuring appropriate pay differentials between job levels
- Placing employees with greater job-related experience appropriately higher within the pay range
- Allocating budgeted funds specifically for equity adjustments
- Conducting comprehensive compensation plan reviews every three to five years

One-Time Payments to District Employees

General pay increases (GPIs) are recommended by the Superintendent and approved by the Board of Trustees as part of the annual budget adoption process and accompanying compensation plan approval.

A general pay increase is calculated as a percentage of the pay range midpoint. Typically, the increase is implemented at the beginning of the school year and distributed evenly across the employee's paychecks for the year. The increase is added to the employee's base salary and becomes a permanent part of compensation in subsequent years.

Example Calculation:

- Prior annual salary: $36,000

- General pay increase: $800
- New annual salary: $36,800

Monthly calculation:

- Prior monthly rate: $36,000 ÷ 12 = $3,000
- New monthly rate: $36,800 ÷ 12 = $3,067

One-Time Payments

One-time payments are Board-approved incentives paid in a single installment and are not added to an employee's base salary. Because they are non-recurring, they do not carry forward into future years and do not increase long-term salary obligations.

While typically paid as a single lump sum (e.g., in December prior to winter break), one-time payments may occasionally be divided into two installments (e.g., December and June). As non-recurring expenditures, one-time payments allow the District to provide compensation enhancements without committing to ongoing costs in future fiscal years.

However, one-time payments are generally not creditable compensation for purposes of Texas Teacher Retirement System (TRS) annuity calculations, except under limited circumstances as defined by TRS. As a result, such payments will not typically count toward an employee's highest years of salary for retirement benefit calculations. Nacogdoches ISD will evaluate the frequency and strategic use of one-time payments in light of this consideration.

For nonexempt employees, one-time payments must be included in the regular rate of pay for overtime calculation purposes under the Fair Labor Standards Act (FLSA). This increases the employee's overtime rate and may result in additional cost to the District.

Legal Considerations

State law prohibits districts from granting discretionary increases after the school year has begun, as such action could be considered a gift of public funds. To comply with state law, any general pay increase or one-time payment must be approved prospectively as part of the Board's annual budget and compensation plan adoption. For example, the Board may authorize a December one-time payment during its August budget approval and remain in compliance with legal requirements.

Implementation Considerations for Nacogdoches ISD

If a one-time payment is approved, the District must clearly define:

- Eligibility criteria (e.g., full-time employees only, or inclusion of part-time employees and substitutes)

- Whether payments will be prorated based on duty schedules or part-time status
- Whether the District will "gross up" the payment to account for taxes in order to provide a consistent net amount
- Whether employees must be in paid status at the time of payment, and whether employees on unpaid leave will be eligible

Job Descriptions

The Human Resources Department is responsible for maintaining and updating job descriptions in collaboration with department directors.

Each job description outlines the primary job function, essential duties and responsibilities, assigned pay grade, and exemption status under the Fair Labor Standards Act (FLSA). Exempt or non-exempt classifications are determined in accordance with applicable federal law. Job descriptions also serve as foundational documents for employee performance evaluations.

Employees are required to sign their job description upon assignment to a position to acknowledge receipt and understanding of the role's expectations. If substantive changes are made to the position, employees must review and sign the updated job description to reflect those revisions.

Exempt vs. Non-Exempt Employees

The Fair Labor Standards Act (FLSA) establishes federal standards governing minimum wage, overtime compensation, recordkeeping, and youth employment. The Act also defines the criteria used to classify employees as either exempt or non-exempt.

Exempt employees are not subject to the FLSA's overtime provisions. To qualify for exempt status, an employee must meet specific tests related to job duties and be paid on a salary basis at or above the minimum threshold established by the U.S. Department of Labor. Exempt classifications generally include executive, administrative, professional, and some technology staff.

Non-exempt employees are subject to the FLSA's minimum wage and overtime requirements. These employees are typically paid on an hourly basis or earn a salary below the federal exemption threshold. Non-exempt employees must receive at least minimum wage and are entitled to overtime compensation or compensatory time in accordance with applicable law for all hours physically worked in excess of 40 in a workweek.

Creditable Years of Service

Under Texas Education Code (TEC) § 21.402, classroom teachers, full-time librarians, full-time counselors, and full-time nurses must be paid no less than the applicable minimum monthly salary based on their years of creditable service. The Texas

Education Agency (TEA) publishes the state minimum salary schedule annually.

The following positions are subject to the state minimum salary schedule:

- Classroom Teacher: An educator who teaches an average of at least four hours per day in an academic or career and technology instructional setting pursuant to TEC § 5.001. The role focuses on delivering the Texas Essential Knowledge and Skills (TEKS) and requires appropriate certification issued by the State Board for Educator Certification (SBEC) under TEC Chapter 21, Subchapter B. While non-instructional duties do not count as teaching time, necessary functions related to instructional assignments—such as planning and transitions between instructional periods—may be included when determining creditable classroom time.

- School Librarian: An educator who provides full-time library services and holds appropriate SBEC certification under TEC Chapter 21, Subchapter B.

- School Counselor: An educator who provides full-time counseling and guidance services under TEC Chapter 33, Subchapter A, and holds appropriate SBEC certification pursuant to TEC Chapter 21, Subchapter B.

- School Nurse: An individual employed to provide full-time nursing and health care services who meets all requirements to practice as a registered nurse (RN) under the Texas Nursing Practice Act and holds a valid Texas RN license.

An eligible educator employed by more than one district in a shared services arrangement, or serving in more than one eligible capacity within a single district, may receive creditable service provided the combined assignments constitute full-time employment.

For purposes of the minimum salary schedule, *full-time* means employment under a TEC Chapter 21 contract for at least ten months (183 days) and for 100 percent of the school day, as defined in TEC § 25.081.

Districts may compensate professional personnel above the state minimum requirements. While the Commissioner's rules establish the minimum years of service that must be recognized for placement on the state salary schedule, districts retain discretion to grant additional service credit beyond those requirements.

Documentation and Credentials

The Commissioner's rules identify three general categories of credentials for professional personnel:

- A valid Texas certificate, special assignment permit, nonrenewable permit, non-certified instructor's permit, emergency teaching permit, or other appropriate Texas licensure
- For special education related service providers, appropriate Texas licensure

(e.g., occupational therapist, physical therapist, speech-language pathologist)
- For special education related service personnel not requiring Texas certification or licensure (e.g., interpreters for the deaf, orientation and mobility specialists), proper credentials as required by 19 TAC § 89.1131

The following personnel records must be maintained and readily available for review:
- Valid credentials (certificate or license)
- Service records and supporting documentation
- Employment contract
- Teaching schedule or assignment documentation
- Absence from duty records

Duty Schedules

Each employee category is assigned a duty schedule that aligns with the employee's role and responsibilities within the District. These duty schedules correspond to the official district calendar.

Contract lengths are categorized as follows:

- 183 days – 10-month contracts

- 197 and 207 days– 11-month contracts

- 222 days – 12-month contracts

Each contract includes a defined start and end date based on the calendar established annually by the Human Resources Department. These calendars may vary from year to year to reflect district operational needs, legislative requirements, or other external factors.

Employees on 222-day contracts work year-round and are provided designated non-duty (non-pay) days in addition to recognized holidays. The number of non-duty days is determined by subtracting required workdays and holidays from the total fiscal year calendar. The remaining days represent non-duty days available for use during the next fiscal year, subject to district guidelines.

If an employee resigns or is separated from employment before the end of the fiscal year, non-duty days are paid out on the employee's final paycheck.

Annualized Pay

Board Policy DEA (LOCAL) provides that the District shall compensate all salaried employees in either 12 equal monthly installments, regardless of the number of months worked during the school year. Salaried employees hired after the start of the school year will be paid in accordance with established administrative regulations.

Salaried employees' compensation is annualized and distributed over 12 months. An employee's annual salary is divided by 12 to determine the gross pay per pay period.

Employee paychecks may be structured in one of two ways:

1. Actual earnings per pay period: The paycheck reflects the exact amount earned during that pay period, including regular pay, overtime, and any additional compensation. This approach is typically used for nonexempt employees with variable schedules or frequent overtime, such as bus drivers, custodians, maintenance staff, and substitutes.

2. Annualized (standardized) pay: The annual salary is spread evenly across all paychecks during the academic year, with exceptions (e.g., overtime, docked pay) reflected as adjustments. This approach is commonly used for exempt employees and nonexempt staff with predictable schedules, such as teacher aides and clerical personnel.

For employees paid on an annualized basis, the amount paid in a given month may not match the amount actually earned during that pay period. This is particularly evident at the beginning of the school year, when employees may receive pay before fully accruing corresponding earnings.

If an employee resigns during the academic year, Human Resources and Payroll must reconcile accrued earnings against amounts already paid prior to issuing the final paycheck. If the resignation occurs early in the school year, the employee may have been overpaid and may owe the District the difference. Conversely, if the resignation occurs later in the academic year, the District may owe the employee additional compensation for earnings that were scheduled to be paid over the summer months. In either case, clear communication regarding final pay calculations is essential.

Monthly pay is the most common practice among Texas school districts; however, it can present challenges when duty calendars and pay cycles are not aligned.

Typical district pay cycles include:

- September–August for educators and other 10-month employees
- August–July for 11-month employees
- July–June for 12-month, year-round employees

At the beginning of the school year, a 10-month employee whose pay is annualized may work six to eight weeks before receiving the first paycheck. To address this potential hardship, Nacogdoches ISD may offer a 13th paycheck option for teaching staff. This option may also be extended to other 10-month employees, such as educational aides and clerical personnel. The District may additionally utilize a 13th paycheck in situations involving reductions in duty days due to reassignment or position changes.

Job Reclassification

Job classification determines the assigned pay range for each position and is based on job requirements, assigned duties, and relevant labor market data. Positions are evaluated and classified according to the relative level of knowledge and skills required, scope and complexity of responsibilities, degree of accountability, and working conditions.

A reclassification occurs when a position is reassigned to a higher or lower pay range. Reclassification may be warranted under the following circumstances:

- A substantial and sustained change in assigned job duties
- A significant shift in the competitive market rate for the position
- Identification of internal pay inequity relative to comparable positions

Administrative procedures shall establish a formal process for reviewing job reclassification requests.

These procedures should clearly define:

- Who has authority to initiate a reclassification request
- Required supporting documentation and justification
- Responsibility for analyzing the request and developing a recommendation
- Established timelines for submission and review
- The effective date of any approved reclassification
- Final approval authority and whether an appeal process is available

Changes to a job's pay grade classification must be based on the duties and responsibilities of the position itself, not solely on a request from the incumbent or supervisor. Reclassifications should be limited in frequency and represent structural adjustments to the compensation plan. Such changes should not result from negotiation but instead from a systematic review of job content, internal alignment, and relevant market data.

Requests for job reclassification must be initiated by the appropriate cabinet-level supervisor or by the Human Resources Department. Positions previously reviewed within the past 18 months, as well as newly created positions, are generally not eligible for reclassification review.

A formal request must be submitted using the Human Resources Department's designated form. The request must clearly outline the rationale for reclassification and describe any substantive changes in duties and responsibilities. Prior to submission to Human Resources, the request must be approved by the cabinet-level supervisor.

Human Resources will conduct an evaluation of the request and prepare a recommendation for review by the Superintendent or designee, who retains final approval authority.

Wage Overpayments and Underpayments

Wage Overpayments

Although there is no statute of limitations on indebtedness to the state, public school districts must follow appropriate procedures when recovering wage overpayments.

A district may recover funds that were mistakenly overpaid to an employee, even if the error resulted from district negligence and the employee was not at fault, unless requiring repayment would be inequitable under the circumstances. However, deductions from an employee's wages are permissible only if the employee has provided written authorization agreeing to such deductions.

The following provision, included in the TASB model contracts, serves as advance written authorization during the contract term:

> "You agree that you are not entitled to any funds the District overpays you and further agree that the District may deduct any overpayments under this Contract from one or more of your paychecks."

Prior to initiating payroll deductions, Nacogdoches ISD will make reasonable efforts to reach a written repayment agreement with the employee. Establishing a mutually agreed-upon repayment plan helps avoid imposing financial hardship by withholding a substantial amount from a single paycheck.

Tax Implications

Overpayments are subject to applicable employment taxes and withholdings in the year they are received, regardless of any future obligation to repay.

- Repayment in the same calendar year: The employee should repay the *net* amount received. Payroll must then reduce the employee's taxable wages and associated taxes for that calendar year to ensure accurate reporting on IRS Form W-2.

- Repayment in a subsequent calendar year: The employee must repay the *gross* amount (wages plus federal income tax withheld). The employer may not recover federal income taxes withheld in a prior year. Under IRS rules, adjustments may be made only to Social Security and Medicare wages and taxes. After repayment, payroll should issue a corrected Form W-2 (Form W-2c) reflecting adjustments to Social Security and Medicare wages, as applicable.

Wage Underpayments

Occasionally, an employee may assert that they were underpaid due to district error, such as failure to credit all eligible years of service for salary placement.

The Texas Commissioner of Education has determined that when an error in pay placement is substantiated, a district must correct the salary and provide back pay for the current school year plus up to three prior years for contract employees. *Mata v. United Indep. Sch. Dist.*, Tex. Comm'r of Educ. Decision No. 016-R10-1099 (Sept. 5, 2000).

The four-year correction period aligns with the four-year statute of limitations for contract claims under the Texas Civil Practice and Remedies Code § 16.004.

If the underpayment resulted from the employee's failure to timely provide a required service record, the district may reasonably limit the correction to the current school year, provided compensation is corrected for the full year. Districts considering this limitation should consult local legal counsel.

For at-will employees, repayment should generally be limited to the prior two years in accordance with the two-year statute of limitations applicable to non-contract claims under Texas Civil Practice and Remedies Code § 16.003.

The Texas Constitution prohibits governmental entities from making payments on claims for which they would not otherwise be legally liable, under the prohibition against gifts of public funds (Tex. Att'y Gen. Op. No. GA-0076 (2003)).

In cases involving willful violations of wage laws, federal law may allow for recovery of double damages (liquidated damages) for up to three years. See 29 U.S.C. § 255.

Overtime

Non-exempt employees who physically work more than 40 hours during the defined Nacogdoches ISD workweek are subject to overtime requirements in accordance with the Fair Labor Standards Act (FLSA).

The District's workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. A non-exempt employee's regular schedule may be adjusted within the workweek to limit or avoid overtime, when operationally feasible. Any overtime worked must be compensated either through overtime pay or accrued compensatory time in accordance with Board Policy DEAB (LOCAL).

All overtime must be authorized in advance by the employee's supervisor and approved by the Director of Human Resources. Supervisors are responsible for monitoring work hours and preventing unauthorized overtime. Employees who work overtime without prior approval may be subject to disciplinary action; however, all hours physically worked must be compensated in compliance with federal law. Supervisors must clearly communicate to employees, in advance, whether overtime will be compensated through pay or compensatory time.

Overtime compensation is calculated at one and one-half times (1.5x) the employee's regular rate of pay for all hours physically worked over 40 in a workweek. If compensatory time is granted in lieu of pay, it is accrued at a rate of one and one-half hours for each overtime hour worked.

Supplemental Duty Pay

Exempt Personnel

The Board of Trustees approves a schedule of stipends for extra-duty assignments. Exempt employees assigned supplemental duties that provide additional compensation will be paid in accordance with the District's approved extra-duty stipend schedule.

Unless the stipend or supplemental assignment is incorporated into a dual contract, these assignments may be discontinued at any time, with or without cause, by either party. Supplemental pay may be prorated if the employee is unable to fulfill the assigned duties for the full designated period.

Principals and supervisors are responsible for verifying that the employee has met the minimum standards and performance expectations required to qualify for supplemental compensation. Employees do not have a property interest in supplemental pay, and all extra-duty assignments are authorized on a year-to-year basis.

If additional responsibilities do not qualify for a stipend, compensation will be provided in accordance with the extra-duty pay schedule included in this compensation plan.

Non-Exempt Personnel

Non-exempt employees assigned supplemental duties will be compensated on an hourly basis or awarded compensatory time, as applicable. All hours worked in supplemental assignments must be combined with hours worked in the employee's regular assignment to determine total hours worked in a given workweek.

If total hours physically worked exceed 40 in the District's defined workweek, overtime compensation or compensatory time must be provided in accordance with FLSA requirements. Overtime will be calculated at one and one-half times the employee's regular rate of pay. When an employee works in two different pay rates during the same workweek, overtime will be calculated using a blended regular rate reflecting both positions.

All supplemental assignments for non-exempt employees must be approved in advance by the appropriate supervisor and Office of Human Resources.

Employment after Retirement from TRS

Nacogdoches ISD may employ individuals who have previously retired from the Teacher Retirement System of Texas (TRS) in teaching and bus driving positions. Retirees may be hired in full-time, part-time, or temporary capacities, depending on district needs and the nature of the position.

Retirees are responsible for consulting directly with TRS to understand how post-retirement employment may affect their annuity payments. Depending on the retiree's employment status and TRS rules, there are circumstances under which an individual may receive both a TRS retirement annuity and a district paycheck simultaneously. In other situations, TRS may suspend annuity payments for a given pay period. Individuals are solely responsible for verifying their eligibility and compliance with TRS requirements. Nacogdoches ISD does not provide guidance regarding TRS eligibility determinations and is not responsible for tracking half-time or other employment thresholds for TRS purposes.

In accordance with TRS requirements, retirees must have been separated from TRS-covered employment for at least one full calendar year before returning to full-time employment without annuity penalties. The District will address TRS-surcharges based on the following job classifications: full-time teacher who works with kids in the classroom (100%), campus administrators and full-time campus staff members that are not in the classroom (50%), all other classifications of staff will be fully responsible for their total TRS-surcharges.

Returning teachers will be placed on the district salary schedule in accordance with their verified years of creditable teaching experience, consistent with the placement of all other newly hired teachers.

Glossary of Terms

Base Pay—Fixed compensation paid for performing standard job duties. Base pay is usually expressed in annual, monthly, or hourly rates.

Benchmark Job—A job that has consistent qualifications and duties comparable to the same or similar jobs in other comparable employers or outside organizations.

Compensable Job Factor—Criterion used to compare job duties in a job evaluation plan. The most common compensable factors include the skill, effort, responsibility, and working conditions required in the job.

Control Points—The minimum, midpoint, and maximum values set within a pay range to control and link pay to job value.

Equity Adjustment—A special pay increase granted, in addition to a general pay increase, to correct or improve an identified inequity in pay.

Exempt—A term that refers to jobs that are exempt from the overtime requirements of the Fair Labor Standards Act (FLSA). These jobs meet specific duty criteria for an administrative, executive, professional, or computer professional and are not entitled to overtime pay or compensatory time.

External Pay Equity—A measure of the relationship of an organization's pay relative to what other employers pay for the same job.

General Pay Increase—A pay increase given "across the board" to all or to a general category of employees without variation for individual performance.

Green Circle Rate—An individual pay rate that is below the minimum of the assigned pay range.

Incentive Pay Plans—Pay plans that are designed to reward accomplishment of specified goals and/or defined outcomes.

Incentives—Fixed amounts, typically paid in lump sums, to reward accomplishment of goals and/or outcomes.

Internal Pay Equity—The relationship of jobs and job incumbents within an organization based on relative value.

Job Analysis—The process of identifying and defining the required level of knowledge, skills, and abilities required to perform a job.

Job Description—Summary of the most important tasks, qualifications necessary, characteristics, and working conditions of each job.

Job Evaluation—A method by which management determines the relative value of various jobs within
the organization. The end result of job evaluation is the assignment of jobs to a hierarchy of pay grade levels.

Job Family—Jobs involving work of the same nature but requiring different skill and responsibility levels.

Job Market Pricing—The process of identifying competitive job markets, obtaining data from salary surveys, selecting benchmark jobs, and analyzing and summarizing market pay data.

Market Comparison—The ratio of pay for a job compared to pay for the same job in the external job market.

Maximum Pay Rate—The highest pay value in a pay range.

Median—The middle value of a set of data. Half the data is greater than the median value and the other half is less than the median value.

Merit Increase—Pay increase awarded to an employee based on their performance. Also referred to as pay-for-performance.

Midpoint Rate—The control point in a pay range that is halfway between the minimum and maximum points. The midpoint rate is the competitive control point representing the desired target rate of pay for experienced and competent job incumbents.

Minimum Pay Rate—The lowest pay value in a pay range.

Nonexempt—A term that refers to jobs that are subject to the minimum hourly pay and overtime requirements of the Fair Labor Standards Act (FLSA).

Pay Grade—One of the levels or groups into which jobs of the same or similar value are grouped for compensation purposes.

Pay Range—The range of pay from minimum to maximum, established for a pay grade. Used as a guideline for setting and controlling individual pay rates.

Pay Structure—Hierarchy of pay grades and pay ranges that form the underlying framework of the pay system. The pay structure controls employee pay and links pay to the value of each job in the organization.

Range Offset—An equal percentage above and below the midpoint of a pay range that is used to set the minimum and maximum control points.

Range Progression—The amount of increase between successive pay ranges in a pay structure, expressed as the percent difference between midpoints.

Range Spread—The percent of variance between the minimum and maximum control points in a pay