ROUND ROCK ISD
HR SERVICES

Compensation Guidelines

Last Update: December 2025

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ROUND ROCK ISD COMPENSATION PROGRAM

The Round Rock ISD Compensation Program is designed to ensure that each component promotes an atmosphere that identifies, supports, develops, and retains a talented team of employees who are equipped to meet the needs of every student. Round Rock ISD seeks to provide compensation that is competitive within the parameters of the Board of Trustees' approved budget and complies with all state and federal regulations governing compensation practices.

The Superintendent of Schools shall propose a compensation plan for all District employees. The compensation plan for the upcoming school year will be reflected in the budget approved by the Board of Trustees and the administration shall be responsible for developing procedures and guidelines for proper implementation of the Board approved compensation plan (see DEA (LOCAL)).

Round Rock ISD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

COMPENSATION DEPARTMENT

The function of the Compensation Department is to direct the strategic planning, design, implementation, administration, and communication of all District compensation programs. The department oversees researching the organizational needs of the District and evaluating market trends to ensure compensation programs are strategically aligned according to the District's compensation philosophy.

Only information regarding the current school year can be obtained from the manual. Prior and future compensation practices, amounts, or programs shall not be predicted using the current Compensation Guidelines Manual.

COMPENSATION TERMINOLOGY

Back Pay – An amount of pay due to an employee for periods prior to the current pay period.

CTE – Career and Technical Education.

CYS - Creditable years of service is service credit received after completing the equivalent of a minimum of 90 working days in a school year.

Demotion – A demotion occurs when an employee moves into a position, which is in a lower pay grade than the position they were in previously.

Duty Schedule – The number of specified days employees are required to work within the position's annual service calendar.

Exempt Employee – An employment status that indicates an employee is exempt from the provisions of the Fair Labor Standards Act (FLSA) regarding payment of overtime wages. Exempt employees are paid on a salaried basis.

Fair Labor Standards Act – A federal law that governs minimum wage, overtime pay, and equal pay for employees in the same type of jobs, and child labor. The law has extensive recordkeeping requirements.

GPI (General Pay Increase) – 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 pay status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase. These are typically calculated as a percentage of the pay grade midpoint.

Interim Pay – Temporary additional pay for a regular employee assigned to perform duties of a higher-level position on a temporary basis.

Midpoint – The midpoint of the pay structure is considered the competitive market rate for the job. Round Rock ISD attempts to align employee pay rates with the midpoint of their respective pay grade. This will vary by salary structure.

Nonexempt Employee – An FLSA employment status that indicates an employee must receive overtime compensation at a rate of one and one-half times their regular rate of pay for all hours worked over 40 in a workweek.

Overtime – Working hours in excess of a regular working day or week. Under the Fair Labor Standards Act (FLSA), nonexempt employees must be paid on and one-half times their regular rate of pay for all hours worked over 40 in a workweek.

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

Pay Period – A recurring length of time over which employee time is recorded and paid.

Pay Plan – A compensation and payroll construct that groups people who have like work schedules and professional attributes.

Peer – Other employees in the same or similar position with similar years of qualifying experience.

Promotion – A promotion occurs when an employee moves into a position that is in a higher pay grade than the position they were in previously.

Salary – A salary is an annual compensation amount paid to employees in exchange for performance of job duties. Supplemental pay, such as stipends, are not used to calculate an employee's base salary.

Salary Survey – Provides information concerning outside pay levels for a wide variety of positions. Round Rock ISD also conducts special surveys, which pertain to special competitive situations and other pay practices, which are strategically important to the district.

Service Record – An official document used by Texas school districts to document years of experience and state leave days.

Transfer / Lateral – A lateral transfer occurs when an employee moves into a position that is in the same pay grade as the position he/she was in previously. A lateral transfer does not result in a pay adjustment. A change in work schedule only is not considered a lateral transfer.

ELEMENTS OF COMPENSATION MANAGEMENT

The following items reflect the major elements of compensation management:

Defining and Evaluating Jobs

Job evaluation is a systematic process for determining the relative value of various jobs within the district. Once a position has been in use for a period of time, re-evaluation may become necessary if the scope of the job has changed significantly.

Defining a Job's Market Value

Once a job's internal value has been established through the Position Description Questionnaire (PDQ) process, the dollar value of the job will be determined based on other similar jobs within the compensation structure and the external market.

Determining an Employee's Pay Rate

Once the position has been assigned a specific pay grade, that grade's pay range can be used to assist in assigning the employee's salary or pay rate. Many other factors can affect an employee's pay rate within a particular pay grade. Factors such as experience, the length of the work schedule, and internal pay equity will be considered for determining an employee's pay rate.

Administering Pay Over the Long Term

Over time, any number of changes can be made to an employee's pay rate. From promotions and transfers to periodic adjustments made to pay grades and individual pay, the Compensation Department monitors and occasionally may recommend adjustments to employee pay and the supporting structures in order to achieve external competitiveness and internal equity. New policies may also be adopted from time to time.

Unless expressly so provided, new compensation policies are not retroactive.

Each year, the compensation plan for the district will be submitted to the Board of Trustees as part of the annual budget.

Job Classification

District jobs are assigned to pay ranges based on compensable factors and grouped with jobs of similar value. These factors may include job requirements, assigned duties, market rates, the relative level of knowledge and skill requirements, the scope and complexity of assigned duties, job accountability, and working conditions.

Job descriptions are reviewed on a cyclical basis, typically every three years, to ensure that conditions in the district, such as organizational structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in pay range classification. Human Resource Services will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades. The Superintendent or the designee has final authority concerning job classifications.

Newly established jobs should be analyzed and pay grade assignments determined prior to hiring personnel for the position. This procedure accomplishes two objectives. First, the

appropriate pay range becomes part of the recruitment and hiring strategy of the district. Second, a consistent practice of salary administration is established at the initiation of each job.

SALARY CALCULATIONS

The following items reflect the major elements of salary calculations:

Placement of New Hires

Teachers, Librarians, Professional Campus Support and Athletic Trainers:
Effective with the 2025-2026 school year, teachers assigned to Role ID 087 in the PEIMS reporting system are eligible for placement on the teacher scale.

Salaries for Teachers, Librarians, Professional Campus Support and Athletic Trainers are based on the number of years of creditable service as specified in TEA Commissioner's Rules on Creditable Years of Service (TAC 153.1021). Round Rock ISD grants one (1) year of teaching experience for every one (1) year of TEA-approved teaching experience.

These positions are eligible for increased compensation based on the level of education attained. A master's degree qualifies for an increase of $1,000 to the base salary, while a doctoral degree qualifies for an increase of $2,000. Only the highest degree earned will be considered for this adjustment; multiple degrees will not result in additional compensation beyond the amount associated with the highest degree.

Teachers with prior Teacher Assistant Experience:
Effective May 5, 2005, a teacher assistant receiving standard Texas teaching certificate during the 2004-2005 academic year, or any subsequent year, will be credited with up to two years of full-time student instruction equivalency for salary increment purposes when employed as a teacher (experience must be verified on the teacher service record (Amendment 19 TAC §153.1021m)). One year of teacher salary credit will be given for each creditable year of teacher assistant experience. A maximum of two years will be credited.

Junior Reserve Officers Training Corps (JROTC) Instructors:
JROTC instructors are paid on the teacher pay scale or will be paid according to the Minimum Instructor Pay (MIP) provided by their applicable JROTC office, whichever is greater.

JROTC instructors are assigned to a 226-day calendar.

Career and Technical Education Teachers (CTE):
Teachers who teach CTE classes at least 50% of the time are eligible for creditable years of industry work experience. The past work experience must directly apply to the courses in which

they are teaching. Documented experience will be reviewed by a committee consisting of Human Resource Services and CTE representation.

Upon verification of experience, credit will be granted in the following manner:

CTE ASSIGNMENT	1-FOR-1 CREDIT FOR INDUSTRY YEARS	1-FOR-2 CREDIT FOR INDUSTRY YEARS	MAXIMUM TOTAL INDUSTRY YEARS CREDIT
Health Science Technology	All job-related industry years are creditable	Not applicable	All job-related industry years creditable
Project Lead the Way	All job-related industry years are creditable	Not applicable	All job-related industry years creditable
Automotive Tech	All job-related industry years are creditable	Not applicable	All job-related industry years creditable
All Other CTE Assignments	1 through 5 years	6 through 15 years	10 years

Registered Nurses (RN):
Registered Nurses new to the district will be credited one full-time equivalent creditable year of service for each year of school district nursing experience as approved by the TEA guidelines, work experience in a hospital, private medical practice, community health practice that includes assignment to a community health agency, industry nursing or an outpatient clinic, which involves patient contact. The previous work experience must have been in a Registered Nurse capacity providing patient care and the employee must have held an active Registered Nurse license at the time of employment.

Contracted Services Experience
New hires and rehires in hard-to-fill areas will be given credit for any contract services work experience with Round Rock ISD. Hard-to-fill areas will be determined by the Superintendent or designee.

Non-Exempt Employees:
Salaries for non-exempt, hourly employees are determined through a review of job-related experience credit. Salary structures for non-exempt include Instructional Support, Administrative Support, Operations Support, Transportation, and certain Technology and Police positions. New employees are hired at the minimum rate of pay for their respective pay grade at the time of hire but may be eligible for a higher salary placement based on properly documented prior work experience that is relevant to the position for which they are being

hired. Placement of a new hire should not exceed the prevailing rate being paid to other employees in like positions with similar years of qualified job experience at the time of hire.

New hires in these pay structures may be placed up to the midpoint based on documented relevant experience.

New external hires or rehires who do not have prior Round Rock ISD job-related experience in Pay Grades 203 - 205, 302 - 305, and 352 – 355 will be placed at the range minimum for their respective pay grade. New hire placement recommendations may be adjusted from these experience formulas as deemed necessary by Human Resource Services for hard-to-fill positions. No employee may be placed below the minimum of the range. No employee may be placed above the hiring cap unless approved by the Superintendent or designee.

Exempt Employees:
Salaries for exempt employees are determined through a review of job-related experience credit. Salary structures for exempt employees include Instructional Exempt, Business Exempt, and certain Technology and Police positions. New hires in Pay Grades 407 – 409, 508 – 512, 605 – 609 may be placed up to 10% above the midpoint based on relevant experience. Placement of a new hire should not exceed the prevailing rate being paid to other employees in like positions with similar years of qualified job experience at the time of hire.

Returning Employees:
Former Round Rock ISD employees who return to the district will be placed at the appropriate pay level for the position in which they are newly hired. This may differ from the pay level and/or position they occupied at the time of their departure from the district

Documentation of Service Credit for Experience:
To receive service credit for prior school district experience, employees must provide documentation of service to the Human Resource Services department on an official Texas Education Agency (TEA) service record. For relevant non-school district experience, the application or a completed Verification of Related Work Experience Form is required.

Promotions, Demotions, Lateral Transfers and Reclassifications

Promotions:
A promotion occurs when an employee is assigned to a different job in 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 promotion is calculated after the general pay increase has been applied.

Promotion Increase for Exempt Pay Structures:

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on daily rates of pay for the assigned duty days. A pay increase for a promotion to a higher pay grade level will be determined by Human Resource Services by one of the following methods applied in order of priority:

1. the prevailing rate being paid to job peers with similar qualified experience; or
2. the identified target rate for qualified job-relevant experience
3. 8% of the midpoint of the new pay range

For employees being promoted to pay grades 407 – 409, 508 – 512, and 605 – 609, if the increase is greater than 15% from the employee's current daily rate, the increase must be approved by the Superintendent or designee, unless the new rate is at the minimum of the pay grade.

If the employee's current base pay exceeds the prevailing rate/target rate being paid to other employees in like positions with similar years of job-related experience, the increase shall be 4% of the new midpoint or the target rate, whichever is greater. Exceptions to this procedure must be approved by the Superintendent or designee.

No employee will be paid less than the minimum or more than the maximum of the new pay range. Promotion increases may be reduced if another employee with more experience in the same position is paid less.

Promotion Increase for Non-exempt Pay Structures:
A promotion increase is based on an employee's current base pay less any hourly rate differentials (i.e., shift differential). Promotion increases will be based on hourly rates of pay. A pay increase for a promotion to a higher pay grade level will be determined by Human Resource Services by one of the following methods applied in order of priority:

1. the prevailing rate being paid to job peers with similar qualified experience; or
2. the placement scale according to years of experience for the assigned pay grade; or
3. the identified target rate for qualified job-relevant experience
4. 8% of the midpoint of the new pay range

If the employee's current base pay rate is greater than the midpoint for the new position or exceeds the prevailing rate/placement scale/target rate being paid to other employees in like positions with similar years of job-related experience, the increase shall be 4 percent of the new midpoint or the target rate, whichever is greater. Exceptions to this procedure must be approved by the Superintendent or designee.

No employee will be paid less than the minimum or more than the maximum of the new pay range. Promotion increases may be reduced if an employee with more experience in the same position is paid less.

An employee who moves from a different salary schedule to the Administrative, Instructional, Operations Support, Transportation or Police pay grade structures will be given credit for experience according to the procedure for Placement of New Hires up to the new pay range midpoint.

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

The employee's base pay rate will be set according to the following:

1. the prevailing rate being paid to job peers with similar qualified experience; or
2. the placement scale according to years of experience for the assigned pay grade; or
3. the identified target rate for qualified job-relevant experience

Human Resource Services may adjust this formula when special circumstances warrant. Exceptions to demotion pay adjustments must be approved by the Superintendent or designee.

The pay adjustment for a demotion will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. In the case of teachers or other professionals on an experience-based step placement scale, placement will be made on the applicable pay scale according to years of experience.

Employees who are reassigned to a lower pay range or transfer due to an administrative transfer, a reorganization, or a reduction in staff will be placed in the new pay range with a salary commensurate with the position and in line with other employees currently in the position to which they are reassigned. If the work schedule changes as part of the reassignment, then pay is adjusted accordingly. Exceptions to reassignment pay adjustments must be approved by the Superintendent or designee.

Lateral Transfers:
A lateral transfer occurs when an employee is reassigned to a different job in the same pay grade level. Lateral transfers may be voluntary or involuntary. An employee's pay will not be increased or decreased for lateral transfers. Any exceptions require Superintendent Approval.

Reclassifications:
A job reclassification occurs when the same position is moved to a higher or lower pay grade within the pay structure. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained increase or decrease in job duties and

responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

A change in job classification will result in a higher or lower pay range and thus, the greater or lesser potential for long-term pay advancement. Pay rate adjustments for job reclassification will be determined by Human Resource Services as follows:

1. If the job is reclassified upward due to a significant and sustained change in assigned job duties and responsibilities, the reclassification will be treated as a promotion and the procedure on promotion increases or target rates will apply, whichever is greater.
2. If the job is reclassified only because it was determined to be placed at the wrong level, and there is no significant and sustained change in assigned duties, there will be no immediate pay increase. Employees will not be paid less than the minimum of the new pay range.
3. If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the Superintendent or designee. In this case, the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion.

Determining Pay for Additional Position Assignments

An employee who takes an additional assignment with the same pay grade and same job responsibilities will receive the same pay rate as the original assignment.

An employee who takes an additional assignment in the same pay grade with a different job title will receive the same pay rate as the original assignment.

An employee who takes an additional assignment in a different pay grade will be compensated according to promotion procedures for assignments in a higher pay grade or demotion procedures for assignments in a lower pay grade.

Police Officer Pay Differentials

Police Officers who hold various degrees and credentials will be paid their base hourly rate plus the following differentials:

Incentive Type	Hourly Pay Differential
TCOLE MENTAL HEALTH OFFICER CERTIFICATION	$0.15
TCOLE FIELD TRAINING OFFICER CERTIFICATION	$0.15
TCOLE FIELD TRAINING OFFICER UNIT (8 OFFICERS)	$0.90
TCOLE FIELD TRAINING OFFICER COORDINATOR	$1.20

TCOLE OR SBLE MASTER OFFICER	$1.20
TCOLE OR SBLE ADVANCED OFFICER	$0.80
TCOLE OR SBLE INTERMEDIATE OFFICER	$0.40
K-9 OFFICER HANDLER	$1.20
K-9 OFFICER SUPERVISOR	$1.50
BILINGUAL COURT CERTIFICATION	$1.80
MASTER'S DEGREE	$1.80
BACHELOR'S DEGREE	$1.20
ASSOCIATE'S DEGREE	$0.60
DETECTIVE	$1.44

Police Officers will be paid for the highest level of degree or certification they hold. For example, if an officer is initially paid for a bachelor's degree and later attains a master's degree, they will be compensated for the difference in pay differentials (i.e., $1.80 - $1.20 = $0.60). The employee will not receive both pay differentials for holding both a master's and bachelor's degree or TCOLE Master and TCOLE Advanced Officer certifications, as an example.

Changes in pay differentials will take effect on the first day of the pay period following receipt and validation of the degree/certification. If the receipt and validation are not obtained prior to the payroll cutoff date, the effective date will be the first day of the next pay period. Employees are responsible for providing the appropriate documentation for the credential to Human Resource Services.

Shift Differential Pay

Persons employed in positions requiring work hours other than the District's first shift shall receive a shift differential adjustment.

Shift Definitions

- First shift is defined as a regular work schedule, which begins and ends between the hours of 5:01 a.m. through 5:00 p.m.
- Second shift is defined as a regular work schedule, which begins and ends between the hours of 1:00 p.m. and 5:00 a.m.

Shift Differential Amounts:

- First Shift – No adjustment
- Second Shift – $1.50 per hour adjustment

On-Call Assignments

Some auxiliary departments will have On-Call positions, designated for employees who hold positions within the District and are scheduled to be contacted as needed to cover absences, vacancies, or other operational requirements. These on-call roles may include, but are not limited to custodian, food service assistant, bus driver, or bus assistant. On-call employees will be compensated at the minimum of the established pay grade.

On-Call Emergency Compensation

Eligible, non-exempt Transportation Bus Mechanics, Police, and Maintenance employees are eligible to be compensated to respond to emergency or essential work situations after normal work hours and on weekends per the following guidelines:

- **Daily On-Call Pay:** Bus Mechanics and Police Officers – $15/day; Maintenance – $25/day for 1st responders, $15/day for 2nd responders.
- **Call-Back Pay:** Employees required to physically report will be paid a minimum of 2 hours or actual time worked, whichever is greater, for the first call. Additional call-backs are paid as actual time. Multiple call-backs within the same 2-hour window are paid the greater of actual hours or 2 hours. Travel time to and from the work-site is included.
- **Work Performed On-Call:** Actual hours worked are paid at the regular rate (with shift differential, if applicable) plus overtime as required by District policy. Receiving or performing work via phone or data communication is paid a guaranteed 15-minute minimum per call or actual time worked, whichever is greater. The 2-hour minimum for call-backs does not apply.
- **On-Call Holiday Pay:** On official District holidays, employees receive regular pay, the daily on-call compensation, and time and one-half for actual hours worked, if applicable.

Temporary Assignments

Temporary Assignments are defined as the assignment of new duties for a short duration to meet temporary organizational needs. If a temporary assignment for an identified position, such as principal/director-level or auxiliary team leader is expected to be more than 10 work days, the supervisor may, upon written approval from the Chief Human Resources Officer, assign an employee to a different position or assign additional duties caused by a vacancy. Temporary assignments may not exceed one year. If a temporary assignment is for a higher-level position or otherwise requires greater responsibility, the employee's hourly, daily, or monthly rate may be temporarily increased for the duration of the assignment in accordance with the minimum of the temporary assignment's pay grade. At the conclusion of the temporary assignment, the employee's original pay rate shall be reinstated, including any general pay increases that may have been approved during the temporary assignment.

Pay Adjustments - Back Payment, Overpayments, Salary Proration

Back Payment:
A back payment will occur if the employee was paid less than the amount that the employee should have been paid under the assigned pay grade. If a request for back payment is presented in the current fiscal year, the employee will be paid the difference in pay effective at the start of the current school year.

Overpayment:
An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/or related supplemental earnings. Employees are not entitled to any fund the District overpays them and the District may deduct any wage overpayments from one or more of the employee's paychecks. The District shall provide the employee with benefits as provided by state law and Board policy. The District reserves the right to amend its policies at any time, in accordance with Board policy.

Salary Proration:
Employees who start an assignment after the start of the calendar start date will receive a prorated salary for the remaining calendar days within the position.

Eligibility for General Pay Increase (GPI)

General pay increases may be given to employees to reward continued service to the district based on Board approval as part of the budget process. To receive a general pay increase, an employee must be in a pay status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

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

General pay increases for teachers will be calculated by applying a percent increase approved by the Board to the current teacher market median salary. General pay increases for all other employees will be calculated by applying a percent increase approved by the board to the midpoint rate of each employee's pay range. If the midpoint is changing in the next school year, the increase is calculated on the adjusted midpoint. All employees who are in the same pay range will receive the same general pay increase amount. No employee will be paid more than the maximum rate for their pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan or exceptions are approved.

SUPPLEMENTAL EARNINGS

The following sections describe the major elements of supplemental earnings.

Extra Duty Pay

- Supplemental pays, such as extra duty pay and stipends, are not guaranteed wages and may be amended or eliminated at any time.
- Extra duty pay is not included in individual base salaries quoted by Human Resource Services.
- Authorization to pay approved extra duty pay requires permission from the Principal/Director of the Campus/Department prior to actual work being performed.
- An employee who has separated from the district (or is no longer active) is not eligible to accrue additional earnings past their effective separation date.
- Extra duty should take place outside of an employee's normal work hours or calendar days and should be considered voluntary, infrequent, and distinctly different from the employee's normal job description. Non-exempt employees should not receive extra duty pay (not inclusive of overtime time pay) during their calendar days outside of the exceptions outlined in these guidelines.
- All extra duty pays are subject to the employee and employer's statutory deductions. Earnings may qualify for Teachers Retirement System (TRS) eligibility.

Employees Working Summer School Assignments

Summer school assignments are considered extra optional assignments performed after completion of the regular or contract work schedule and are not classified as extended time assignments. Employees working an additional authorization during the summer will be paid at the base hourly rate or stipend amount for the additional assignment.

Stipends

Stipends are a non-discretionary amount of earnings paid to an employee on a regular or recurring basis over the course of their employment period. The stipend allows an employee to be compensated for specific duties or occurrences that are considered beyond the scope of their present position. Stipend payouts are subject to their respective months of disbursement and may begin paying out as early as July 1st and ending as late as June 30th for the fiscal year depending on the employee's calendar assignment.

The Superintendent or designee may assign non-contractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK (LOCAL)]

Round Rock ISD adheres to the following guidelines for stipends:

- Stipend duties should be above and beyond the employee's normal job duties.
- A stipend is not part of an employee's salary, and employees are not guaranteed a stipend even if they have received it in the past.
- Stipend requirements and amounts will be reviewed and approved by Human Resource Services each year.
- Stipend payments may be disbursed on a monthly or semi-annual basis each year.
- Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective stipend assignment.
- Only exempt employees are eligible to receive stipends.
- Retirees should be aware that accepting stipends may jeopardize their annuities.
- Non-Exempt employees are not eligible for stipends and are compensated for extra duties by receiving overtime compensation.
- Eligible employees may not receive a district and campus stipend for the same activity.
- Eligible employees who work extended days during the school year will not receive a stipend for the same activity for which they are paid extra days.

Prorating Stipends:

- Semi-Annual stipends may be prorated based on the effective date of the stipend and the length of time left in the position for that school year.
- Monthly stipends may be prorated according to the amount of time worked during the month. If an employee works through the 10th day of the month, they will be eligible to receive the full stipend for that month; otherwise, no stipend will be awarded for that monthly period.
- Stipends will be ended automatically if an employee transfers into a different position.

Stipend guidelines will remain in effect unless superseded by later administrative action. Criteria for stipends are reviewed annually by Human Resource Services.

Stipends are paid to employees using two different payment types: Monthly and Semi-Annual. Monthly stipends are divided evenly over 12 months and may be prorated dependent on the employee's assignment. Semi-Annual stipends will be paid twice a year in two equal payments, typically in December and May ([1]unless stated otherwise). Stipends are based on the annual budget approved each year and are not guaranteed.

The following table represents the various stipend roles, amounts, and payment types:

STIPEND ROLE	AMOUNT	PAYMENT TYPE
FINE ARTS		
HS BAND - HEAD	$8,300	MONTHLY
HS BAND - ASSOCIATE	$5,000	MONTHLY
HS BAND - ASSISTANT	$5,000	MONTHLY
HS CHOIR - HEAD	$7,250	MONTHLY
HS CHOIR - ASSISTANT	$4,300	MONTHLY
HS DANCE/DRILL - HEAD	$4,300	MONTHLY
HS DANCE/DRILL - ASSISTANT	$1,500	SEMI-ANNUAL
HS ORCHESTRA - HEAD	$6,150	MONTHLY
HS ORCHESTRA - ASSISTANT	$4,300	MONTHLY
HS THEATRE - HEAD	$5,600	MONTHLY
HS THEATRE - ASSISTANT	$3,400	SEMI-ANNUAL
MS BAND - HEAD	$4,300	MONTHLY
MS BAND - ASSISTANT	$4,200	MONTHLY
MS CHOIR - HEAD	$4,300	MONTHLY
MS CHOIR - ASSISTANT	$2,900	MONTHLY
MS ORCHESTRA - HEAD	$4,200	MONTHLY
MS ORCHESTRA - ASSISTANT	$2,900	MONTHLY
MS THEATRE - HEAD	$1,900	SEMI-ANNUAL
MS THEATRE - ASSISTANT	$1,400	SEMI-ANNUAL
ENSEMBLE DANCE	$1,000	SEMI-ANNUAL
VISUAL ARTS - SECONDARY	$300	SEMI-ANNUAL
ELEMENTARY ART	$200	SEMI-ANNUAL
ELEMENTARY MUSIC	$200	SEMI-ANNUAL
ELEMENTARY DANCE	$200	SEMI-ANNUAL
ELEMENTARY THEATRE	$200	SEMI-ANNUAL
ELEMENTARY STRINGS	$200	SEMI-ANNUAL
ATHLETICS		
HS ASSISTANT CAMPUS COORDINATOR	$7,700	MONTHLY
HS BASEBALL ASSISTANT	$4,000	MONTHLY
HS BASEBALL HEAD	$6,000	MONTHLY
HS BASKETBALL ASSISTANT	$4,000	MONTHLY
HS BASKETBALL HEAD	$7,250	MONTHLY
HS CROSS COUNTRY HEAD	$5,000	MONTHLY
HS CROSS COUNTRY ASSISTANT	$2,250	MONTHLY
HS DIVING	$6,300	MONTHLY
HS FOOTBALL ASSISTANT	$6,500	MONTHLY
HS FOOTBALL COORDINATOR	$8,000	MONTHLY
HS GOLF HEAD	$6,000	MONTHLY

HS GYMNASTICS HEAD	$4,600	MONTHLY
HS SOCCER ASSISTANT	$3,750	MONTHLY
HS SOCCER HEAD	$6,000	MONTHLY
HS SOFTBALL ASSISTANT	$4,000	MONTHLY
HS SOFTBALL HEAD	$6,000	MONTHLY
HS SPECIAL ASSIGNMENT	$2,240	MONTHLY
HS SWIMMING ASSISTANT	$2,500	MONTHLY
HS SWIMMING HEAD	$6,300	MONTHLY
HS TENNIS ASSISTANT	$3,450	MONTHLY
HS TENNIS HEAD	$6,000	MONTHLY
HS TRACK ASSISTANT	$3,750	MONTHLY
HS TRACK HEAD	$6,000	MONTHLY
HS TRAINER ASSISTANT	$6,545	MONTHLY
HS TRAINER LEAD	$7,600	MONTHLY
HS VOLLEYBALL ASSISTANT	$4,500	MONTHLY
HS VOLLEYBALL HEAD	$6,820	MONTHLY
HS WATER POLO	$5,000	MONTHLY
HS WEIGHT ROOM	$2,625	MONTHLY
HS WRESTLING ASSISTANT	$2,500	MONTHLY
HS WRESTLING HEAD	$5,000	MONTHLY
MS CAMPUS COORDINATOR	$1,750	MONTHLY
MS BOY/GIRL COORDINATOR	$1,200	MONTHLY
MS BASKETBALL	$2,000	MONTHLY
MS FOOTBALL HEAD	$3,300	MONTHLY
MS FOOTBALL	$2,500	MONTHLY
MS SOCCER	$1,700	MONTHLY
MS TRACK	$2,000	MONTHLY
MS VOLLEYBALL	$2,000	MONTHLY
HS CHEER HEAD	$5,100	MONTHLY
HS CHEER ASSSISTANT	$3,700	MONTHLY
MS CHEER	$2,400	MONTHLY
ATHLETICS COACH CDL STIPEND	$500	MONTHLY
HIGH SCHOOL CAMPUS SEMI-ANNUAL STIPENDS		
DEPARTMENT CHAIR	$1,500	SEMI-ANNUAL
UIL CHAIR	$1,500	SEMI-ANNUAL
NATIONAL HONOR SOCIETY	$1,000	SEMI-ANNUAL
STUDENT COUNCIL	$1,000	SEMI-ANNUAL
VOCATIONAL SPONSOR (I.E., FFA, FHA, VICA)	$1,000	SEMI-ANNUAL
DEBATE	$4,000	SEMI-ANNUAL
SPEECH	$3,000	SEMI-ANNUAL
ROBOTICS HEAD COACH	$4,000	SEMI-ANNUAL

ROBOTICS FIRST TECH CHALLENGE	$1,000	SEMI-ANNUAL
LITERARY MAGAZINE *	$500-$1,000	SEMI-ANNUAL
YEARBOOK AND NEWSPAPER SPONSOR	15 Days	MONTHLY
YEARBOOK CLUB	$1,000	SEMI-ANNUAL
NEWSPAPER CLUB	$1,000	SEMI-ANNUAL
UIL COACH	$500	SEMI-ANNUAL
PROS/PALS/BITS/HOPE/LINK/TESA *	$400-$500	SEMI-ANNUAL
CLASS SPONSOR	$500	SEMI-ANNUAL
FOREIGN LANGUAGE HONOR SOCIETY	$500	SEMI-ANNUAL
SCIENCE FAIR COORDINATOR	$400	SEMI-ANNUAL
INTERVENTIONIST	$400	SEMI-ANNUAL
LACROSSE *	$200	SEMI-ANNUAL
MULTICULTURAL *	$200	SEMI-ANNUAL
MIDDLE SCHOOL CAMPUS SEMI-ANNUAL STIPENDS		
DEPARTMENT CHAIR	$1,000	SEMI-ANNUAL
DEPARTMENT CHAIR ALTERNATIVE ED	$1,000	SEMI-ANNUAL
TEAM LEADER	$1,000	SEMI-ANNUAL
CROSS COUNTRY	$800	SEMI-ANNUAL
NATIONAL JUNIOR HONOR SOCIETY	$500	SEMI-ANNUAL
STUDENT COUNCIL	$500	SEMI-ANNUAL
UIL COORDINATOR	$500	SEMI-ANNUAL
YEARBOOK	$500	SEMI-ANNUAL
NEWSPAPER	$500	SEMI-ANNUAL
ADVISORY COORDINATOR	$500	SEMI-ANNUAL
WEB LEADER	$500	SEMI-ANNUAL
POSITIVE BEHAVIOR SUPPORT COACH	$500	SEMI-ANNUAL
WEBMASTER	$500	SEMI-ANNUAL
UIL COACH	$400	SEMI-ANNUAL
MATH COUNTS	$400	SEMI-ANNUAL
SCIENCE	$400	SEMI-ANNUAL
TAME	$400	SEMI-ANNUAL
ROBOTICS	$400	SEMI-ANNUAL
TECHNOLOGY	$400	SEMI-ANNUAL
HORIZONTAL DATA FACILITATOR *	$200-$400	SEMI-ANNUAL
DETENTION HA	$200	SEMI-ANNUAL
CHESS	$200	SEMI-ANNUAL
ART	$200	SEMI-ANNUAL
DRAMA	$200	SEMI-ANNUAL
STEP/DRILL	$200	SEMI-ANNUAL
RECYCLING/ENVIRONMENTAL	$200	SEMI-ANNUAL
MULTICULTURAL	$200	SEMI-ANNUAL

HISTORY	$200	SEMI-ANNUAL
FRENCH	$200	SEMI-ANNUAL
SERVICE LEARNING	$200	SEMI-ANNUAL
ELEMENTARY CAMPUS SEMI-ANNUAL STIPENDS		
GRADE TEAM LEADER	$600	SEMI-ANNUAL
COMMITTEE LEADER	$300	SEMI-ANNUAL
POSITIVE BEHAVIOR SUPPORT COACH	$300	SEMI-ANNUAL
ACADEMIC/CURRICULUM/CONTENT LEADER	$300	SEMI-ANNUAL
STAFF DEVELOPMENT	$300	SEMI-ANNUAL
TECHNOLOGY	$300	SEMI-ANNUAL
CHOIR *	$100-$200	SEMI-ANNUAL
MATH PENTATHLON *	$100-$200	SEMI-ANNUAL
CHESS *	$100-$200	SEMI-ANNUAL
NEWSPAPER *	$100-$200	SEMI-ANNUAL
YEARBOOK *	$100-$200	SEMI-ANNUAL
ROBOTICS (LEGO/TECHNOLOGY) *	$100-$200	SEMI-ANNUAL
STUDENT COUNCIL *	$100-$200	SEMI-ANNUAL
RUNNING/MARATHON KIDS *	$100-$200	SEMI-ANNUAL
ENGINEERING *	$100-$200	SEMI-ANNUAL
SAFETY PATROL *	$100-$200	SEMI-ANNUAL
ART *	$100-$200	SEMI-ANNUAL
SPANISH *	$100-$200	SEMI-ANNUAL
ECOLOGY *	$100-$200	SEMI-ANNUAL
STUDENT GOVERNMENT *	$100-$200	SEMI-ANNUAL

*Principals have discretion to pay varying stipend amounts based on the time commitment and number of students participating in the activity.

ACADEMIC STIPENDS		
NATIONAL BOARD CERTIFIED TEACHER	$1,000	SEMI-ANNUAL
AVID COORDINATOR	$1,500	SEMI-ANNUAL
HEALTH SERVICES RN TEAM LDR	$6,000	SEMI-ANNUAL
SPECIAL ED ADAPTIVE PE	$1,500	SEMI-ANNUAL
SPECIAL ED DIAG/LSSP TEAM LDR	$3,000	SEMI-ANNUAL
SPECIAL ED HS DEPARTMENT CHAIR	$1,500	SEMI-ANNUAL
SPECIAL ED SLP/OT/PT/PPCD/VIS TEAM LDR	$1,500	SEMI-ANNUAL
SPECIAL ED SUPPORT SPECIALIST	$1,500	SEMI-ANNUAL
SPECIAL ED TRANSITION SPECIALIST	$1,500	SEMI-ANNUAL
DISTRICT LIAISON JOURNALISM	$1,225	SEMI-ANNUAL
DISTRICT LIAISON SPEECH	$1,225	SEMI-ANNUAL
PRINCIPAL FREE/RED LUNCH 50-59.99%	$3,000	SEMI-ANNUAL
PRINCIPAL FREE/RED LUNCH 60-69.99%	$5,000	SEMI-ANNUAL

PRINCIPAL FREE/RED LUNCH 70%+	$7,000	SEMI-ANNUAL
PRINCIPAL ELEM ENROLLMENT 750-949	$1,500	SEMI-ANNUAL
PRINCIPAL ELEM ENROLLMENT 950+	$3,000	SEMI-ANNUAL
PRINCIPAL MS ENROLLMENT 750-949	$1,500	SEMI-ANNUAL
PRINCIPAL MS ENROLLMENT 950-1249	$3,000	SEMI-ANNUAL
PRINCIPAL MS ENROLLMENT 1250+	$4,000	SEMI-ANNUAL
PRINCIPAL HS ENROLLMENT 2400-2799	$3,000	SEMI-ANNUAL
PRINCIPAL HS ENROLLMENT 2800-2999	$4,000	SEMI-ANNUAL
PRINCIPAL HS ENROLLMENT 3000+	$5,000	SEMI-ANNUAL
PRINCIPAL INT'L BACCALAUREATE ELEM	$1,500	MONTHLY
PRINCIPAL INT'L BACCALAUREATE MS	$3,000	MONTHLY
PRINCIPAL INT'L BACCALAUREATE HS	$4,000	MONTHLY
LEAD COUNSELOR HS	$2,500	SEMI-ANNUAL
DISTRICT CHEER COORDINATOR	$3,000	SEMI-ANNUAL
CATCH DISTRICT LIAISON	$2,000	SEMI-ANNUAL
CATCH CHAMPION	$300	SEMI-ANNUAL
SPECIAL EDUCATION		
SELF-CONTAINED TEACHER TIER 1	$2,000	SEMI-ANNUAL
SELF-CONTAINED TEACHER TIER 2	$2,500	SEMI-ANNUAL
SELF-CONTAINED TEACHER TIER 3	$3,000	SEMI-ANNUAL
BILINGUAL SPED EVALUATOR	$7,000	SEMI-ANNUAL
SPECIAL OLYMPICS COACH	$2,500	MONTHLY
SPECIAL OLYMPICS HEAD COACH	$3,300	MONTHLY
SPECIAL EDUCATION TEACHER	$3,000	SEMI-ANNUAL[1]
SPED ED ASST, BEHAVIOR TECH, REGISTERED BEHAVIOR TECH	$1,500	SEMI-ANNUAL[1]
LICENSED SCHOOL PSYCHOLOGIST	$3,000	SEMI-ANNUAL[1]
DIAGNOSTICIAN	$1,500	SEMI-ANNUAL[1]
DUAL LANGUAGE		
DL TEACHER/INTERVENTIONIST	$7,000	SEMI-ANNUAL
CAREER & TECHNICAL EDUCATION		
CTE INSTRUCTOR	$2,500	MONTHLY
CTE PROJECT LEAD THE WAY	$1,000	MONTHLY
CTE HEALTH SCIENCE TECHNOLOGY	$1,000	MONTHLY
CTE ACADEMY PROGRAM LEAD	$1,000	SEMI-ANNUAL
RECRUITMENT AND RETENTION		
SECONDARY MATH (MIDDLE SCHOOL)	$1,500	SEMI-ANNUAL[1]
SECONDARY MATH (HIGH SCHOOL)	$3,000	SEMI-ANNUAL[1]
SECONDARY SPANISH (MIDDLE SCHOOL)	$1,500	SEMI-ANNUAL[1]

SECONDARY SPANISH (HIGH SCHOOL)	$3,000	SEMI-ANNUAL[1]

Future funding is not guaranteed and will be reviewed as part of the budget process each year.

[1] These semi-annual are recruitment and retention incentives and are disbursed in January and June. Eligibility guidelines include:

- The employee is employed by the District in a regular, benefits- eligible position. Part-time employees whose full-time equivalent is 0.5 or less will receive half of the retention and recruitment incentive payment for which they are eligible.
  a. For January distributions, the employee must be actively employed in an eligible position on the last duty day of their position in the first semester of the school year.
  b. For any June distributions, the employee must be actively employed in an eligible position on the last duty day of their position in the second semester of the school year.
- Employees in eligible positions will not be eligible for incentive payments if they have:
  a. Indicated an intent to resign prior to the end of the semester.
  b. Been terminated or proposed for termination;
  c. Been non-renewed or proposed for non-renewal;
  d. Otherwise provided documentation showing an intent to separate from employment prior to the last duty day of the semester to which the incentive payment is associated.

Teacher/Coach Commercial Drivers' License Guidelines

All Round Rock ISD athletic coaches will be required to hold a Commercial Drivers' License (CDL), or be eligible to obtain a CDL prior to the end of the school year. Additionally, all coaches newly hired by the district for the current school year must either hold a current CDL, or be eligible to obtain a CDL by the end of the school year. When hiring or moving teachers into and out of an athletic period(s), please follow the following guidelines:

Current Teacher Moving Into Athletics

- The current employee will need to apply and go through the hiring process.
- In order to move a teacher into an athletic period(s), they must have a current CDL or be eligible to get a CDL within the school year by the end of the school year.
- Human Resource Services must be notified prior to moving the teacher into an athletic period(s) so eligibility can be verified.
- Coaches who do not hold a current CDL will sign a contract addendum, indicating that they will complete their CDL requirements by the end of the school year.
- A new contract will be issued - Teacher/Coach (dual contract)

Current Teacher/Coach Moving Out of Athletics

- In order to move a teacher that is on a Teacher/Coach (dual contract) out of an athletic period(s), they must resign from their teacher/coach contract.
- In order to be considered for a teaching-only position, the former employee will need to apply and go through the hiring process. Any exceptions must be approved by the Chief Human Resources Officer.

Current Teacher Adding Coaching Stipends Only

- Coaching stipends may be added to a teacher without moving them into an athletic period(s).
- They will not be required to obtain a CDL.
- They will remain on a Teacher Contract.
- With approval from Athletic Director and Transportation Director, these individuals may be approved to earn CDL and be eligible for the CDL stipend.

New Hire with an Athletic Period(s)

- In order to hire a coach that will have an athletic period(s), they must hold a current CDL or be eligible to get a CDL by the end of the current school year.
- HR Services must be notified prior to moving the teacher into an athletic period(s) so eligibility can be verified.
- Coaches who do not hold a current CDL will sign a contract addendum, indicating that they will complete their CDL requirements by the end of the current school year.
- A Teacher/Coach (dual contract) will be issued.

New Hire without an Athletic Period(s)

- You may hire a teacher and add coaching stipends without an athletic period(s).
- They will not be required to obtain a CDL.
- A Teacher Contract will be issued.
- With approval from Athletic Director and Transportation Director, these individuals may be approved to earn CDL and be eligible for the CDL stipend.

Compensation for Driving a Bus

- Coaches that hold an active CDL and who drive students to UIL Athletics-sanctioned events will be eligible to receive an annual stipend of $500. This will be paid as a $50 per month stipend over ten months (September through June), and will be prorated based on the number of months that the coach held the CDL for that year.

Athletic Coach Trip Payments

- The following trip rates will be provided to coaches who are driving:

	ATHLETIC COACH (DRIVER REQUIRED TO HAVE CDL)

How Much is Trip Payment?	$40 per event (round trip)
Who Qualifies?	Must be Athletic Coach with CDL driving for their assigned sport.
What Counts as a Trip?	Driving students to a UIL Athletic sanctioned event. Athletic scrimmages count as event. Round trip only (no partial payments for one-way trips). No minimum mileage required.
How Do Out of Town Trips Work (over 50 miles)?	$65 per event (regardless of duration of event).
What Trips Are Not Included?	Non UIL Athletic events. Day before or day after UIL event. Athletic events that do not require district school bus. Student Activities or Field Trips.
Trip Vehicle Requirements?	Must be RRISD-owned school bus. RRISD White Fleet vehicles DO NOT qualify for Athletic Coaches. Personal vehicles do not qualify.
How Do I Get Paid?	Athletic Coach will complete Monthly Time Sheet, RRISD Time Detail Authorization Change Form, and Extra Help Authorization to Pay forms and submit to Transportation Department, who will submit to Payroll for processing.
What are the Tax Implications?	Employee is responsible for all tax implications of driving pay.

Compensation for Driving a Bus for Non-Assigned Sports
Coaches are also eligible to drive buses when the sport for which they are driving is not one that they coach. In these situations, the coach will be paid the minimum bus driver rate per the Compensation Plan. Coaches are only eligible to drive outside of their normal working day, for example in the evening or at weekends. Coaches must work with the Transportation department on tracking time worked and submitting timesheets for these assignments.

Exceptions to CDL Requirement
Any request to be exempted from the CDL-requirement for medical reasons must be made through HR Services as part of the Americans with Disabilities Act (ADA) process. Other exemption requests must be made through and approved by the Chief Human Resources Officer.

Since holding a CDL is a requirement for coaches in Round Rock ISD, if a coach loses eligibility to hold a CDL for any reason, this may result in contractual implications. Employees who lose

eligibility, should contact their campus principal within 3 calendar days. The principal will notify HR Services and the Athletic Director for follow up and further action as needed.

Cell Phone Allowances

The district will provide an allowance to certain employees for the use of a personally owned cell phone for business purposes. An employee may be approved for a cell phone allowance if the following criteria are met:

- The position requires considerable time outside the office and of use of a cell phone facilitates the effective performance of the job;
- The position requires the employee to be immediately accessible to make and receive business calls outside of normal work hours;
- The position's safety requirements indicate having a cell phone is an integral part of meeting those requirements;
- The position requires the employee to be on call;
- The position requires the employee to be immediately accessible in the event of an emergency.

Cell Phone Minutes Plan	Cell Phone Allowance	Position
A - 200 minutes	$540	Principal, Staff Attorney, Director/Asst Dir Athletics, Athletic Trainer & Lead Athletic Trainer, Athletic Campus Coordinator, Assistant Director, Director Fine Arts, HS Completion Specialist, Attendance Officer, Job Coach, Supervisor Environmental, Maintenance, MIS
B - 500 minutes	$720	Custodial Director/Coordinators, Supervisors (Maintenance)
C - 800 minutes	$1,020	Assigned Director/Assistant Director
D - 801+ minutes	$1,800	Area Superintendent, Chief, General Counsel, Director of Maintenance

Travel Allowances

Travel allowances are provided to specific positions who are required to travel regularly within the scope of their position. The following list represents the specific out-of-pocket expenditures covered by travel allowances:

- All school business-related travel within the boundaries of Round Rock ISD as well as any location within a 50-mile radius of Round Rock, Texas.
- Gasoline expenses
- Wear and tear on personal vehicle
- Toll road charges

Travel outside the 50-mile radius is defined as a trip that takes you to a location more than 50 miles from the work location. Reimbursement for these trips should be submitted on the Out of District Travel Form and based on the mileage traveled at the approved District rate. The mileage is determined from the office location to and from the destination unless departure or return is to another location.

The following table lists certain departments and positions eligible to receive travel allowances:

Department/Position	Travel Allowance Amount
Special Education	$600 - $2,500
Other Departments	$300 - $2,000
Area Superintendent, Director Athletics, Director Fine Arts	$4,800
Chief, General Counsel	$6,000

Dual Credit Compensation for Teachers

Secondary teachers receive a $500 stipend per semester for teaching dual credit courses that are part of their six of eight teaching periods. This stipend is processed and paid by Austin Community College.

Referral Bonuses

Teacher Referral Bonus Program:
All active District employees who refer a new or former District teacher, who is subsequently hired, are eligible to receive a $500 teacher referral bonus. The following guidelines apply:

- Employees will be paid one referral bonus for each classroom teacher who successfully completes the applicable school year. The bonus is paid in two separate payments. The referring employee will be paid $250 if they refer someone who is hired into a classroom teacher position and who completes 90 calendar days of employment from the date of hire. A second $250 payment will be paid when the referred employee completes the applicable school year.

- The referring employee must be in an active paid status at the time of payment.
- There are no limits regarding the number of qualified applicants that may be referred or the number of bonuses that may be received by an employee. However, if an employee receives a bonus for an individual and the individual later leaves the District, the employee may not refer the individual a second time for an additional bonus.
- The first $250 will be paid as a lump sum on the first payroll processed after the referred applicant is hired and successfully completes 90 calendar days of service. The second $250 will be paid as a lump sum on the July paycheck after the referred applicant has successfully completed the applicable school year.
- Notification of bonuses to be awarded is communicated by the HR Services department.
- If an applicant is referred by more than one employee, the first employee to refer the applicant will be the only referring employee eligible for payment. The receipt dates on the Teacher Referral Bonus Program forms will be used to determine who submitted the referral first.
- Participation in this program is voluntary. Recruitment efforts should not involve significant time and should be conducted outside of work hours.
- Only new hires and rehires are eligible to be referred for this bonus program. Current employees selected for a Teacher position are not eligible for referral.
- If applicable, payments will continue in the summer after 90 calendar days have been met and completion of the applicable school year.
- If the referred Teacher is hired on April 1st or thereafter, completes 90 calendar days of employment from the date of hire, and completes the applicable school year, then the referring employee will receive the lump sum in one installment of $500 after the 90 calendar days has been met.

Note: The applicable Teacher Bonus Referral Program is subject to change or discontinuance without notification.

Bus Driver and Custodian Referral Bonus Program:
All active District employees who refer a new or former District Bus Driver or Custodian, who is subsequently hired, are eligible to receive a $250 Bus Driver/Custodian referral bonus.

Referral Program Guidelines:

- Employees will be paid one referral bonus for each benefits-eligible Bus Driver or Custodian who successfully completes 90 calendar days from their date of hire.
- Referring employees must also be employed as active employees during the same 90 calendar days from the new employee's date of hire. Active on-call Bus Drivers/Custodians may also refer employees and are eligible for the referral bonus.
- Benefits-eligible is defined as a regular Bus Driver/Custodian working at least 50%.
- There are no limits regarding the number of qualified applicants that may be referred or the number of bonuses that may be received by an employee. However, if an employee receives a bonus for an individual and the individual later leaves the District, the employee may not refer the individual a second time for an additional bonus.

- The bonus will be paid as a lump sum on the first payroll processed after the referred applicant has been hired and successfully completes 90 calendar days of service.
- Notification of bonuses to be awarded is communicated by the HR Services department.
- If the 90th calendar day falls after the Bus Driver/Custodian service calendar has ended for the year, both the referring employee and the referred individual must return to work on the first service calendar day of the following year. The bonus will then be paid to the referring employee on the first available payroll in the new school year.
- Employees who refer applicants who are hired into an On-call Bus Driver/Custodian position on or after May 1st are eligible for the bonus if the On-call Bus Driver/Custodian is subsequently hired as a benefits-eligible Bus Driver/Custodian position on the first service calendar day of the following year and completes 90 calendar days.
- If an applicant is referred by more than one employee, the first employee to refer the applicant will be the only referring employee eligible for payment. The receipt dates on the Bus Driver/Custodian Referral Bonus Program forms will be used to determine who submitted the referral first.
- Participation in this program is voluntary. Recruitment efforts should not involve significant time and should be conducted outside of work hours.
- Only new hires and rehires are eligible to be referred for this bonus program. Current employees selected for benefits-eligible Bus Driver/Custodian positions are not eligible for referral.
- Employees who are directly involved in the hiring and selection process for these departments are excluded from receiving bonuses as part of this referral program.
- Applicants hired prior to November 1, 2022, are not eligible for this referral program.

Note: The Bus Driver & Custodian Bonus Referral Program is subject to change or discontinuance without notification.

Police Officer Referral Bonus Program:

All active District employees who refer a new or former District police officer, who is subsequently hired, are eligible to receive a $500 police officer referral bonus. The following guidelines apply:

- Employees will be paid one referral bonus for each benefits-eligible Police Officer who successfully completes 90 calendar days from their date of hire.
- Referring employees must also be employed as an active employee during the same 90 calendar days from the new employee's date of hire.
- Benefits-eligible is defined as a regular Police Officer working at least 50%.
- There are no limits regarding the number of qualified applicants that may be referred or the number of bonuses that may be received by an employee. However, if an employee receives a bonus for an individual and the individual later leaves the District, the employee may not refer the individual a second time for an additional bonus.

- The bonus will be paid as a lump sum on the first payroll processed after the referred applicant has been hired and successfully completes 90 calendar days of service.
- Notification of bonuses to be awarded is communicated by the HR Services department.
- If the 90th calendar day falls after the Police Officer service calendar has ended for the year, both the referring employee and the referred individual must return to work on the first service calendar day of the following year. The bonus will then be paid to the referring employee on the first available payroll in the new school year.
- If an applicant is referred by more than one employee, the first employee to refer the applicant will be the only referring employee eligible for payment. The receipt dates on the Police Officer Referral Bonus Program forms will be used to determine who submitted the referral first.
- Participation in this program is voluntary. Recruitment efforts should not involve significant time and should be conducted outside of work hours.
- Only new hires and rehires are eligible to be referred for this bonus program. Current employees selected for a benefits-eligible Police Officer positions are not eligible for referral.
- Employees who are directly involved in the hiring and selection process for these departments are excluded from receiving bonuses as part of this referral program.

Note: The Police Officer Bonus Referral Program, effective December 4, 2023, is subject to change or discontinuance without notification.

Transportation Incentive Program

All Bus Drivers and Bus Assistants are eligible for recognition of perfect attendance in their respective roles. The details regarding the incentive amounts and distribution are outlined below:

Attendance Incentive – All Drivers and Bus Assistants

Attendance Requirement	First Semester Payment	Second Semester-Payment	Total Incentive
No Absences	$500	$500	$1,000
1 Missed Mid-Day Route	$375	$375	$750
2 Missed Mid-Day Routes	$250	$250	$500

All CDL Bus Drivers are eligible for the Recruitment and Retention Incentive for their continued employment with the district. Details regarding the incentive amounts and distribution are outlined below:

Recruitment and Retention Incentive – All CDL Drivers

Hire Date Requirement	Payment Date Second check of September	Payment Date First Check	Payment Date Second paycheck of June	Total Incentive
Prior to first full pay period	$500	N/A	$500	$1,000
Hires after first full pay period through end of April	N/A	$500	$500	$1,000
May through end of academic calendar	N/A	N/A	$500	$500

Resignation prior to the distribution date of any designated incentive makes the employee ineligible for the associated compensation for that period.

Teacher Incentive Allotment

Eligible teachers who hold a Designation as part of the Teacher Incentive Allotment (TIA) will be paid according to the guidelines set forth by the local designation system each school year. Teacher designations and allotments are determined on an annual basis and will be paid to eligible teachers in a lump sum payment in June. Additional information about the Teacher Incentive Allotment can be viewed on the District's TIA web page.

TIA funding is calculated for the district based on the designation of the teacher (e.g., recognized, exemplary, master) and the TIA formula for campuses.

For any funds received by Round Rock ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90% will be paid to the designated teacher, with the remaining 10% being reserved by the district to offset costs associated with growing and maintaining the TIA program. Should the District receive funding for a designated teacher who resigns or retires before the end of the school year (but after Winter roster), the teacher will not receive their allotment payout and the District will redistribute the generated allotment to other designated teachers on the campus where the departing teacher worked.

COMPENSATION PAY STRUCTURES

The Compensation Plan is approved the Board of Trustees and is posted on the District's Compensation webpage. The Compensation Plan consists of the following pay structures:

- Teachers
- Professional Campus Support
- Librarians
- Athletic Trainer
- Instructional Support (Pay Grades 102 - 109)
- Administrative Support (Pay Grades 203 - 211)
- Operations Support (Pay Grades 302 -313, 352, 355-361)
- Technology (Pay Grades 402 - 409)
- Instructional Exempt (Pay Grades 501 - 512)
- Business Exempt (Pay Grades 601 - 609)
- Police (Pay Grades 701 - 707)

TEMPORARY EMPLOYEES

Temporary employees are defined as any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Typically, employment is expected to last less than four and one-half months in a school year.

Guest Educators

Guest Educators are individuals employed by the District to provide coverage at campuses for teacher absences. Guest Educators are paid the following rates:

- $115 per day – Non-Certified
- $120 per day – Certified
- $175 per day – Certified Long Term

PAYROLL TOPICS

Overtime

The Fair Labor Standards Act (FLSA) requires all positions in an organization to be designated as either "exempt" or "nonexempt" according to their definitions. The employer is not required to pay overtime to employees in exempt positions but must pay overtime to non-exempt employees at 1.5 times the employee's hourly rate for any hours worked over 40 in a work week. A non-exempt employee must have the approval of their supervisor before working

beyond their normal work schedule. An employee who works beyond their normal work schedule without prior approval must be compensated in accordance with federal wage and hour laws but is subject to the District discipline process.

Nonexempt employees are paid on an hourly basis and shall be compensated for all hours worked. Nonexempt employees will be compensated for overtime, defined as any time physically worked beyond 40 hours in a workweek.

- Overtime is not measured by the number of hours worked in a day.
- Overtime is not measured by time worked beyond the employee's normal work schedule.

For example, if an employee normally works 20 hours in a workweek, any additional hours worked beyond 20 hours up to 40 hours will be paid at the employees' regular rate of pay. In order to qualify for overtime pay at 1.5 times the employees' hourly rate, an employee must first physically work 40 hours in a workweek. Then, any time physically worked beyond 40 hours will qualify for overtime. For example, if an employee normally works 40 hours per week, but takes one day of paid leave (due to holiday, illness, etc.), then the employee has physically worked only 32 hours in that week. Any additional time physically worked beyond 32 hours up to 40 hours will be paid at straight time. Any additional time physically worked beyond 40 hours will be paid at the overtime rate.

An employee who qualifies for the overtime rate is compensated at one and one-half (1.5) times the employee's regular rate of pay.

For purposes of FLSA compliance, the workweek for District employees is defined as beginning at 12:00 A.M. Monday and ending at 11:59 P.M. Sunday.

FLSA recognizes that employees in exempt positions may need to work more than 40 hours per week in order to accomplish the duties and responsibilities associated with the job. Employees in exempt positions are not required to receive any additional pay for working beyond 40 hours in a week.

Compensation During Closures

An employee who works at a facility that has been closed shall not report to work unless instructed to do so by his or her supervisor or appropriate District administrator. [See Round Rock ISD Policy EB for authority to close schools] The Superintendent shall determine the manner in which employees will make up the hours missed due to facility closure.

During an emergency closure of the District, each employee who is assigned to a regular, budgeted position with benefits shall continue to be paid for their regular duty schedule regardless of whether the employee is required to report to work unless otherwise provided by

Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See RRSD Policy EB for the authority to close schools].

An employee who is on scheduled leave during a facility closure shall be charged for the scheduled leave.

Premium Pay During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of twice their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See Round Rock ISD Policy DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Pay Periods

Round Rock ISD employees are paid as follows:

- Hourly employees that are classified as semi-monthly are paid twice a month according to the pay schedule.
- Exempt employees and hourly employees that are classified as monthly are paid once a month, typically on or around the 25th of the month. These employees have annualized pay, where the salary is spread equally over their calendar year.

Service Calendars

Employees are required to work the number of days specified within the position's service calendar. Specific calendars are published annually and available on the Human Resource Services Compensation website, providing the beginning date and ending date for each position.

Daily Work Schedules

All district contract and regular personnel are required to work their assigned number of service calendar days based on their standard workday, exclusive of the lunch period unless assigned to a position established for a different number of hours.

Secondary Teachers who work an extra class period based on student enrollment will be compensated at a rate commensurate to 17 percent of their teacher salary.

The Superintendent has the authority to change the length of the duty day and/or the work schedule for various summer programs as needed, and as long as it is consistent with state law.