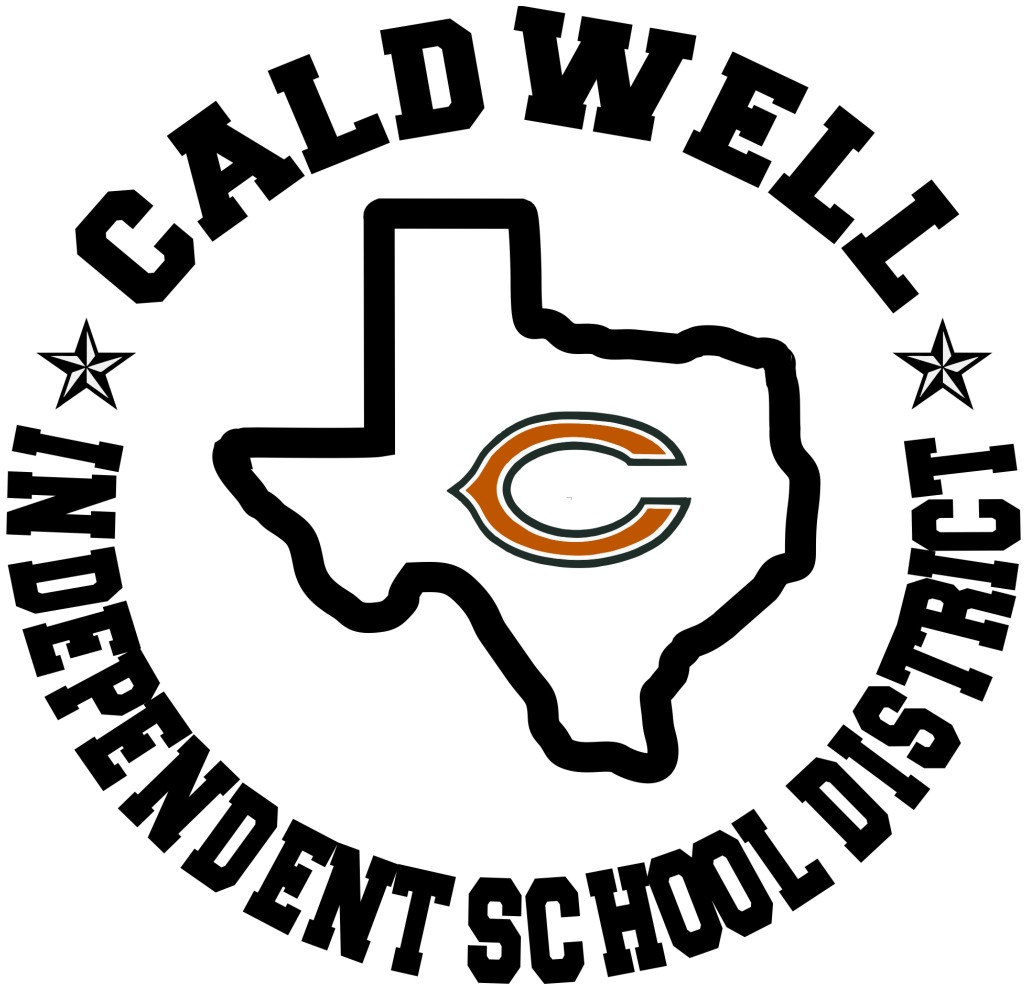

Employee Compensation Plan

2024-2025

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A. District Pay Systems Overview

Caldwell ISD will maintain job classification and pay structures for all jobs. Pay administration will be governed by Board policies DEA, DEAB, DED, and these procedures.

Jobs will be grouped into pay structures by the following categories:

- Teachers, librarians, and nurses (RN)
- Clerical / Paraprofessionals
- Auxiliary
- Administrative / Professional

Teachers will be paid a base salary plus any stipends approved for their job assignment. All other jobs will be assigned to a range of pay that determines the minimum to maximum base pay rates for the position. Pay rates for newly hired employees who are assigned to a pay range structure will be based on the guidelines described in these procedures.

Pay ranges are designed to be competitive with the external job market for comparable positions and to reward continued service to the district. Pay ranges are reviewed and adjusted as needed. Employee salaries are adjusted according to the pay increase budget approved by the Board each year.

B. Administrative Procedures

Job Classification

Purpose and Authority
Job classification determines the exemption status and the assigned pay range for a job. Job classification is based on knowledge and skill requirements, job duties and responsibilities assigned by the district; and competitive market value. The Superintendent or his designee has final authority concerning job classifications.

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 due to a significant change in job duties and responsibilities assigned; a need to correct internal pay inequities; or a change in the external job market.

Classification of New Positions
New positions must have a written job description and must be classified in the pay system prior to hiring new employees.

Exemption Status

Every job will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The classification of each position is based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must meet the requirements of one of the exemption tests for professional, administrative, or executive employees 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. Nonexempt employees will maintain a weekly record of all hours worked and will be paid for all hours worked including overtime pay or compensatory time earned for hours over 40 in a workweek. See policy DEA for more information.

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

General Pay Increase

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.

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, competitive job markets, and district compensation objectives. Employee pay increases will be based on the annual budget approved by the board.

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 of each employee's pay range.

Example: Pay Range Midpoint ($12.00) x Percent Increase (4%) = Pay Increase ($0.48) Pay Increase ($0.48) x Daily Hours (8) x Duty Days (187) = Annual Increase ($718.08)

C. Pay Rate Determination for Newly Hired Employees

Teachers
Salaries for new teachers will be determined on an individual basis based on each person's job-related experience, credentials, and the rates paid to other teachers with similar experience.

Administrative / Professional Pay Structure
Guidelines for determining the pay for new hires are intended to enable the district to hire the most qualified candidates while preserving internal pay equity among peers and maintaining an affordable payment system.

The starting salary for a newly hired employee on the administrative/professional pay structure is based on each person's unique prior job experience and the rates being paid to other employees in the same position with similar experience.

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

- Placement of a new hire may not exceed rates being paid to other employees in the same job title with similar years of experience in the job.
- Initial placement may be made up to the midpoint of the pay range based on relevant experience. The Superintendent may make exceptions to this limit for exceptional candidates, or hard-to-fill positions.

Clerical/Paraprofessional and Auxiliary Pay Structure
The starting salary for a newly hired employee on the Clerical/Paraprofessional and Auxiliary pay structure will be determined by the skill requirements for the job and the rates being paid to other employees in the same position with similar experience.

The guidelines for placement on the clerical/paraprofessional and auxiliary pay structure are as follows:

- Placement of a new hire may not exceed rates being paid to other employees in the same job title with similar years of experience in the job.
- Initial placement may be made up to the midpoint of the pay range based on relevant experience. The Superintendent may make exceptions to this limit for exceptional candidates, or hard-to-fill positions.

D. Promotion Adjustments

A promotion occurs when an employee is assigned to a different job at a higher pay range. 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 is inclusive of any general increase granted by the school board.

E. Adjusting Pay Ranges

Annual Review of Pay Ranges
Pay ranges will be reviewed annually and adjusted as needed to stay aligned with market values. When a pay range is adjusted, all employees in that range will be adjusted accordingly.

CALDWELL ISD

2024-2025 Teacher, RN, and Librarian Salary Scale

Years of Experience	2023-2024 Current Scale	2024-2025 Proposed Scale
0	$48,000	$48,480
1	$48,925	$49,415
2	$49,300	$49,795
3	$49,650	$50,150
4	$50,160	$50,660
5	$50,880	$51,390
6	$51,760	$52,280
7	$52,275	$52,800
8	$52,740	$53,265
9	$53,365	$53,900
10	$54,100	$54,650
11	$54,690	$55,240
12	$55,300	$55,855
13	$55,900	$56,460
14	$56,500	$57,065
15	$57,115	$57,685
16	$57,990	$58,570
17	$58,815	$59,400
18	$59,585	$60,180
19	$60,360	$60,965
20	$61,130	$61,740

The Distict reserves the right to adjust salary amounts for the 2024-2025 school year in response to legislative changes. Impacted district employees will receive written notice of salary adjustments if any, before the penalty-free resignation deadline for the 2024-2025 school year.

2024-2025 Administrative Professional Pay Structure

Pay Grade	Job Title	Daily	Minimum	Midpoint	Maximum
AP1	Daycare Director	192 Days	$200	$250	$300
AP2	Counselor Data Fellow	202 Days 207 Days 226 Days	$250	$312	$375
AP3	Director of Fine Arts Director of Nurses Director of Technology Director of Special Projects Special Programs Coordinator Transportation Supervisor	216 Days 226 Days	$270	$332	$395
AP4	Assistant Principal- Elementary Assistant Principal- Intermediate	207 Days	$280	$345	$410
AP5	Assistant Principal- Junior High Assistant Principal- High School Student Services Coordinator Academic Dean- High School	207 Days 226 Days	$290	$355	$420
AP6	Associate Principal- High School Director of Child Nutrition	226 Days	$310	$375	$440
AP7	Business Manager Elementary Principal Intermediate Principal Director of Operations	226 Days	$335	$412	$490
AP8	Junior High Principal Athletic Director	226 Days	$350	$427	$505
AP9	High School Principal Director of Curriculum and Instruction	226 Days	$370	$480	$590
AP10	Chief Academic Officer Chief Operating Officer	226 Days	$445	$562	$680

2024-2025 Clerical/Paraprofessional Pay Structure

Pay Grade	Job Title	Hourly	Minimum	Midpoint	Maximum
CPP1	Teaching Assistant Daycare Assistant	187 Days	$12.50	$15.50	$19.50
CPP2	Bilingual Teaching Assistant Computer Teaching Assistant Library Teaching Assistant Art Teaching Assistant	187 Days	$12.80	$16.00	$20.00
CPP3	Campus Secretary PEIMS Clerk Campus CMA	187 Days 207 Days	$13.60	$17.00	$20.00
CPP4	Account Payable Clerk Accounts Receivable Clerk Athletic Secretary Payroll Clerk LVN High School Secretary PEIMS Supervisor	187 Days 226 Days	$14.80	$18.50	$21.00
CPP5	Superintendent's Executive Assistant	226 Days	$18.50	$23.00	$27.50

2024-2025 Auxiliary Pay Structure

Pay Grade	Job Title	Hourly	Minimum	Midpoint	Maximum
MT1	Cafeteria Worker	180 Days	$12.00	$15.00	$16.80
MT2	Grounds Maintenance General Maintenance- Entry Level Technology Support- Entry Level	226 Days 260 Days	$14.35	$16.50	$19.00
MT3	Operations Administrative Assistant General Maintenance Cafeteria Manager Technology Support Child Nutrition Supervisor	182 Days 226 Days 260 Days	$15.10	$18.50	$21.00
MT4	General Maintenance- Skilled Technology Support- Skilled	226 Days 260 Days	$15.80	$19.10	$21.95
MT5	Mechanic Computer Network Assistant	226 Days 260 Days	$19.00	$22.00	$25.00
MT6	Lead Mechanic Operations Supervisor	260 Days	$20.00	$23.00	$26.00

2024-2025 Transportation Pay Structure

Pay Grade	Job Title	Daily	Minimum	Midpoint	Maximum
BD1	Driver	172 Days	$17.50	$19.00	$21.50
BM1	Bus Monitor	172 Days	$11.00	$12.00	$13.00

2024-2025 Substitute Worker Pay Structure

Substitute for Classroom Teacher	Daily Rate
Substitute	$70/day
Substitute with Degree	$85/day
Substitute with Teaching Certificate	$110/day

Long Term Substitute for Classroom Teacher	Daily Rate
Substitute	$95/day
Substitute with Degree	$110/day
Substitute with Teaching Certificate	$155/day

Benefits and Extra Duty Pay

Benefits

CISD contributes $325 monthly toward TRS Medical Insurance
coverage for full-time employees

The district also operates THE Benefits HUB to provide the opportunity for employees to purchase supplemental benefits/policies such as life, dental, vision, disability, cancer, 403(b) plans and more. More information regarding these supplemental opportunities are more fully described in the Benefits Hub located under the "Human Resources" tab on the Caldwell ISD Website https://www.thebenefitshub.com/Login.cfm

Leave Policy

Department/ Campus Pay Structure	Pay Structure	State	Local	Non-Duty (Flex)	Vacation Days
Central Office, Campuses	Professional (187-216)	5	5	0	0
	Professional (226)	5	5	9	0
	Nonprofessional (187-216)	5	5	0	0
	Nonprofessional (226)	5	5	9	0
Custodial, Maintenance, Transportation	Professional (226)	5	5	5	0
	Professional (260)	5	5	0	10
	Nonprofessional (170-180) (bus driver, bus monitor, cafeteria staff)	5	5	0	0
	Nonprofessional (260) (custodian, maintenance, grounds workers)	5	5	0	10

All leave types are prorated for all employees starting after the official start date of their assigned position.
All state, local, and flex leave is given to each employee at the beginning of the school year/job assignment.

All employees earn ½ state leave day for every 18 days worked and ½ local leave day for every 31 days worked up to the maximum of five local and five state days per year.

All employees must work the entire assigned calendar year to have earned all leave that was given upfront.

If you leave the district mid-year and have used all of the leave days given to you at the beginning of your assignment, you will be docked for the days you used but have not earned. (Example - you use 10 days between August and January. You leave the district in February. We will calculate how many days you have earned and dock your final check for any days you were absent but had not earned)

2024-2025 Academic and Extracurricular Stipends

Stipend	Amount	Stipend	Amount
UIL Academic Contest	CHS: $250 CJH: $200 CIS: $150 CES: $150	Yearbook (CIS, CES)	$500
UIL Coordinator	CHS: $2,000 CJH: $750 CIS: $500 CES: $500	Choir	$2,500
Math and Science Stipend	$300/period $400/planning	Certified Bilingual Teacher	$6,000
One Act Play	$4,500	Student Council	$1,000
FFA Sponsor	$1,500	National Honor Society	$1,000
CHS Junior Sponsor	$1,000	Beta Club	$2,500
Grade Level and Department Leader (Core Subjects)	$700	TAFE Stipend	$500
Band Assistant	$5,600	Mentor Teacher	$200/marker
Varsity Cheer Sponsor	$5,000	Dual Credit Teacher	$500
JV Cheer Sponsor	$2,500	Instructional Coach	$2,500
JH Cheer Sponsor	$2,500	Debate	$2,500
Drill Team	$7,000	Web Assistant	$1,000
Yearbook (CHS & CJHS)	$2,000	Big Event	$500
Behavior/Sped	$2,500	Masters Stipend	$1,500
Safety and Security	$1,500	One Act Play Assistant	$1,500
CDL Stipend	$1,000		

2024-2025 Athletic Stipends

Athletics	Number of Stipends	Stipend Amount
Football Coordinator	2	$5,500.00
HS Football Assistant	6	$5,250.00
MS Football	4	$3,250.00
Head Volleyball	1	$6,000.00
HS Volleyball Assistant	2	$4,750.00
MS Volleyball	4	$3,250.00
Head Cross Country	1	$5,000.00
Assistant Cross Country	1	$1,000.00
Head Basketball	2	$6,000.00
HS Basketball Assistant	4	$4,750.00
MS Basketball	8	$2,250.00
Head Baseball	1	$6,000.00
HS Baseball Assistant	2	$4,750.00
MS Baseball	1	$1,000.00
Head Softball	2	$6,000.00
HS Softball Assistant	1	$4,750.00
MS Softball	1	$1,000.00
Head Track	1	$6,000.00
HS Assistant Track	4	$4,000.00
MS Track	5	$2,000.00
Head Tennis	1	$6,000.00
Assistant Tennis	1	$4,000.00
Head Golf	1	$6,000.00
Asst Golf	1	$4,000.00
Head Powerlifting	2	$4,000.00
Head Soccer	2	$6,000.00
HS Soccer Asst	1	$4,750.00
HS Girls Coordinator	1	$5,000.00
MS Coordinator	2	$2,500.00
HS Boys Coordinator	1	$5,000.00
District S&C	1	$5,000.00
Off-Season Coordinator	2	$4,000.00

2024-2025 Retention Stipend

Employees who meet the following criteria are eligible for the designated $500 Fall 2024 retention stipend:

- Eligible for district-paid benefits
- Actively working during the 2024 Fall semester
- Hired before September 2, 2024
- Is an active employee in good standing on the date of payment

Employees who meet the following criteria are eligible for the designated $500 Spring 2025 retention stipend:

- Eligible for district-paid benefits
- Actively working during the 2025 Spring semester
- Hired before January 20, 2025
- In an active employee in good standing on the date of payment

*

** Employees who receive the retention incentive before the end of the semester but does not complete the semester will have the payment deducted from their final check*

** The Retention Stipend is not TRS Eligible*