

## Woodville ISD

### 2022-2023 Teacher Salary Schedule

Years of Experience	New Hire Salary
0	\$45,000
1	\$45,250
2	\$45,500
3	\$45,750
4	\$46,000
5	\$46,250
6	\$46,500
7	\$46,750
8	\$47,170
9	\$48,440
10	\$49,630
11	\$50,770
12	\$51,850
13	\$52,850
14	\$53,810
15	\$54,710
16	\$55,570
17	\$56,370
18	\$57,140
19	\$57,860
20	\$58,540
21	\$59,225
22	\$59,740
23+	\$59,998

Teachers exceeding the maximum step will receive \$1,748.00

The salaries listed above are based on 10-month employment for the 2022-2023 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.

## Woodville ISD

### 2022-2023 Salary Range for Teachers

Hiring Salary Range
10-Month Hiring Range Minimum: \$45,000 10-Month Hiring Range Maximum: \$59,998

The salaries listed above are based on 10-month employment for the 2022-2023 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.

Salaries are determined individually with consideration for job-related experience and credentials.

## 2022-2023 Administrative/Professional Pay Plan

Woodville ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>						
	Director Food Service	226	<b>Daily</b>	<b>\$213.20</b>	<b>\$260.00</b>	<b>\$306.80</b>
	SLP Assistant	187	<b>187 Days</b>	39,868	48,620	57,372
	ARD Facilitator	197	<b>197 Days</b>	42,000	51,220	60,440
			<b>226 Days</b>	48,183	58,760	69,337
<b>2</b>						
	Counselor ES	207	<b>Daily</b>	<b>\$230.26</b>	<b>\$280.80</b>	<b>\$331.34</b>
	Counselor IS	207	<b>187 Days</b>	43,059	52,510	61,961
	Diagnostician	207	<b>197 Days</b>	45,361	55,318	65,274
	Director Transportation	226	<b>207 Days</b>	47,664	58,126	68,587
	Librarian	207	<b>226 Days</b>	52,039	63,461	74,883
	Nurse - RN	197				
	Speech Pathologist	187				
<b>3</b>						
	Asst Principal ES	207	<b>Daily</b>	<b>\$246.38</b>	<b>\$300.46</b>	<b>\$354.54</b>
	Asst Principal IS	207	<b>207 Days</b>	51,001	62,195	73,390
	Counselor MS	207	<b>226 Days</b>	55,682	67,904	80,126
	Counselor SpEd Coop	207				
	Director Operations/Maintenance	226				
	District Technology Instructor	226				
<b>4</b>						
	Asst Principal MS	207	<b>Daily</b>	<b>\$263.62</b>	<b>\$321.49</b>	<b>\$379.36</b>
	Counselor HS	207	<b>207 Days</b>	54,569	66,548	78,528
<b>5</b>						
	Asst Principal HS	207	<b>Daily</b>	<b>\$282.07</b>	<b>\$343.99</b>	<b>\$405.91</b>
	Principal ES	226	<b>207 Days</b>	58,388	71,206	84,023
	Principal IS	226	<b>217 Days</b>	61,209	74,646	88,082
			<b>226 Days</b>	63,748	77,742	91,736
<b>6</b>						
	Director AEP	197	<b>Daily</b>	<b>\$301.82</b>	<b>\$368.07</b>	<b>\$434.32</b>
	Director Athletics	226	<b>197 Days</b>	59,459	72,510	85,561
	Director Special Education	226	<b>226 Days</b>	68,211	83,184	98,156
	Director Technology	226				
	Principal MS	226				
<b>7</b>						
	Principal HS	226	<b>Daily</b>	<b>\$322.94</b>	<b>\$393.83</b>	<b>\$464.72</b>
			<b>226 Days</b>	72,984	89,006	105,027
<b>8</b>						
	Asst Superintendent C&I	226	<b>Daily</b>	<b>\$368.16</b>	<b>\$448.97</b>	<b>\$529.78</b>
	Business Manager	226	<b>226 Days</b>	83,204	101,467	119,730

**2022-2023 Proposed Clerical Paraprofessional Pay Plan**  
Woodville ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>			<b>Hourly</b>	<b>\$10.53</b>	<b>\$13.00</b>	<b>\$15.47</b>
	Aide AEP/Teacher	187	<b>187 Days</b>	15,753	19,448	23,143
	Aide Classroom	187				
	Aide Content Mastery	187				
	Aide ESL	187				
	Aide ISS	187				
	Aide Library	187				
	Aide PASS	187				
	Aide PPCD	187				
	Aide RTI	187				
	Sp Ed Aide Inclusion	187				
<b>2</b>			<b>Hourly</b>	<b>\$11.69</b>	<b>\$14.43</b>	<b>\$17.17</b>
	Secretary Diag/Co-Op	114, 197, 207	<b>114 Days</b>	10,661	13,160	15,659
	Sp Ed Aide Austism/Self-Contained	187	<b>187 Days</b>	17,488	21,587	25,686
	Sp Ed Aide Life Skills/Self-Contained	187	<b>197 Days</b>	18,423	22,742	27,060
			<b>207 Days</b>	19,359	23,896	28,434
<b>3</b>			<b>Hourly</b>	<b>\$13.09</b>	<b>\$16.16</b>	<b>\$19.23</b>
	Receptionist	226	<b>207 Days</b>	21,677	26,761	31,845
	Secretary ES	207	<b>226 Days</b>	23,667	29,217	34,768
	Secretary IS	207				
	Secretary MS	207				
<b>4</b>			<b>Hourly</b>	<b>\$14.40</b>	<b>\$17.78</b>	<b>\$21.16</b>
	Registrar ES	207	<b>207 Days</b>	23,846	29,444	35,041
	Registrar HS	226	<b>226 Days</b>	26,035	32,146	35,257
	Registrar IS	207				
	Registrar MS	207				
<b>5</b>			<b>Hourly</b>	<b>\$15.55</b>	<b>\$19.20</b>	<b>\$22.85</b>
	LVN	187	<b>187 Days</b>	23,263	28,723	34,184
	Secretary Custodial/Maintenance	226	<b>207 Days</b>	25,751	31,795	37,840
	Secretary HS	207	<b>226 Days</b>	28,114	34,714	41,313
	Secretary Transportation	207				
<b>6</b>			<b>Hourly</b>	<b>\$18.51</b>	<b>\$22.85</b>	<b>\$27.19</b>
	Accountant	226	<b>226 Days</b>	33,466	41,313	49,160
	Accts Payable Manager	226				
	Computer Technician	226				
	Payroll Manager	226				
<b>7</b>			<b>Hourly</b>	<b>\$22.40</b>	<b>\$27.65</b>	<b>\$32.90</b>
	PEIMS Director	226	<b>226 Days</b>	40,499	49,991	59,483
	Secretary Supt	226				

## 2022-2023 Proposed Auxiliary Pay Plan

Woodville ISD

\*Annual amounts are based on 8 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>			<b>Hourly</b>	<b>\$9.72</b>	<b>\$12.00</b>	<b>\$14.28</b>
	Bus Monitor	173	<b>173 Days</b>	13,452	16,608	19,764
	Cook	182	<b>182 Days</b>	14,152	17,472	20,792
	Custodian	210, 226, 245, 260	<b>210 Days</b>	16,330	20,160	23,990
			<b>226 Days</b>	17,574	21,696	25,818
			<b>245 Days</b>	19,051	23,520	27,989
			<b>260 Days</b>	20,218	24,960	29,702
<b>2</b>			<b>Hourly</b>	<b>\$10.89</b>	<b>\$13.44</b>	<b>\$15.99</b>
	Custodian / Maintenance	260	<b>260 Days</b>	22,651	27,955	33,259
	Groundskeeper	260				
<b>3</b>			<b>Hourly</b>	<b>\$12.19</b>	<b>\$15.05</b>	<b>\$17.91</b>
	Assistant Mechanic	260	<b>187 Days</b>	18,236	22,515	26,793
	Lunchroom Manager ES	187	<b>260 Days</b>	25,355	31,304	37,253
	Lunchroom Manager HS	187				
	Maintenance	260				
	Pest Control Specialist	260				
<b>4</b>			<b>Hourly</b>	<b>\$13.41</b>	<b>\$16.56</b>	<b>\$19.71</b>
	Bus Driver	141, 173	<b>141 Days</b>	15,126	18,680	22,233
			<b>173 Days</b>	18,559	22,919	27,279
<b>5</b>			<b>Hourly</b>	<b>\$14.89</b>	<b>\$18.38</b>	<b>\$21.87</b>
	Mechanic	260	<b>260 Days</b>	30,971	38,230	45,490

## 2022-2023 Extra Duty Stipends

Woodville ISD

Category	Assignment	Level	Proposed Stipend
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### Academic

Hi-Need Stipend - Math	District	2,500
Hi-Need Stipend - Science	District	2,500
Hi-Need Stipend - Spanish	District	8,000

### Athletics

Basketball, MS	MS	1,800
Cheer, MS	MS	1,800
Football, Asst MS	MS	3,000
Football, MS	MS	4,000
Track, MS	MS	1,800
Volleyball, MS	MS	1,800
Baseball, 1st Asst HS	HS	2,000
Baseball, 2nd Asst HS	HS	1,800
Baseball, Head HS	HS	4,500
Basketball, 1st Asst HS	HS	2,000
Basketball, 2nd Asst HS	HS	1,800
Basketball, Head HS	HS	4,500
Cheer, JV	HS	1,800
Cheer, Varsity	HS	3,300
Cross Country	HS	3,300
Football, Asst HS	HS	4,000
Football, Coordinator	HS	4,250
Golf, HS	HS	2,100
Powerlifting, 1st Asst	HS	2,000
Powerlifting, 2nd Asst	HS	1,800
Powerlifting, Head	HS	2,100
Softball, 1st Asst HS	HS	2,000
Softball, 2nd Asst HS	HS	1,800
Softball, Head HS	HS	4,500
Tennis, Asst HS	HS	1,800
Tennis, Head HS	HS	2,100
Track, 1st Asst HS	HS	2,000
Track, 2nd Asst HS	HS	1,800
Track, Head HS	HS	3,300
Volleyball, 1st Asst HS	HS	2,000
Volleyball, 2nd Asst HS	HS	1,800
Volleyball, Head HS	HS	4,500
Girls Coordinator	HS	2,000
JH Coordinator	JH	1,500

## 2022-2023 Extra Duty Stipends

Woodville ISD

Category	Assignment	Level	Proposed Stipend
<b>Band</b>			
	Band, Asst Director/MS	District	4,000
	Band, Director HS	District	11,600
	Flag Corp	HS	1,500
<b>GT</b>			
	GT Campus Coordinator	District	1,000
<b>Theatre</b>			
	One Act Play	HS	3,300
	One Act Play	JH	1,200
<b>UIL Academic</b>			
	UIL Campus Coordinator		800
	UIL Event Coach		300
<b>Yearbook</b>			
	Yearbook	HS	1,500
	Yearbook	MS	1,000
	Yearbook	EL/IS	700
<b>Other</b>			
	TELPAS Raters		200
	Grade Level/Subject Area Coordinator		500
	Translator		500
	ESL - Campus Coordinator		625
	Textbook		500
	AESOP		1,050
	Food Service Reporting		1,200
	Employee Benefits		1,200
	Administrative		1,500
	Class Sponsors		
	Freshman and Sophomore		500
	Junior and Senior		1,200
	National Honor Society	HS/MS	500
	Student Council	HS/MS	500
<b>Tyler County Co-Op - Prorated with Participating Districts</b>			
	Life Skills Teacher - ECSE thru 8th Grade		8,000
	Life Skills Teacher	HS	10,000
	PACE - Teacher		8,000

## 2022-2023 Substitute Pay

Woodville ISD

Category	Assignment	1/2 Day	Full Day
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Classroom Teacher			
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Non-Certified Substitute	40	80
Certified Substitute	50	100

Para-Professional, Office Staff			
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All Substitutes	40	80
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Long-Term Substitutes			
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Non-Certified Substitute	50	100
Certified Substitute	60	120

WOODVILLE ISD  
505 N. CHARLTON  
WOODVILLE, TEXAS 75979  
MAIN: 409-283-3752  
FAX: 409-283-7962

**BUSINESS OFFICE MEMO**

DATE: July 15, 2022

TO: Board of Trustees

FROM: Cody Jarrott

RE: Compensation Plan

Increase Health Insurance Contribution \$25/month from \$275 to \$300.

Remove deduction for Local Leave Days used (cost of sub).

Increase Substitute Pay to \$80 (non-certified) and \$100 (certified) per day.

Reduce employee breakfast and lunch cost to \$1.00.

District provided training for new bus drivers.

Increase Food Service hourly rate by \$1.00/hour.



# **Administrative Guidelines – Employee Compensation Plan**

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**Woodville ISD**

**2022-2023**

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## **Compensation Policy**

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

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

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

## **Description of Pay Systems**

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

The district pay plan includes:

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

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

## **Job Documentation (Description)**

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

## **Exemption Status**

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. District administration will determine

the classification of each position based on a description of assigned job duties and weekly pay. In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, and the employee must meet federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

## **Job Classification**

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

## **Classification of New Positions**

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

## **Job Reclassification**

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

## **Procedures for Job Reclassification**

Review of job reclassifications must be initiated by the cabinet-level supervisor or by district administration. Jobs previously submitted for review within the last 18 months and newly created jobs are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by district administration that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions.

District administration will review the request and obtain additional information if needed. Additional information may be obtained from the supervisor and/or employee(s), or by analyzing external job market pay data.

District administration will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

## **Salary Adjustments for Job Reclassification**

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term

unless the job responsibilities have increased. Aside from prohibited salary changes for contract employees during the contract term, salary adjustments for job reclassification may be approved in the following circumstances:

- If the job is reclassified upward due to an increase in responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in assigned responsibilities, the employee’s pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

### **General Pay Increases and Eligibility**

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

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase. Eligible employees must have received satisfactory evaluation in the preceding year.

### **Employees on Salary Schedules**

Pay increases for jobs on salary schedules are calculated by applying the percent increase approved by the board each year to the midpoint of the market rate.

Example:

Annual Increase:

<i>Market Rate</i>	<i>\$56,000</i>
<i>% Increase</i>	<i>.03</i>
<i>Annual Increase</i>	<i>\$ 1,680</i>

## Employees on Pay Ranges

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the board each year to the midpoint rate of the pay range. Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percent of midpoint, unless the employee's pay is close to or exceeds the maximum of the pay range. Pay increases for employees in the educator career path on pay ranges (e.g., Counselor, Assistant Principal) should be measured against teacher pay increases to ensure they're at least equal to the pay increase for teachers.

Example: Range Midpoint x Percent Increase = Pay Increase

Secretary – Pay Grade 3

<u>Rate Increase</u>		<u>Annual Increase</u>	
<i>Range Midpoint</i>	\$14.87	<i>Hourly Increase</i>	\$ 0.45
<i>% Increase</i>	<u>x .03</u>	<i>Duty Hours</i>	x 7.5
<i>Hourly Increase</i>	\$ 0.45	<i>Duty Days</i>	<u>x 226</u>
		<i>Annual Increase</i>	\$ 763

## Placement of New Hires

### Salary Schedules – Teachers

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

Creditable years of service will be determined by district administration as defined by state regulation at the time of employment. (TAC Title 19, part II, 153.1021) New hires will receive salary credit for years of service up to a maximum of 23 years.

### Salary Placement – Career and Technical Education Teachers

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

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

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

Example: Salary placement for health sciences teacher with experience credit of 12 full years of previous nursing experience:

1 for 1 credit up to 10 years	= 10 years
1 for 2 credit for years 11 and 12	= 1 year
<hr/>	
	= 11 years of credit

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

### Salary Range Placement – Exempt and Nonexempt Staff

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

The guidelines for placement are as follows:

- a) Peer equity  
In multi-incumbent positions (e.g., classroom aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.
- b) Midpoint limit  
Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and the salary of peer employees. With approval from the superintendent, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.
- c) Placement credit for prior experience
  - a. Subject to guidelines a – b, starting pay for exempt and nonexempt jobs that require prior experience will be determined by these guidelines:
    - i. Exempt: 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 5 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative-Professional pay schedule.
    - ii. Nonexempt: 1 percent above minimum for each year of job experience directly related to job duties.
- d) Placement Scales
  - i. Nonexempt: Salary placement scales may be used to determine rates of pay for newly hired employees in pay grades 1-2 of the clerical/paraprofessional scale and in pay grade 1 and 4 on the auxiliary scale.
    - 1. Individual employee placement may be based on total experience approved by the district. Credit will be given for years of experience

granted by district administration based on the district's salary placement scale for nonexempt jobs.

2. Current employees may be paid above the placement scale.
3. Salary placement scales are reviewed on an annual basis and salary advancement is not guaranteed.

## Promotion Increase

A promotion occurs when an employee is moved to a different job in a higher pay grade.

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

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

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

Example of promotion from paraprofessional pay grade 1 to pay grade 2:

<u>New Hire Pay Rate in PG 2</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$10.37	Employee Current Rate	\$10.37
Credited Experience	<u>3 years</u>	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$12.00	Employee New Rate	\$10.68
New Hourly rate	\$12.00		

Example of promotion from paraprofessional pay grade 3 to pay grade 4:

<u>New Hire Pay Rate in PG 4</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$15.59	Employee Current Rate	\$15.59
Credited Experience	<u>7 years</u>	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$15.92	Employee New Rate	\$16.06
New Hourly rate	\$16.06		



## Reassignments

### Pay Adjustments for Reassignment to a Lower Pay Grade

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

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

Noncontract employees – Subject to approval by the superintendent, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee’s base rate of pay (hourly or daily) may be reduced to the same percent of midpoint (rate divided by midpoint) in the lower pay range or by 5 percent per pay grade, whichever is less.

Example of position in range reduction to a lower pay grade:

<u>Higher Pay Grade</u>		<u>Lower Pay Grade</u>		<u>5% Decrease</u>	
Employee Rate	\$14.50	Midpoint Rate	\$13.60	Employee Rate	\$14.50
Midpoint Rate	÷ <u>\$15.87</u>	Percent of Midpoint	x <u>.91</u>	<u>5% Decrease</u>	(5%)
Percent of Midpoint	.91	Employee New Rate	\$12.38	Employee New Rate	\$13.78
New Hourly Rate	\$13.78				

Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

### Review and Adjustment of Pay Ranges

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

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

## **Reinstatement Following Break in Service**

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

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

## **Extracurricular Stipends**

The board will approve a schedule of salary stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends. Stipends and incentives are reviewed and modified periodically.

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

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

