



HISD Compensation Manual 2021 – 2022

Table of Contents

Compensation Terminology	IV
I. Compensation Management at HISD	1
Compensation Philosophy	1
The Compensation Management Process	2
II. Determining Employee Pay	3
Determination of Salaries for New Hires	3
Determination of Salaries Due to Transfers	4
The Compensation Committee	8
III. Pay Administration for Particular Jobs	9
Principals	9
Assistant Principals and Deans	13
Jobs in Administration with Fixed Rates	14
Employees in Pay Grades 34/T15 or Higher	14
Teachers	15
Associate Teachers	16
Part Time Degreed Teachers and Hourly Lecturers	17
Employees Working Summer School Assignments	17
Summer Temporaries - Audit	17
Nutrition Services Employees	18
Other Jobs with Special Rates	20
IV. HISD Compensation Tables	21
Initial Compensation Placement Tables	21
Master Pay Scale Salary Tables	24
Master Pay Scale Salary Table	24
Hourly Master Pay Scale Salary Table	29
Technology Pay Scale Salary Table	30
Police Pay Scale Salary Table	31
Assistant Principals and Deans Pay Scale Salary Tables	32
Principal Pay Scale Salary Tables	35
V. Pay Topics	36
Acting Pay	36

Allowances	37
Bus Driver Supplemental Compensation	37
Compensatory Time	38
Creditable Year of Service	38
Differential Compensation	38
Exempt Employees Special Project Pay	39
Extended Time (EXTM)	39
Extra Duty Pay	39
Grants	40
Hazardous Duty Differential	40
Business Operations Pay	41
Leave of Absence	41
Longevity Pay	42
Overtime Pay	42
Paid Time Off for Partial Day Absences for Exempt Employees	42
Employee Pay Periods	43
General Administration of Performance Contracts	43
Planning and Preparation Time - Classroom Teachers	43
Police Officer Pay	43
Skilled Crafts Personnel	44
Teacher Adjustment and Teacher Allotment	44
Work Schedules (formerly referred as duty schedules)	44
VI. Stipends	46
Stipend Information and Policies	46
Ad Hoc Stipends	47
Stipend List by Number	49
Stipend List with Annual Amounts	52
Athletics	52
Athletics - High School	53
Athletics - Middle School	55
Bilingual	56
Sheltered Instruction Coach (SI Coach) Stipend Requirements	57
Career Readiness	58
Career & Technical Education Student Organization Sponsorship Stipend Requirements:	58
Chairperson, Lead Teacher	58
Co-Curricular - High School	58
Co-Curricular - Middle School	59
Coordinators	60
Intervention Assistance Team (IAT)	60

Title I	61
STAAR Coordinator	62
Curriculum Department	62
Postsecondary Program Lead Teacher Stipend	63
Lead Teachers	63
Campus Gifted / Talented Coordinator	63
Campus Based Mentors	64
Campus Induction Coach	64
Career Pathways Teacher Leaders	65
Educational Diagnostician Certification Trainer	65
Teacher Development Specialist Summer Projects	66
Recruitment	66
Special Education Services	68
Special Education – Child Study	71
Support Services	75
Graduation Lab Teachers of Record (GLTR)	75
Campus Instructional Technology Support	75
JROTC	76
Virtual School	76
Extra Duty Pay	76
Teacher Training	77
Principals Only	78
VII. Policies for Assessing Education	79
Assessing Education	79
Evaluating Education Credentials	79
Policy Concerning Acceptable Degrees:	79
VIII. Policies for Evaluating Prior Work Experience	80
Evaluating Prior Work Experience	80
Policies Concerning Credit for Prior Experience	80
Submission of Service Records and Other Pay Placement Provisions	81
Salary Placement for Specific Positions	82
IX. Job Evaluation Process	91
Overview	91
Job Evaluation Program Objectives	91
The Job Evaluation Process	93
Approval Authorities for Job Evaluations	96
X. Questions	97
XI. Payroll Calendar and Personnel Subareas/Salary Plans	98
Bi-weekly Payroll Calendar	98
Personnel Subareas/Salary Plans	99
XII. Appendix	101

Compensation Terminology

The purpose of this section is to provide definitions for key terms and processes presented in the *Compensation Manual*.

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

Allowance – A sum of money that is given regularly for a specific purpose (i.e. car and cell allowances).

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

Change in Months – The movement of an employee from one position to another at the same pay grade, but with different number of months or schedule.

Creditable Year of Service – The number of days that determines whether an employee qualifies for base pay increases. 90 days of full-time or 180 days of half-time service earned during a 12-month period as defined by TRS Guidelines.

CTE – Career and Technology Education

Demotion – A demotion occurs when an employee moves into a position which is in a lower pay grade than the position s/he was in previously.

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

Exempt Employee – An employment status that indicates that 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.

Extended Time – Employees on the Teacher Placement Table who work beyond the regular contract year (as determined by the principal) shall be paid at their daily rate of pay. Extended time cannot be used for teaching summer school.

Extra Duty Pay – Employees on the Teacher Placement Table who have assignments beyond the regular day during the school year (as determined by the principal) shall be paid at the standard rate of \$25/hour for the additional time worked. For example, tutoring.

Fair Labor Standards Act (FLSA) – A federal law which governs minimum wage, overtime pay, and equal pay for men and women in the same type of jobs, and child labor. The law also has extensive record-keeping requirements.

Hourly (Regular Status and Temporary Status) – An employment status indicating that the regular or temporary status employee is compensated with an hourly wage versus a monthly salary. Hourly employees are paid only for hours worked.

Job Evaluation – The process used by HISD to review job duties via a Job Analysis Questionnaire (JAQ) for assignment of a pay grade and for determining exempt/non-exempt status.

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

Overtime – Working hours in excess of a regular working day or week. Under the Fair Labor Standards Act (FLSA), non-exempt employees must be paid one-and-one-half times their normal wage rates for all hours worked in excess of 40 in any work week.

Pay Grade – The numeric designation that identifies the range of difficulty and responsibilities of work and the level of qualification requirements for the job.

Pay Period – A recurring length of time over which employee time is recorded and paid (i.e. 26 pay periods a year).

Pay Plan – A compensation and payroll construct that groups people who have like work schedules and like professional attributes. Please see Section XII, Appendix for pay plan codes and definitions.

Performance Contract – An agreement between HISD and certain administrators which specifies a predetermined level of compensation in exchange for the District's right to terminate and non-renew said administrators.

Promotion – A promotion occurs when an employee moves into a position which is in a higher pay grade than the position s/he was in previously.

Re-evaluation – This is the process used for assessing the value of a job when the duties and responsibilities of an existing job have changed substantially.

Regular status employee – This status indicates that an employee works for HISD on an open-ended basis, rather than for short periods of time. Regular status employees can be classified further as either salaried (exempt) or hourly (nonexempt).

Salary – A salary is an annual compensation amount paid to exempt employees in exchange for performance of job duties. Monthly rates for exempt employees are calculated by dividing their annual salary by the number of months in their work schedule. Longevity, allotment pay, and performance contract pay are not used to calculate a salaried employee's base salary.

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

SBEC – State Board for Educator Certification

Service Record – An official document used by Texas school districts to record service/experience and unused State days.

Structure Adjustment – Periodically, the district may choose to increase the minimum, midpoint, and/or maximum of any or all of the pay grades. When this process occurs, it is a structure adjustment.

TEA – Texas Education Agency

Temporary Status Employee – This status indicates that an employee works at HISD on an hourly, as-needed basis, rather than an open-ended basis.

Transfer / Lateral - A lateral transfer occurs when an employee moves into a position which 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.

Human Capital Philosophy Statement

The District's greatest strength is its human capital. The personal, face-to-face contact between teacher and child will always be the central event in education. Changes in the district's structure, governance, and policies underscore the importance of this relationship; that is, through reform, they exist to support the relationship. In addition, the District sets high expectations for school leadership to inspire creative thinking and innovative approaches that lead to instructional and operational excellence.

Employees of the District shall not discriminate on the basis of or engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

I. Compensation Management at HISD

Overview

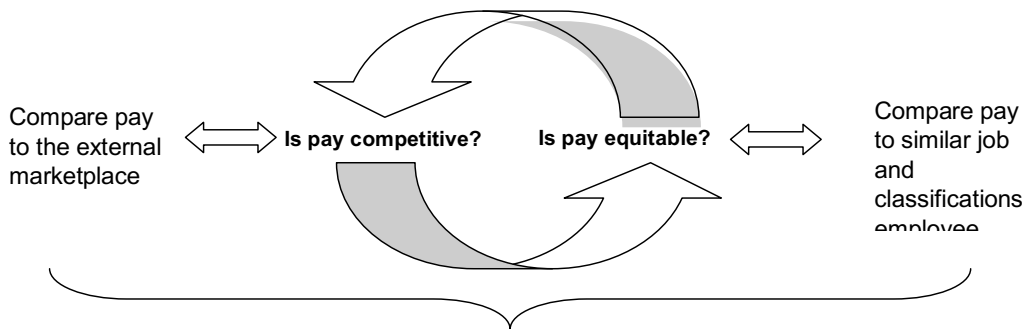
This section provides an overview of the HISD processes used to manage the compensation program and the HISD compensation philosophy, from evaluating positions and establishing pay rates to administering pay programs over the long term.

Compensation Philosophy

The compensation philosophy of HISD has two major components:

- Compensation position: For non-teacher, central administration, and business support positions, HISD targets compensation at market competitive levels for which HISD competes for talent. Compensation for teachers and school-based administrators is targeted at the top quartile for large urban Region IV school districts.
- Labor markets: Primary labor market is the greater Houston metropolitan area with an emphasis on education. HISD may consider general industry pay practices for administrative, business operations, and technology jobs.

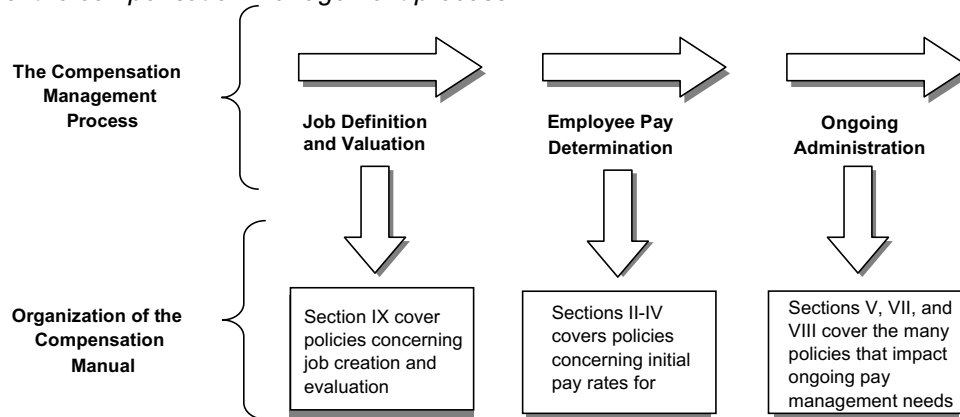
The following diagram shows the relationship between our objectives of external competitiveness and internal equity.



The Compensation Management Process

Compensation management at HISD is a multi-faceted process focused on furthering the organization's compensation philosophy. The major aspects include defining and evaluating jobs, establishing pay rates and ranges for jobs, determining the proper compensation level for employees, and administering various aspects of the pay program over the long term.

Overview of the compensation management process



The following policies reflect the major elements of the compensation management process at HISD.

- **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 substantially.
- **Determining a Job's Market Value:** Once a position's relative internal value has been established through the HISD job evaluation process, the Compensation Department determines its dollar value in the external marketplace. To accomplish this, the Compensation Department relies on a series of surveys which allow comparisons with numerous types of positions.
 - Through combining the information obtained from both the job evaluation process and the market valuation process, jobs can be assigned to appropriate pay grades. A more detailed discussion of determining a job's market value and pay grade assignment is presented in Section IX. For more details see page 91 of this manual.
- **Determining an Employee's Actual 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 impact an employee's pay rate within a particular pay grade. Sections II & IV on page 3 and page 21 present a series of policies used to determine how employees are paid, based on factors such as experience, the length of the work schedule, and even the job family associated with certain positions (such as employees in the Nutrition Services Department).
- **Administering Pay Over the Long Term:** The prior three steps are just the beginning of compensation management at HISD. 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.

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

II. Determining Employee Pay

Determination of Salaries for New Hires

Policies Concerning Credit for Prior Experience

Teachers: Salaries are determined through experience credit by placement at the appropriate step of the Teacher Initial Compensation Placement Table. HISD grants one (1) year of teaching experience for every one (1) year of TEA approved teaching experience. (See Evaluating Prior Work Experience page 80)

Nurses: HISD grants nurses one year of HISD experience for every one year of relevant non-school based RN experience. School-based experience will be credited on the basis of one (1) year for each year of validated experience. (See Evaluating Prior Work Experience on page 80 for explanation and exceptions).

Speech Therapists: HISD grants speech therapists one year of HISD experience for every one year of relevant non-school based experience, up to 10 years, including up to three years of internship experience. No more than ten (10) years of total non-school non-TEA based experience will be credited toward advanced salary placement on the appropriate Salary Table for speech therapists' roles. School-based experience will be credited on the basis of one (1) year for each year of validated experience. (See HISD Policies for Evaluating Prior Work Experience on page 80 for explanation and exceptions).

Evaluation Specialists are paid on the appropriate pay table. (See page **Error! Bookmark not defined.**)

Counselors and **Librarians** are paid on their appropriate pay tables. (See page 23 and **Error! Bookmark not defined.**)

Assistant Principals/Deans are paid on the same Initial Compensation Placement Table. (See pages 32,33, and 34)

Principals: Salaries for principals are developed based on a combination of pay components including years of experience as principal, school level, and campus-based variables. (See pages 9.)

Non-Teachers: Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience. For employees on the master pay scale and the technology pay scale, HISD may grant a 2.5% increase over the pay range minimum for every year of related and documented work experience. Maximum salary placement is 10 years, which is 25% over the pay range minimum. Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary. The chief human resources officer has the authority to approve salaries up to the beginning of the 4th quartile through grade 27/T8 and up to midpoint for salaries grade 28/T9 and above. No salary can exceed the maximum of the salary range. Salaries over midpoint must be reviewed and approved by the Compensation Committee. New Crafts/Trades, Nutrition Services, and Custodian personnel above pay grade 19 may receive credit for related work experience (See page 89). Employees have 90 calendar days from the date of hire to document prior experience for the experience credit to be effective the hire date. Submission after the 90th day will not be accepted. Documents should be provided to the HR Business Partner. (See Section VIII, on page 80.) Additional experience credit will not be added if the employee has received a special salary.

Rehires: Employees who return to HISD employment in the same job code or pay grade within six months from the effective date of the end of their employment with HISD will be placed at the same salary they were earning on the last date of their employment, not to exceed the maximum of the range. Employees who return to HISD employment after a period of six months from the effective date of their last date of employment with HISD will be placed in the same manner as listed above. Teacher allotment and longevity are not restored to rehired employees. For retirees returning to HISD employment, Administrative Regulation DC2, Guidelines and Procedures Regarding Hiring Teacher Retirement Retirees, applies.

Additional Compensation Policies

- Starting pay for a new hire may not exceed the pay of a district employee in the same job title who has equal or more experience in the job.
- Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.
- Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary.
- Salaries are determined according to HISD policies, regardless of funding source.
- The salary amount of previous incumbents is not a factor in determining salaries of their replacements.
- A salary is considered final when assigned and effective. Requests by departments for salary changes will not be considered for new hires or promotions after the effective date.
- The amounts of special salaries approved by the superintendent, the Compensation Committee, or the chief human resources officer are final numbers.
- An employee may not request a review of a salary after one year.
- The superintendent of schools has the authority to authorize retention and sign-on bonuses; departments or schools must fund the cost.

Note: Any request not following standard policy must be submitted to the chief human resources officer.

Determination of Salaries Due to Transfers

Promotions

- Promotional opportunities will be created based on business needs and align with budgetary requirements.
- A promotion is defined as advancement to a job in a higher level pay grade which may include increased authority, duties, and/or responsibilities. Lateral transfers are movement to positions that are the same pay grade and are not promotions.
- Career paths are defined as opportunities for employees to advance through the organization on a designated course, based on individual performance, business needs, and available budget. Moving through a career path does not result in an automatic adjustment to base pay. There may be circumstances where a career path provides for lateral movement and therefore, may not be accompanied by a pay increase.

Promotional increases for internal candidates on the master pay scale and the technology pay scale may be calculated in two ways and the highest salary will be used:

- Using the appropriate percentage, according to the HISD Promotion Policy chart on page 5. The chief human resources officer can approve up to 2% above these promotional increases.
 - Using the method applied to new hires, i.e., all relevant experience may be considered for placement, up to 25% over the minimum of the salary range.
 - Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary.
- The chief human resources officer approves salary exceptions to promotional increases up to the beginning of the 4th quartile through grade 27/T8 and up to midpoint for salaries grade 28/T9 and above. All requests must come from the chief of the business area.
 - Requests for promotional increases outside of the above calculations must be reviewed by the appropriate direct report and approved by the Compensation Committee.
 - If the promotional increase does not bring the employee to the minimum of the pay grade, the employee's pay will be brought to the minimum of the new pay grade. If the promotion brings the employee outside of the maximum of the grade, the employee's pay will be brought to the maximum of the new pay grade.

The following table outlines the promotional adjustments for all regular employees and temporary status employees promoted to regular status positions excluding school support officers or any employee promoting to a position at a pay grade of 34/T15 or higher.

Scope of Promotion	HISD Promotion Policy
One pay grade	<p>A one pay grade promotional increase is 6%. Based on internal equity and market data, an increase of up to 8% may be considered. The chief human resources officer has final approval on increases above 6%, up to a maximum of 8%.</p> <p>If the 6% adjustment does not place the employee's salary above the pay range minimum, the employee's pay will be increased to the minimum of the new pay range.</p>
Two pay grades	<p>A two pay grade promotional increase is 12%. Based on internal equity and market data, an increase of up to 14% may be considered. The chief human resources officer has final approval on increases above 12%, up to a maximum of 14%.</p> <p>If the 12% adjustment does not place the employee's salary above the pay range minimum, the employee's pay will be increased to the minimum of the new pay range.</p>
Three or more pay grades	<p>A three or more pay grade promotional increase is 18%. Based on internal equity and market data, an increase of up to 20% may be considered. The chief human resources officer has final approval on increases above 18%, up to a maximum of 20%.</p> <p>If the 18% adjustment does not place the employee's salary above the pay range minimum, the employee's pay will be increased to the minimum of the new pay range.</p>
Teachers moving to jobs in Grade 29	<p>A teacher moving to any position in pay grade 29 will move to that position at the correct number of months and receive the standard one pay grade increase (6%) for the change, not to exceed the maximum of the new pay range.</p>
Assistant Principals/Deans moving to jobs in Grade 30	<p>An Assistant Principal/ Dean who moves to a pay grade 30 on the Master Pay Scale will have their salary calculated as follows: the \$5,000 performance contract pay is removed, the salary is recalculated based on the work schedule, then the standard one pay grade increase of 6% is applied, not to exceed the maximum of the new pay range.</p>

NOTE: At times, teachers, assistant principals, deans and principals are transferred or promoted to a position which is compensated based on the position's pay grade that is assigned to the Master Pay Scale. Compensation for such transfer or promotion shall be based on the salary range and pay grade for the position to which the employee is transferred or promoted.

Teachers, Assistant Principals, Deans and Principals who are transferred or promoted to a position on the master salary schedule must relinquish their contract and agree to the appropriate contract for the new position, if any.

Other Types of Transfers

Lateral Transfer

A lateral transfer refers to the movement of an employee from one position to another at the same pay grade. This type of transfer will not result in a pay change unless there is an adjustment for a change in work schedule. Requests for exceptions must be submitted to the chief human resources officer.

Voluntary Transfer to a Position in a Lower Pay Grade

When an employee voluntarily transfers to a position in a lower pay grade based upon the employee's written voluntary request, the following procedures will apply:

Employees on the Master or Technology Pay Scales

When an employee voluntarily transfers to a position in a lower grade, the employee's base rate of pay will be reduced to the same percent of the range midpoint (rate divided by midpoint) in the lower pay range.

The new salary will be adjusted for any raise approved by the Board for that school year.

Employees with a Contract (Teacher, Performance, or Administrative)

The contract employee's pay will be adjusted in accordance with policy not to conflict with the terms of the contract or state regulations. If reassigned during the contract period, the employee will be compensated at their current salary for the remainder of the contract period. Thereafter, the employee will be paid a salary commensurate with the position to which they are reassigned. If the position is paid on a step salary scale, the employee will be paid the step amount specified by the placement guidelines for that job. Employees with a performance contract will have their pay adjusted by the performance amount.

Involuntary Transfer, Administrative Transfer and Transfer Due to Staffing Reductions or Reorganizations

Employees on the Master or Technology Pay Scales

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.

No Additional Increase

If an employee is allowed to retain his or her salary after a transfer to a lower grade, the employee is not entitled to a promotional increase if the former grade is restored due to a transfer, reorganization, or reclassification for a period of one (1) year from the date of prior transfer. Previous pay reductions, however, may be restored.

Employees with a Contract (Teacher, Performance, or Administrative)

For employees who have contracts, the employee's pay will be adjusted in accordance with policy not to conflict with the terms of the contract or state regulations. If reassigned during the contract period, the employee will be compensated at their current salary for the remainder of the contract period. Thereafter, the employee will be paid a salary commensurate with the position to which they are reassigned. If the position has a fixed rate salary or is paid on a step salary scale, the employee will be paid the step or fixed amount specified by the placement guidelines for that job. Employees with a performance contract will have their pay adjusted by the performance amount.

Hourly Status Personnel

The employee who is reassigned to an hourly assignment in a lower pay range will be placed in the new pay range at the appropriate lower hourly rate for that position. If that hourly rate exceeds the maximum hourly rate of the new pay range, the rate will be reduced to the maximum of the new range, effective the date of the transfer.

Involuntary Reassignment for Performance Reasons

When an employee is reassigned to a position in a lower pay grade, due to an inability to perform at a satisfactory level, or is reassigned under a performance contract as assessed and documented by administration, the following procedures will govern pay adjustments:

Employees on the Master or Technology Pay Scales

The employee's pay 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.

If the employee is involuntarily transferred to a position in a lower pay grade after serving less than one full year in the higher position, the employee will be returned to his/her previous salary. The salary will be adjusted for any raise approved by the school board for that school year.

Employees on a Contract (Teacher, Performance, or Administrative)

For employees who have contracts, the employee's pay will be adjusted in accordance with policy not to conflict with the terms of the contract or state regulations. If reassigned during the contract period, the employee will be compensated at their current salary for the remainder of the contract period. Thereafter, the employee will be paid a salary commensurate with the position to which they are reassigned. If the position is paid on a step salary scale, the employee will be paid the step amount specified by the placement guidelines for that job. Employees with a performance contract will have their pay adjusted by the performance amount.

Exceptions to the policies on involuntary transfers must be approved in writing by the chief human resources prior to communication to the employee affected by policy.

Changes in Work Schedule

Due to business needs, employees will at times have their work schedules adjusted by their administration. An employee whose work schedule is changed but who continues to occupy the same job or position will be compensated at his or her current rate of pay, adjusted for the new work schedule.

Transfers Involving Hourly Employees

Hourly Employees Transferring to Regular Employment Status

Employees in this transfer situation will be placed at the minimum salary of the assigned pay range. Full-time validated experience may be reviewed as stated in Assessing Education and Experience in this Compensation Manual. Hourly CT, food service, and custodian employees transferring to regular employment status will be treated as new hires under Section VIII, page 89 for Salary Placement for Particular Positions - New Crafts/Trades, Nutrition Services and Custodian Personnel."

Regular Status Employees Transferring to the Same Job in an Hourly Status

An administrative support, non-instructional, crafts/trades, food service, or custodial employee changing from a regular position to the same position on an hourly basis will receive an hourly rate equivalent of their current base hourly pay rate.

- For 12-month employees, the annual rate will be divided by 2,080 hours due to a 260 day work schedule; or
- If the work schedule is less than 12 months, then the appropriate number of hours for that work schedule will be used.

Hourly Status Employees Changing to another Hourly Status Position

An administrative support, non-instructional, crafts/trades, food service, bus driver, or custodial employee changing from one hourly position to another hourly position in the same range or lower will be placed in the new position using the same policy as for hourly employee hires.

The Compensation Committee

The roles and responsibilities of the Compensation Committee are to:

- Direct, guide, and oversee the job evaluations, pay grade assignments, and pay grade appeal processes at HISD, particularly as these processes relate to jobs in pay grades 34/T15 or higher, or with the potential to be placed in pay grades 34/T15 or higher.
- Review and approve new-hire salaries above the authority of the chief human resources officer.
- Review and approve promotional increases outside of the standard calculation.
- Review and approve any salary increases that are outside of board approved salary increase programs.

The Compensation Committee is composed of the superintendent of school's cabinet which includes the Chiefs and the General Counsel.

III. Pay Administration for Particular Jobs

Principals

High School Principals

Specialty High Schools	\$117,300
Comprehensive High Schools	\$132,600
High Schools Identified as Hard to Staff by the Superintendent of Schools	\$20,000 Hard to Staff Stipend

***\$7,500 Performance Contract Pay is included in the salary amount.**

Principals of Specialty High Schools with no attendance zones will earn a base annual salary of \$117,300 per year. (Principals who earned more effective May 2015 will maintain their current salaries.)

Principals of Comprehensive High Schools with attendance boundaries will earn a base annual salary of \$132,600 per year. (Principals who earned more effective May 2015 will maintain their current salaries.)

Principals of High Schools Identified by the superintendent of schools as Hard to Staff

In addition to their salary, principals of high schools identified by the superintendent of schools as hard to staff will be eligible to earn a \$20,000 stipend. These principals will be eligible to receive the \$20,000 stipend for the 2021-2022 school year as long as they are in good standing.

For 2021-2022, HISD hard to staff high schools are identified by data and/or campus needs and approved by the superintendent.

Middle School Principals

Specialty Middle Schools	\$107,100
Comprehensive Middle Schools / K-8	\$107,100
Middle Schools Identified as Hard to Staff by the Superintendent of Schools	\$10,000 Hard to Staff Stipend

***\$7,500 Performance Contract Pay is included in the salary amount.**

- Principals of Specialty Middle Schools will earn an annual salary of \$107,100 per year. (Principals who earned more effective May 2015 will maintain their current salaries.) Principals with 10 years or more of principal experience will receive total compensation of at least \$108,500.
- Principals of K-8 Schools will earn an annual salary of \$107,100. (Principals who earned more effective May 2015 will maintain their current salaries.)
- Principals of Comprehensive Middle Schools will earn an annual salary of \$107,100 per year. (Principals who earned more effective May 2015 will maintain their current salaries.)
- Principals of Middle Schools Identified by the superintendent of schools as Hard to Staff

In addition to their salary, principals of middle schools identified by the superintendent of schools as hard to staff will be eligible to earn a \$10,000 stipend. These principals will be eligible to receive the \$10,000 stipend for the 2021-2022 school year as long as they are in good standing. For 2021-2022, HISD hard to staff middle schools are identified by data and/or campus needs and approved by the superintendent.

Elementary School Principals

Campus variables from the prior year are used to calculate components and principal salaries. Campus-based variables are calculated and produced by the Research Department and are determined by averaging school data taken for PEIMS reporting the last Friday in October and again the last Friday in April of the same school year.

An employee who does not earn a creditable year of service and/or who remains on the same pay step for any other reason (such as being at the maximum pay step) is not eligible for a pay increase beyond any increase made to the pay step to which the employee is assigned.

Note: Principals who work less than half time are not eligible to earn a creditable year of experience and will not advance on the step scale.

The following rules apply to elementary school principals:

Experience Component

2021-2022 Experience Component of Pay for Elementary Principals	
Years of Credited Experience/Step	ES*
0-6	\$80,813
7	\$81,063
8	\$81,313
9	\$81,563
\$7,500 performance contract pay is included.	
<p>Salaries of Elementary Principals are based on a combination of principal experience and the campus variables of school size and school complexity. Elementary Principals with 10 years completed experience will receive a minimum total compensation of \$103,500.</p>	
<p>Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience.</p>	

After meeting the minimum experience requirements for principal, additional experience as principal or equivalent, (or higher), will be considered for placement on the experience ladder.

Size of School (per student) Component

Size of School	0 – 599	600 – 899	900 – 1199	1200 +
Value	\$0	\$7,000	\$10,000	\$12,000

For principals assigned to multiple campuses, the school type with the greater value dictates the lane.

Complexity Component

Economically Disadvantaged	0 – 35%	36% – 50%	51% – 75%	76% – 90%	91% +
Value	\$0	\$2,700	\$4,000	\$5,000	\$6,000

Gifted and Talented	0 – 11%	12% – 40%	41% – 80%	81% +
Value	\$0	\$2,000	\$3,000	\$4,000

For principals assigned to multiple campuses, combined school characteristics are used to determine complexity values.

Superintendent Component

From time to time the superintendent of schools requires flexibility to recruit principals to unique situations. The superintendent of schools may exercise his/her discretion to determine an additional pay component/incentive for a principal.

Changes in Component Values

- The principal pay model is a placement structure for new or transferring principals. An established principal will maintain the component values associated with their campus unless:
- S/he transfers to a new campus, at which time their pay is recalculated using the current component values for the new campus.
- A campus component decreases by 50% from the time the component was established, at which time the component value will be reduced accordingly. For each component the calculation is determined by:

Calculation	Determined By
Size of School	Number of Students
Economically Disadvantaged	Overall Percentage Decrease
Gifted and Talented	Overall Percentage Decrease

- A campus component increases to the next range, at which time the component value will be increased accordingly.
- For each component the calculation is determined by:

Calculation	Determined By
Size of School	Number of Students
Economically Disadvantaged	Overall Percentage Increase
Gifted and Talented	Overall Percentage Increase

- When a school is new, consolidated, or reconfigured, campus-based variables will be evaluated using data collected on the first day after Labor Day and any needed pay adjustments will be made. The variables will be reevaluated after the fall PEIMS and any adjustments will be made retroactive to the beginning of the school year.

Additional Components

\$1,000 is paid for a Doctorate degree.

Exceptions to Elementary Principal Pay Model

In some circumstances, the elementary principal experience plus school components may be less than the employee's current rate of compensation. With approval of the superintendent of schools, the employee may be granted a pay increase not to exceed 6% above their current salary. The salary will remain unchanged until it meets or exceeds the district's approved salary table.

Achieve 180 Schools

The list of Achieve 180 Schools is determined by data and/or campus needs and approved by the Superintendent. Additional schools may be added after final release of TEA campus data.

For 2021-2022, campuses identified as Achieve 180 schools are below:

Tier 3 Support	Tier 2 Support	Tier 1 Support	Area Support	
Deady MS	Bruce ES	Ashford ES	Blackshear ES	Northline ES
Fleming MS	C. Martinez ES	Attucks MS	Bonham ES	Osborne ES
Henry MS	Kashmere HS	Cullen MS	Codwell ES	Reagan K-8
High School Ahead Academy	Key MS	Dogan ES	Edison MS	Robinson ES
Highland Heights ES	North Forest HS	Gregory-Lincoln	Foerster ES	Rucker ES
Sugar Grove MS	Yates HS	Hilliard ES	Forest Brook MS	Sherman ES
Thomas MS	Young ES	Marshall ES	Franklin ES	Smith ES
Wesley ES		Seguin ES	Holland MS	Stevens ES
Wheatley HS		Washington HS	Isaacs ES	Wisdom HS
Williams MS		Whidby ES	Mading ES	Woodson
Deady MS		Worthing HS		
		Madison HS		

Classification and Promotional Adjustments for

Assistant Principals and Deans

Salary is based on the following Initial Compensation Placement Table.

An employee who does not earn a creditable year of service is not eligible for a pay increase. Assistant principals or deans who work less than half time are not eligible to earn a creditable year of experience and will not advance on the Initial Compensation Placement Tables.

2021-2022 Assistant Principal Placement Tables			
Salary for 11 Month Assistant Principal/Dean			
Years of Credited Experience/Step	ES*	MS*	HS*
0-6	\$67,110	\$68,379	\$73,640
7	\$67,317	\$68,586	\$73,847
8	\$67,524	\$68,793	\$74,054
9	\$67,731	\$69,000	\$74,261
10	\$67,938	\$69,207	\$74,468
11	\$68,382	\$69,677	\$75,596
12	\$69,652	\$70,947	\$77,272
13	\$70,925	\$72,220	\$78,539
14	\$72,195	\$73,491	\$78,735
15	\$73,468	\$74,763	\$80,371
16	\$74,740	\$76,035	\$82,004
17	\$76,011	\$77,305	\$83,639
18	\$77,283	\$78,276	\$85,276
19	\$78,260	\$79,180	\$86,931
20	\$79,164	\$79,222	\$88,597
21	\$79,199	\$80,463	\$90,266
22	\$80,439	\$81,703	\$91,932
23	\$81,680	\$82,944	\$93,601
24+	\$82,921	\$84,186	\$95,270
\$5,000 performance contract pay included.			
Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.			

Non-Assistant Principal or Dean Experience

- Experience credit is not given until the minimum requirement for the assistant principal position of five years of teaching experience is met.
- Employees with certified educational experience such as classroom teacher will be given one year credit for every two years of experience after the minimum five years of teaching experience is met. Maximum placement for this experience is experience level 5, step 1.
- Employees with certified, full-time, non-teaching experience in positions above teacher but not requiring administrative certification, such as counselor, magnet coordinator, title I coordinator, school improvement facilitator, etc., will be given one year credit for each year of experience. This experience will be in addition to any steps earned through teacher experience. Maximum placement combining teacher-plus experience and teacher experience is experience level 5, step 1.

Assistant Principal, Dean, or Equivalent Experience

- Employees holding any position, in or out of the district, requiring administrative certification, will receive one-for-one experience credit up to the maximum of the salary table.
- Experience as a Teacher Development Specialist will be given one for one experience credit up to the maximum of the salary table.

Non-assistant principal or dean experience and assistant principal, dean or equivalent experience as described above will be combined to determine placement on the salary scale.

Exceptions to the experience credit guidelines in all cases will require the review and approval of the chief human resources officer

Additional Components

- \$1,000 is paid for a Doctorate degree. Exception: If an assistant principal's or dean's salary currently exceeds the salary table (pay is grandfathered), the employee is not eligible for the additional payment for a Doctorate degree.

Jobs in Administration with Fixed Rates

- Area Superintendents
- School Support Officers
- Directors, School Offices

Employees in Pay Grades 34/T15 or Higher

- The superintendent of schools or designee will approve the level of all jobs assigned pay grades of 34/T15 or higher.
- A salary must only go to the superintendent or Compensation Committee for approval if it has not already been approved or determined according to regular procedures as stated in the Compensation Manual.
- Chiefs, direct reports, and school support officers:
 - o Before the contract term begins: Prior to September 1 or the beginning of a contract term, the superintendent of schools has the authority to determine a salary rate for chiefs, direct reports, and school support officers with notice to the board of education after any salary change is made.
 - o After the beginning of the contract term: All salary adjustments or changes in pay grade for chiefs, direct reports, and school support officers made during the contract term based upon need, additional duties, or market conditions require board approval.

Teachers

Extra Duty Pay

Professionals paid on the Teacher Initial Compensation Placement Table who have assignments beyond the regular day during the school year shall be paid at the standard rate of \$25 per hour for the additional time worked. (EXPAY) See pages 39 for an explanation of Extra Duty Pay.

- The rate for regular summer school teachers is \$30 per hour.
- Extended Time (EXTM) for Teachers
- Extended Time may be authorized by the principal or department head based on available funds in their individual school budgets.
- Extended time is not a contract extension but is for work performed after the end date of the contract.
- Employees assigned to extended time do not accrue additional sick leave or vacation days for the extended time period.
- No property rights to such extensions are given or implied through extended time assignments.
- Extended time is paid at the teacher's daily rate of pay.

Note: This policy excludes summer school assignments as listed in section III, page 17 .

Coaching Assignment Extended Time

In addition to the coaching stipend for extra duties during the school year, extended time will be granted in this category in certain assignments for a specific number of days based on the teacher's current salary. See page 52 for a complete listing.

New coaches may be hired before the beginning of their work schedules on an hourly basis (based on last year's salary schedule).

Hourly Teachers

Hourly Teachers will be placed on a step based on their experience at the time of their hire and will receive Board approved increases thereafter. Their hourly rate will not be reduced due to changes in the number of years included in the steps.

Associate Teachers

Term	Teaching Position	Rate
Day-to-day AT6 H06254	Non-Degreed Patron Associate Teacher Cannot be placed in a long-term position.	\$14.00 per hour
Day-to-day AT1 H00253	Non-Degreed Associate Teacher Limited to 5 days in same position. Cannot be placed in a long-term position.	\$14.00 per hour
Day-to-day AT2 H00254	Degreed Associate Teacher Must hold a bachelor's degree or higher	\$14.00 per hour
Day-to-day AT7 H07254	Texas Certified Associate Teacher (Degreed)	\$14.00 per hour
Day-to-day AT4 H00256	Nurse Associate Teacher (Degreed and RN)	\$14.24 per hour
Day-to-day AT8 H08254	HISD Retired Certified Associate Teacher (Degreed)	\$14.41 per hour
AT3 H00247	Dedicated Associate Teacher (Degreed)	\$14.00 per hour
Long Term	Associate Teacher (Degreed) Certified, Retired, Nurse All must be Degreed	\$16.43 per hour

Long term is defined as an associate teacher with a four-year Bachelor's degree, placed in the same position/classroom, in the same school, for over 10 days.

A dedicated associate teacher is eligible for five (5) state leave days. **Unused leave days are forfeited upon release or resignation from the assignment.** Dedicated associate teachers are eligible for health benefits and participate in the Teacher Retirement System of Texas (TRS).

Associate teachers holding Texas teacher certificates must show evidence of completion of the TECAT or TASP requirement in order to receive pay as Texas certified associate teachers.

Part Time Degreed Teachers and Hourly Lecturers

Part Time Degreed Teachers - Part time degreed teachers holding a current certification and a Bachelor's degree or higher are paid the hourly rate equivalent of the Teacher Initial Compensation Placement Tables. Service credit experience (Per TEA rules) determines placement on the schedule.

Part Time Degreed Teachers		\$39.24 - \$58.17
Hourly Lecturers (should not be used for part-time certified teachers)		
H00076	Hourly Lecturers – Degreed	\$24.84
H00077	Hourly Lecturers – Non-Degreed	\$16.54
H00075	Hourly Lecturers – Non-Degreed Special Schools Critical Skills	\$24.84

Employees Working Summer School Assignments

Summer school assignments are considered to be extra optional assignments performed after completion of the regular or contract work schedule and are not classified as extended time assignments. The district follows Title I rules for summer school. Employees working an additional authorization during the summer will be paid at the base hourly rate for the additional assignment. These summer assignments are programs that are board approved.

Transportation hourly employees are to be paid based on the type of work performed. The rates of pay are the same as used during the normal school year based on the job and employee's rate of pay.

Clerk, Teaching Assistant, Non-Instructional Aide, Custodian	Regular hourly rate based on regular daily rate
Food Service	Daily rate of pay
Speech Therapist and other professional staff approved by the Board for the summer program	Daily rate of pay
Regular Summer School Teacher	\$30.00 per hour

The Superintendent of Schools has the authority to approve special rates for summer school programs.

Summer Temporaries - Audit

Summer temporaries working as Audit Interns shall be placed on the master pay scale.

Nutrition Services Employees

Annual Work Schedules: The following table defines the number of duty days required for the respective number of scheduled months of employment with the district.

Career Area or Position	Months Employed During School Year					
	12	11.5	11	10.5	10	9
Nutrition Services Attendants	-	-	-	-	180	-
Nutrition Service Team Leaders and Nutrition Trainees	-	-	-	-	182	-
Nutrition Services Operation Managers, Café Managers – Secondary, and Driver-Food Delivery	-	-	212	-	-	-

Daily Work Schedule: Requires employees to work the number of hours per day shown in the table.

Position	Daily Work Schedule
Nutrition Services Attendant	7 hours daily
Nutrition Services Team Leaders Nutrition Services Attendant Trainees	7 ½ hours daily
Café Managers – Secondary	8 hours daily
Hourly Nutrition Services Substitute	hours as needed*
Hourly Nutrition Services Attendant	hours as needed*

Note: Assignments vary for Hourly Nutrition Services Substitutes and Attendants as needed.

New Nutrition Services Employee

Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience.

HISD may grant a 2.5% increase over the pay range minimum for every year of related work experience. Maximum salary placement is 25% over the pay range minimum.

New Regular or Hourly Nutrition Services Employee

Employees in these positions / areas will be placed at the equivalent hourly rate for the minimum salary of the assigned pay range.

Nutrition Services employees will receive a percentage of salary raise based on budgetary funds available and approved by the board.

New Nutrition Services Attendant Team Leaders

Policy Component	Description				
Scope of Policy	This policy applies to new Nutrition Services Attendant Team Leaders.				
Determination of Placement in Pay Range	Classification of the Nutrition Services Team Leader is determined by the number of regular and hourly Nutrition Services attendants, service hours, service lines, breakfast/lunch participation and a la carte sales. The table below defines the classifications according to set criteria.				
Team Leader Classification and Grade Assignments	<table border="1"> <thead> <tr> <th>Title</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>Nutrition Services Attendant Team Leader</td> <td>19</td> </tr> </tbody> </table>	Title	Grade	Nutrition Services Attendant Team Leader	19
Title	Grade				
Nutrition Services Attendant Team Leader	19				

Rates for Specific Hourly Positions

FS020H	Associate Nutrition Services Substitute, Hourly	\$14.00
FS021H	Nutrition Services Attendant, Hourly	\$14.00

Differentials and Special Pay

These differences will be paid as extra pay and administered through the Time and Labor System (TRC)

Nutrition Services Travel Compensation

All Nutrition Services Cafeteria Employees: One-hour regular pay per day in lieu of mileage reimbursement will be provided to regular and hourly cafeteria employees, trainees or team leads who are directed to travel from one school to another as part of their job duties. One hour travel pay may also be allocated at the discretion of the General Manager of Operations for special travel circumstances.

Other Jobs with Special Rates

Substitutes and Hourly Personnel: Employees placed into hourly positions not listed below should be assigned the minimum pay rate for the position's salary grade.

Position	Pay Rate
CF019H Hourly Custodian	\$14.00/hr
TS002H Hourly Transportation Attendant	\$14.00/hr
TS007H Bus Driver	\$18.00/hr
PS001H Crossing Guard	\$18.31/hr
PS012H Patrolman (Certified Police Officer – non-HISD)	\$31.13/hr
Regular Summer School Teacher	\$30.00/hr
H31785 Hourly Principal – Leadership Development	\$50.00/hr
H31794 Substitute Principal	\$55.00/hr
H31795 Substitute Assistant Principal	\$40.00/hr
CM072H Parent Tutor – HIPPY Program - Hourly	\$14.00/hr
HM0221 Intern, LSSP – Annually	\$20,720
H00562 Attendant, All Sports Hourly	\$14.00/hr
FS020H Associate Nutrition Services Substitute, Hourly	\$14.00/hr
FS021H Nutrition Services Attendant, Hourly	\$14.00/hr

IV. HISD Compensation Table

Initial Compensation Placement Tables

21-22 Teacher Placement Table					
All Months					
YRS EXP / STEP	10	10.5	11	11.5	12
	SALARY	SALARY	SALARY	SALARY	SALARY
0	\$56,869	\$59,712	\$62,556	\$65,399	\$68,243
1	\$57,019	\$59,870	\$62,721	\$65,572	\$68,423
2	\$57,169	\$60,027	\$62,886	\$65,744	\$68,603
3	\$57,319	\$60,185	\$63,051	\$65,917	\$68,783
4	\$57,481	\$60,355	\$63,229	\$66,103	\$68,977
5	\$58,012	\$60,913	\$63,813	\$66,714	\$69,614
6	\$58,542	\$61,469	\$64,396	\$67,323	\$70,250
7	\$59,820	\$62,811	\$65,802	\$68,793	\$71,784
8	\$60,090	\$63,095	\$66,099	\$69,104	\$72,108
9	\$60,360	\$63,378	\$66,396	\$69,414	\$72,432
10	\$61,185	\$64,244	\$67,304	\$70,363	\$73,422
11	\$61,457	\$64,530	\$67,603	\$70,676	\$73,748
12	\$62,018	\$65,119	\$68,220	\$71,321	\$74,422
13	\$62,292	\$65,407	\$68,521	\$71,636	\$74,750
14	\$62,566	\$65,694	\$68,823	\$71,951	\$75,079
15	\$62,841	\$65,983	\$69,125	\$72,267	\$75,409
16	\$63,115	\$66,271	\$69,427	\$72,582	\$75,738
17	\$63,683	\$66,867	\$70,051	\$73,235	\$76,420
18	\$64,234	\$67,446	\$70,657	\$73,869	\$77,081
19	\$64,786	\$68,025	\$71,265	\$74,504	\$77,743
20	\$66,208	\$69,518	\$72,829	\$76,139	\$79,450
21	\$66,653	\$69,986	\$73,318	\$76,651	\$79,984
22	\$69,018	\$72,469	\$75,920	\$79,371	\$82,822
23	\$69,157	\$72,615	\$76,073	\$79,531	\$82,988
24	\$69,602	\$73,082	\$76,562	\$80,042	\$83,522
25	\$71,128	\$74,684	\$78,241	\$81,797	\$85,354
26	\$71,689	\$75,273	\$78,858	\$82,442	\$86,027
27	\$72,700	\$76,335	\$79,970	\$83,605	\$87,240
28	\$73,655	\$77,338	\$81,021	\$84,703	\$88,386
29	\$73,936	\$77,633	\$81,330	\$85,026	\$88,723
30	\$74,609	\$78,339	\$82,070	\$85,800	\$89,531
31	\$75,620	\$79,401	\$83,182	\$86,963	\$90,744
32	\$76,070	\$79,874	\$83,677	\$87,481	\$91,284
33	\$76,744	\$80,581	\$84,418	\$88,256	\$92,093
34	\$77,642	\$81,524	\$85,406	\$89,288	\$93,170
35	\$78,597	\$82,527	\$86,457	\$90,387	\$94,316
36	\$80,562	\$84,590	\$88,618	\$92,646	\$96,674
37	\$82,809	\$86,949	\$91,090	\$95,230	\$99,371
38	\$83,309	\$87,474	\$91,640	\$95,805	\$99,971
39	\$83,809	\$87,999	\$92,190	\$96,380	\$100,571
40+	\$84,309	\$88,524	\$92,740	\$96,955	\$101,171

Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.

21-22 Evaluation Specialist/LSSP Placement Tables					
All Months					
YRS EXP / STEP	10M	10.5M	11M	11.5M	12M
	SALARY	SALARY	SALARY	SALARY	SALARY
0	\$59,869	\$62,712	\$65,556	\$68,399	\$71,243
1	\$60,019	\$62,870	\$65,721	\$68,572	\$71,423
2	\$60,169	\$63,027	\$65,886	\$68,744	\$71,603
3	\$60,319	\$63,185	\$66,051	\$68,917	\$71,783
4	\$60,481	\$63,355	\$66,229	\$69,103	\$71,977
5	\$61,012	\$63,913	\$66,813	\$69,714	\$72,614
6	\$61,542	\$64,469	\$67,396	\$70,323	\$73,250
7	\$62,820	\$65,811	\$68,802	\$71,793	\$74,784
8	\$63,090	\$66,095	\$69,099	\$72,104	\$75,108
9	\$63,360	\$66,378	\$69,396	\$72,414	\$75,432
10	\$64,185	\$67,244	\$70,304	\$73,363	\$76,422
11	\$64,457	\$67,530	\$70,603	\$73,676	\$76,748
12	\$65,018	\$68,119	\$71,220	\$74,321	\$77,422
13	\$65,292	\$68,407	\$71,521	\$74,636	\$77,750
14	\$65,566	\$68,694	\$71,823	\$74,951	\$78,079
15	\$65,841	\$68,983	\$72,125	\$75,267	\$78,409
16	\$66,115	\$69,271	\$72,427	\$75,582	\$78,738
17	\$66,683	\$69,867	\$73,051	\$76,235	\$79,420
18	\$67,234	\$70,446	\$73,657	\$76,869	\$80,081
19	\$67,786	\$71,025	\$74,265	\$77,504	\$80,743
20	\$69,208	\$72,518	\$75,829	\$79,139	\$82,450
21	\$69,653	\$72,986	\$76,318	\$79,651	\$82,984
22	\$72,018	\$75,469	\$78,920	\$82,371	\$85,822
23	\$72,157	\$75,615	\$79,073	\$82,531	\$85,988
24	\$72,602	\$76,082	\$79,562	\$83,042	\$86,522
25	\$74,128	\$77,684	\$81,241	\$84,797	\$88,354
26	\$74,689	\$78,273	\$81,858	\$85,442	\$89,027
27	\$75,700	\$79,335	\$82,970	\$86,605	\$90,240
28	\$76,655	\$80,338	\$84,021	\$87,703	\$91,386
29	\$76,936	\$80,633	\$84,330	\$88,026	\$91,723
30	\$77,609	\$81,339	\$85,070	\$88,800	\$92,531
31	\$78,620	\$82,401	\$86,182	\$89,963	\$93,744
32	\$79,070	\$82,874	\$86,677	\$90,481	\$94,284
33	\$79,744	\$83,581	\$87,418	\$91,256	\$95,093
34	\$80,642	\$84,524	\$88,406	\$92,288	\$96,170
35	\$81,597	\$85,527	\$89,457	\$93,387	\$97,316
36	\$83,562	\$87,590	\$91,618	\$95,646	\$99,674
37	\$85,809	\$89,949	\$94,090	\$98,230	\$102,371
38	\$86,309	\$90,474	\$94,640	\$98,805	\$102,971
39	\$86,809	\$90,999	\$95,190	\$99,380	\$103,571
40+	\$87,309	\$91,524	\$95,740	\$99,955	\$104,171

Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.

21-22 Counselor Placement Tables

All Months

YRS EXP / STEP	10M	10.5M	11M	11.5M	12M
	SALARY	SALARY	SALARY	SALARY	SALARY
0	\$57,869	\$60,712	\$63,556	\$66,399	\$69,243
1	\$58,019	\$60,870	\$63,721	\$66,572	\$69,423
2	\$58,169	\$61,027	\$63,886	\$66,744	\$69,603
3	\$58,319	\$61,185	\$64,051	\$66,917	\$69,783
4	\$58,481	\$61,355	\$64,229	\$67,103	\$69,977
5	\$59,012	\$61,913	\$64,813	\$67,714	\$70,614
6	\$59,542	\$62,469	\$65,396	\$68,323	\$71,250
7	\$60,820	\$63,811	\$66,802	\$69,793	\$72,784
8	\$61,090	\$64,095	\$67,099	\$70,104	\$73,108
9	\$61,360	\$64,378	\$67,396	\$70,414	\$73,432
10	\$62,185	\$65,244	\$68,304	\$71,363	\$74,422
11	\$62,457	\$65,530	\$68,603	\$71,676	\$74,748
12	\$63,018	\$66,119	\$69,220	\$72,321	\$75,422
13	\$63,292	\$66,407	\$69,521	\$72,636	\$75,750
14	\$63,566	\$66,694	\$69,823	\$72,951	\$76,079
15	\$63,841	\$66,983	\$70,125	\$73,267	\$76,409
16	\$64,115	\$67,271	\$70,427	\$73,582	\$76,738
17	\$64,683	\$67,867	\$71,051	\$74,235	\$77,420
18	\$65,234	\$68,446	\$71,657	\$74,869	\$78,081
19	\$65,786	\$69,025	\$72,265	\$75,504	\$78,743
20	\$67,208	\$70,518	\$73,829	\$77,139	\$80,450
21	\$67,653	\$70,986	\$74,318	\$77,651	\$80,984
22	\$70,018	\$73,469	\$76,920	\$80,371	\$83,822
23	\$70,157	\$73,615	\$77,073	\$80,531	\$83,988
24	\$70,602	\$74,082	\$77,562	\$81,042	\$84,522
25	\$72,128	\$75,684	\$79,241	\$82,797	\$86,354
26	\$72,689	\$76,273	\$79,858	\$83,442	\$87,027
27	\$73,700	\$77,335	\$80,970	\$84,605	\$88,240
28	\$74,655	\$78,338	\$82,021	\$85,703	\$89,386
29	\$74,936	\$78,633	\$82,330	\$86,026	\$89,723
30	\$75,609	\$79,339	\$83,070	\$86,800	\$90,531
31	\$76,620	\$80,401	\$84,182	\$87,963	\$91,744
32	\$77,070	\$80,874	\$84,677	\$88,481	\$92,284
33	\$77,744	\$81,581	\$85,418	\$89,256	\$93,093
34	\$78,642	\$82,524	\$86,406	\$90,288	\$94,170
35	\$79,597	\$83,527	\$87,457	\$91,387	\$95,316
36	\$81,562	\$85,590	\$89,618	\$93,646	\$97,674
37	\$83,809	\$87,949	\$92,090	\$96,230	\$100,371
38	\$84,309	\$88,474	\$92,640	\$96,805	\$100,971
39	\$84,809	\$88,999	\$93,190	\$97,380	\$101,571
40+	\$85,309	\$89,524	\$93,740	\$97,955	\$102,171

Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.

Master Pay Scale Salary Tables

Master Pay Scale Salary Table – 2021-2022

12 Months Master Pay Scale Salary Table			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
37	\$114,885	\$152,223	\$189,561
36	\$104,441	\$138,385	\$172,328
35	\$94,947	\$125,804	\$156,662
34	\$86,315	\$114,367	\$142,420
33	\$78,468	\$103,970	\$129,473
32	\$71,335	\$94,519	\$117,702
31	\$64,850	\$85,926	\$107,002
30	\$58,954	\$78,115	\$97,275
29	\$53,595	\$71,013	\$88,432
28	\$48,723	\$64,557	\$80,392
27	\$46,030	\$58,689	\$71,347
26	\$41,846	\$53,353	\$64,861
25	\$38,042	\$48,503	\$58,964
24	\$34,583	\$44,094	\$53,604
23	\$31,439	\$40,085	\$48,731
22	\$29,120	\$36,441	\$44,301
21	\$29,120	\$33,128	\$40,273
20	\$29,120	\$30,117	\$36,612
19	\$29,120	\$29,120	\$33,284
18	\$29,120	\$29,120	\$30,258
17	\$29,120	\$29,120	\$29,120
16	\$29,120	\$29,120	\$29,120
15	\$29,120	\$29,120	\$29,120
<p>An employee who does not earn a credited year of service is not eligible for a pay increase. Employees who work less than half time are not eligible to earn a creditable year of service and will not receive a pay increase. See page 38 for explanation of creditable year of service.</p>			
<p>Employees may exceed the maximum of the range due to board approved employee raises with the District</p>			

Master Pay Scale Salary Table – 2021-2022

11.5 Months Master Pay Scale Salary Table			
Grade	Minimum	Midpoint	Maximum
37	\$110,098	\$145,880	\$181,663
36	\$100,089	\$132,619	\$165,148
35	\$90,991	\$120,562	\$150,134
34	\$82,719	\$109,602	\$136,486
33	\$75,199	\$99,638	\$124,078
32	\$68,363	\$90,581	\$112,798
31	\$62,148	\$82,346	\$102,544
30	\$56,498	\$74,860	\$93,222
29	\$51,362	\$68,054	\$84,747
28	\$46,693	\$61,867	\$77,042
27	\$44,112	\$56,244	\$68,374
26	\$40,102	\$51,130	\$62,158
25	\$36,457	\$46,482	\$56,507
24	\$33,142	\$42,257	\$51,371
23	\$30,129	\$38,415	\$46,701
22	\$27,390	\$34,923	\$42,455
21	\$24,900	\$31,748	\$38,595
20	\$24,416	\$28,862	\$35,087
19	**	\$26,238	\$31,897
18	**	\$24,416	\$28,997
17	**	\$24,416	\$26,361
16	**	\$24,416	\$24,416
15	**	\$24,416	\$24,416
An employee who does not earn a credited year of service is not eligible for a pay increase. Employees who work less than half time are not eligible to earn a creditable year of service and will not receive a pay increase. See page 38 for explanation of creditable year of service.			
Employees may exceed the maximum of the range due to board approved employee raises with the District.			

The District pays a minimum of \$14.00/hour; therefore, the minimum salary will be calculated by number of hours and days worked in a specific duty schedule.

Master Pay Scale Salary Table – 2021-2022

11 Months Master Pay Scale Salary Table			
Grade	Minimum	Midpoint	Maximum
37	\$105,311	\$139,538	\$173,764
36	\$95,738	\$126,853	\$157,967
35	\$87,035	\$115,320	\$143,607
34	\$79,122	\$104,836	\$130,552
33	\$71,929	\$95,306	\$118,684
32	\$65,390	\$86,642	\$107,894
31	\$59,446	\$78,766	\$98,085
30	\$54,041	\$71,605	\$89,169
29	\$49,129	\$65,095	\$81,063
28	\$44,663	\$59,177	\$73,693
27	\$42,194	\$53,798	\$65,401
26	\$38,359	\$48,907	\$59,456
25	\$34,872	\$44,461	\$54,050
24	\$31,701	\$40,420	\$49,137
23	\$28,819	\$36,745	\$44,670
22	\$26,199	\$33,404	\$40,609
21	\$24,080	\$30,367	\$36,917
20	**	\$27,607	\$33,561
19	**	\$25,097	\$30,510
18	**	\$24,080	\$27,737
17	**	\$24,080	\$25,215
16	**	\$24,080	\$24,080
15	**	\$24,080	\$24,080
An employee who does not earn a credited year of service is not eligible for a pay increase. Employees who work less than half time are not eligible to earn a creditable year of service and will not receive a pay increase. See page 38 for explanation of creditable year of service.			
Employees may exceed the maximum of the range due to board approved employee raises with the District.			

The District pays a minimum of \$14.00/hour; therefore, the minimum salary will be calculated by number of hours and days worked in a specific duty schedule.

Master Pay Scale Salary Table – 2021-2022

10.5 Months Master Pay Scale Salary Table			
Grade	Minimum	Midpoint	Maximum
37	\$100,524	\$133,195	\$165,866
36	\$91,386	\$121,087	\$150,787
35	\$83,079	\$110,079	\$137,079
34	\$75,526	\$100,071	\$124,618
33	\$68,660	\$90,974	\$113,289
32	\$62,418	\$82,704	\$102,989
31	\$56,744	\$75,185	\$93,627
30	\$51,585	\$68,351	\$85,116
29	\$46,896	\$62,136	\$77,378
28	\$42,633	\$56,487	\$70,343
27	\$40,276	\$51,353	\$62,429
26	\$36,615	\$46,684	\$56,753
25	\$33,287	\$42,440	\$51,594
24	\$30,260	\$38,582	\$46,904
23	\$27,509	\$35,074	\$42,640
22	\$25,008	\$31,886	\$38,763
21	\$22,735	\$28,987	\$35,239
20	\$22,064	\$26,352	\$32,036
19	**	\$23,957	\$29,124
18	**	\$22,064	\$26,476
17	**	\$22,064	\$24,069
16	**	\$22,064	\$22,064
15	**	\$22,064	\$22,064
An employee who does not earn a credited year of service is not eligible for a pay increase. Employees who work less than half time are not eligible to earn a creditable year of service and will not receive a pay increase. See page 38 for explanation of creditable year of service.			
Employees may exceed the maximum of the range due to board approved employee raises with the District.			

The District pays a minimum of \$14.00/hour; therefore, the minimum salary will be calculated by number of hours and days worked in a specific duty schedule.

Master Pay Scale Salary Table – 2021-2022

10 Months Master Pay Scale Salary Table			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
37	\$95,738	\$126,853	\$157,968
36	\$87,034	\$115,321	\$143,607
35	\$79,123	\$104,837	\$130,552
34	\$71,929	\$95,306	\$118,683
33	\$65,390	\$86,642	\$107,894
32	\$59,446	\$78,766	\$98,085
31	\$54,042	\$71,605	\$89,168
30	\$49,128	\$65,096	\$81,063
29	\$44,663	\$59,178	\$73,693
28	\$40,603	\$53,798	\$66,993
27	\$38,358	\$48,908	\$59,456
26	\$34,872	\$44,461	\$54,051
25	\$31,702	\$40,419	\$49,137
24	\$28,819	\$36,745	\$44,670
23	\$26,199	\$33,404	\$40,609
22	\$23,818	\$30,368	\$36,918
21	\$21,653	\$27,607	\$33,561
20	\$20,720	\$25,098	\$30,510
19	**	\$22,816	\$27,737
18	**	\$20,742	\$25,215
17	**	\$20,720	\$22,923
16	**	\$20,720	\$20,839
15	**	\$20,720	\$20,720
An employee who does not earn a credited year of service is not eligible for a pay increase. Employees who work less than half time are not eligible to earn a creditable year of service and will not receive a pay increase. See page 38 for explanation of creditable year of service.			
Employees may exceed the maximum of the range due to board approved employee raises with the District.			

The District pays a minimum of \$14.00/hour; therefore, the minimum salary will be calculated by number of hours and days worked in a specific duty schedule.

Hourly Master Pay Scale Salary Table

Hourly Master Pay Scale Salary Table – 2021-2022

Hourly Master Pay Scale Salary Table			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
37	\$56.54	\$74.91	\$93.29
36	\$51.40	\$68.10	\$84.81
35	\$46.73	\$61.91	\$77.10
34	\$42.48	\$56.28	\$70.09
33	\$38.62	\$51.17	\$63.72
32	\$35.11	\$46.52	\$57.92
31	\$31.91	\$42.29	\$52.66
30	\$29.01	\$38.44	\$47.87
29	\$26.38	\$34.95	\$43.52
28	\$23.98	\$31.77	\$39.56
27	\$22.65	\$28.88	\$35.11
26	\$20.59	\$26.26	\$31.92
25	\$18.72	\$23.87	\$29.02
24	\$17.02	\$21.70	\$26.38
23	\$15.47	\$19.73	\$23.98
22	\$14.07	\$17.93	\$21.80
21	\$14.00	\$16.30	\$19.82
20	\$14.00	\$14.82	\$18.02
19	\$14.00	\$14.00	\$16.38
18	\$14.00	\$14.00	\$14.89
17	\$14.00	\$14.00	\$14.01
16	\$14.00	\$14.00	\$14.00
15	\$14.00	\$14.00	\$14.00

Technology Pay Scale Salary Table

Technology Pay Scale Salary Table – 2021-2022

Technology Pay Scale Salary Table – 12 Months			
Grade	Minimum	Midpoint	Maximum
T17	\$107,505	\$142,444	\$177,383
T16	\$97,732	\$129,495	\$161,258
T15	\$88,847	\$117,722	\$146,598
T14	\$80,770	\$107,020	\$133,271
T13	\$73,427	\$97,291	\$121,155
T12	\$66,752	\$88,447	\$110,141
T11	\$60,684	\$80,406	\$100,128
T10	\$55,167	\$73,096	\$91,026
T9	\$50,152	\$66,451	\$82,751
T8	\$47,381	\$60,410	\$73,440
T7	\$43,073	\$54,918	\$66,764
T6	\$39,157	\$49,926	\$60,694
T5	\$35,598	\$45,387	\$55,176
<p>An employee who does not earn a credited year of service is not eligible for a pay increase. Employees who work less than half time are not eligible to earn a creditable year of service and will not receive a pay increase. See page 38 for explanation of creditable year of service.</p> <p>Employees may exceed the maximum of the range due to board approved employee raises with the District</p>			

Placement of jobs on the Technology Pay Scale Salary Table must be reviewed by the chief technology officer.

Police Pay Scale Salary Table

Police Pay Scale Salary Placement Table – 2021-2022

POLICE OFFICER PLACEMENT TABLE				
TCOLE Yrs of Experience or Sergeant/Captain Experience	11-Month	12-Month	Sergeant	Captain
0-1	\$50,000	\$54,545	\$85,000	\$105,000
2	\$52,000	\$56,727	\$85,500	\$105,000
3	\$54,000	\$58,909	\$86,000	\$105,000
4	\$56,000	\$61,091	\$86,500	\$105,000
5	\$58,000	\$63,273	\$87,000	\$105,000
6	\$60,000	\$65,455	\$87,500	\$105,000
7	\$61,000	\$66,545	\$88,000	\$110,000
8	\$62,000	\$67,636	\$88,500	\$110,000
9	\$63,000	\$68,727	\$89,000	\$110,000
10	\$64,000	\$69,818	\$90,000	\$110,000
11	\$65,000	\$70,909	\$91,000	\$110,000
12	\$66,000	\$72,000	\$92,000	\$110,000
13	\$67,000	\$73,091	\$93,000	\$110,000
14	\$68,000	\$74,182	\$94,000	\$110,000
15	\$69,000	\$75,273	\$95,000	\$110,000
16+	\$70,000	\$76,364	\$96,000	\$110,000
Employees cannot estimate future salaries based on their gaining a year of experience.				
TCOLE certifications will be added to the base pay.				

Assistant Principals and Deans Pay Scale Salary Tables

11 Month Assistant Principals and Deans Salary Table

An employee who does not earn a creditable year of service is not eligible for a pay increase. Assistant principals or deans who work less than half time are not eligible to earn a creditable year of experience and will not advance on the Initial Compensation Placement Tables. See page 38 for explanation of creditable year of service.

2021-2022 Assistant Principal Placement Tables			
Salary for 11 Month Assistant Principal/Dean			
Yrs of Credited Experience/Step	ES*	MS*	HS*
0-6	\$67,110	\$68,379	\$73,640
7	\$67,317	\$68,586	\$73,847
8	\$67,524	\$68,793	\$74,054
9	\$67,731	\$69,000	\$74,261
10	\$67,938	\$69,207	\$74,468
11	\$68,382	\$69,677	\$75,596
12	\$69,652	\$70,947	\$77,272
13	\$70,925	\$72,220	\$78,539
14	\$72,195	\$73,491	\$78,735
15	\$73,468	\$74,763	\$80,371
16	\$74,740	\$76,035	\$82,004
17	\$76,011	\$77,305	\$83,639
18	\$77,283	\$78,276	\$85,276
19	\$78,260	\$79,180	\$86,931
20	\$79,164	\$79,222	\$88,597
21	\$79,199	\$80,463	\$90,266
22	\$80,439	\$81,703	\$91,932
23	\$81,680	\$82,944	\$93,601
24+	\$82,921	\$84,186	\$95,270
\$5,000 performance contract pay included.			
Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.			

Table 3- 11M AP/Dean

11.5 Month Assistant Principals and Deans Salary Table

An employee who does not earn a creditable year of service is not eligible for a pay increase. Assistant principals or deans who work less than half time are not eligible to earn a creditable year of experience and will not advance on the Initial Compensation Placement Tables. See page 38 for explanation of creditable year of service.

2021-2022 Assistant Principal Placement Tables			
Salary for 11.5 Month Assistant Principal/Dean			
Yrs of Credited Experience/Step	ES*	MS*	HS*
0-6	\$70,160	\$71,487	\$76,987
7	\$70,377	\$71,704	\$77,204
8	\$70,593	\$71,920	\$77,420
9	\$70,810	\$72,136	\$77,637
10	\$71,026	\$72,353	\$77,853
11	\$71,490	\$72,844	\$79,032
12	\$72,818	\$74,172	\$80,784
13	\$74,149	\$75,503	\$82,109
14	\$75,477	\$76,832	\$82,314
15	\$76,807	\$78,161	\$84,024
16	\$78,137	\$79,491	\$85,731
17	\$79,466	\$80,819	\$87,441
18	\$80,796	\$81,834	\$89,152
19	\$81,817	\$82,779	\$90,882
20	\$82,762	\$82,823	\$92,624
21	\$82,799	\$84,120	\$94,369
22	\$84,095	\$85,417	\$96,111
23	\$85,393	\$86,714	\$97,856
24+	\$86,690	\$88,013	\$99,600
\$5,000 performance contract pay included.			
Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.			

Table 4- 11.5 M AP/Dean

12 Month Assistant Principals and Deans Salary Table

An employee who does not earn a creditable year of service is not eligible for a pay increase. Assistant principals or deans who work less than half time are not eligible to earn a creditable year of experience and will not advance on the Initial Compensation Placement Table. See page 38 for explanation of creditable year of service.

2021-2022 Assistant Principal Placement Tables			
Salary for 12 Month Assistant Principal/Dean			
Yrs of Credited Experience/Step	ES*	MS*	HS*
0-6	\$73,211	\$74,595	\$80,335
7	\$73,437	\$74,821	\$80,560
8	\$73,663	\$75,047	\$80,786
9	\$73,888	\$75,273	\$81,012
10	\$74,114	\$75,499	\$81,238
11	\$74,599	\$76,011	\$82,468
12	\$75,984	\$77,397	\$84,297
13	\$77,373	\$78,785	\$85,679
14	\$78,758	\$80,172	\$85,893
15	\$80,147	\$81,560	\$87,677
16	\$81,535	\$82,947	\$89,459
17	\$82,921	\$84,333	\$91,243
18	\$84,309	\$85,392	\$93,028
19	\$85,375	\$86,378	\$94,834
20	\$86,361	\$86,424	\$96,651
21	\$86,399	\$87,778	\$98,472
22	\$87,752	\$89,131	\$100,289
23	\$89,105	\$90,484	\$102,110
24+	\$90,459	\$91,839	\$103,931
\$5,000 performance contract pay included.			
Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.			

Table 5- 12M AP/Dean

Principal Pay Scale Salary Tables

High School Principals

Specialty High Schools	\$117,300
High Schools with Attendance Boundaries	\$132,600
High Schools Identified as hard to staff by the Superintendent of Schools	\$20,000 Hard to Staff Stipend

***\$7,500 Performance Contract Pay is included in the salary table.**

Middle School Principals

Specialty Middle Schools	\$107,100
Comprehensive Middle Schools / K-8	\$107,100
Middle Schools Identified as hard to staff by the Superintendent of Schools	\$10,000 Hard to Staff Stipend

***\$7,500 Performance Contract Pay is included in the salary amounts.**

Elementary School Principals

Salary is based on a combination of the following pay variables: principal experience and school type, size, and complexity.

2021-2022 Experience Component of Pay for Elementary Principals	
Years of Credited Experience/Step	ES*
0-6	\$80,813
7	\$81,063
8	\$81,313
9	\$81,563
\$7,500 performance contract pay is included.	
<p>Salaries of Elementary Principals are based on a combination of principal experience and the campus variables of school size and school complexity. Elementary Principals with 10 years completed experience will receive a minimum total compensation of \$103,500.</p>	
<p>Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience.</p>	

V. Pay Topics

Acting Pay

A regular employee assigned to perform duties of a higher-level position on a temporary basis will receive temporary additional pay which is equal to the incremental dollar value of the promotional adjustment, as calculated under the promotion policy in Pay Administration in this Compensation Manual. This temporary additional pay is payable each pay period for the length of time assigned.

- Employees serving in an interim role for more than 30 calendar days will receive retroactive pay back to the beginning of taking on the role.
- Employees in nonexempt jobs moving to exempt jobs will not be eligible for overtime pay or hours. Employees will receive a temporary increase in accordance with the policy outlined above.
- Nonexempt employees can receive acting pay for another higher-level nonexempt position. The overtime rate for nonexempt employees is calculated according to the acting pay rate calculations defined above.
- For positions requiring certifications, the employee must meet the requirements of the certified position.
- The pay rate will be determined using HISD's policies for determining a promotional increase.
- If the annual pay increase occurs during the interim period, the employee holding the interim position will receive the percentage increase applied to their current salary in the interim position.
- Once the interim period is over, the employee shall return to their previous position and their temporary additional pay shall cease.
- When the interim period is complete, the employee's salary shall be adjusted to their previous salary level plus the annual salary increase based on their regular job.
- The superintendent of schools must approve acting pay for any assignment exceeding one year.

Principal Acting Pay is calculated under the promotion policy in Determining Employee Pay in this Compensation Manual.

Exceptions must be approved by the superintendent of schools.

Allowances

<u>TYPE</u>	<u>RATE</u>	<u>DESCRIPTION</u>
Car	Up to \$700 a month	The superintendent of schools may authorize a car allowance of up to \$700 a month.
Relocation	Up to \$10,000	The Superintendent of schools may authorize the payment of relocation expenses up to \$10,000 for employees hired into principal positions and positions on the Master Salary Schedule and Technology Salary Schedule. If an employee leaves before the completion of one year of service, 50% of this amount must be repaid.
Telecommunication	Up to \$75 per month	With pre-approval from the Chief of the business area and based on job type, certain HISD staff needing to use cell phones, pagers, and other electronic devices for district business may be provided with a telecommunication allowance. Employees receiving the telecommunication allowance are not eligible for other district funded cell phones or pagers. The telecommunication allowance assignment must receive approval from the Chief of the business area and be funded by the department.

Process for Car Allowance

Car allowances are established when a job is designed. When a position becomes vacant, assignment of a car allowance can be considered again.

Process for Cell Allowance

Factors for departments to consider when approving the use of a telecommunication allowance include the need to keep in contact with the employee, the critical level of need for immediate communication, and the impact to school operations when the individual cannot be reached.

Telecommunication allowances are limited to exempt employees. Exceptions for some non-exempt employees will be made in circumstances where they are in the field and do not have access to a district phone. All requests to extend this allowance must be approved by the Compensation Department.

Principals are eligible to receive \$75 per month and Assistant Principals and Deans are eligible to receive \$35 per month.

Bus Driver Supplemental Compensation

- A bus driver assigned to a special education or alternative education route will receive a six percent (6%) increase for the duration of the assignment.

Compensatory Time

Compensatory Time must be **PRE-APPROVED** by an employee's direct supervisor.

Regular and Hourly Status Nonexempt Staff

- Regular and hourly status nonexempt employees are eligible to earn compensatory time at straight time to forty hours, and time and a half for time worked over forty. Compensatory time should be used in the same pay period as earned or in a reasonable period of time or converted to overtime pay as defined by law.

Regular Status Exempt Staff

- Regular status exempt employees are eligible to earn and accumulate up to five (5) compensatory days up to a maximum of 40 hours each year for work **SIGNIFICANTLY BEYOND THE SCOPE** of the employee's normal duties. Administration of compensatory time is at the discretion of the department manager. Compensatory time must be used by the end of the school year in which it was earned. Unused compensatory time may not be carried over to successive school years.
- In emergency situations of the district, the Superintendent of schools may grant up to three (3) additional days of compensatory time each year to designated groups for work significantly beyond the scope of an employee's normal duties. These 3 days are in addition to the up-to-five (5) compensatory days referenced above.
- By the nature of their positions, exempt employees are often required to work beyond a "typical" forty-hour work week. Compensatory time is not intended to be used to compensate for each incremental hour worked beyond forty hours per week; rather, compensatory time is intended for use in recognizing work beyond the normal scope of duties required by the position.
- **Exempt employees are not eligible for overtime pay. Central Office exempt employees are not eligible for stipends,**
- **noted.**

Creditable Year of Service

An important part of the HISD salary administration process is the determination of creditable year of service. This measure determines whether an employee qualifies for base pay increases in association with overall pay structure enhancements which may be made. Since the 1998 -1999 school year, the state considers an employee who satisfies one of the criteria below as having earned a creditable year of service:

- 90 days of full-time service or 180 days of half-time service earned during a 12-month period as defined by TRS Guidelines. Employees who work less than half-time are not eligible to earn a creditable year of service.
- 90 full-time equivalent days. Beginning in the 1998 -1999 school year, full-time equivalent days have been calculated by multiplying the total number of days worked by the percentage of time employed in the district.

Differential Compensation

Differential compensation will be paid to an employee who works in the following assignments: non-exempt crafts/trades, non-exempt food service employees, non-instructional or administrative support employees who are regularly assigned to a mid-day, evening or overnight shift, if the employee works a minimum of six (6) consecutive hours per shift. Exempt employees are not eligible for differential compensation.

- Differential pay will be paid when an employee performs or is assigned on a regular schedule to work evening or graveyard shifts, lock-up responsibilities, or a lead person position.
- Differential compensation will be prorated based on the time served in the function or position. When employees transfer out of temporary assignments, differential pay associated with the former position will be discontinued. Employees are not eligible for shift pay differential during vacations or other absences.

Shift differential hourly pay rates

Shift	Shift Duration	Shift Differential
Evening	3:00 P.M. to Midnight	\$0.35 per hour
Overnight	Midnight to 6:00 A.M.	\$0.60 per hour

Any Crafts/Trades employee who secures the building will receive lockup pay at the rate of \$0.40 per hour. Plant Operators are not eligible for lock-up pay.

See page 44 **Police Officer Pay** for Police Night Shift Differential.

Exempt Employees Special Project Pay

Central Office employees are eligible to receive Special Project Pay or stipends only if initiated or approved by the Superintendent of schools and funded by the department.

Extended Time (EXTM)

Extended Time may be authorized by the Principal or department head based on available funds in their individual school budgets. Extended time is not a contract extension but is for work performed after the end date of the contract. Employees assigned to extended time do not accrue additional sick leave or vacation days for the extended time period. No property rights to such extensions are given or implied through extended time assignments. Extended time is paid at the teacher’s daily rate of pay. This policy excludes summer school assignments which are explained on page 17.

Extra Duty Pay

Extra Duty Pay – Paid through Time and Labor Documentation (timesheets) is required. Will be monitored centrally through monthly reporting.	Rate	Department	Funding
Extra Duty Pay for those paid on the Teacher Salary Schedule	\$25 /hour		SB
Hourly teachers and hourly lecturers who work more than 38.75 hours/week are paid overtime Documentation is required.	\$25 /hour		SB
Extra Duty Pay for those teachers providing instruction after regular school hours to general education students receiving homebound/hospital services	\$25 /hour	Community Services 713-636-6066	SB

Extra Duty Pay – Paid through Time and Labor Documentation (timesheets) is required. Will be monitored centrally through monthly reporting.	Rate	Department	Funding
Tutorials or Curriculars Weekend Supervision – Assistant Principals and Deans who supervise weekend tutorials or other curricular activities, such as weekend STAAR tutorial	\$27 /hour		SB
Extra Duty Pay for teacher certified employees in non-instructional job classifications such as Teacher Development Specialist, Curriculum Specialist, Instructional Specialist, Program Specialist, Student Assessment Data Specialists (DDIS) and New Teacher Coach who provide direct instructional services to students above and beyond their normal duties and work schedules	\$25 /hour		SB
Extra Duty Pay for Speech Therapists			
Regular Rate	\$25 /hour		Dept
Saturday Rate	\$85 /hour		
Home Visit Rate	\$40 /hour		
Extra Duty Pay to compensate Speech Therapist Assistants for work outside of their normal duties and work schedule. Speech Therapist Assistants will provide compensatory services on Saturdays to students not currently receiving required services from Speech Therapist	\$60 /hour		Dept

Grants

Grant-funded Positions

- New jobs must go through the normal JAQ Job Evaluation Process.
- Salary amounts budgeted for in the grant application are only approximations until approved by the Compensation Department.
- Salaries for grant-funded positions will be determined in the same manner as other HISD positions.
- Employment in positions funded through grants will cease when the grant ends.

Grant-funded Stipends

- Must be comparable to stipends in the Compensation Manual.
- New stipends must follow the stipend policies.
- Stipends amounts, though budgeted for in the grant request, are not finalized until approved by the Stipend Review Committee.
- Stipend’s duties must be above and beyond the exempt employee’s normal job duties and normal workday.

Hazardous Duty Differential

Employees involved with hazardous material removal of asbestos abatement as well as wrecker services will receive a \$1.00 per hour Hazardous Duty Differential over their base hourly rate of pay for actual hours worked. This work is performed in hazardous, uncomfortable, and dangerous conditions. This differential will be administered through the payroll system as a separate pay item. **Hazardous Duty Differential is a work-based decision and must have management authorization.**

Business Operations Pay

Lead Person Pay

May be earned by any crafts/trades, food production or administrative support employee temporarily assigned to direct the work activities of other employees for at least 30 days while performing their regular assigned duties. The lead person will receive compensation based on the number of employees supervised. This is a temporary assignment and will be used only in the absence of a supervisor or manager. Although this is a temporary assignment, there is no time limit placed on its usage. Lead Person differential hourly pay rates are:

Number of	
Employees Supervised	Differential
1-10 employees	\$0.35 per hour
11 or more employees	\$0.40 per hour

Note: It is the department's responsibility to establish eligibility for these temporary assignments on an annual basis with appropriate notification to Human Resources.

Note: Those earning Lead Person pay are also eligible to earn Lock-up Pay

Dog Handler Pay

Police Officers who are responsible for the upkeep and maintenance of a police dog will receive \$100 per month.

Crafts & Trades Pay

For employees that have a certification or license that the District is using, the employee will receive \$2500 per year (\$208.33 per month). This request must be signed by the chief operating officer. (HVAC Master, Electrician Master, Roofing Master, Plumbing Master, and Alarm Communications Master)

Leave of Absence

The following policies apply to the administration of compensation following an employee's return to work at HISD:

- Employees who return to work prior to the exhaustion of the leave of absence and who return to a position in the same pay range will receive their previous salary, plus any approved annual increment, if a creditable year of service has been earned.
- If the new job assignment has a different pay range, the employee will be assigned to the pay range of that position and receive the greater of the minimum for the new pay range, or the former salary plus any approved annual increment, subject to the following provisions:
- The employee must meet eligibility criteria for the annual increment, as defined by Creditable Year of Service presented in this Compensation Manual.
- If the former salary exceeds the pay range maximum for the new job assignment, the employee's pay will be reduced to the maximum for the new job assignment.

Note: Pay treatment of educators on contract will follow the terms of their contract.

Longevity Pay

- Beginning with the 2020-2021 school year, employees who have been receiving longevity will have that amount rolled into the base salary, and no longer be a separate component of pay

Overtime Pay

- Exemption status is a legal determination based on a comparison of job duties to a series of Fair Labor Standards Act (FLSA) tests and the applicable case law. An “exempt” or “nonexempt” designation is then assigned to the job and applies to all employees who perform that job. The Legal department has final determination of a job’s FLSA status. FLSA status is a legal compliance decision, not a measure of job worth.
- In addition to these federal and local laws, HISD has District and department requirements for advanced approval of overtime hours; regardless of approvals, if a job has been determined to be nonexempt and an employee in that job works overtime, the employee must be compensated or receive compensatory time.
- While paying for overtime is a legal requirement, scheduling overtime is not an entitlement. Employees should not view overtime as a permanent part of base pay and should understand that these earnings are flexible.
- When an employee moves from a nonexempt to exempt position, through a reclassification of a job, Compensation staff will conduct an analysis of possible pay loss as a result of the change and determine if any action is necessary.
- The general rule under the Fair Labor Standards Act is that all covered employees must be paid at least 1.5 times their regular rate of pay, which may be a blended rate, for all hours physically worked over forty in a workweek. A nonexempt employee must receive an overtime premium of one-half their regular rate of pay for all overtime hours worked. Paid time off (sick, personal leave, paid holiday, and vacation) does not count towards the 40-hour calculation with the exception of jury duty. The HISD workweek begins on Monday 12:01 am and ends on Sunday, 12:00 am. Nonexempt employees and hourly nonexempt employees may be given 1.5 hours of paid compensatory time off for each hour of overtime worked rather than paying a premium rate for the overtime.
- Managers are responsible for documentation of approval to work overtime and the number of hours each employee worked.
- Earning of either compensatory time or overtime must be approved in advance by the supervisor or designee. All the above compensatory time must be properly reported per procedures in the *Finance Procedures Manual*. **Nonexempt employees are compensated for all hours worked.**
- Exempt employees are not eligible for overtime pay. Administrators and exempt administrative support employees are often expected to work in excess of a “typical” forty (40) hour workweek. Exempt employees are compensated with a salary, versus an hourly wage. For exempt staff, completion of work assignments is the primary emphasis. Since there is no overtime pay for exempt staff, the number of hours is of secondary importance.
- Overtime will be monitored centrally through monthly reporting reviews.

Paid Time Off for Partial Day Absences for Exempt Employees

HISD may deduct less than a full day from a salaried, overtime-exempt employee’s paid time off bank (state leave, local leave, state sick leave, vacation leave) for absences due to personal reasons, accident, or illness, without causing the loss of the exempt status of the employee. This policy covers exempt employees who are not eligible for extra duty pay.

HISD may reduce an exempt employee’s accrued paid time off hours for either partial or full day absences. The reduction in the accrued paid time off hours must not result in a reduction of the employee’s guaranteed salary for the week in which the hours are reduced. Payment of the employee’s salary must be made for a partial-day absence for personal reasons or sickness or accident even if the employee has no more

vacation, sick leave or paid time off hours remaining, and even if there is a negative balance in the employee's paid time off account. A manager may not reduce an employee's final salary to make up for an employee's taking more paid time off than the employee had accrued. This policy covers exempt employees who are not eligible for extra duty pay.

Employee Pay Periods

HISD employees are paid as follows:

- Salaried employees are paid over 26 pay periods
- Hourly employees are paid for every pay period in which there are earnings.
- Bus drivers may choose between the bus driver 26 pay periods or to be paid as hourly employees.

General Administration of Performance Contracts

Administrators promoted to positions with performance contracts will have their base salaries administered in the same manner as other employees, with the exception of school support officers and direct reports.

Performance Contract pay will be administered as follows:

- Area superintendents will receive performance contract pay as negotiated and determined by the superintendent of schools, not to exceed an additional \$15,000 for signing a performance contract.
- School support officers will receive performance contract pay as negotiated and determined by the superintendent of schools, not to exceed an additional \$7,500 for signing a performance contract
- The \$7,500 performance contract pay for principals is included in the total compensation package.
- The \$5,000 performance contract pay for assistant principals is included in the total compensation package.
- An employee promoted or hired into a position which is eligible for a performance contract may receive an additional \$7,500 for signing a performance contract. Employees on performance contracts who are reassigned to positions not eligible for performance contracts shall have their performance contract and pay associated with it removed from their salary at the same time of reassignment and then have their other salary components adjusted based upon the procedures in this manual.
- Employees and new hires working under a performance contract may have their salaries exceed the maximum of the salary range by up to the value of the performance contract pay.

Planning and Preparation Time - Classroom Teachers

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning. A planning and preparation period may not be less than 45 minutes within the instructional day. During a planning and preparation period, a classroom teacher may not be required to participate in any other activity.

Police Officer Pay

Court Appearance Pay

Police officers who are eligible for overtime compensation will receive a minimum of two (2) hours pay, paid at time and a half of their regular rate of pay, for each authorized court appearance, unless this time period overlaps their regular assigned work shift.

Night Differential Pay

Police officers who are assigned to a night shift (10:00 p.m. To 6:00 a.m.) will receive differential pay at the rate of \$0.35 per hour. Employees are not eligible for shift pay during vacations or other absences.

Skilled Crafts Personnel

Skilled craftsmen may be hired on a temporary basis to supplement the normal work force. These employees can be paid a competitive rate for their respective craft and such authorizations and approved rates may be made only by the chief operating officer. Skilled craftsmen include:

- Electricians
- Painters
- General Maintenance Workers
- Roofers
- HVAC Technicians
- Sheet Metal

Teacher Adjustment and Teacher Allotment

Employees who received the teacher adjustment amount assigned to employees on the Teacher Initial Compensation Placement Table at the beginning of the 2014-2015 school year will retain this component as long as they are continuously in a position on any Initial Compensation Placement Table. Employees who transfer to positions on the Master or Technology Pay Scales or leave the district would will not recover the teacher adjustment amount if they move back to any Initial Compensation Placement Table through transfer or rehire. Their compensation would be based on experience.

For the 2020-2021 school year, the former career ladder supplement now carried as teacher allotment will continue. No new career ladder supplements or teacher allotments will be added for new employees or rehires. Grandfathered teachers had allotment in their salaries at the beginning of school year 1993. Teacher allotment is not considered to be a component of an employee's base salary and is not used to calculate an employee's position in the salary range. Teacher allotment is deducted from an employee's salary when calculating promotional increases or other adjustment amounts. Teachers who transfer to positions on the Master or Technology Pay Scales or leave the District would will not recover the teacher allotment amount if they move back to the Teacher Initial Compensation Placement Table through transfer or rehire. Their compensation would be based on experience.

Work Schedules (formerly referred as duty schedules)

Employees are required to work the number of days specified within the position's annual work schedule.

Specific work schedules are published annually and available on HISD's web pages, giving the beginning date and ending date for each classification of employee.

Support and CT employees in assignments of 10, 10 1/2, 11, or 11 ½ months who are approved to work prior to the scheduled beginning date or beyond the scheduled ending date must:

- Be given comparable time off during the year; or
- Be paid at their current hourly rate on an extended time basis which must be approved in advance by the immediate supervisor.

Daily Work Schedules: The following policies pertain to daily work schedules in various jobs and job categories within HISD:

- All HISD contract and regular personnel in the following categories and jobs are required to work an eight (8) hour day, exclusive of the lunch period, unless assigned to a position established for a different number of hours. Applicable categories and jobs include the following: administrators, counselors, evaluation specialists, non-instructional, and administrative support (including, but not limited to teaching assistants, aides, clerks, school secretaries, custodians, crafts and trades, instructional coordinators, and speech therapist assistants).
- All full-time teachers and employees paid on the Placement Table, (including but not limited to librarians, nurses, speech therapists, magnet coordinators, exchange teachers, and registrars) are required to work a seven hour and forty-five-minute day. This time period includes a thirty-minute duty-free lunch.
- Any work schedule which requires the teacher to teach a credit course outside of the regular day must be paid at that teacher's hourly rate from campus or regional office funds. For policies regarding extra duty pay for teachers, refer to Sections III, V and VI, pages 15, 38 and 75 of this Compensation Manual.
- The Superintendent of schools 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.

VI. Stipends

Stipend Information and Policies

Existing Stipends - (Described in the *Compensation Manual Stipend List*)

Policies

- 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.
- Schools are expected to ensure teachers assisting students in activities eligible for stipends and extra duty pay have completed CPR/AED (including Anaphylaxis training) and First Aid certification.
- Multiple employees working within the same stipend program must be paid within the same stipend range.
- The minimum and maximum amounts of Board approved stipends must be followed.
- Stipend requirements, amounts, and funding source will be reviewed and approved by the Board each year.
- Stipend payments of less than \$500 annually will be paid in a single lump sum at the end of the year.
- Campuses are responsible for funding school-based stipends and should have adequate funding to support them.
- The following are eligible for stipends:
 - Only full-time campus-based exempt employees, except where otherwise noted, are eligible to receive stipends. Retirees should be aware that accepting stipends could jeopardize their annuities.
 - Only employees on Initial Compensation Placement Tables can be paid a stipend for working additional hours beyond the regular workday.
- The following are not eligible for stipends:
 - Assistant Principals/Deans are not eligible for stipends, unless otherwise noted.
 - Hourly employees, including hourly teachers, are not eligible to receive stipends.
 - Non-Exempt employees are not eligible for stipends and are compensated for extra duties by overtime.
 - Central Office Exempt employees are not eligible for stipends, unless otherwise noted.
- Schools may elect not to offer certain stipends.

Note: These stipend policies will remain in effect unless superseded by later administrative action.

Process

- Campus and Departments will submit Board Approved stipend requests through SAP
- Only users that have taken the required training classes will be able to submit the Stipend requests
- Instructions and guidance is provided on the Employee Portal in the link: <https://houstonisd.sharepoint.com/sites/DEPTSHR>
- For additional questions, please reach out to Stipends@houstonisd.org

Prorating Stipends

- If an employee involuntarily transfers into a stipend ineligible position from one that was stipend eligible, the stipend will be prorated.

- No stipend will be given if an employee is:
 - Involuntarily terminated
 - Voluntarily transfers into a position that is ineligible for a stipend.
 - Voluntarily terminates before the end of the stipend period.

Ad Hoc Stipends

New Stipends (Not included in the stipend summary list)

Policies

- Paying Extra Duty Pay should be considered first, before creating an Ad Hoc Stipend.
- All Ad Hoc stipends (including those in a proposed grant) **MUST BE** pre-approved by the Principal, Area Superintendent, and the General Manager of Compensation **BEFORE** the duties can begin. **STIPENDS WILL NOT BE PAID IF WORK BEGINS BEFORE STIPEND IS APPROVED.**
- Before Ad Hoc stipends will be paid, time sheets that document work performed identified in the ad hoc stipend request must be signed by the Principal and the Area Superintendent and submitted to the Compensation Department.
- The Ad Hoc stipend will be in effect for the current school year only and **must be** reviewed and approved annually.
- Stipend duties should be above and beyond the employee's normal job duties.
- Ad Hoc stipends must not duplicate or supplement the annualized amount of existing stipends, even if the stipend is part of a grant.
- Rules regarding employee eligibility for Ad Hoc stipends are the same as those for stipends in the Compensation Manual. (See page 46)
- Assistant Principals and Deans are not eligible for Ad Hoc Stipends
- These stipend policies will remain in effect unless superseded by later administrative action.

Process

- Complete the Stipend Creation Form describing the new stipend duties and payment amount (<https://houstonisd.sharepoint.com/sites/DEPTS/HR>)
- Determine the stipend payment amount and payment frequency. (One-Time Payment or Bi-Annual)
 - Verify the stipend amount is appropriate by comparison to similar stipends.
 - Actual stipend amount depends upon money available in your budget.
- Obtain necessary pre-approval by Area Superintendent or designee.
- All Ad Hoc Stipends (Single & Multiple Employee requests) must be submitted via Manager Self Service (MSS)
 - The Stipend Creation Form must be attached to the online request. (needs to be updated)
 - CPR Certification is required for all Co-Curricular Stipends and must be attached to the online request.
 - Timesheets must be submitted to the Compensation Department that document work performed identified in the ad hoc stipend request and must be signed by the Principal and Area Superintendent.
- Campus/ departments will be notified of the approval or rejection status via email.
 - For Multiple Employees the Stipend Payment Request File is required to be submitted to Stipends@houstonisd.org after you have received the approval email.
- Maintain a copy of the signed Stipend Creation Form in the school files.
- Processing of second half payment at the end of the stipend period (semester or school year end)
 - Single employee requests are re-submitted via MSS.

- o Multiple employee requests require the Stipend Payment Request File to be submitted to Stipends@houstonisd.org

Performance Standards and Evaluations

- Achieves a variety of goals rather than one specific goal.
- Measurements such as win/loss records may not be used as performance measures due to regulatory compliance issues.
- For determining eligibility, a stipend cannot be withheld based on student STAAR scores or any other performance metric.

Process

- At the beginning of the school year, identify 3-4 goals/achievements
- Establish overall performance guidelines using the Performance Standards and Evaluation Worksheet.
- Ensure the goals are meaningful and easily measurable.
- Use the Tier Assignment form to determine the stipend potential.
- Throughout the stipend period, assess the employee's performance relative to the established goals. Achievements, or lack thereof, should be documented and discussed with the employee in a timely manner.
- Time sheets must be maintained as they are required for payment to the employee.
- Principal or supervisor has the authority to end the stipend at any time during the stipend period. Principal or supervisor must notify the employee of his/her decision in writing immediately.
- Determine the percentage of stipend, if any, based on the employee's performance.
- Meet with the employee to discuss their performance.
- Send the Performance Standards and Evaluation Worksheet and Tier Assignment form to the Compensation Department.

Stipend List by Number

Number	Name	Page
001	Critical Shortage Secondary Math	67
002	Critical Shortage Special Education	67
003	Critical Shortage Secondary Science	67
004	Critical Shortage Spanish	67
2	Academic Coach	58
0003	Bilingual	56
300	Sheltered Instruction Coach (SI Coach)	57
11	AP/ IB Lead Teacher	63
13	Teacher, Lead - Secondary School	63
16	Vanguard (G/T) Coordinator	63
18	Title I, Part A Campus Contact Person	61
19	Athletic Coordinator	52
21	Baseball - Assistant Coach Boys + 5 days EXTM	53
22	Baseball - Head Coach Boys + 5 days EXTM	53
23	Basketball -Assistant Coach Boys + 5 days EXTM	53
24	Basketball -Assistant Coach Girls + 5 days EXTM	53
25	Basketball - Freshman Coach Boys	53
26	Basketball –Coach Boys – 7 th Grade	55
27	Basketball - Freshman Coach Girls	53
0027	Teacher Leader, Highly Effective Teacher (HET) Career Pathway	65
28	Basketball - Head Coach Boys + 7 days EXTM	53
0028	Educational Diagnostician Certification Trainer	65
29	Basketball –Coach Boys - 8 th grade	55
30	Basketball - Head Coach Girls + 7 days EXTM	55
31	Cheerleader Sponsor HS	53
32	Cheerleader Sponsor MS	55
0033	Graduation Lab Teachers of Record (GLTR)	75
34	Cross Country - Head Coach Boys	53
0034	District or campus required training beyond regular hours of employment	77
35a	Cross Country - Head Coach Boys – 7 th grade	55
35b	Cross Country - Head Coach Boys - 8 th grade	55
35c	Cross Country - Head Coach Girls – 7 th grade	55
35d	Cross Country - Head Coach Girls – 8 th grade	55
36	Cross Country - Head Coach Girls	53
37	Drill Squad - Head Coach Girls	53
0037	Career Pathways Teacher Leaders	65
38	Football - Assistant Coach Boys (Fall) + 10 days EXTM*	53
40	Football - Head Coach Boys (Fall) + 25 days EXTM*	53
0040	Teacher Development Specialist Summer Projects	66
41	Football - Assistant Coach Boys (Spring)	53
43	Football - Head Coach Boys (Spring) + 20 days EXTM	53
44	Football - Assistant Coach Boys – 8 th grade + 5 days EXTM	55
45	Football –Coach Boys – 7 th grade	55

Number	Name	Page
46	Football - Head Coach Boys - 8th grade + 5 days EXTM	55
47	Golf - Head Coach Boys	53
48	Golf - Head Coach Girls	53
55	Soccer - Head Coach Boys + 5 days EXTM	53
55.1	Soccer - Assistant Coach Boys + 5 days EXTM	53
56	Soccer - Head Coach Girls + 5 days EXTM	53
56.1	Soccer - Assistant Coach Girls + 5 days EXTM	53
57	Softball - Assistant Coach Girls + 5 days EXTM	53
58	Softball - Head Coach Girls + 5 days EXTM	53
60	Swimming –Coach Girls - 7th grade	55
60a	Swimming –Coach Boys - 7th grade	55
61	Swimming –Coach Girls - 8th grade	55
61a	Swimming –Coach Boys - 8th grade	55
62	Swimming - Head Coach Boys	53
63	Swimming - Head Coach Girls	53
64	Tennis - Head Coach Boys	53
65	Tennis - Head Coach Girls	53
66	Track & Field - Assistant Coach Boys HS only + 5 days EXTM	53
67	Track & Field – Assistant Coach Girls + 5 days EXTM	53
68	Track & Field - Head Coach Boys + 5 days EXTM	53
69	Track & Field - Head Coach Girls + 5 days EXTM	53
70	Track - Coach Girls - 7th grade	55
70a	Track - Coach Boys - 7 th grade	55
71	Track - Coach Girls - 8th grade	55
71a	Track - Coach Boys - 8 th grade	55
72	Track/Baseball - Freshman Coach Boys	53
73	Track/Softball - Freshman Coach Girls	53
74	Volleyball - Assistant Coach Girls + 10 days EXTM	53
75	Volleyball –Coach Girls - 7th grade	55
76	Volleyball - Head Coach Girls + 3 days EXTM	53
77	Volleyball - Freshman Coach Girls + 9 days EXTM	53
78	Volleyball - Head Coach Girls + 15 days EXTM	53
79	Wrestling - Coach Boys + 7 days EXTM School-Based Budget	53
79a	Wrestling – Coach Girls + 7 days EXTM	53
79.1	Wrestling - Assistant Coach Boys + 5 days EXTM	53
79.2	Wrestling – Assistant Coach Girls + 5 days EXTM	53
81	Swimming Coordinator	53
83	Level 1 - Third year of consecutive experience as a Behavior Support Class	68
84	Level 2 - Fourth year of consecutive experience as a Behavior Support Class	68
85	Level 3 - Five or more years of consecutive experience as a Behavior Support Class	68
88.1	Lead Evaluation Specialist (LES)	71
89	Materials Center Evaluation Specialist Coordinator	71
99	Evaluation Specialist Bilingual	71
116	Trainer of Interpreters for sign language/or ARD/IEP	68

Number	Name	Page
120	Chairperson, Department	58
127	Campus Induction Coach	64
132	Beginning Teacher Campus Based Mentor	64
135	Mentor - Speech Therapists, Mentor for the Clinical Fellowship Year (CFY)	71
136	Mentor - Speech Therapy Svcs., Mentor Licensed Assistants Speech Therapists	71
137	Mentor - Speech Therapy Svcs., Mentor Graduate Clinicians	71
154	STAAR Coordinator	62
160	Band Director, Assistant HS	58
161	Band Director, Assistant MS	59
162	Choral Director, Assistant	58
163	Athletic Coordinator	52
164	Drama/Theater Director, Assistant HS	58
165	Band or Orchestra Director HS	58
166	Band Director MS	58
167	Choral Director HS	58
168	Choral Director MS	59
170	Dance Director, Assistant HS	58
171	Dance MS	59
172	Orchestra Director	58
173	Dance Director HS	58
174	Drama/Theater MS	59
175	Drama/Theater Director HS	58
179	Newspaper Sponsor HS	58
180	Career & Technical Student Org (CTSO) Teacher Sponsor	58
181	Orchestra MS	59
182	Piano Director	58
183	Speech/Debate Sponsor HS	58
184	Speech/Debate MS	59
185	Student Council Sponsor HS	58
186	Yearbook Sponsor HS	59
187	Yearbook Sponsor MS	59
252	Assistive Technology Team Member	71
253	Bilingual Speech Therapy Assessor	71
256	Chairperson 1 - Special Education, Elementary - less than 60 students	68
257	Chairperson 2 - Special Education, Elementary - 60 to 89	68
260	Lead Speech Therapist	71
263	Therapist (Speech) Retention Bonus	68
267	Special Education Social Workers Leadership	68
268	Special Olympics Coach	68
268a	Special Olympics Chaperone	68
269	Program Specialist or Specialist Evaluation Manager (Speech)	71
271	Therapist (Speech, Occupational, Physical) Retention	71
272	Speech Therapist/Audiologist Retention Bonus	71
275	Therapist (Speech, Occupational, Physical) Sign-on Bonus	71
277	Visually Impaired Teacher Education	68

Number	Name	Page
278	JROTC Coach	76
303	Curriculum Writing Assignments	62
335	Small Learning Community Coordinator (SLC) or Cluster Leader	58
337	Soccer – Head Coach Girls	53
337a	Soccer – Head Coach Boys	53
345	Chairperson/Team Leader, Grade Level	58
346	Strength & Conditioning – Coach HS	53
347	Strength & Conditioning – Coach MS	53
350	Newspaper MS	59
351	Student Council MS	59
353	Campus Instructional Technology Specialist	75
354	Assessment Development	62
374	Licensed Speech Therapist Assistant Sign-On Bonus	71
375	1 st and 2 nd year. experience as a Behavior Support Class	68
376	Itinerant Teacher – Retention Stipend	68
378	Speech Therapist Assistant Retention Bonus – Second Year	71
379	Robotics	58
380	Field Maintenance Stipend	53
381	e-Teacher Stipend	76
382	Intervention Assistance Team (IAT) District Liaison– Campus Based	60
383	Autism Teacher Retention Bonus	71
390	Section 504 Coordinator	60
393	Speech Therapist Referral Bonus	71
400	Basketball – Coach Girls – 7 th grade	55
401	Basketball – Coach Girls – 8 th grade	55
406	Recruitment Incentive – Secondary Math, Secondary Science – Year 1	66
407	Recruitment Incentive – Special Education (SpEd) – Year 1	66
SE03	Mentor of Non-certified Educational Diagnosticians	71
-	Extra Duty Pay	76
-	Lead Principal Stipend	78

Stipend List with Annual Amounts

The stipends are listed in alphabetical order by category and can also be identified by referring to the index.

All stipends are stated in annual amounts and represent minimum/maximum of the range or fixed amounts. Board approved stipends must follow the minimum and maximum amounts. Stipends are funded by the following fund account types: School Based (SB), Department (Dept), and District Wide (DW).

If you have questions about a stipend, refer to the Contact column for the appropriate department to contact.

Athletics

All stipend request forms must be sent to the Athletic Department for eligibility determination.

Extended time (EXTM), as indicated below, is a required part of the stipend and must be paid provided that the days are worked and documented. A school that uses Athletic stipends which include Extended time (EXTM) must pay teachers for the extended days.

The following up-to-date certification/training is required for receipt of stipend:

- First Aid, CPR/AED (including Anaphylaxis training), other required health-related training,
- Coaches Certification Program Certificate (Constitution and Contest Rules, Sports Safety Training, Ethics and Sportsmanship, Steroid Education and Concussion Education)
- Water Safety Instructor (WSI for Swimming Coaches)
- UIL Concussion Training
- UIL Professional Acknowledgement of Rules
- National Federation of High School Coaches Certification Training (for first year coaches only)
- Best Practices in Tackling Certification (for Football Coaches only)
- All coaches must be registered with RegisterMyAthlete.com to access training modules. This includes cheer and drill sponsors.

Certification and training requirements will be updated as needed in compliance with state, federal, and UIL guidelines.

The following fully completed paperwork is required for receipt of stipend:

- Athletic Master sheets to Athletic Department and Athletic Trainers
- UIL Eligibility Form to Athletic Department and UIL
- Completed Athletic Physicals for Athletes Participating to Athletic Trainers
- Athletic Insurance to Athletic Department

Non-exempt employees are not eligible to coach or receive Athletic stipends.

See below for number of extra days awarded for coaching assignment extended time.

Extended District Closure – if the District is closed for an extended period of time, coaches will not be receiving a stipend if coaching activities have not begun.

NOTE: Stipends are not contingent on win-loss record.

Athletics - High School

Athletic Coordinator (HS)

The High School Athletic Coordinator must be a Certified Athletic Administrator through the National Interscholastic Athletic Administrators Association. The Athletic Coordinator organizes and coordinates athletic activities on their campus as directed by the principal and the Athletic Department Staff. The Athletic Coordinator must oversee all written athletic documents from their campus as well as accept departmental responsibility for all UIL, National Federation of High Schools, NCAA and District rules and policies as outlined in the Houston ISD Athletic Coordinator Manual.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
19	Athletic Coordinator	\$3,600	Dec/June	Athletics 713-556-6913	SB
21	Baseball - Assistant Coach Boys + 5 days EXTM	\$2,000	Dec/June		SB
22	Baseball - Head Coach Boys + 5 days EXTM	\$4,000	Mar/May		SB
23	Basketball - Assistant Coach Boys + 5 days EXTM	\$4,000	Dec/Mar		SB
24	Basketball - Assistant Coach Girls + 5 days EXTM	\$4,000	Dec/Mar		SB
25	Basketball - Freshman Coach Boys	\$2,500	Dec/Mar		SB

Number	Name	Amount	Payment Date	Contact Information	Funding Type
27	Basketball - Freshman Coach Girls	\$2,500	Dec/Mar		SB
28	Basketball - Head Coach Boys + 7 days EXTM	\$5,000	Dec/Mar		SB
30	Basketball - Head Coach Girls + 7 days EXTM	\$5,000	Dec/Mar		SB
31	Cheerleader Sponsor	\$2,500	Dec/May		SB
34	Cross Country - Head Coach Boys	\$2,000	Nov		SB
36	Cross Country - Head Coach Girls	\$2,000	Nov		SB
37	Drill Squad - Head Coach Girls	\$4,000	Nov/May		SB
380	Field Maintenance Stipend	\$1,000	Dec/May		SB
38	Football - Assistant Coach Boys (Fall) + 10 days EXTM*	\$4,000	Oct/Nov		SB
41	Football - Assistant Coach Boys (Spring)	\$2,000	June		SB
40	Football - Head Coach Boys (Fall) + 20 days EXTM*	\$7,000	Oct/ Nov		SB
43	Football - Head Coach Boys (Spring) + 20 days EXTM* *High School football coaches not participating in spring training are eligible for five (5) additional days of EXTM in the next summer. No coach or assistant coach can receive both fall and spring extended days.	\$4,000	June		SB
47	Golf - Head Coach Boys	\$2,000	May		SB
48	Golf - Head Coach Girls	\$2,000	May		SB
55.1	Soccer - Assistant Coach Boys + 5 days EXTM	\$3,000	Feb/Apr		SB
56.1	Soccer - Assistant Coach Girls + 5 days EXTM	\$3,000	Feb/Apr		SB
55	Soccer - Head Coach Boys + 5 days EXTM	\$4,000	Feb/Apr		SB
56	Soccer - Head Coach Girls + 5 days EXTM	\$4,000	Feb/Apr		SB
57	Softball - Assistant Coach Girls + 5 days EXTM	\$2,000	Mar/May		SB
58	Softball - Head Coach Girls + 5 days EXTM	\$4,000	Mar/May		SB
346	Strength & Conditioning – Coach	\$2,700	Dec/May		SB
81	Swimming Coordinator	\$5,000	Dec/May		SB
62	Swimming - Head Coach Boys	\$2,500	Mar		SB
63	Swimming Head Coach Girls	\$2,500	Mar		SB
64	Tennis - Head Coach Boys	\$2,000	May		SB
65	Tennis - Head Coach Girls	\$2,000	May		SB
66	Track & Field - Assistant Coach Boys + 5 days EXTM	\$2,000	Mar/May		SB
67	Track & Field – Assistant Coach Girls + 5 days EXTM	\$2,000	Mar/May		SB
68	Track & Field - Head Coach Boys + 5 days EXTM	\$4,000	Mar/May		SB
69	Track & Field - Head Coach Girls + 5 days EXTM	\$4,000	Mar/May		SB
72	Track/Baseball - Freshman Coach Boys	\$2,000	Mar/May		SB
73	Track/Softball - Freshman Coach Girls	\$2,000	Mar/May		SB
74	Volleyball - Assistant Coach Girls + 10 days EXTM	\$2,000	Sept/Nov		SB

Number	Name	Amount	Payment Date	Contact Information	Funding Type
77	Volleyball - Freshman Coach Girls + 9 days EXTM	\$2,000	Sept/Nov		SB
78	Volleyball - Head Coach Girls + 15 days EXTM	\$4,000	Sept/Nov		SB
79.1	Wrestling - Assistant Coach Boys + 5 days EXTM	\$2,000	Dec/Mar		SB
79.2	Wrestling - Assistant Coach Girls + 5 days EXTM	\$2,000	Dec/Mar		SB
79	Wrestling - Coach Boys + 7 days EXTM	\$3,000	Dec/Mar		SB
79a	Wrestling - Coach Girls + 7 days EXTM	\$3,000	Dec/Mar		SB

Athletics - Middle School

Athletic Coordinator (MS)

The Middle School Athletic Coordinator must be a Certified Athletic Administrator through the National Interscholastic Athletic Administrators Association. The Athletic Coordinator organizes and coordinates athletic activities on their campus as directed by the principal and the Athletic Department Staff. The Athletic Coordinator must oversee all written athletic documents from their campus as well as accept departmental responsibility for all UIL, , National Federation of High Schools, NCAA and District rules and policies as outlined in the Houston ISD Athletic Coordinator Manual.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
163	Athletic Coordinator	\$1,500	Dec/June	Athletics 713-556-6913	SB
26	Basketball - Coach Boys - 7 th Grade	\$2,000	Dec/Mar		SB
400	Basketball - Coach Girls - 7 th grade	\$2,000	Dec/Mar		SB
29	Basketball - Coach Boys - 8 th grade	\$3,000	Dec/Mar		SB
401	Basketball - Coach Girls - 8 th grade	\$3,000	Dec/Mar		SB
32	Cheerleader Sponsor	\$2,000	Dec/May		SB
35a	Cross Country - Head Coach Boys - 7 th grade	\$1,000	Nov		SB
35b	Cross Country - Head Coach Boys - 8 th grade	\$1,000	Nov		SB
35c	Cross Country - Head Coach Girls - 7 th grade	\$1,000	Nov		SB
35d	Cross Country - Head Coach Girls - 8 th grade	\$1,000	Nov		SB
44	Football - Assistant Coach Boys - 8 th grade + 5 days EXTM	\$2,500	Nov		SB
45	Football - Coach Boys - 7 th grade	\$2,000	Nov		SB
46	Football - Head Coach Boys - 8 th grade + 5 days EXTM	\$3,000	Nov		SB
337a	Soccer - Head Coach Boys	\$2,000	April		SB
337	Soccer - Head Coach Girls	\$2,000	April		SB
347	Strength & Conditioning - Coach	\$2,700	Dec/May		SB
60a	Swimming - Coach Boys - 7 th grade	\$1,000	Mar		SB
60	Swimming - Coach Girls - 7 th grade	\$1,000	Mar		SB
61a	Swimming - Coach Boys - 8 th grade	\$1,000	Mar		SB
61	Swimming - Coach Girls - 8 th grade	\$1,000	Mar		SB
70a	Track - Coach Boys - 7 th grade	\$1,500	April		SB

Number	Name	Amount	Payment Date	Contact Information	Funding Type
70	Track - Coach Girls - 7 th grade	\$1,500	April		SB
71a	Track - Coach Boys - 8 th grade	\$1,500	April		SB
71	Track - Coach Girls - 8 th grade	\$1,500	April		SB
75	Volleyball –Coach Girls - 7 th grade	\$2,000	Nov		SB
76	Volleyball – Coach Girls – 8 th grade + 3 days EXTM	\$3,000	Nov		SB

Bilingual

Administered by the Multilingual Programs Department only

Bilingual Stipend Requirements

Teachers must:

- Hold a current bilingual teaching certificate in the grade level/content assigned or hold a valid permit in bilingual education in the grade level/content assigned. Dual language immersion program teachers for whom a bilingual certification is not offered by TEA must hold a teaching certificate in the grade level/content assigned and hold a LOTE certification in the target language;
- Not have received a first-year recruitment incentive;
- Be on a teacher pay schedule and have been assigned a bilingual major duty job title. Refer to Bilingual Stipend FAQ document on the Multilingual Programs Department Site;
- Be a full-time teacher of record to students who qualify for and have been placed in a bilingual program by the campus Language Proficiency Assessment Committee (LPAC);
- Complete a total of 40 hours of professional development between June 1st and May 1st that addresses the cognitive, linguistic, and affective needs of bilingual students. A minimum of 6-hours of professional development focused on sheltered instruction provided by the Multilingual Programs Department outside of the regular school day is required. **Refer to Bilingual Stipend FAQ document on the Multilingual Programs Department Site.**

Special Considerations

- Teachers must ensure certification records are current and updated in SAP/OneSource (contact HISD Certification Office).
- Campus Principals must ensure teacher job title is updated in SAP/OneSource (contact campus Budget Analyst).
- Payment of the bilingual stipend is divided into two equal installments, with the first half (\$2,500) paid in December and the final half (\$2,500) paid in June. The first part of the stipend is paid regardless of the number of professional development hours completed in the fall; however, principals are responsible for ascertaining that the required 40 hours of professional development are taken before approving the final payment.
- A prorated amount will be considered only in adherence to current district policies.
- A prorated amount will be considered for teachers hired after the first work day and for teachers placed on leave or suspension.
- Teacher Specialists are not eligible for the bilingual stipend.
- Teachers under an approved FML are eligible for the stipend.
- A teacher is ineligible for the stipend if teacher
 - Is terminated.
 - Voluntarily transfers to a position that is ineligible for the stipend.
 - Voluntarily resigns before the end of the stipend period.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0003	Bilingual Stipends	\$5,000	Dec/ June *Two payments if all requirements are met	Multilingual Dept 713-556-6961	DW

- Bilingual Certified Special Ed teachers who meet all Bilingual Stipend Requirements above, but are not the teacher of record, may be eligible to receive \$250 for each Special Ed / Bilingual student they serve (not to exceed \$2,500 per semester). Documentation is required each semester prior to the first and second payment of the stipend.

Number	Name	Amount	Payment Dates	Contact Information	Funding Type
0003	Bilingual Stipend	\$250 per student per semester not to exceed \$2,500 per semester or \$5,000 per year	December & June	Multilingual Dept 713-556-6961	DW

Sheltered Instruction Coach (SI Coach) Stipend Requirements

- Teacher certification required.
- Facilitate the implementation and oversee the functions and outcomes of campus EL Instructional Plan, which includes identifying campus EL needs, setting goals for improvement, monitor gains, and adjust goals for improvement.
- Collaborate with LPAC Administrator to identify teachers with Bilingual Exceptions and/or ESL Waivers to ensure identified teachers receive and attend required professional development and support student with Sheltered Instruction strategies in the classroom.
- Conduct in-service training on Sheltered Instruction for campus staff, disseminate information regarding Bilingual/ESL programs for Sheltered Instruction to campus administrators, faculty, and other key campus staff.
- Maintain campus EL Instructional Plan district compliance documentation, including documentation of teacher identification, student data, and coaching logs.
- Attend in-service training on sheltered instruction; attend district EL coordinator meetings and participate actively with Multilingual Programs designee.
- Ensure identified teachers attend ESL certification preparation course and take TeXes ESL Supplemental Certification Exam.
- Stipend requirements must be verified by Multilingual Programs Team Leads
- A Sheltered Instruction Coach is ineligible for the stipend if the campus has not filed
 - an ESL Waiver or
 - a Bilingual Exception with the Multilingual Programs Department

Special Considerations

Assistant Principals/Deans are not eligible for the Sheltered Instruction stipend.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
300	Sheltered Instruction Coach (SI Coach)	\$1500	Dec/ June *Two payments if all requirements are met	Multilingual Dept 713-556-6961	DW

Career Readiness

Career & Technical Education Student Organization Sponsorship Stipend Requirements:

- Campus Commitment – Teacher must complete the Commitment to Sponsor CTSO form, obtain campus principal signature and submit to the CTE department by deadline as posted at the beginning of the school year. The CTSO must be an approved organization per the CTE guidelines.
- CTSO Fall Portfolio – submitted by deadline with all content included and Principal signature as per CTE guidelines posted to Career Readiness website and distributed to Sponsors who submitted Commitment Forms.
- CTSO Spring Portfolio – submitted by deadline with all content included and
- Principal signature as per CTE guidelines posted to Career Readiness website and distributed to Sponsors who submitted Commitment Forms.
- Amount of CTSO stipend is defined by CTE guidelines for sponsor requirements posted on Career Readiness website; stipends will not be less than \$625 per school year, and will not exceed \$1250 per school year.
- IMPORTANT REMINDER – CTSO stipend will be split into two payments; fall and spring. A complete CTSO portfolio must be submitted in the fall semester by deadline if sponsoring a CTSO for the entire school year. CTE Department allocates funds for CTSO stipends paid based on the fall portfolio submissions. Thus, the budget will not have funds to cover the spring portion of CTSO stipend if a fall portfolio is not received.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
180	CTSO Teacher Sponsor Stipend	\$625	to	\$1,250	Dec/ June	Career and Technical Education 713-556-6981	Dept

Chairperson, Lead Teacher

Cannot be combined with any other Chairperson stipend

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
120	Chairperson, Department (All department chairs) - Secondary school use only	\$800	\$1,000	\$1,200	Dec/June		SB
345	Chairperson/Team Leader, Grade Level - Elementary school use only	\$300	\$400	\$500	June		SB
335	Small Learning Community Coordinator (SLC) or Cluster Leader – Secondary school use only	\$500	\$1,000	\$1,500	Dec/June		SB
13	Teacher, Lead - Secondary School - Secondary school use only	\$250 /year			June		SB

Co-Curricular - High School

- These stipends are for work performed beyond the school day and resulting in a production or product
- Except where noted the stipends are paid in December and June
- The following up-to-date certification/training is required for receipt of stipend: CPR/AED (including Anaphylaxis training) and First Aid

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
2	Academic Coach - Principals may elect to pay teachers who work with students in the afternoon and weekends on local, state and national academic competitions	\$500	\$800	\$1,100	June		SB
165	Band Director	\$2,400	\$3,360	\$4,320			SB
172	Orchestra Director	\$2,400	\$3,360	\$4,320			SB
160	Band Director, Assistant	\$1,200	\$1,680	\$2,160			SB
167	Choral Director	\$1,200	\$1,680	\$2,160			SB
162	Choral Director, Assistant	\$680	\$950	\$1,225			SB
170	Dance Director, Assistant	\$680	\$950	\$1,225			SB
173	Dance Director	\$1,360	\$1,905	\$2,450			SB
175	Drama/Theater Director	\$1,360	\$1,905	\$2,450			SB
164	Drama/Theater Director, Assistant	\$680	\$950	\$1,225			SB
179	Newspaper Sponsor	\$800	\$1,120	\$1,440			SB
182	Piano Director	\$960	\$1,345	\$1,730			SB
379	Robotics	\$500	\$750	\$1,000			SB
183	Speech/Debate Sponsor Houston Urban Debate League – (\$5,000 max per campus; \$2,500 max per individual)	\$1,360	\$1,930	\$2,500			SB
185	Student Council Sponsor	\$320	\$450	\$575			SB
186	Yearbook Sponsor	\$800	\$1,120	\$1,440			SB

Co-Curricular - Middle School

- These stipends are for work performed beyond the school day and resulting in a production or product
- Elementary Schools with programs comparable to Middle Schools may pay up to the minimum of the Middle School stipend amount
- Except where noted the stipends are paid in December and June
- The following up-to-date certification/training is required for receipt of stipend:
 - CPR/AED (including Anaphylaxis training)
 - First Aid

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
2	Academic Coach - Principals may elect to pay teachers who work with students in the afternoon and weekends on local, state and national academic competitions	\$500	\$800	\$1,100	June		SB
166	Band Director	\$1,200	\$1,680	\$2,160			SB
161	Band Director, Assistant	\$720	\$1,010	\$1,295			SB
168	Choral Director	\$720	\$1,010	\$1,295			SB

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
171	Dance	\$720	\$1,010	\$1,295			SB
174	Drama/Theater	\$720	\$1,010	\$1,295			SB
350	Newspaper	\$560	\$785	\$1,010			SB
181	Orchestra	\$440	\$615	\$790			SB
379	Robotics	\$500	\$750	\$1,000			SB
184	Speech/Debate	\$720	\$1,010	\$1,295			SB
351	Student Council	\$320	\$450	\$575			SB
187	Yearbook Sponsor	\$560	\$785	\$1,010			SB

Coordinators

- Serves on the IAT as needed Informs and disseminates information to parents regarding procedures, parent and student's rights and services and options available, including Dyslexia Program Parent Education
- Stays in communication with evaluation specialists to begin the referral or re-evaluation process
- Complete all associated 504 forms (i.e., Section 504 Committee Meeting Log, Section 504 Accommodations Plans, Section 504 Accommodations, Section 504 Accommodations Report, etc.)
- Conducts/facilitates all Section 504 meetings
- Works with medical officers and school nurse to complete medical information if necessary.
- Researches and collects all academic information (work samples, teacher surveys, permanent record information, STAAR data, etc.) for the referred student
- Conducts re-evaluation meetings and facilitates the re-evaluation process for students that are coded 504
- Ensures that 504 students are receiving the appropriate accommodations that are created for their individual needs
- Collaborates with Dyslexia IST, Contact Person and Evaluation Specialist to ensure data quality and accountability for dyslexia students in Section 504 Writer (EasyIEP)
- Runs a monthly report from Section 504 Writer (EasyIEP)
- Maintains and secures all Section 504 records.
- Trains staff on Section 504 procedures including dyslexia referral procedures
- Supports district dyslexia program initiatives and awareness campaigns
- Maintains knowledge of the state and federal laws, Section 504, ADA, IDEA and HISD dyslexia program policy

Number	Name	Amount	Payment Date	Contact Information	Funding Type
390	Section 504 Coordinator – Campus Based	\$1,000	Dec/June	Dept	SB

Intervention Assistance Team (IAT)

- Stipend amount is standard across all campuses and distributed upon completion and submission of work products relating to establishing the multidisciplinary team(s), holding regularly scheduled meetings, analyzing universal screening data, problem-solving for individual student needs identified through data, implementing interventions, partnering with parents, and monitoring progress of interventions to close learning gaps in academics or behavior
- Support the implementation of an intervention process on campuses for students not meeting expectations in reading, math, and or behavior Conduct in-services on IAT and Response to Intervention (RtI) for campus staff; disseminate information regarding interventions for academics and behavior to campus administrators, faculty, and other key campus staff

- Maintain IAT program compliance documentation for campus, including documentation of students not meeting standards on screeners and other measures, the interventions attempted, their results, and any further recommendations for student success
- Attend in-service training on IAT and RtI; attend district IAT meetings and participate actively with district IAT support team on campus Be knowledgeable about dyslexia and related disorders, HISD guidelines and procedures regarding dyslexia and related disorders, program descriptors, and who to consult with on campus and in the district for instructional approaches
- Collaborate with district and campus level IAT chairpersons, general education teachers, behavior coordinators, 504 coordinators, referral chairpersons, evaluation specialists, dyslexia instructional support teachers, special education chairpersons, and special education teachers of dyslexic students as needed
- Support district IAT program initiatives and awareness campaigns
- Ensure data quality and accountability for students in the IAT/RtI section of the Student Information System (Chancery)

Number	Name	Amount	Payment Date	Contact Information	Funding Type
382	Intervention Assistance Team (IAT) District Liaison– Campus Based	\$1,500	In 2 Payments- December (\$800), May (\$700) based on work completed	Interventions Office 713-556-7122	

Title I

- Principals will identify the Title I Contact for their campuses.
- Attend campus and district Title I, meetings, trainings, (including coding trainings), open labs, and compliance reviews (virtual/in-person).
- Complete online coding training to receive security access to HISD Connect.
- Enter campus Title I, Part A coding into HISD Connect (participation, Parent and Family Engagement activities and services).
- Regularly monitor and address Title I coding issues.
- Collaborate with School Grant Administrator and campus Student Information Representative (SIR) to
 - address coding concerns, and
 - ensure coding is accurate and up to date.
- Coordinate the Parent and Family Engagement activities for the campus
- Conduct a total of 8 Title I Meetings annually – 2 meetings in the Fall (including the Fall Annual Meeting) and 2 meetings in the Spring (including the Spring Annual Meeting). Each virtual/in-person meeting must be held at least twice and at various dates and times – a total of 8 meetings during the academic school year.
- Communicate information to the principal and/or other campus personnel about the requirements of the Title I, Part A program in a timely and consistent manner.
- Adhere to scheduled due dates for completing and submitting various items that are required under this program.
- Keep documentation bin up-to-date. Required documentation for the Title I, Part A program will be reviewed by the School Grants Administrator throughout the year. TEA/USDE conducts random validations (audits) of the Title I documentation.
- Assist with integrating Title I supplemental services into the total school program and the School Improvement Plan.
- Become familiar with the Title I, Part A Handbook and also with the External Funding website (www.HoustonISD.org/ExternalFunding) > Employee Content.

Stipends for Campus Contacts

- When considering a campus contact for stipend receipt, the fulfillment of all requirements will be evaluated based on criteria in a rubric developed by the External Funding Department and supported by the Documentation Checklist.

NOTE: If a campus contact has failed to meet stated compliance maintenance requirements by the end of February 2022, he or she will forfeit receiving the Spring Stipend.

- Payment will be prorated, as applicable and approved by building principal.
- Payment will be processed through the External Funding Department.
- Stipend amount cannot be split between employees.
- Per district’s guidelines, Assistant Principals and Deans of Instruction are not eligible to receive the Title I Campus Contact stipend.
- First Payment (\$0 - \$1,200) to be paid on or before the last pay period of December 2021.
- Second Payment (\$0 - \$1,200) to be paid on or before the last pay period of May 2022.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
18	<p>Title I, Part A Campus Contact Person: To receive the stipend payment per semester, a Title I campus contact must have teacher certification, and must meet criteria contained in the rubric (supported by the Documentation Checklist).</p>	\$0 - \$2,400	<p>Dec/May Payment -- If all requirements are met, based on rubric criteria and supported by the Documentation Checklist</p>	External Funding 713-556-6928	SB

STAAR Coordinator

- Manages a school’s STAAR testing procedures.
- The stipend amount is based on the number of STAAR forms submitted for the spring administration
- If more than one name is submitted from a school the stipend will be equally divided
- Administrators such as assistant principals are not eligible
- Stipend is for work done beyond the school day

Number	Name	Number of Forms	Payment Date	Contact Information	Funding Type
154	STAAR Coordinator	0-400 401-700 >700	June	Student Assessment 713-349-7460	SB
		\$400 \$500 \$600			

Curriculum Department

Stipends in this section are administered by the Curriculum Department only

Curriculum Writing Assignments

The amount paid is negotiated based on the actual services performed. *Payments will be made at the conclusion of each project when the product is in hand and any corrective action has been taken by the*

developer/writer. Payment for services is negotiated in advance of the work assignment. Only teachers, teacher specialists, and TDS are eligible for the Curriculum Writing stipend.

Requires chief academic officer approval

Assessment Development

The amount paid is negotiated based on the actual services performed. *Payments will be made at the conclusion of each project when the product is in hand and any corrective action has been taken by the developer/writer. Payment for services is negotiated in advance of the work assignment.* Only teachers, teacher specialists, and TDS are eligible for the Assessment Development stipend.

Requires chief academic officer approval

Number	Name	Amount	Contact Information	Funding Type
303	Curriculum Writing Assignments – development of curriculum documents and related materials	\$4000 Maximum	Curriculum 713-556-6823 Maggie Gardea Elementary Curriculum & Development Montra Rogers Secondary Curriculum & Development	Dept
354	Assessment Development - development of assessment documents and related resources	\$4000 Maximum	Curriculum 713-556-6823 Maggie Gardea Elementary Curriculum & Development Montra Rogers Secondary Curriculum & Development	Dept

Postsecondary Program Lead Teacher Stipend

Lead Teachers

AP/IB Lead Teachers create, edit, and update college-level curriculum documents for their subject Area. Lead Teachers will facilitate district trainings, PLC's, and conferences focused on best college-level instructional practices and exam preparation. Lead Teachers will also conduct frequent monitoring of and participation in the HUB community for selected course. Lead teachers will mentor and provide coaching for other AP/IB teachers. Lead teachers will also facilitate student study/practice sessions.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
11	AP/ IB Lead Teacher	\$2,000	Dec/June	Innovation and Postsecondary Programming 713-556-7240	Dept

Campus Gifted / Talented Coordinator

The Campus (G/T) Coordinator is responsible for ensuring that each HISD campus has a program to provide support to identified GT students in accordance with HISD Board Policy and Texas Education Agency State Plan for Gifted and Talented. Duties include:

- Organizing and leading the facilitation of GT testing, identification, and GT Matrix reviews for their campus in partnership with the HISD GT Department
- Ensuring that every GT faculty/staff member has the necessary Foundational 30-hour and 6-hour annual update district approved GT training

- Communicating with parents and the school community about GT program services and school events as well as GT identification results
- Ensuring the annual establishment and maintenance of the campus GT Committee.
- Serving as the campus liaison for the HISD GT Department

If two Coordinators are at the same campus the amount of the stipend will be divided.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
16	Campus Gifted / Talented Coordinator	\$720	June	Gifted & Talented Department 713-556-6954	SB

Professional Development Services

Campus Based Mentors

Must meet the requirements published separately on TEA website in alignment with TAC, Chapter §153.1011. Beginning Teacher Induction and Mentoring Program. In addition, mentor teachers must meet district selection criteria, complete required training, track support using district tools (MAS), and other requirements for stipend eligibility.

Teachers can receive stipends for supporting a maximum of two beginning teachers a year. Stipend may be prorated, as applicable and approved. Administrators are not eligible to receive this stipend.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
132	Beginning Teacher Campus Based Mentor	\$50	to	\$1,200	Jan or June (depending upon start date of beginning teacher)	Teacher Career Development 713-696-0600	Dept

Campus Induction Coach

Campus Induction Coordinators, in conjunction with school leaders, coordinate the support of new teachers and mentors on their campus through skill development, timely communication, problem solving and forums. Requirements for the role and stipend are published and provided separately. Stipend may be prorated, as applicable and approved.

Requirements for the role and stipend are published and provided separately. Stipend may be prorated, as applicable and approved. Administrators are not eligible to receive this stipend.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
127	Campus Induction Coach	\$50	to	\$1,200	June	Teacher Career Development 713-696-0600	Dept

Career Pathways Teacher Leaders

Stipends for the Career Pathways Teacher Leader Program are only for pre-identified participating schools utilizing specifically identified roles. There are three levels identified in the Career Pathways Program and stipends are commensurate with experience and responsibility.

- Emerging Teacher Leader - \$250 to \$2,000
- Established Teacher Leader - \$500 - \$8,000
- Expert Teacher Leader - \$2,000 - \$12,000

There are six official Career Pathways roles, focused on improving student outcomes and teacher effectiveness.

1. Instructional Excellence Coach
2. Classroom Culture Specialist
3. Data Tracking & Assessment Specialist
4. Literacy Specialist
5. Effective Practice Specialist
6. Master Mentor

Stipend amount is determined by role and may be pro-rated, as applicable and approved. Eligibility, selection and requirements for the stipend are published and provided separately by the Teacher Career Development team. Administrators are not eligible to receive this stipend (Teacher Development Specialists, and Student Assessment Data Specialists would qualify).

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
0037	Career Pathways Teacher Leaders	\$250	to	\$12,000	Oct/May	Teacher Career Development 713-696-0600	DW

Teacher Leader, Professional Development

Teacher Leaders and other professionals create, provide and implement quality Professional Development across HISD so that it is easily accessible, aligned, and meaningful to supported teachers.

They support successful implementation of New Teacher and Teacher Leader programming events, including, but not limited to New Teacher Academy, Effective Practice Summits, Virtual Communities, and Teacher Leader Academy. To be eligible for the stipend, recipients must apply and be selected by the Teacher Career Development Team.

Stipend amount may be prorated, as applicable and approved. Eligibility, selection and requirements for the stipend are published and provided separately by the Teacher Career Development team.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
0027	Teacher Leader, Highly Effective Teacher (HET) Career Pathway	\$50	to	\$5,000	Nov/June	Teacher Career Development 713-696-0600	DW

Educational Diagnostician Certification Trainer

Identified, certified employee in Child Study Services who develops and delivers semester coursework; and supports learning experiences for Houston ISD ACP Educational Diagnostician Interns in preparation to meet the requirements of §239.83 of TAC title 19 (Standards required for the Educational Diagnostician Certificate). Teaches interns the competencies and strategies needed to successfully pass the content

exam; Provides trainings to assist interns in mastering the various components that are needed to become a successful diagnostician in Houston ISD. The EDACP trainer will:

- Attend scheduled EDACP check-ins with the ACP team.
- Develop and provide a course syllabus.
- Provide training throughout a semester for learning aligned to the Educational Diagnostician standards and District practices.
- Provide assessment for and feedback to Educational Diagnostician Interns on course content and performance.
- Maintain grades and attendance records for TEA compliance and certification requirements; and
- Provide final overall performance grade to the Intern and input to the certification committee before certification is recommended
- Provide field supervision to interns.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0028	Educational Diagnostician Certification Trainer	\$2,000 per semester course (up to 30 Interns)	Fall/Spring	Alternative Certification Program 713-742-4911	Dept

Teacher Development Specialist Summer Projects

Teacher Development Specialists will engage in special projects during non-duty weeks in June, July, and December.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0040	Teacher Development Specialist Summer Projects	\$180 per day Maximum of 25 days	Dec/June/July	Curriculum 713-556-6823	Dept

Recruitment

Recruitment Incentive – Secondary Math, Secondary Science – Year 1

- Must commit to offer on or before August 24, 2020, or effective hire date, including signing of a contract
- Must be a member of the Recruitment Services candidate pool & eligible for hire
- Administered by Talent Acquisition (Human Resources) only within approved budget, subject to funding
- Paid to the first eligible recipients, as determined by Talent Acquisition (Not to exceed 100 Critical Shortage (Math/Science/Special Ed) Incentives for 2020-2021. Must be hired at a high need campus. Not to exceed 3 recipients per campus of the total 100 incentives) Must agree to remain with HISD in a critical shortage position for two (2) complete school years
- Initial Payment (\$1,500) to be paid on/before September 30, 2020
- Installment 2 (\$1,500) will be paid on or before the last pay period of June 2022
- Employee must not be on a Prescriptive Plan for Assistance at the time of Installment 2

- Employee must not have more than 5 days absent during the spring semester, January 1, 2022 to June 5, 2022, of payment, absences associated with approved leave time. Workers Compensation Leave and Family Medical Leave will be not be counted
- NOTE: there is documentation that accompanies each of the stipends with the official guidelines outlining the process of eligibility

Number	Name	Amount	Payment Date	Contact Information	Funding Type
406	Recruitment Incentive –Secondary Math, Secondary Science - Year 1	\$3,000	October - 2020 June - 2022	HR Talent Acquisition 713-556-7373	Dept

Recruitment Incentive - Special Education (Autism, Life Skills, PPCD, Deaf Ed, BSC only) - Year 1

- Must commit to offer on or before August 24, 2020, including signing of a contract
- Must be a member of the Recruitment Services candidate pool & eligible for hire
- Administered by Talent Acquisition (Human Resources) only within approved budget, subject to funding
- Only certain Special Ed teaching positions apply, as determined by the Talent Acquisition department
- Paid to the first eligible recipients, as determined by Talent Acquisition (Not to exceed 100 Critical Shortage (Math/Science/Special Ed) Incentives for 2020-2021. Must be hired at a high need campus. Not to exceed 3 recipients per campus of the total 100 incentives) Must agree to remain with HISD for two (2) complete school years in the specified Special Ed teaching positions
- Initial Payment (\$1,500) to be paid on or before September 30, 2020
- Installment 2 (\$1,500) will be paid on or before the last pay period of June 2022
- Employee must not be on a Prescriptive Plan for Assistance at the time of Installment 2
- Employee must not have more than 5 days absent during the spring semester, January 1, 2022 to June 5, 2022, of payment, absences associated with approved leave time. Workers Compensation Leave and Family Medical Leave will be not be counted
- NOTE: there is documentation that accompanies each of the stipends with the official guidelines outlining the process of eligibility

Number	Name	Amount	Payment Date	Contact Information	Funding Type
407	Recruitment Incentive - Special Education (Autism, Life Skills, PPCD, Deaf Ed, BSC only) - Year 1	\$3,000	October - 2020 June - 2022	HR Talent Acquisition 713-556-7373	Dept

Critical Shortage Teacher (Secondary Math, Special Education, Secondary Science, Spanish)

- Teacher must be certified and eligible to teach in the critical shortage area
- Must be in a critical shortage position at the time of payout to be entitled to the stipend: retirees will be prorated
- Critical Shortage stipends will be paid according to the FTE of the recipient.
- Secondary Math, Science or Spanish must be a required middle or high school course to be considered as a "critical shortage" course
- Teachers who received a current school year Recruitment Incentive are not eligible for this stipend; refer to the Recruitment Incentive contract for specific rules
- Teachers not in a critical shortage titled position but teach the required courses. Must be teaching equal to 100% and teacher of record
- Critical shortage stipends may not be augmented by new stipends during the 2019-2020 school year
- Administered by Human Resources only within approved budget, subject to funding

Number	Name	Amount	Payment Date	Contact Information	Funding Type
001	Critical Shortage Secondary Math	\$675	March	HR Operations 713-556-7343	DW
002	Critical Shortage Special Education				
003	Critical Shortage Secondary Science				
004	Critical Shortage Spanish				

Special Education Services

Autism Teacher Retention Bonus

For teachers of autism who have their Behavior Certification Board Analyst certification and Special Education Program Specialists with BCBA certification who provide technical assistance to teachers regarding integration of applied behavior analysis strategies

Number	Name	Amount	Payment Date	Contact Information	Funding Type
383	Autism Teacher Retention Bonus - BCBA Certification	\$1,000	Dec/June (\$500 per semester)	Special Education 713-556-7025	Dept

Behavior Support Class Teacher (BSC)

Basic Eligibility Requirements:

- Must maintain current Crisis Prevention Institute (CPI) training certification and provide documentation to special education senior manager of programs
- Must use a BSC Review 360 Program at least three (3) times weekly
- Must use the Social Skills Curriculum to provide and document social skills instruction in lesson plans at least three (3) times weekly
- Must have at least 5 students on class roster and/or maintain documentation of support provided for at least 5 students to maintain them in general education
- Must be assigned to a major duty code as a Behavior Support teacher

Structured Learning Class Teacher (SLC)

Basic Eligibility Requirements:

- Must maintain current Crisis Prevention Institute (CPI) training certification and provide documentation to special education senior manager of programs
- Must be assigned to a major duty code as SLC teacher

Ineligible Teachers

- Long-term substitute teachers are not eligible for a behavior stipend
- Behavior Support/Structured Learning teachers assigned to a medical facility in which psychiatric support personnel are provided are not eligible for this stipend

Number	Name	Amount	Payment Date	Contact Information	Funding Type
375	1 st and 2 nd year. experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PSI), Skills for Learning and Living (SLL) or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$500	Dec/June (\$250 per semester)		Dept
83	Level 1 - Third year of consecutive experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PS), Skills for Learning and Living (SLL) or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$750	Dec/June (\$375 per semester)		Dept
84	Level 2 - Fourth year of consecutive experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PSI), Skills for Living and Learning (SLL) or Preschoolers Achieving Learning Skills (PALS)Teacher or a nurse serving students with multiple impairments	\$1,000	Dec/June (\$500 per semester)		Dept
85	Level 3 - Five or more years of consecutive experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PSI), Skills for Learning and Living (SLL), or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$1,250	Dec/June (\$625 per semester)		Dept

Number	Name	Amount	Payment Date	Contact Information	Funding Type
256	Chairperson 1 - Special Education, Elementary and Secondary – 74 or less Cannot be combined with Department Chairperson stipend #345 or #120 No extended time of 20 days at daily rate of pay. Special Education use only	\$500	Feb/June (\$250 per semester)		Dept
257	Chairperson 2 - Special Education, Elementary and Secondary – 75-99 Cannot be combined with Department Chairperson stipend #345 or #120 No extended time of 20 days at daily rate of pay. Special Education use only	\$750	Feb/June (\$375 per semester)		Dept

Itinerant Teacher – Retention Stipend

Itinerant teachers who serve low incidence student populations

- Visually Impaired Teacher
- Orientation and Mobility Specialist
- Auditory Impaired Teacher
- Parent Infant Teacher (AI/VI)
- Itinerant Autism Services Teacher
- Adaptive PE Teacher
- Music Therapy

Number	Name	Amount	Payment Date	Contact Information	Funding Type
376	Itinerant Teacher – Retention Stipend	\$2,000	Dec/June (\$1,000 per semester)		Dept

Special Education Social Workers Leadership

Social Worker who provides leadership, consultation and support to assigned social workers and social worker interns

Number	Name	Amount	Payment Date	Contact Information	Funding Type
267	Special Education Social Workers Leadership	\$1,000	Dec/June (\$500 per semester)		Dept

Special Olympics Coach

Teachers and other professional employees serve as Special Olympics coaches in after-school programs and must accompany students to Special Olympics competitions

Basic Eligibility Requirements:

- Approved as coaches by Special Olympics Regional Office, and the Office of Special Education
- Must coach students for Special Olympics competitions according to criteria specified by the Office of Special Education
- Special Education Teacher Assistants are not eligible for the stipend but receive pay as appropriate to hourly rate, once basic eligibility requirements are met

Number	Name	Amount	Payment Date	Contact Information	Funding Type
268	Special Olympics Coach	\$350 2-7 athletes \$500 8 or more athletes	June		Dept

Special Olympics Chaperone

Teachers and other professional employees who serve as Special Olympics Chaperones. Chaperones accompany students to events and supervise them during Special Olympics competitions

Basic Eligibility Requirements:

- Approved as chaperones by Special Olympics and the Office of Special Education
- Must pass the General Orientation and Protective Behaviors training provided through Special Olympics
- Teacher assistants or other non-exempt positions are not eligible for the stipend, but receive pay as appropriate to hourly rate, once basic eligibility requirements are met

Number	Name	Amount	Payment Date	Contact Information	Funding Type
268a	Special Olympics Chaperone	\$150 8-15 hours \$300 16 or more hours	June		Dept

Trainer of Interpreters for sign language/or ARD/IEP

Special Education professional staff that develop and implement training for language interpreters

Number	Name	Amount	Payment Date	Contact Information	Funding Type
116	Trainer of Interpreters for sign language/or ARD/IEP	\$1,000	Dec/June (\$500 per semester)		Dept

Visually Impaired Teacher Education

Teachers who successfully complete coursework resulting in endorsement as a teacher of visually impaired students

Number	Name	Amount	Payment Date	Contact Information	Funding Type
277	Visually Impaired Teacher Education	\$1,500	June		Dept

Special Education – Child Study

Evaluation Specialist Bilingual (including Sign Language)

- Assigned to a major duty code as a Bilingual Evaluation Specialist (Including Sign Language)
- Certified by appropriate agency as an educational diagnostician, or licensed specialist in school psychology
- Maintain a minimum of satisfactory or above rating on the previous year’s appraisal instrument

Documentation of approved continuing education in bilingual assessment issues verified by Child Study Department

Number	Name	Amount	Payment Date	Contact Information	Funding Type
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99	Evaluation Specialist Bilingual	\$3000 (Begins Year 1)	Dec/June (\$1,500 per semester)	Child Study 713-556-8000	Dept
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Materials Center Evaluation Specialist Coordinator

Identifies and maintains a database of technology used for evaluation

Number	Name	Amount	Payment Date	Contact Information	Funding Type
89	Materials Center Evaluation Specialist Coordinator	\$1,500	Dec/June (\$750 per semester)	Child Study 713-556-8000	DW

Mentor of Non-certified Educational Diagnosticians

- Minimum of 3 years continuing experience in the district
- Be a certified Educational Diagnostician or Licensed Specialist in School Psychology
- Maintain an HISD appraisal rating of proficient or above (or the equivalent in district rating system)

Number	Name	Amount	Payment Date	Contact Information	Funding Type
SE03	Mentor of Non-certified Educational Diagnosticians and Licensed Specialists in School Psychology Trainees/Interns	\$1,500	Dec/June (\$750 per semester)	Child Study 713-556-8000	Dept

Speech Therapy, Occupational and Physical Therapy, Assistive Technology, and Licensed Specialist in School Psychology (LSSP)

Assistive Technology Team Member

Staff who are assigned to lead the Assistive Technology Team to complete Assistive Technology evaluations will be paid this stipend; must maintain AT inventory and keep current with AT practices

Number	Name	Amount	Payment Date	Contact Information	Funding Type
252	Assistive Technology Team Member	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept

Bilingual Speech Therapy Assessor

Assigned to a major duty code as a Speech Therapist – Bilingual. Conducts evaluations in Spanish for student’s district-wide

Number	Name	Amount	Payment Date	Contact Information	Funding Type
253	Bilingual Speech Therapy Assessor	\$3,000	Dec/June (\$1,500 per semester)	Special Education 713-556-7025	Dept

Lead Speech Therapist

A master’s level professional with a Certificate of Clinical Competence (CCC) who will provide assistance to other therapists and maintains a student caseload

Number	Name	Amount	Payment Date	Contact Information	Funding Type
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260	Lead Speech Therapist	\$1,500	Dec/June (\$750 per semester)	Special Education 713-556-7025	Dept
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Lead Evaluation Specialist (LES)

- Appointed by OSES Director (Evaluations)
- Audits/reviews evaluation and eligibility folders
- Presents problem cases for review
- Follows evaluation guidelines

Number	Name	Amount	Payment Date	Contact Information	Funding Type
88.1	Lead Evaluation Specialist (LES)	\$1,500	Dec/June (\$750 per semester)	Special Education 713-556-7025	Dept/SB

Program Specialist or Specialist Evaluation Manager (Speech)

Additional responsibilities beyond the normal work day, such as monitoring and supervising the district's Saturday Speech Therapy Compensatory Program and other Saturday training responsibilities

Number	Name	Amount	Payment Date	Contact Information	Funding Type
269	Program Specialist or Specialist Evaluation Manager (Speech)	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept

Mentor - Speech Therapists, Mentor for the Clinical Fellowship Year (CFY)

Supervision cycle must be totally completed each semester for this stipend to be paid. Supervisors that cease supervision of the intern before the cycle is completed will be ineligible to receive this stipend. Supporting documentation must be provided with the stipend request form.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
135	Mentor - Speech Therapists, Mentor for the Clinical Fellowship Year (CFY)	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept

Mentor - Speech Therapy Svcs., Mentor Graduate Clinicians

Speech Therapists that provide mentoring and clinical support to their assigned graduate clinician that is actively enrolled in a program recognized by the American Speech and Hearing Association – ASHA. Supporting documentation must be provided with the stipend request form.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
137	Mentor - Speech Therapy Svcs., Mentor Graduate Clinicians	\$500	Dec/June (\$250 per semester)	Special Education 713-556-7025	Dept

Mentor - Speech Therapy Svcs., Mentor Licensed Assistants

Speech Therapists that provide Testing/ARD responsibility and Assistant supervision and provide written documentation required by the state. This stipend will be paid out as \$1,500 per assistant mentored. Maximum is 4 mentees per semester. Licensed Assistants Supervisors that cease supervision of the

assigned Assistant will be ineligible for this stipend. Supporting documentation must be provided with the stipend request form.

Requires chief academic officer approval

Number	Name	Amount	Payment Date	Contact Information	Funding Type
136	Mentor - Speech Therapy Svcs., Mentor Licensed Assistants Speech Therapists	\$12,000 (max for year)	Dec/June (\$6,000 per semester)	Special Education 713-556-7025	Dept

Speech Therapist/Audiologist Retention Bonus

Certificate of Clinical Competence- For those Speech Therapists and Audiologists who possess the Certificate of Clinical Competence and with two or more years of experience with the district

Number	Name	Amount	Payment Date	Contact Information	Funding Type
272	Speech Therapist/Audiologist Retention Bonus	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept/SB

Therapist (Speech, Occupational, Physical, and LSSPs) Retention

Retention Bonus - Second Year - Any therapist or Licensed Specialist in School Psychology receiving a sign-on bonus who leaves prior to two years of service may not receive an additional sign-on bonus if they return in three years or less

Number	Name	Amount	Payment Date	Contact Information	Funding Type
271	Therapist (Speech, Occupational, Physical, Assistive Technology (CCE), Evaluation Specialist and LSSPs) Retention Bonus	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept/SB

Therapist (Speech, Occupational, Physical, and LSSPs) Sign-On Bonus

The stipend will be prorated for therapists and LSSPs hired after January. Any therapist or LSSP receiving a sign-on stipend who leaves prior to two years of service may not receive an additional sign-on stipend if they return in three years or less

Number	Name	Amount	Payment Date	Contact Information	Funding Type
275	Therapist (Speech, Occupational, Physical, Assistive Technology (CCE), Evaluation Specialist, and LSSPs) Sign- On Bonus	\$3,000	1x at Hire		Dept

Therapist (Speech and Assistive Technology) Retention Bonus

For those Speech Therapists and Audiologists who are TEA Certified

Number	Name	Amount	Payment Date	Contact Information	Funding Type
263	Therapist (Speech and Assistive Technology) Retention Bonus	\$1,000	Dec/June (\$500 per semester)	Special Education 713-556-7025	Dept

Speech Therapist, LSSP, Assistive Technology, and Evaluation Specialist Referral Bonus

Eligible HISD employees who refer qualified Speech Therapists, Assistive Technologists, Evaluation Specialists, or LSSPs to HISD receive this incentive. The Speech Therapist, Assistive Technologist, Evaluation Specialist, or LSSP candidate must receive a job offer and begin employment with HISD

Number	Name	Amount	Payment Date	Contact Information	Funding Type
393	Speech Therapist and LSSPs Assistive Technology, and Evaluation Specialist Referral Bonus	\$675	Paid within 60 days after hire	Special Education 713-556-7025	Dept

Licensed Speech Therapist Assistant Sign-On Bonus

The stipend will be prorated for licensed assistants hired after January; Any licensed assistant receiving a sign-on stipend who leaves prior to two years of service may not receive an additional sign-on stipend if they return in three years or less

Number	Name	Amount	Payment Date	Contact Information	Funding Type
374	Speech Therapist Assistant Occupational Therapist Assistant, and Physical Therapist Assistant Sign-On Bonus;	\$1,500	1x at Hire	Special Education 713-556-7025	Dept

Second Year Retention bonus is awarded following the second year of service to HISD and each year thereafter

Number	Name	Amount	Payment Date	Contact Information	Funding Type
378	Speech Therapist Assistant Occupational Therapist Assistant, and Physical Therapist Assistant Retention Bonus	\$1,000	Dec/June (\$500 per semester)	Special Education 713-556-7025	Dept

Support Services

Graduation Lab Teachers of Record (GLTR)

Manage students participating in electronic credit recovery programs (original credit and credit recovery) and perform those duties beyond the regular school day. The template to request a stipend payment can be located on the portal under Human Resources/Stipends. A student who withdraws from a course, whether before attempting graded unit exams or once the grading unit exams have begun will not count as a participating student for stipend purposes. In order to avoid unnecessary course withdrawals, it is important for the GLTR to fully inform and prepare participating students for electronic coursework and to carefully monitor and support them as they progress.

NOTE: This is the only compensation method authorized for Grad Lab Teachers of record.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0033	Graduation Lab Teachers of Record (GLTR)	\$50 for every participating student who completes a course			SB

Campus Instructional Technology Support

Assist on the integration of technology campus wide. Such as but not limited to HUB training, Master Course integration and technology training. This stipend may be used at any school level-ES, MS, or HS.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
353	Campus Instructional Technology Support	\$1,000 to \$5,000	June	Secondary Curriculum & Development 713-556-6823	SB

JROTC

Number	Name	Amount	Payment Date	Contact Information	Funding Type
278	JROTC Coach	\$3,000	Dec/June		SB

Virtual School

e-Teacher Stipend

E-Teachers are the assigned teachers for online courses taken by students of HISD's Virtual School Department and are required to communicate regularly with their students, providing online guidance, feedback and grades

Number	Name	Amount	Payment Date	Contact Information	Funding Type
381	e-Teacher Stipend	\$125 for every participating student who completes a regular-ed course \$150 for every participating student who completes an AP course			Dept

Extra Duty Pay

	Rate	Contact Information	Funding Type
Extra Duty Pay for those paid on the Teacher Salary Schedule Hourly teachers and hourly lecturers who work in excess of 38.75 hours/week are paid overtime Will be monitored centrally through monthly reporting.	\$25 /hour		SB
Extra Duty Pay for those teachers providing instruction after regular school hours to general education students receiving homebound/hospital services		Community Services 713-636-6066	SB
Tutorials or Curriculars Weekend Supervision - Assistant Principals and Deans who supervise weekend tutorials or other curricular activities, such as weekend STAAR tutorial	\$27 /hour		SB
Extra Duty Pay for teacher certified employees in non-instructional job classifications such as Teacher Development Specialist, Curriculum Specialist, Instructional Specialist, Program	\$25 /hour		SB

	Rate	Contact Information	Funding Type
Specialist, Student Assessment Data Specialists (DDIS) and New Teacher Coach who provide direct instructional services to students above and beyond their normal duties and work schedules			

Speech Therapists

	Rate	Contact Information	Funding Type
Extra Duty Pay for Speech Therapists	\$25 /hour	Special Education 713-556-7025	Dept
Regular Rate	\$35 /hour		
Saturday Rate	\$85 /hour		
Home Visit Rate	\$40 /hour		
Extra Duty Pay to compensate Speech Therapist Assistants for work outside of their normal duties and work schedule. Speech Therapist Assistants will provide compensatory services on Saturdays to students not currently receiving required services from Speech Therapist	\$60 /hour		

Teacher Training

Number	Name	Amount	Contact Information	Funding Type
0034	District or campus required training beyond regular hours of employment during the school year or any required training after the contract period designated for payment. District or campus required training should be done in whole or half day sessions and do not include afterschool training that is part of faculty meetings, optional training, or training that is less than three hours.	\$125 for full day (above 8-10 hours) <i>during Summer modified schedule only</i>		SB
	For after-school training only – Two hours of face-to-face classroom training plus one hour of pre-work and/or post-work related to the training session is required to satisfy the 3-hour minimum for a \$50 stipend payment.	\$100 for full day (5-8 hours)		
	During the summer: Returning HISD teachers attending training will be paid a training stipend(s) as soon as practical after the training has been successfully completed.			
	New teacher hires can voluntarily attend a professional development training, approved for payment of a training stipend, prior to their hire/start date. However, new teacher hires will not be eligible for training stipend payment until they have begun their work schedule in their assigned job role for the academic year. In addition, the employee must be active in the system when the training stipend is processed beginning a pay period in September or after.	\$50 for half day (3-4.5 hours)		
	During the school year, HISD teachers attending training will be paid approved training stipend(s) as soon as practical after the training has been successfully completed.			

Number	Name	Amount	Contact Information	Funding Type
	Teachers have to sign or scan-in and sign or scan-out on the training registration forms to be eligible for payment and be active employees at time of payment processing.			

Principals Only

Lead Principal Stipend

Stipends for Principals in Lead Principal roles

Number	Name	Amount	Payment Date	Contact Information	Funding Type
1757	Lead Principal Stipend	\$12,500	Annual		DW

VII. Policies for Assessing Education

Assessing Education

For many positions at HISD, an employee's initial pay rate depends on an evaluation of certain educational credentials. These credentials determine many aspects of pay, including whether a candidate would be eligible for employment in a particular job (e.g., a Bachelor's degree requirement for a particular administrative position).

Because of the importance of establishing the validity of educational credentials, HISD employs a formal process of evaluating an employee's educational background and a formal process for granting advanced pay placement for prior work experience as outlined below.

Evaluating Education Credentials

An element important to the pay determination process concerns evaluation of educational credentials, especially where credentials are required by a position. Several important rules apply to the credential evaluation process:

- Each employee in a position which requires a Bachelor's, Master's, or a Doctorate degree must furnish an official transcript showing conferral of the required degree(s).
- Official transcripts submitted become the property of HISD and will not be released to the employee or a third party. Copies of transcripts are available to employees from HISD for a nominal charge.

Policy Concerning Acceptable Degrees:

- The only degrees acceptable are those conferred by institutions of higher learning which were accredited or otherwise approved by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred.
- "Accredited Institutions of Post-Secondary Education" will be used to determine an institution's accreditation status.
- Recognized regional accrediting agencies include:
 - Southern Association of Colleges and Schools
 - Middle States Association of Colleges and Schools
 - North Central Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - Western Association of Schools and Colleges
 - Northwestern Association of Schools and Colleges
 - Commission on International and Trans-regional Accreditation;
 - International Baccalaureate Organization
 - National Council for Private School Accreditation
 - European Council of International Schools/Council of International Schools

VIII. Policies for Evaluating Prior Work Experience

Evaluating Prior Work Experience

To maintain consistency and equity, HISD may consider past experience of its new employees in determining the initial pay rate assignment. Because of the importance of establishing the validity of credentials, HISD employs a formal process for granting advanced pay placement for prior work experience as outlined below.

Policies Concerning Credit for Prior Experience

Teachers

HISD grants one (1) year of teaching experience for every one (1) year of TEA approved teaching experience. (See TEA approved accrediting agencies on page 79.) Experience credit is granted by placement at the appropriate step of the Teacher Initial Compensation Placement Table.

- A certified teacher aide who subsequently attains teacher certification on or after July 1, 2004, may count up to two years of full-time equivalency of direct student instruction for salary increment purposes. Such experience must be verified on the teacher service record or other similar form containing the same information.
- Beginning the start of the 2012-2013 school year, teachers who were formerly HISD Sr. Apollo Academic Tutors or HISD Camp Leaders may count up to two years of full-time equivalency of direct student instruction on the teacher salary schedule for camp or tutor service earned prior to the attainment of teacher certification.
- Experience from foreign schools, colleges, and universities may be recognized for salary increment purposes provided the guidelines and minimum requirements of subsection (f), Chapter 153-School District Personnel, Subchapter CC-Commissioner's Rule on Creditable Years of Service, listed below, are met. The accreditation status must be verified in the same manner as for public or private schools in the United States. The district or charter school is not liable for any previously non-compensated salary related to such experience.
- Private schools, colleges, and universities must be accredited by a recognized accrediting agency on page 79.
- Public schools, colleges, and universities must be accredited by a recognized agency of the foreign country or by a recognized accrediting agency as listed in Section VII on page 79.
- HISD grants one (1) year of teaching experience for every one creditable year of HISD professional experience in pay grades 26 or above.

Nurses

HISD grants nurses one year of HISD experience for every one year of relevant non-school based RN experience.

Speech Therapists

HISD grants speech therapists one year of HISD experience for every one year of relevant non-school based experience, as well as up to three years of experience credit for work in internships leading to the speech therapy license, up to a total of ten years. No more than ten years of total non-school non-TEA based experience will be credited toward advanced salary placement on the appropriate Initial

Compensation Placement Table for speech therapists' positions. See page 87 for explanation and exceptions.

Non-Teachers

For non-teachers, HISD may grant a 2.5% increase over the pay range minimum for every year of related work experience. Maximum salary placement is 25% over the pay range minimum. Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary. The chief human resources officer has the authority to approve salaries up to the midpoint of the salary range. No salary can exceed the maximum of the salary range. Employees have 90 calendar days from the date of hire to document prior experience for experience credit to be effective the hire date. Submissions after the 90th day will not be accepted. Documents should be provided to the HR Business Partner. See section II, page 3. Additional experience credit will not be added if the employee has received a special salary.

Submission of Service Records and Other Pay Placement Provisions

A service record validating prior service must be received by the Office of Human Resources and date stamped by Human Resources no later than 4:30 p.m. on the last day of the first semester employed as a teacher or other employee paid on an Initial Compensation Placement Table.

If the employee does not receive advanced salary placement in accordance with the provisions above and is initially placed on Step 1 of the appropriate Initial Compensation Placement Table, the employee will receive retroactive placement at the appropriate pay step for the first semester of the employee's first school year as an employee with HISD if the employee provides a valid service record substantiating advanced placement no later than 4:30 p.m. on the last day of the first semester the employee is employed with the district. Those employees who do not submit their service record information before this deadline will receive advanced salary placement credit as of the pay period in which the service record is received and date stamped by HISD Human Resources.

Salary placement based on prior experience that is determined to be both relevant and verifiable, will be effective from the date of employment, assuming submission no later than 4:30 p.m. on the last day of the first semester employed at HISD. All submissions after this deadline will be made effective as of the pay period in which the service record is date stamped in the HISD Office of Human Resources.

If the prior service record is not received on or before 4:30 p.m. on the last day of the first semester of the school year, any advanced salary placement based on such experience will be rescinded and the employee's pay will be reduced to the confirmed experience level, retroactive to the date of hire.

Should prior service record information received by the HISD Office of Human Resources reflect different information than was reported by the employee at the time of application, an investigation may be initiated. Depending on the results of the investigation, disciplinary action may be utilized, up to and including reporting to the State Board of Educator Certification, and termination of employment.

For any former contract teacher who was placed as an associate teacher due to a lapse in certification, the promotion back to contract status will require a hire memo from a principal and/or proof of certification. Any pay adjustments to be made will be effective on the closest pay period to the dates on the hire memo and/or the certification credentials presented.

In all cases, the Texas Education Agency guidelines for crediting experience and degree levels will be followed, where applicable.

Exceptions to this policy are not permitted without documentation of extenuating circumstances and written approval by the chief human resources officer.

Salary Placement for Specific Positions

New Teachers

Determination of Placement on the Teacher Salary Schedule	<p>Teachers new to the district will be placed on the appropriate step of the Teacher Initial Compensation Placement Table according to creditable years of teaching experience.</p> <p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p>
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New CTE Teachers

Career and Technical Education Teachers – Work Experience Required

Scope of Policy	<p>This policy applies to Career and Technical Education teachers who are in CTE assignments with the following certifications: Marketing Education, non-core academic credit Health Science, and Trade and Industrial Education.</p> <p>Only Trade and Industrial Education and Health Science positions do not require a four-year degree; Health Science positions require an associate degree.</p>
Salary Placement	<p>Based on the determination of creditable experience, one year of teaching experience will be granted for two years of related work experience, not to exceed four additional teaching years.</p>
Experience Credit Working Teaching	<p>Work experience in the amount of two years (wage-earning) will be granted in accordance with State policy on Vocational Certification requirements.</p> <p>Based on the determination of creditable teaching experience and work experience, the instructor will be placed on the appropriate step of the Teacher Initial Compensation Placement Table.</p>
Review and Approval Process	<p>Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.</p> <p>TEA guidelines for CTE teacher certification requirements will be followed.</p>

High Market Demand CTE Teachers - Work Experience Required

<p>Scope of Policy</p>	<p>This policy applies to Career and Technical Education teachers who are in high market demand assignments identified by the Human Resources Department. High market demand courses are reviewed annually. The high market demand assignments for 2020-2021 are:</p> <ol style="list-style-type: none"> 1. CTE: Health Science 2. CTE: Transportation: Auto Technology 3. CTE: Arch & Const.: Const. Tech.-Electrical 4. CTE: Manufacturing: Machining 5. CTE: Arch & Const.: Const. Tech.-HVAC 6. CTE: Transportation: Maritime 7. CTE: Law: Firefighting 8. CTE: Manufacturing: Welding 9. CTE: Arch & Const: Plumbing 10. CTE Energy: Process Technology 11. CTE: Arch & Const.: Architectural Design 12. CTE: Distribution & Logistics: Logistics and Global Supply <p>Instructors may retain the additional years awarded for high market demand areas even if the area is no longer designated high market demand as long as they remain in that assignment. Instructors would lose additional credit years upon moving to a different CTE or CTE or other teaching position.</p>
<p>Determination of Placement on the Teacher Salary Schedule</p>	<p>Starting the 2014-2015 school year, teacher salaries for high market demand teachers will start at the step for five years teaching experience.</p>
<p>Experience Credit</p>	<p>Work experience in the amount of two years (wage-earning) will be granted in accordance with State policy on Vocational Certification requirements.</p> <p>One year of teaching experience will be granted for one year of relevant work experience, not to exceed ten additional teaching years.</p>
<p>Review and Approval Process</p>	<p>Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.</p> <p>TEA guidelines for CTE teacher certification requirements will be followed.</p>

New Career and Technical Education Teachers – No Work Experience Required

Scope of Policy	<p>This policy applies to Career and Technical Education instructors who are in CTE assignments with the following certifications:</p> <p>Agriculture Food & Natural Resources Business & Finance</p> <p>Family and Consumer Science, Composite Human Development and Family Studies Hospitality, Nutrition, and Food Sciences Technology Education</p>
Determination of Placement on the Teacher Salary Schedule	<p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p> <p>Please see <i>Policies for Assessing Education</i> in this <i>Compensation Manual</i> for complete details concerning the process for gaining experience and educational credits.</p>
Experience Credit	<p>Based on the determination of creditable teaching experience, the instructor will be placed on the appropriate step of the Teacher Initial Compensation Placement Table.</p>
Review and Approval Process	<p>TEA guidelines for CTE teacher certification requirements will be followed.</p>

New School-Based Counselors

Placement on the Counselor Placement Table	<p>School-based counselors are paid on the Counselor Placement Table.</p>
Experience Credit	<p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p>
Advanced Salary Placement	<p>Based on the determination of creditable experience, a new school-based counselor will be placed on the appropriate step of the Counselor Placement Table.</p>

New School Nurses

Determination of Placement on the Compensation Placement Table	<p>Nurses are paid on the Teacher Initial Compensation Placement Table.</p>
Experience Credit	<p>Relevant non-school based experience is credited in accordance with Section VII, page 77, above, in this chapter of the Compensation Manual. The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p> <ul style="list-style-type: none"> Validated, relevant non-school non-TEA R.N. nursing experience will be credited on a one for one year basis.

	<ul style="list-style-type: none"> Validated school-based experience will be credited on the basis of one year for each year of validated experience. Placement will be on the appropriate step of the Placement Table based on verified and approved experience.
Salary Placement	Based on the determination of creditable experience
Review and Approval Process	Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.

New Social Workers

Determination of placement on the Evaluation Specialist Placement Table	Social workers are paid on the Teacher Initial Compensation Placement Table.
Experience Credit	Social Workers with the following validated experience will be given one year credit for every one year of experience.
Salary Placement	No more than ten years total non-school non-TEA based experience will be credited toward advanced salary placement for a maximum of 10 years.
Review and Approval Process	<p>Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.</p> <p>Non-school experience is required to be submitted as VOE on company letterhead. If the company is no longer in operation the employee may submit W2's providing the wages earned per year. This is only used as a very last resort.</p>

New Evaluation Specialists and Licensed Specialists in School Psychology (LSSPs)

Scope of Policy	This policy applies to new hires or transfers who are new to the evaluation specialist or LSSP classification.
Determination of Placement on the Evaluation Specialist Placement Table	New employees will be placed on the appropriate step on the Evaluation Specialist Placement Table according to creditable years of experience.

Experience Credit	<p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p> <ul style="list-style-type: none"> • Evaluation specialists or LSSPs with the following validated experience will be given one year credit for every one year of experience: • providing evaluation services to children, adolescents, and/or families in school settings • consultation with school personnel in school setting including teaching experience verified by the Human Resources department • non-school related evaluation services or employment
Salary Placement	<p>Based on the determination of creditable experience, an evaluation specialist or LSSP will be placed on the appropriate step of the Evaluation Specialist Placement Table.</p> <p>Evaluation specialists and LSSPs are not eligible for longevity or allotment pay, or a retention bonus.</p>
Review and Approval Process	<p>Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.</p>

New Speech Therapists

Scope of Policy	This policy applies to new employees or current employees who are new to the speech therapist classification.
Determination of Placement on the Placement Table	New employees will be placed on the appropriate step on the Placement Table according to creditable years of experience. Starting the 2014--2015 school year, salaries for new speech therapists will start at the step for five years teaching experience on the appropriate Placement Table.
Experience Credit	Non-school, non-TEA based experience is credited in accordance with Section VII, page 77, above, in this chapter of the Compensation Manual. <ul style="list-style-type: none"> Validated and relevant non-school speech therapist experience will be credited on a one for one year basis, and up to three years of experience credit for work in internships leading to the speech therapy license can be awarded. Maximum non-school experience awarded is ten years, including internship and work experience. Validated school-based experience will be credited on the basis of one year for each year of validated experience.
Review and Approval Process	Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.

New Speech Therapy Assistants

Scope of Policy	This policy applies to new Speech Therapy Assistants.
Determination of Placement in Pay Range	The minimum starting salary for new grade 26 Speech Therapy Assistants is \$40,000.
Experience Credit	Experience credit may be awarded at a rate of 2.5% for each year of relevant experience, up to a maximum of 4 (four) years. Relevant work experience is determined by the appropriate human resources business partner and/or the administrator over the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.

New JROTC Instructors

Scope of Policy	This policy applies to all JROTC instructors.
Determination of Placement in Pay Range	The department head for the JROTC program determines the appropriate placement for JROTC instructors.

New Police Officers and Police Dispatchers

Promotion to Police Sergeant

Scope of Policy	This policy applies to new employees.										
Determination of Placement in Pay Range	In the 2015-2016 SY, Police Officers, Dispatchers, and Sr. Dispatchers' salaries were aligned with number of years of experience with Texas Commission On Law Enforcement (TCOLE). These alignments are recommended for hiring placement. All other salary policies for new hires and rehires in the Compensation Manual will not apply to Police Officers, Dispatchers, and Sr. Dispatchers. Police Officers cannot estimate future salaries based on these recommendations.										
Experience Credit	Police Officers and Dispatchers new to the district will be placed based on the Texas Commission on Law Enforcement (TCOLE) experience. General Salary calculations do not apply. The HISD Police Dispatcher must obtain the Basic Telecommunicator Proficiency Certificate within 6 months of the hire date.										
Salary Placement	Special salary increases will be provided as officers and police dispatchers increase in level of TCOLE certification, in \$1,100 increments added to base salary as follows: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>TCOLE Certification Level</th> <th>Pay Increase</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td>Required</td> </tr> <tr> <td>Intermediate</td> <td>\$1,100</td> </tr> <tr> <td>Advanced</td> <td>\$1,100</td> </tr> <tr> <td>Masters</td> <td>\$1,100</td> </tr> </tbody> </table>	TCOLE Certification Level	Pay Increase	Basic	Required	Intermediate	\$1,100	Advanced	\$1,100	Masters	\$1,100
TCOLE Certification Level	Pay Increase										
Basic	Required										
Intermediate	\$1,100										
Advanced	\$1,100										
Masters	\$1,100										
Promotion to Sergeant	In the 2015-2016 SY, Police Officers, Dispatchers, and Sr. Dispatchers' salaries were aligned with number of years of experience with Texas Commission on Law Enforcement (TCOLE). Just as general salary calculations and other salary policies no longer apply to new hire and rehire Police Officers, they will not apply when Police Officers are promoting to Sergeant.										

New Crafts/Trades, Nutrition Services, and Custodian Personnel

Scope of Policy	This policy applies to new employees at or above grade 19.
Determination of Placement in Pay Range	Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience.
Experience Credit and Salary Placement	HISD may grant a 2.5% increase over the pay range minimum for every year of related work experience. Maximum salary placement is 25% over the pay range minimum.
Review and Approval Process	Relevant work experience is determined by the appropriate human resources business partner.

New Hourly Personnel

Scope of Policy	This policy applies to new employees.
Determination of Placement in Pay Range	Employees will be placed at the equivalent hourly rate for the minimum salary of the pay range to which their position is assigned or they will be assigned an hourly rate listed in Section III, page 20. Other Jobs With Special Rates. Hourly employees are paid only for hours worked. Hourly employees will be paid a minimum of \$14.00 per hour.
Experience Credit and Salary Placement	HISD may grant a 2.5% increase over the pay range minimum for every year of related work experience. Maximum salary placement is 25% over the pay range minimum.
Review and Approval Process	Relevant work experience is determined by the appropriate human resources business partner.

New Hourly Crafts/Trades, Nutrition Services, and Custodian Personnel

Scope of Policy	This policy applies to new employees.
Determination of Placement in Pay Range	Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience. Hourly employees are paid only for hours worked. Hourly employees will be paid a minimum of \$14.00 per hour.
Experience Credit and Salary Placement	HISD may grant a 2.5% increase over the pay range minimum for every year of related work experience. Maximum salary placement is 25% over the pay range minimum.

Review and Approval Process	Relevant work experience is determined by the appropriate human resources business partner.
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IX. Job Evaluation Process

Overview

The purpose of this section is to describe the objectives of the job evaluation program, the process of evaluating a job (including responsibilities of both the requesting department and the Compensation Department), and finally the authority granted under policy to recommend and approve job evaluations and re-evaluations.

Determining a Job's Market Value

- A check on the internal evaluation of a job is to compare the evaluation to the going-rate in the outside marketplace for a similar position functioning in a competitively similar environment.

Objectives of the Valuation Process

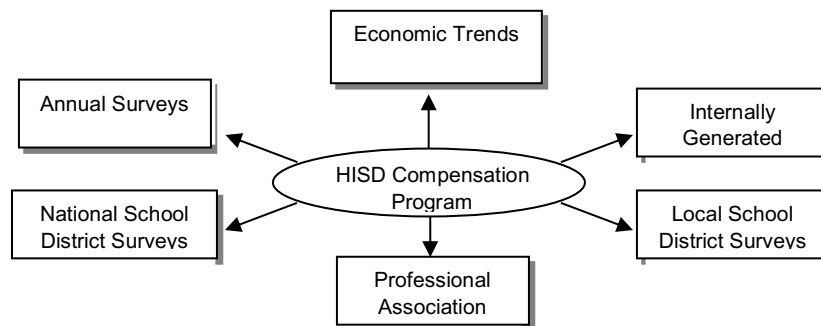
The major objectives of the valuation process are as follows:

- To maintain parity between the outside market value for a job and the pay range assignment for that job generated by our own grade structure.
- To assess the accuracy of external compensation survey data.
- To ensure that our evaluation system captures important dimensions of the job.

Valuation Techniques Used at HISD

- It is the goal of HISD to utilize various resources to ensure that our compensation levels remain competitive with the external marketplace. To ensure compliance with this objective, the Compensation Department utilizes compensation surveys which enable us to match numerous positions at HISD with corresponding jobs outside our organization.

Market Information Used by the Compensation Department



Job Evaluation Program Objectives

The major objectives of the job evaluation program relate mainly to appropriate assignment of a position to a pay grade as well as compliance with the Fair Labor Standards Act as it pertains to determining

whether a job is exempt or nonexempt. The purpose of this section is to specify HISD policies concerning job evaluation objectives.

Relationship of a Job to Others within HISD: As important as the outside salary market is to HISD, so is the relationship among positions within the organization.

The job evaluation process at HISD is focused not only on defining a job's own internal value to the organization; it is also concerned with maintaining equity with all other positions. The following table demonstrates the consideration of relationships between jobs:

Achieving proper value relationships between jobs

Supervisor

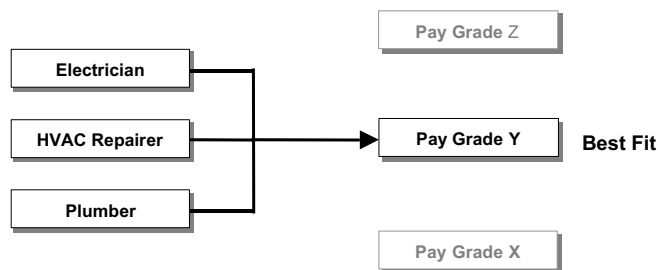
- Proper “spacing” allows for the employee in the staff position to be paid in the upper portion of the pay range without causing pay compression issues with the supervisor.
- Appropriate spacing between jobs creates long-term salary growth potential for the staff employee and allows for a promotion to the supervisor position.

Staff

Assignment of a Job to an Appropriate Pay Grade: A job's internal value, and its relationship to all other jobs at HISD, is quantified and assigned a “grade” on one of the district's salary schedules.

The following diagram shows how several jobs of similar value are often combined into a single pay grade.

Combining similar jobs into a pay grade



Exemption Status Determination and FLSA Compliance: Another important objective of the job evaluation process is the determination of whether a job is subject to the requirements of the Fair Labor Standards Act in terms of eligibility for overtime pay past 40 hours during a work week. The Compensation Department analyzes each job submitted for evaluation with this issue in mind.

The Job Evaluation Process

The job evaluation process at HISD typically involves employees and management from both the department requesting a job evaluation/re-evaluation as well as staff from the Human Resources and Compensation Department. The purpose of this section is to specify HISD policies and procedures concerning the job evaluation process.

Job Family Governance:

- Jobs at HISD have been organized into job families. All non-teaching jobs at HISD have been assigned to a job family.
- A job family is a group of jobs that perform similar work functions, regardless of level, department or organizational structure. HISD currently has nineteen job families.
- Job family governance of each of the nineteen job families within HISD is the responsibility of a Chief or direct report to the Superintendent who has assumed “ownership” of one or more job families. New positions or significant changes to existing positions must be reviewed and approved by the job family owner.
- Job families and their respective owners are as follows:
 - Academics –*Chief Academic Officer*
 - Administration –*Chief of Staff*
 - Communications & Marketing – *Chief Communications Officer*
 - Customer Service – *Chief Human Resources Officer*
 - Finance & Accounting – *Chief Financial Officer*
 - Nutrition Services – *Chief Operating Officer*
 - Health, Medical, Social Services, Student Support – *Chief Academic Officer*
 - Human Resources – *Chief Human Resources Officer*
 - Information Technology – *Chief Technology Information Officer*
 - Legal and Policy Administration – *General Counsel*
 - Construction & Facilities Services – *Chief Operating Officer*
 - Board Services - *Chief of Staff*
 - Public Safety – *Chief of Police*
 - Research & Accountability – *Chief Academic Officer*
 - Risk Management – *Chief Financial Officer*
 - School-Based Programs – *Chief Academic Officer*
 - Training – *Chief Academic Officer*
 - Transportation – *Chief Operating Officer*
 - Warehouse – *Chief Operating Officer*

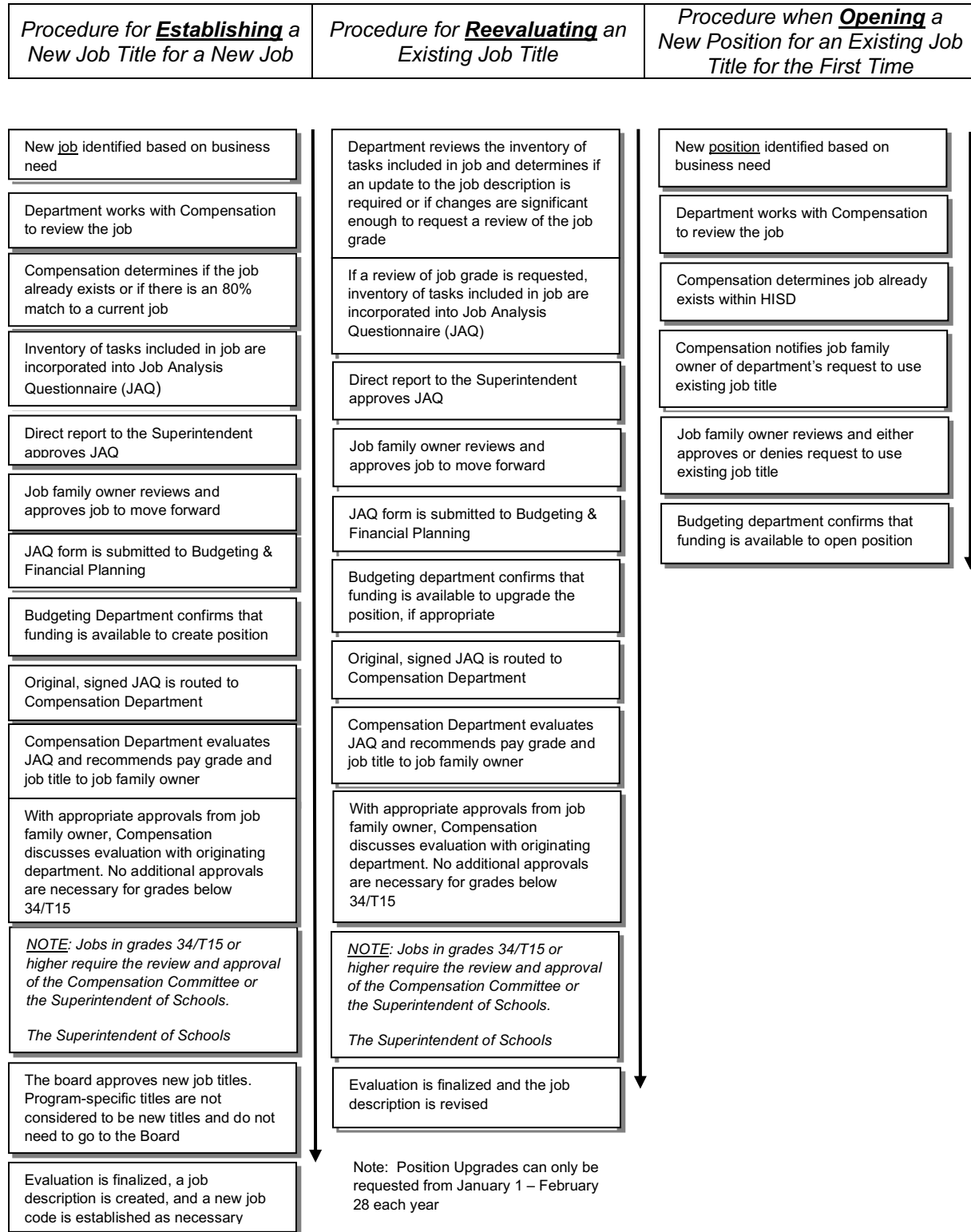
Job Evaluation Procedure:

- New positions will be established according to business needs. When a department identifies a need to develop a new job, department leadership will work with Compensation Department staff to review the job, including making a determination if the job already exists. If there is an 80% match to a current position, HISD will not pursue developing a new job. If there is not an 80% match, the department prepares a Job Analysis Questionnaire (JAQ) and obtains approval for the evaluation by the direct report to the superintendent.
- Consideration of position upgrades is restricted to the period from January 1 to February 28 each year. Upgrades will be effective the next budget year. Job descriptions can be modified at any time during the year.
- To move forward with the evaluation process, new jobs must be reviewed and approved by the job family owner if it is content or program specific.
- Once the Job Analysis Questionnaire (JAQ) is approved for evaluation by the direct report to the Superintendent, and by the job family owner, it is forwarded to the general manager, Budgeting and Financial Planning for confirmation that funding is available to create a position.
- Original, signed JAQ is routed to Compensation Department for analysis.
- Compensation staff will prepare a pay grade recommendation using a combination of a market-based approach and internal value review.
- Compensation develops and finalizes the job description.
- Use of the “Director” title must be approved by the chief human resources officer/designee and the Chief of the business area.
- New positions or upgrades to grades 34/T15 and above require approval from the Compensation Committee or the superintendent of schools/designee.
- All new positions must tie into the budget process and recognize the dual practice of budget and the Human Resources Department.
- Board approval is required only for new job titles. Program-specific titles are not considered to be new titles and do not need to go to the Board.

When Existing Jobs Are Re-Evaluated:

- All job reclassification requests must be submitted in writing to the Compensation Department by a direct report to the superintendent of schools. When a position is vacated, department leadership will review the position and has the option to request that the position be re-evaluated by the Compensation Department, if it is found that the job has changed substantially based on business needs.
- If a new job is created from an existing job title, the job family owner must be involved to determine need, level of skill set, titling, etc., if the job is content or program specific.
- Re-evaluation of the superintendent’s direct reports and their direct reports must be approved by the superintendent of schools. In addition, jobs in grade 34/T15 or higher will require approval from the Compensation Committee or approval from the superintendent of schools’ designee.
- If, in the judgment of a direct report to the Superintendent of schools and the Human Resources department, it is deemed that a position has changed significantly:
 - The Job Analysis Questionnaire (JAQ) process will be initiated by the requesting department. Using the JAQ, Compensation will develop an updated job description using HISD’s standard format and titling guidelines. If the job is in a job family with governance outside of the requesting department, Compensation staff will facilitate further reviews and approvals.
 - Once approved and after funding has been confirmed by Budget, the job will be evaluated by Compensation staff and assigned the appropriate pay grade based on both internal equity and market. Evaluation results are communicated back to the originating department.
 - If the department does not agree with the job evaluation results, the Compensation Committee will make the final determination of the salary grade.

The Job Evaluation Process at HISD



Process to Review and Update Job Descriptions

- Job descriptions will be sent by the Compensation Department to the hiring manager for review.
- If changes to the job description are requested, they will be sent up the chain of command for final approval from the Chief of the job family and then forwarded to the Compensation Department for final review and approval.
- If the Compensation Department believes changes requested will affect the grade or exemption status of the job, they will contact the chief for budget approval.
- Once approved, Compensation will make the changes to the job description and provide to the Hiring Manager for distribution to employee(s).

Pay Grade Assignments and Maintaining Pay Data

- Compensation staff will use a combined approach of internal equity and external market value to assign jobs to pay grades.
- As directed, the Compensation Department will research external pay practices and present findings/recommendations.
- Teacher pay is evaluated annually for competitiveness in the local and large urban school district marketplace. All other job families will be reviewed as directed.
- Job reviews will tie to the budget

Approval Authorities for Job Evaluations

*Approval Authorities for Types of Job Evaluations**

Level of Position	Evaluation and Approval Process
All jobs below Grade 34/T15	<ul style="list-style-type: none"> • Compensation staff evaluates the job, determines market value if available, and recommends pay grade. • Compensation manager approves the evaluation.
Jobs Grade 34/T15 and above	<ul style="list-style-type: none"> • Compensation staff evaluates the job, determines market value if available, and recommends salary grade. • Compensation Committee reviews evaluation results and makes a recommendation to the Superintendent of Schools. Final approval rests with the Superintendent of schools or the Compensation Committee.
Appeals Process	<ul style="list-style-type: none"> • Compensation staff re-evaluates the job. • Compensation Committee reviews evaluation results and makes final determination of salary grade.

* **Note:** The table above is representative of the process used for most evaluations. Based on the position in question, higher organizational levels may be involved in the final evaluation decision.

X. Questions

The following table is intended to assist client department management in initiating contact on the issues presented in the HISD 2021-2022 Compensation Manual. In most cases, employees should first direct questions to their immediate supervisor before contacting Human Resources. Generally, each area's Human Resources Business Partner is the most appropriate initial contact for your compensation questions; however, the staff of the Compensation Department is available to help clients who may need further assistance.

Note: Questions on paycheck issues should be directed to Employee Services at 713-556-7400 option 6.

Question or Issue	Initial Suggested Contact
Compensatory Time	Immediate Supervisor
Contracts – Teacher, Performance and other Administrative	Compensation Analyst
Exception to Pay Placement	HR Business Partner
Experience or Education	HR Business Partner
Job Analysis Questionnaire (JAQ)	Compensation Analyst
Overtime Pay	HR Business Partner or Compensation Analyst
Pay Adjustments after return from Leave of Absence	HR Business Partner or Compensation Analyst
Pay Placement in range	HR Business Partner
Pay Rates for Specific Jobs	HR Business Partner or Compensation Analyst
Performance Incentive Programs	HR Business Partner or Compensation Analyst
Promotion or Transfer Pay Adjustments	HR Business Partner
Recruitment Incentive Bonus	HR Business Partner
Stipends and other Supplemental Compensation	Compensation Analyst
Variable Pay Programs	HR Business Partner or Compensation Analyst
Work Schedule	HR Business Partner

XI. Payroll Calendar and Personnel Subareas/Salary Plans

Bi-weekly Payroll Calendar

FROM (MONDAY)	TO (SUNDAY)	PAYDAY (WEDNESDAY)	PAY PERIOD
07/12/21	07/25/21	08/04/21	01
07/26/21	08/08/21	08/18/21	02
08/09/21	08/22/21	09/01/21	03
08/23/21	09/05/21	09/15/21	04
09/06/21	09/19/21	09/29/21	05
09/20/21	10/03/21	10/13/21	06
10/04/21	10/17/21	10/27/21	07
10/18/21	10/31/21	11/10/21	08
11/01/21	11/14/21	11/24/21	09
11/15/21	11/28/21	12/08/21	10
11/29/21	12/12/21	12/22/21	11
12/13/21	12/26/21	01/05/22	12
12/27/21	01/09/22	01/19/22	13
01/10/22	01/23/22	02/02/22	14
01/24/22	02/06/22	02/16/22	15
02/07/22	02/20/22	03/02/22	16
02/21/22	03/06/22	03/16/22	17
03/07/22	03/20/22	03/30/22	18
03/21/22	04/03/22	04/13/22	19
04/04/22	04/17/22	04/27/22	20
04/18/22	05/01/22	05/11/22	21
05/02/22	05/15/22	05/25/22	22
05/16/22	05/29/22	06/08/22	23
05/30/22	06/12/22	06/22/22	24
06/13/22	06/26/22	07/06/22	25
06/27/22	07/10/22	07/20/22	26
07/11/22	07/24/22	08/03/22	

Pay period begins on Monday and ends on Sunday

Payday will occur every other Wednesday for all Employees according to the above Schedule

Personnel Subareas/Salary Plans

<u>Personnel Subareas</u>	<u>Description</u>
<u>AE1</u>	<u>10M Admin Exempt</u>
<u>AE2</u>	<u>10.5M Admin Exempt</u>
<u>AE3</u>	<u>11M Admin Exempt</u>
<u>AE4</u>	<u>11M Admin Exempt</u>
<u>AE5</u>	<u>12M Admin Exempt</u>
<u>AS1</u>	<u>10M Admin Support Non-Exempt</u>
<u>AS2</u>	<u>10.5M Admin Support Non-Exempt</u>
<u>AS3</u>	<u>11M Admin Support Non-Exempt</u>
<u>AS4</u>	<u>11.5M Admin Support Non-Exempt</u>
<u>AS5</u>	<u>12M Admin Support Non-Exempt</u>
<u>AS6</u>	<u>Admin Support 11M 220Day</u>
<u>AS7</u>	<u>Admin Support 11M 220Day Alt</u>
<u>AT1</u>	<u>Non-Degreed Associate</u>
<u>AT2</u>	<u>Degreed Associate</u>
<u>AT3</u>	<u>Dedicated Assoc. Teacher</u>
<u>AT4</u>	<u>Nurse Associate</u>
<u>AT6</u>	<u>Patron Associate</u>
<u>AT7</u>	<u>Texas Certified Associate</u>
<u>AT8</u>	<u>HISD Retired Certified Associate</u>
<u>AT9</u>	<u>Critical Shortage Assoc. Teach</u>
<u>AX5</u>	<u>12Month Administrators - 254 D</u>
<u>BU1</u>	<u>Bus Driver</u>
<u>CT3</u>	<u>11 M Food Service CAFE Manager</u>
<u>CT5</u>	<u>Crafts/Trades 12 Months</u>
<u>CT6</u>	<u>12M Food Service CAFÉ Manager</u>
<u>CTA</u>	<u>Crafts/Trades 1296 Hrs 9M8H</u>
<u>CTB</u>	<u>Crafts/Trades 1336 Hrs 9M8Hr</u>
<u>CTC</u>	<u>Crafts/Trades 930 Hrs 10Mos</u>
<u>CTD</u>	<u>Crafts/Trades 1295 Hrs 10M7Hr</u>
<u>CTE</u>	<u>Crafts/Trades 1387 Hr 10M7.5Hr</u>
<u>CTF</u>	<u>Crafts/Trades 1395Hrs 10M7.5Hr</u>
<u>CTG</u>	<u>Crafts/Trades 1488 Hrs 10M8Hr</u>
<u>CTI</u>	<u>Warehouse Drivers 212 Days</u>
<u>CTJ</u>	<u>Food Service 149 Days / 10 Hrs</u>
<u>CU3</u>	<u>Crafts/Trades 1720 Hrs 11M8Hr</u>
<u>ES1</u>	<u>Counselor 10 Months</u>
<u>ES2</u>	<u>Counselor 10.5 Month</u>
<u>ES3</u>	<u>Counselor 11 Months</u>
<u>ES4</u>	<u>Counselor 11.5 Month</u>
<u>ES5</u>	<u>Counselor 12 Months</u>
<u>EV1</u>	<u>Evaluation Specialist/LSSP 10M</u>
<u>EV2</u>	<u>Evaluation Specialist/LSSP 10.5M</u>
<u>EV3</u>	<u>Evaluation Specialist/LSSP 11M</u>
<u>EV4</u>	<u>Evaluation Specialist/LSSP 11.5M</u>
<u>EV5</u>	<u>Evaluation Specialist/LSSP 12M</u>
<u>H10A</u>	<u>Hourly</u>
<u>H10B</u>	<u>Hourly Food Services</u>

<u>H10D</u>	<u>Hourly Crossing Guards</u>
<u>PE5</u>	<u>Principal, ES 12 Months</u>
<u>PH5</u>	<u>Principal, HS 12 Months</u>
<u>PM5</u>	<u>Principal, MS 12 Months</u>
<u>PS5</u>	<u>Principal, Specialty School 12 Months</u>
<u>RO1</u>	<u>JROTC 10 Months</u>
<u>RO5</u>	<u>JROTC 12 Months</u>
<u>RT1</u>	<u>Regular Teacher 10 Months</u>
<u>RT2</u>	<u>Regular Teacher 10.5 Months</u>
<u>RT3</u>	<u>Regular Teacher 11 Months</u>
<u>RT4</u>	<u>Regular Teacher 11.5 Months</u>
<u>RT5</u>	<u>Regular Teacher 12 Months</u>
<u>SE3</u>	<u>Assistant Principal, ES 11 Months</u>
<u>SE4</u>	<u>Assistant Principal, ES 11.5 Months</u>
<u>SE5</u>	<u>Assistant Principal, ES 12 Months</u>
<u>SH3</u>	<u>Assistant Principal, HS 11 Months</u>
<u>SH4</u>	<u>Assistant Principal, HS 11.5 Months</u>
<u>SH5</u>	<u>Assistant Principal, HS 12 Months</u>
<u>SM3</u>	<u>Assistant Principal, MS 11 Months</u>
<u>SM4</u>	<u>Assistant Principal, MS 11.5 Months</u>
<u>SM5</u>	<u>Assistant Principal, MS 12 Months</u>
<u>SS3</u>	<u>Assistant Principal, Specialty School 11 Months</u>
<u>SS4</u>	<u>Assistant Principal, Specialty School 11.5 Months</u>
<u>SS5</u>	<u>Assistant Principal, Specialty School 12 Month</u>
<u>TDS</u>	<u>Teacher Development Specialist</u>
<u>VT1</u>	<u>Vocational Teacher 10 Months</u>
<u>VT2</u>	<u>Vocational Teacher 10.5 Month</u>
<u>VT3</u>	<u>Vocational Teacher 11 Months</u>
<u>VT4</u>	<u>Vocational Teacher 11.5 Months</u>
<u>VT5</u>	<u>Vocational Teacher 12 Months</u>

XII. Appendix

A	
Academic Coach	59
Achieve 180 Schools	12
Acting Pay	36
Ad Hoc Stipends	47
Allowances	37
Assessing Education	79
Associate Teacher	16
Athletic Stipends	52 - 55
B	
Behavior/Autism	68
Class Teacher Programs	63 - 64
Bilingual Stipends	56
Bus Driver	
Pay Rates	20
Special Education	37
C	
Car Allowance	37
Chairperson Stipends	
Department	58
Secondary Grade Level	58
Special Education	68
Co-Curricular Stipends	
High School	58
Middle/Elementary School	59
Compensation	
Compensation Committee	8
Introduction, Human Capital Philosophy	VI
Job Family Governance	93
Management Process	1
Overview	2
Philosophy	1
Salary Tables	21 - 35
Terminology	IV
Compensatory Time	
Exempt	38
Non-Exempt	38
Contract Employee	
Transfer, Involuntary	6
Coordinator Stipends	
Athletic, High School	53
Section 504	60
Small Learning Community	58
STAAR	62
Title I	61
G/T	61
Intervention Assistance Team (IAT)	60
Credentials	
Evaluating	79
Submission	79
Creditable Year of Service	80
Critical Shortage	
Sign-On Bonus	66
Crossing Guard	
Pay Rates	20
Team Leader Pay Rates	20
Curriculum Writing Assignments	62
Custodian	
Hourly Pay Rates	20

D

Degree	79
Evaluating Education Credentials	
Differential	
Compensation	
Hazardous Duty	38
Police Officer Court Appearance	39
Shift	39
Work Schedule	
Additional Policies	44

E

Education Assessment	79
Evaluating Prior Work Experience	80
Credit for Experience	80
Service Records	81
Teachers	82
CATE Teachers	82
School-Based Counselors	84
School Nurses	84
Evaluation Specialists	85
Speech Therapists	87
Speech Therapist Assistants	87
JROTC Instructors	88
Police Officers	88
Crafts/Trades, Food Service, Custodians	89
Hourly Personnel	89
Evaluation Specialist Stipend	
Bilingual	56
Exempt	
Compensatory Time	38
Definition	IV
Overtime	42
Partial Day Absences	42
Status determination	93
Extended Time	
Coaching Assignment	39
Extra Duty Pay	39

F

Field Maintenance Stipend	53
FLSA Compliance	92
Food Service (see Nutrition Services)	

G

Gifted and Talented	
Coordinator	63
Grants	40
Grad Lab Teacher of	75

H

Hazardous Duty Differential	40
Hourly	
Definition	40

I

Involuntary transfers 6

J

Job
Analysis Questionnaire (JAQ) 93
Evaluation 93

L

Lateral Transfer
Definition 4
Lead Stipends
Career Pathways 63
Teacher Leader 65
Teacher, Secondary School 59
Principal 78
Lead Person Pay 38
Leave of Absence 41
Lecturer, Hourly
Pay Rates 20
Longevity Pay 42

M

Market value 93
Master Pay Scale Salary Table 24
Materials Center Coordinator Stipend 71
Mentor Stipends
Beginning Teacher 64
Non-Certified Educational Diagnosticians 71
Speech Therapists 72 - 74

N

New Hire
Recruitment Incentive 66
Non-Exempt
Compensatory Time 38
Daily Work Schedule 44
Nurse
Associate Pay Rates 16
New School Nurses 3

Nutrition Services
Attendants Work Days 18
Daily Work Schedule 18
New Employee 38
New Employee, Hourly 18
Pay Rates 18
Travel Compensation 19

O

Overtime Pay 42

P

Pay
Actual Rate 2
Administering 2

Lead Person	41
Pay Periods	43
Pay Rates	
Acting	36
Summer School	17
Teacher, Part Time	17
Temporary Personnel	17
Performance Contract	
Definition	V
Promotion	4
Reassigned	7
Philosophy	1
Planning and preparation	43
Police	
Mid-Day Differential	38
Officer Court Appearance Pay	43
Hourly Officer Pay Rates	20
New Police Officers & Dispatchers	88
Principal	
Classifications	9
Promotion	9
Professional Development	
Teacher Development Specialist Summer Project	66

R

Re-evaluation	
Definition	V
Regional Accrediting Agencies	79
Regular status employee	
Definition	V
Rehire Former HISD Employee	3
TRS Retiree	3
Relocation allowance	37
Reorganization	6
Retention Stipends	
Autism Teacher	68
Itinerant Teacher	68
Speech Therapist	72
Recruitment	66

S

Salary	
Definition	V
Determination	3
Promotion	4
Transfer	6
Survey Definition	V
Salary Tables	
Assistant Principal	32
Master Pay including Hourly	24 - 29
Principal	35
Police	31
Teacher	21
Technology	30
Specialist, Campus Instructional Technology	
Skilled Craft Personnel	44
Special Education Services	
Chairperson	70
Olympics Coach	70
Olympics Chaperone	70

Special Project Pay	71
Speech Therapist	72
Speech Therapy	
Assessor	72
Speech Therapist Assistant	87
Staffing Reduction	6
STAAR Coordinator Stipend	62
Stipends	
Existing	46
Ad Hoc/New	47
Process	46
Policies	46
Prorating	46
Summary List	49
Summer	
School Teacher Pay Rates	17
Support Services	
Grad Lab	75
T	
<hr/>	
Teacher	
Allotment	44
Associate	16
Contract	6
Creditable Year of Service	38
Daily Work Schedule	44
Lead, Secondary School	41
Part Time Degreed Pay Rates	61
Visually Impaired	71
Teacher, Itinerant Special Education	70
Team Member	
Assistive Technology Stipend (Special Education)	72
Technology	
Salary Table	30
Telecommunication Allowance	37
Therapist, Speech Stipends	72
Trainer Stipends	
Educational Diagnostician Certification	65
Interpreters (Special Education)	71
Training Stipend (Professional Development)	77
Transfer	
Hourly	7
Involuntary	7
Lateral	6
Voluntary	6
Transportation Attendant	
Pay Rates	20
Tutor	
Hourly	20
V	
<hr/>	
Visually Impaired Teacher Education Stipend	71
W	
<hr/>	
Work Schedule	44