



2017-2018

**SALARY SCHEDULES
AND COMPENSATION
INFORMATION**

GARLAND INDEPENDENT SCHOOL DISTRICT
Serving the North Texas Communities of Garland, Rowlett, and Sachse

Published by the Department of Human Resources
September 2017

This salary schedule cannot be used to compute future earnings.

THIS SALARY SCHEDULE IS FOR THE 2017-2018 SCHOOL YEAR ONLY

The 2017-2018 school year pay schedules reflect the implementation of the Board approved salary increase.

Neither past nor future salaries can be accurately calculated nor predicted from this booklet. Only the salary bands based on pay grades can be obtained from this information.

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees. Salaries are determined individually with consideration for job-related experience and credentials.

All GISD employees who returned to their same position held in the district in the 2016-2017 school year received a percent of increase from the midpoint of their pay grade (see table below for Board approved increases). The percent of increase from the midpoint was added to their 2016-2017 salary.

Employee Group	Board approved pay grade midpoint raise per Board action 7/25/2017
Auxiliary/Paraprofessionals	2.5%
Teachers*	2%
Professionals	1.75%
*Fab 5: Teachers, Librarians, Nurses, Counselors, Speech Pathologists	

To determine the percent from the midpoint:

1. Find your pay grade on the charts
2. Identify the midpoint of your paygrade
3. Multiply the midpoint by the percent of pay raise per the table above (for 2.5%: by 0.025; for 2% by 0.02; for 1.75% by 0.0175)
4. If your midpoint is indicated as a daily rate, the result from Step #3 is the midpoint raise to your individual daily rate.

The percent raise is applied as follows:

- For 10 month employees with the September 27, 2017 payroll.
- For 11 month employees with the September 27, 2017 payroll.
- For the 12 month employees the raise will retro back to July 1, 2017 (the beginning of the 2017-2018 school year) and will be reconciled in the August 28, 2017 payroll.

For any salary questions, please send an e-mail to salary@garlandisd.net

This salary schedule cannot be used to compute future earnings.

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2017–18 New Teachers, Librarians and Nurses (RN) Pay Plan
Garland ISD

2017-18 NEW HIRE SCALE

Pay Scale 100

Years of Experience	New Hire Salary 187 days	Daily
0	52,000	\$278.07
1	52,725	\$281.95
2	52,975	\$283.29
3	53,595	\$286.60
4	53,795	\$287.67
5	53,995	\$288.74
6	54,195	\$289.81
7	54,395	\$290.88
8	54,595	\$291.95
9	54,795	\$293.02
10	54,995	\$294.09
11	55,195	\$295.16
12	55,395	\$296.23
13	55,595	\$297.30
14	55,795	\$298.37
15	55,995	\$299.44
16	56,195	\$300.51
17	56,395	\$301.58
18	56,595	\$302.65
19	56,795	\$303.72
20	56,995	\$304.79
21	57,550	\$307.75
22	58,133	\$310.87
23	58,673	\$313.76
24	59,218	\$316.67
25+	59,758	\$319.56

Master's Degree Stipend: \$1,300
Doctorate Degree Stipend: \$2,000

The salaries listed above are based on 10-month employment for the 2017-18 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

2017 – 18 Returning Teachers, Librarians and Nurses (RN) Pay Plan
Garland ISD

**2017- 18 Salary Range for
Returning Teachers, Librarians, and Nurses (RN)**

Pay Scale 100

Base Salary Range

10-Month Salary Range Minimum: \$52,000
10-Month Salary Range Midpoint: \$61,282
10-Month Salary Range Maximum: \$70,788

Returning Teachers, Librarians, and Nurses (RN) salary will reflect a raise of \$1,225.64, which is 2.00% of midpoint.

	Min	Mid	Max
Daily	\$278.07	\$327.71	\$377.36
187 Days	52,000	61,282	70,788

Master's Degree Stipend: \$1,300
Doctorate Degree Stipend: \$2,000

Salaries of Returning Teachers, Librarians, and Nurses are not reflected on the New Hire Scale. The New Hire Scale applies only to new hires for 2017-2018.

The salaries listed are based on 10-month employment for the 2017-18 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

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

2017-18 Administrative-Professional Pay Plan
Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
101			Min	Mid	Max	1.75% Mid
	Auto Claims Specialist	226	Daily \$198.97	\$239.72	\$280.48	\$4.20
	Box Office Coordinator	226	182 Days 36,213	43,630	51,047	764
	Culinary Supervisor	226	226 Days 44,967	54,177	63,388	948
	Energy Analysis Specialist	226				
	Event Coordinator	226				
	Facilities Specialist	226				
	Certification Specialist	226				
	Print Shop Senior Production Manager	226				
	Supervisor - Food Service	226				
	Web & Media Production Specialist	226				
	Workers Compensation Claim Specialist	226				
102			Min	Mid	Max	1.75% Mid
	Case Manager	210	Daily \$214.89	\$258.90	\$302.91	\$4.53
	Communications Specialist	226	193 Days 41,473	49,968	58,462	874
	Coordinator - Print Shop	226	210 Days 45,126	54,369	63,612	951
	Facilitator - Translation Interpret Svcs	226	214 Days 45,986	55,405	64,824	970
	HR Dept Specialist	226	220 Days 47,275	56,958	66,641	997
	Office Manager Human Resources	226	226 Days 48,565	58,512	68,459	1,024
	Office Manager Payroll and Benefits	226				
	Operations Manager - CCC	226				
	Sales Representative	226				
	Social Worker	210				
	Supervisor - Food and Supply Acquisition	226				
103			Min	Mid	Max	1.75% Mid
	Accountant	226	Daily \$247.12	\$297.74	\$348.35	\$5.21
	Accountant - Payroll	226	187 Days 46,212	55,677	65,142	974
	Accountant - Project	226	202 Days 49,918	60,143	70,367	1,052
	Accountant - Proprietary Funds	226	210 Days 51,895	62,525	73,154	1,094
	Administrative Assistant to the Superintendent	226	226 Days 55,849	67,288	78,727	1,178
	Assessment Support Manager	226				
	Board Clerk	226				
	Budget Analyst	226				
	Construction Bond Specialist	226				
	Construction Project Manager	226				
	Energy Management Assistant	226				
	Grants Specialist	226				
	Manager - Building Services	226				
	Manager - Event Services	226				
	Manager - Grounds	226				
	Manager - Maintenance MEP	226				
	Manager Maintenance Trades & Projects	226				
	Manager - Security Operations	226				
	Manager - Work Order Control Operations	226				
	Project Specialist - Title I	226				
	Sales Manager	226				
	Speech Language Pathologist Assistant	187				
	Staff Auditor	226				
	Web Content Support Specialist	226				
104			Min	Mid	Max	1.75% Mid
	Accountant - General Ledger	226	Daily \$278.98	\$328.61	\$378.25	\$5.75
	Administrator Research Assessment Acc.	226	187 Days 52,000	61,451	70,732	1,075
	AVID Specialist - Title I	226	193 Days 53,844	63,423	73,001	1,110
	Behavioral Specialist	197	197 Days 54,960	64,737	74,514	1,133
	Coordinator - Budget	226	202 Days 56,355	66,380	76,406	1,162
	Coordinator - District PEIMS	226	215 Days 59,982	70,652	81,323	1,236
	Coordinator - Textbooks	226	226 Days 63,050	74,267	85,483	1,300
	Coordinator - Warehouse Services	226				
	Coordinator - Security Systems	226				
	Construction Project Manager	226				
	Dyslexia Evaluator	197				
	Educational Support Specialist	202				
	Energy Specialist	226				
	Facilitator - Parent Enrich Title I	193				
	Infant Center Specialist	193				
	Instructional Specialist	226				
	Instructional Specialist - Title III	226				
	Instructional Specialist - Bil ESL Pk 12	226				
	Mandarin Chinese Language Specialist	226				
	Parent Educator Administrator Title I	215				
	Program Specialist - Title I	226				
104-1	<i>*Per Board action July 25, 2017</i>					
	Teacher Visually Impaired	187, 197	Daily \$279.33	\$329.02	\$378.71	\$6.58
	Teacher Visually Impaired Lead	187	187 Days 52,000	61,527	70,819	1,231
	Instructional Coach - Title I	215	197 Days 55,028	64,817	74,607	1,296
	Instructional Coach - Ready 1:1	197	215 Days 60,056	70,740	81,423	1,415

105			Min	Mid	Max	1.75% Mid
Attendance Administrator	226	Daily	\$290.86	\$350.43	\$410.00	\$6.13
Asst Principal - Elementary	215	187 Days	54,390	65,530	76,671	1,147
Campus Facilitator	202	188 Days	54,681	65,881	77,081	1,153
Coordinator - Broadcasting	226	189 Days	54,972	66,231	77,491	1,159
Diagnostician	188, 193, 202	193 Days	56,135	67,633	79,131	1,184
Diagnostician Lead	202	197 Days	57,299	69,035	80,771	1,208
Facilitator - Early Childhood	220	202 Days	58,753	70,787	82,821	1,239
Facilitator - Magnet Programs Title I	226	204 Days	59,335	71,488	83,641	1,251
Facilitator - Parent Engagement Title I	226	207 Days	60,207	72,539	84,871	1,269
Facilitator - Parent Engagement Title III	226	210 Days	61,080	73,590	86,101	1,288
Facilitator - STEM	226	215 Days	62,534	75,342	88,151	1,318
Facilitator - Title I	226	220 Days	63,988	77,095	90,201	1,349
Facilitator ELL Newcomer	202	225 Days	65,443	78,847	92,251	1,380
Instructional Design Facilitator ELAR	202	226 Days	65,734	79,197	92,661	\$1,386
Instructional Design Facilitator Math	202					
Instructional Design Facilitator Science	202					
Instructional Design Facilitator Social Studies	202					
Intervention Facilitator Title I	226					
Licensed Specialist in School Psychology	197, 202					
Occupational Therapist	188, 193					
Orientation Mobility Specialist	187					
Physical Therapist	188					
Risk Management Specialist	226					
Specialist Title II	226					
Senior Staff Auditor	226					
Transition Specialist - SpEd	226					

105-1			Min	Mid	Max	2.0% Mid
<i>*Per Board action July 25, 2017</i>						
Counselor	189, 197, 202, 207	Daily	\$291.22	\$350.87	\$410.52	\$7.02
Counselor - CATE	202	189 Days	\$55,041	\$66,314	\$77,588	\$1,326
Counselor Elementary	189	193 Days	\$56,206	\$67,718	\$79,230	\$1,354
Counselor Lead - High School	220	197 Days	\$57,371	\$69,121	\$80,872	\$1,382
Counselor Light - High School	193	202 Days	\$58,827	\$70,875	\$82,924	\$1,418
Counselor Light - Middle School	193	204 Days	\$59,409	\$71,577	\$83,745	\$1,432
Counselor Light Lead - High School	204	207 Days	\$60,283	\$72,630	\$84,977	\$1,453
Counselor Light Lead - Middle School	193	220 Days	\$64,069	\$77,191	\$90,314	\$1,544
Counselor - Specialist	197					
Counselor - Support Specialist	197					
Speech-Language Pathologist	187, 193, 210					

106			Min	Mid	Max	1.75% Mid
Asst Principal - AEC	220	Daily	\$311.22	\$374.97	\$438.71	\$6.56
Asst Principal - AEP (Memorial)	225	197 Days	61,311	73,869	86,426	1,293
Asst Principal - AEP (Pathfinder)	226	203 Days	63,178	76,118	89,059	1,332
Asst Principal - Middle School	225	220 Days	68,469	82,493	96,517	1,444
Intervention Specialist - Trainer Title I	203	225 Days	70,025	84,368	98,710	1,476
		226 Days	70,336	84,743	99,149	1,483

107			Min	Mid	Max	1.75% Mid
At Risk Administrator	226	Daily	\$333.01	\$401.21	\$469.42	\$7.02
Audiologist	202	202 Days	67,268	81,045	94,823	1,418
Cash Manager	226	226 Days	75,260	90,675	106,089	1,587
Construction Environmental Services Administrator	226					
Coordinator	226					
Coordinator At Risk	226					
Coordinator AVID	226					
Coordinator - Bilingual ESL	226					
Coordinator - Business Marketing Education	226					
Coordinator - Business Program Development	226					
Coordinator - Communications	226					
Coordinator - Counseling Guidance	226					
Coordinator - District Testing	226					
Coordinator - Elementary Fine Arts	226					
Coordinator - Elementary Math	226					
Coordinator - Employee Wellness & Nutrition	226					
Coordinator - English Language Learners	226					
Coordinator - Family Community Engagement	226					
Coordinator - Fcs New Horizons	226					
Coordinator - Fine Arts	226					
Coordinator - Foreign Languages	226					
Coordinator - Gifted And Talented	226					
Coordinator - HST CTE Guidance Counseling	226					
Coordinator - Intervention	226					
Coordinator - ELA	226					
Coordinator - Library Media Services	226					
Coordinator - Maintenance Business Operations	226					
Coordinator - Nutrition & Menu Operations	226					
Coordinator - Outreach Enrollment Center	226					
Coordinator - PE	226					
Coordinator - Research Assessment Accountability	226					
Coordinator - PK-6	226					
Coordinator - PK-12	226					
Coordinator - Security / Telephones	226					
Coordinator - Social Studies	226					
Coordinator - Special Ed	226					
Coordinator - STEM	226					
Coordinator - Student Success Program	226					
Coordinator - Technology	226					
Coordinator - Technology Digital Learning	226					
Coordinator - Title I	226					
Coordinator - Web Services	226					
Foundation President Corporate Initiatives Liaison	226					
HR Recruiting Coordinator	226					
Service Provider Program Analyst Title III	226					

		Min	Mid	Max	1.75% Mid	
108						
Asst General Counsel	226	\$356.32	\$429.30	\$502.28	\$7.51	
Asst Principal - High School	226	217 Days	77,321	93,158	108,995	1,630
HR Administrator	226	226 Days	80,528	97,021	113,515	1,698
Principal - Elementary	217					
Safety and Student Discipline Administrator	226					

		Min	Mid	Max	1.75% Mid	
109						
Adv Academic Administrator - Title I	226	\$381.26	\$459.35	\$537.44	\$8.04	
Aquatic Manager	226	226 Days	86,165	103,813	121,461	1,817
Asst Director - Athletics	226					
Asst Director - Building Trades	226					
Asst Director - Custodial	226					
Asst Director - Federal Programs Title I	226					
Asst Director - Finance	226					
Asst Director - Fleet Operations	226					
Asst Director - Student Nutrition Services	226					
Asst Director - Purchasing	226					
Asst Director - Student Services	226					
Asst Director - Transportation	226					
AVID Program Manager	226					
AVID Program Manager Title I	226					
AVID Secondary Program Manager	226					
Community Liaison - African Americans	226					
Community Liaison - Hispanics	226					
Principal - Middle School	226					

		Min	Mid	Max	1.75% Mid	
110						
Director - Communications	226	\$407.95	\$491.50	\$575.06	\$8.60	
Director - Counseling Guidance	226	220 Days	89,749	108,131	126,513	1,892
Director - Curtis Culwell Center	226	226 Days	92,196	111,080	129,963	1,944
Director - English Language Learners	226					
Director - Family & Community Engagement	226					
Director - Health Services	226					
Director - Internal Audit	226					
Director - Intervention	226					
Director - Maintenance	226					
Director - Organizational Learning	226					
Director - Payroll Benefits	226					
Director - Risk Management	226					
Director - Special Programs	226					
Director - Student Services School Choice	226					
Director - Tax Services	226					
Athletic Coordinator Head Football Coach-Boys	220					
Principal - AEC, MPAC, PAC	226					

		Min	Mid	Max	1.75% Mid	
111						
Director - Athletics	226	\$448.74	\$540.65	\$632.56	\$9.46	
Director - Auxiliary Human Resources	226	226 Days	101,416	122,187	142,959	2,138
Director - Budget	226					
Director - Career Technical Education	226					
Director - Elementary Human Resources	226					
Director - Finance	226					
Director - Fine Arts	226					
Director - Position Administration	226					
Director - Purchasing	226					
Director - Research Assessment Accountability	226					
Director - Secondary Human Resources	226					
Director - Security	226					
Director - Student Nutrition Services	226					
Director - Transportation	226					
Principal - High School	226					

		Min	Mid	Max	1.75% Mid	
112						
Area Director	226	\$480.15	\$578.50	\$676.84	\$10.12	
Chief Information Officer	226	226 Days	108,515	130,741	152,966	2,288
Executive Director - Athletics	226					
Executive Director - Communications and PR	226					
Executive Director - Curriculum & Instruction	226					
Executive Director - Facilities/Maintenance	226					
Executive Director - Human Resources	226					
Executive Director - Special Education	226					
Executive Director - Student Svcs School Choice	226					

		Min	Mid	Max	1.75% Mid	
113						
Assoc Supt - Curric, Instr, Assess	226	\$552.18	\$665.28	\$778.37	\$11.64	
Asst Supt - Student Srv Comm Relat	226	226 Days	124,793	150,353	175,913	2,631
General Counsel	226					

		Min	Mid	Max	1.75% Mid	
114						
Chief Financial Officer	226	\$773.05	\$931.39	\$1,089.73	\$16.30	
Chief Officer Human Resources	226	226 Days	174,710	210,494	246,278	3,684

2017-18 Technology Pay Plan
Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum		
201							
	Campus Technology Assistant - ES	186, 191	Min	Mid	Max	2.5% Mid	
	GIS Assistant Technician	226	Hourly	\$18.47	\$22.53	\$26.58	\$0.56
			Daily: 7.5 hrs	\$138.53	\$168.98	\$199.35	\$4.22
			186 Days	25,766	31,429	37,079	786
			191 Days	26,458	32,274	38,076	807
			196 Days	27,151	33,119	39,073	828
			226 Days	31,307	38,188	45,053	955
202							
	Campus Technology Assistant - AEP	196	Min	Mid	Max	2.5% Mid	
	Campus Technology Assistant - MS	196	Hourly	\$20.87	\$25.45	\$30.04	\$0.64
	Campus Technology Specialist - HS	196	Daily: 7.5 hrs	\$156.53	\$190.88	\$225.30	\$4.77
			196 Days	30,679	37,412	44,159	
202-1	<i>*Per Board action July 25, 2017</i>						
	PEIMS Technical Asst	226	Min	Mid	Max	1.75% Mid	
	Supervisor Computer Operations	226	Daily: 7.5 hrs	\$155.96	\$190.20	\$224.40	\$3.33
	Technology Specialist - Title I	226	226 Days	35,248	42,985	50,714	
203							
	Desktop Integration Specialist	226	Min	Mid	Max	2.5% Mid	
	Field Service Software Specialist	226	Hourly	\$22.97	\$28.01	\$33.05	\$0.70
	Field Service Technician	226	Daily: 7.5 hrs	\$172.27	\$210.08	\$247.89	\$5.25
	Mobile Technology Assistant	226	226 Days	38,932	47,477	56,024	1,187
203-1	<i>*Per Board action July 25, 2017</i>						
	Digital Media Specialist	226	Min	Mid	Max	1.75% Mid*	
	GIS Analyst	226	Daily: 7.5 hrs	\$171.59	\$209.25	\$246.92	\$3.66
	GIS Auto CAD Technician	226	226 Days	38,778	47,291	55,803	827
	Manager Kronos Oracle	226					
	Security - Telecomm Specialist	226					
204							
	Athletics Technology Specialist	226	Min	Mid	Max	1.75% Mid	
	Field Service Technician Lead	226	Daily	\$250.94	\$306.03	\$361.11	\$5.36
	GIS Program Manager	226	226 Days	56,712	69,163	81,611	1,210
	Mobile Technology Administrator	226					
205							
	Programmer	226	Min	Mid	Max	1.75% Mid	
	Programmer Analyst	226	Daily	\$276.04	\$336.63	\$397.23	\$5.89
	Technical Analyst	226	226 Days	62,385	76,079	89,773	1,331
	Television Broadcast Engineer	226					
	Television Producer	226					
	Web Applications Systems Analyst	226					
206							
	MAN/WAN Systems Engineer	226	Min	Mid	Max	1.75% Mid	
	Network Video Systems Analyst	226	Daily	\$298.12	\$363.56	\$429.00	\$6.36
	Oracle Application Developer	226	226 Days	67,376	82,165	96,955	1,438
	Systems Analyst Developer	226					
	Systems Field Engineer	226					
	Technology Network Administrator	226					
207							
	Facilitator - Data and Admin Systems	226	Min	Mid	Max	1.75% Mid	
	Facilitator - Digital Learning	226	Daily	\$333.75	\$392.65	\$451.54	\$6.87
	Oracle System Administrator	226	226 Days	75,427	88,738	102,049	1,553

208		
Coordinator - Technology	226	
Coordinator - Technology Applications	226	

	Min	Mid	Max	1.75% Mid
Daily	\$360.45	\$424.06	\$487.66	\$7.42
226 Days	81,461	95,836	110,212	1,677

209		
Assistant Director - IT Operations, Assets & B	226	
Assistant Director -Network Communications	226	
Desktop Systems Engineer	226	
Lead Network Engineer	226	
Lead Network Engineer - Communications	226	
Network Engineer	226	
Oracle Database Administrator	226	
Oracle Lead Business Analyst Dev.	226	
Oracle Technical Solutions Architect	226	
Programmer Systems Analyst	226	
Project Manager Technology	226	
Systems Manager Kronos Oracle	226	
Technology Apps System Manager	226	
Technical Solutions Architect	226	

	Min	Mid	Max	1.75% Mid
Daily	\$389.29	\$457.98	\$526.68	\$8.01
226 Days	87,979	103,504	119,030	1,811

210		
Director - GIS	226	
Director IT Operations, Assets & Budgets	226	
Director Network and Communications Inf.	226	
Director Oracle Technology	226	
Executive Director - Data Admin Serv	226	

	Min	Mid	Max	1.75% Mid
Daily	\$420.43	\$494.63	\$568.82	\$8.66
226 Days	95,017	111,786	128,553	1,957

211		
Director - Planning Implementation & Support	226	

	Min	Mid	Max	1.75% Mid
Daily	\$454.07	\$534.19	\$614.32	\$9.35
226 Days	102,619	120,728	138,837	2,113

2017–18 Health Clinic Pay Plan

Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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301			Min	Mid	Max
Medical Assistant	236		Hourly	\$15.27	\$18.62
			Daily: 8 hrs	\$122.18	\$149.00
			236 Days	28,834	35,163
					41,493
					2.5% Mid
					\$0.47
					\$3.72
					879

302			Min	Mid	Max
Licensed Vocational Nurse	236		Hourly	\$18.05	\$22.01
			Daily: 8 hrs	\$144.41	\$176.11
			236 Days	34,081	41,562
					49,043
					2.5% Mid
					\$0.55
					\$4.40
					1,039

304			Min	Mid	Max
Clinic Manager	236		Daily	\$326.23	\$397.84
			236 Days	76,990	93,890
					110,790
					1.75% Mid
					\$6.96
					1,643

305			Min	Mid	Max
Nurse Practitioner	236		Daily	\$372.23	\$453.94
Physician Assistant	236		236 Days	87,846	107,130
					126,413
					1.75% Mid
					\$7.94
					1,874

2017-18 Administrative Support and Technical Support Pay Plan

Garland ISD

*Annual and daily amounts are based on 7.5 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	2.5% GPI	
P11							
	Aide - Achievement Office	186	Min	Mid	Max	2.5% Mid	
	Aide - Office	186	Hourly	\$11.52	\$14.40	\$17.28	\$0.36
	Aide - Office - Attendance	186	Daily: 7.5 hrs	\$86.40	\$108.00	\$129.60	\$2.70
	Aide - Office Title I	202	186 Days	16,070	20,088	24,106	502
			202 Days	17,453	21,816	26,179	545
P12							
	Aide - Counselor	186	Min	Mid	Max	2.5% Mid	
	Aide - Diagnostician	186	Hourly	\$13.02	\$16.27	\$19.52	\$3.05
	Attendance Clerk - HS	193	Daily: 7.5 hrs	\$97.62	\$122.02	\$146.43	\$22.88
	Secretary - SpEd OT/PT	193	186 Days	18,157	22,696	27,236	4,255
	Technical Asst Liaison SpEd	193	193 Days	18,841	23,550	28,261	4,415
P13							
	Aide - Instructional Media	226	Min	Mid	Max	2.5% Mid	
	Processing Manager	226	Hourly	\$14.06	\$17.57	\$21.08	\$0.44
	Receptionist - Campus	186	Daily: 7.5 hrs	\$105.45	\$131.78	\$158.10	\$3.29
	Receptionist - Dept	226	186 Days	19,614	24,510	29,407	613
	Receptionist/PEIMS Clerk	226	202 Days	21,301	26,619	31,936	665
	Secretary - SpEd Psychologists	202	226 Days	23,832	29,781	35,731	745
	Transportation Vehicle Maint Data Entry	226					
P14							
	Secretary	226	Min	Mid	Max	2.5% Mid	
	Secretary - Asst Principal HS	198	Hourly	\$15.18	\$18.97	\$22.77	\$0.47
	Secretary - Coordinator SpEd	226	Daily: 7.5 hrs	\$113.85	\$142.28	\$170.78	\$3.56
	Secretary - Counselors Office	193	193 Days	21,973	27,459	32,960	687
	Secretary - PEIMS	226	198 Days	22,542	28,170	33,813	704
	Secretary - Receptionist	226	226 Days	25,730	32,154	38,595	804
	Secretary - Warehouse	226					
P15							
	Circulation Manager	226	Min	Mid	Max	2.5% Mid	
	Data Clerk - Elementary	198	Hourly	\$16.24	\$20.30	\$24.36	\$0.51
	Data Clerk - HS	202	Daily: 7.5 hrs	\$121.82	\$152.25	\$182.74	\$3.81
	Data Clerk - Medicaid	226	186 Days	22,659	28,319	33,989	708
	Data Clerk - MS	198	198 Days	24,121	30,146	36,182	754
	Data Clerk - SpEd	186	202 Days	24,608	30,755	36,913	769
	Registrar - AEC	220	220 Days	26,801	33,495	40,202	838
	Registrar - AEP	220	226 Days	27,532	34,409	41,298	860
	Registrar - HS	220					
	Secretary - Coordinator	226					
	Secretary - Energy Management	226					
	Secretary - English Language Learners	226					
	Secretary - Print Shop	226					
	Secretary - Textbooks	226					
	Secretary - Transportation	226					
	Security Wireless Technician	226					

P16	
Accounting Clerk - HS	226
Accounting Specialist I - Acct Payable	226
Aide - Parent Involvement Title I	186
District Interpreter Translator	226
Enrollment Center Advisor	226
Expediter	226
Purchasing Clerk - Maintenance	226
Receptionist - Payroll	226
Secretary - Athletics	226
Secretary - Community Liaison	226
Secretary - Coordinator Curric and Instr	226
Secretary - Coordinator HR	226
Secretary - Education Foundation	226
Secretary - Enrollment Center	226
Secretary - Enrollment Center Clinic	226
Secretary - Student Nutrition Services	226
Secretary - Student Services	226
Secretary - Maintenance	226
Secretary - Records Center	226
Secretary - Receptionist - HR	226
Secretary - Risk Management	226
Secretary - Special Programs	226
Secretary - SpEd Student Information	226
Secretary - Title I	226

	Min	Mid	Max	2.5% Mid
Hourly	\$17.38	\$21.73	\$26.08	\$0.54
Daily: 7.5 hrs	\$130.35	\$162.98	\$195.60	\$4.07
186 Days	24,245	30,313	36,382	758
226 Days	29,459	36,832	44,206	921

P17	
Accounting Specialist I - Fixed Assets	226
Accounting Specialist I - Payroll Costing	226
Accounting Specialist II - Accts Payable Lead	226
Accounting Specialist II - Campus Acct Liaison	226
Administrative Selections HR Support	226
Background Fingerprint Specialist	226
Bookkeeper	226
Bookkeeper Federal Programs Title I	226
Bookkeeper - SpEd	226
GT Special Programs Project Clerk Title I	226
Maintenance Payroll Specialist	226
Medicaid Specialist SpEd	226
Migrant Liaison Budget Clerk Title I	226
Payroll Specialist	226
Assessment Office Specialist	226
Registrar - MPAC	220
Secretary - Avid	226
Secretary - Construction Services	226
Secretary - Dir Athletics	226
Secretary - Dir CATE	226
Secretary - Dir Curriculum and Instruction	226
Secretary - Dir Curtis Culwell Center	226
Secretary - Dir English Language Learners	226
Secretary - Director Family and Community Eng	186
Secretary - Federal Programs Title I	226
Secretary - Dir Fine Arts	226
Secretary - Dir Guidance and Counseling	226
Secretary - Dir Health Services	226
Secretary - Dir Human Resources	226
Secretary - Dir Human Resources Auxiliary	226
Secretary - Dir Instructional Tech Admin	226
Secretary - Dir Intervention	226
Secretary - Dir Maintenance	226
Secretary - Dir Planning, Implementation & Support	226
Secretary - Dir Professional Development	226
Secretary - Dir Purchasing	226
Secretary - Dir Research, Assess, and Acctnblty	226
Secretary - Dir Special Education	226
Secretary - Dir Special Programs	226
Secretary - ES	205
Secretary - Human Resources	226
Secretary - Oracle	226
Secretary - Principal Pathfinder	220
Secretary - Principal AEC	226
Secretary - Principal ES	205
Secretary - Principal HS	226
Secretary - Principal MS	220
Secretary - Project Clerk Title I	226
Secretary - Substitute Office	226
Tax Clerk II	226
Transportation Specialist	226

	Min	Mid	Max	2.5% Mid
Hourly	\$18.61	\$23.26	\$27.91	\$0.58
Daily: 7.5 hrs	\$139.51	\$174.39	\$209.27	\$4.36
186 Days	25,950	32,437	38,925	811
205 Days	28,248	35,309	42,371	794
220 Days	30,314	37,893	45,472	853
226 Days	31,141	38,927	46,712	876

P18		Min	Mid	Max	2.5% Mid	
Free/Reduced Lunch Applic Manager	226	Hourly	\$20.09	\$25.12	\$30.14	\$0.63
Culinary Specialist	226	Daily: 7.5 hrs	\$150.70	\$188.37	\$226.05	\$4.71
Federal Programs Procurement Clerk	226	226 Days	34,057	42,572	51,087	1,064
Secretary - Chief Information Officer	226					
Secretary - Dir Finance	226					
Secretary - Exec Dir HR Department	226					
Secretary - Exec Dir Athletics	226					
Secretary - Exec Dir Communications	226					
Secretary - Exec Dir Curriculum and Instruction	226					
Secretary - Exec Dir School Facilities Maint	226					
Secretary - Exec Dir Student Svcs School Choice	226					

P19		Min	Mid	Max	2.5% Mid	
Accounts Payable Supervisor	226	Hourly	\$24.11	\$30.14	\$36.17	\$0.75
Buyer	226	Daily: 7.5 hrs	\$180.83	\$226.05	\$271.28	\$5.65
Facilities Admin Asst	226	226 Days	40,866	51,087	61,308	1,271
Finance Assistant	226					
Office Manager	226					
Secretary - Assistant Superintendent	226					
Secretary - Director (HR)	226					
Substitute Office Manager Human Resource	226					
Tax Clerk III	226					

P20		Min	Mid	Max	2.5% Mid	
Secretary - Assoc Supt Curric, Instr, Asses	226	Hourly	\$26.52	\$33.15	\$39.78	\$0.83
		Daily: 7.5 hrs	\$198.92	\$248.65	\$298.38	\$6.22
		226 Days	44,956	56,195	67,434	1,405

P21		Min	Mid	Max	2.5% Mid	
Secretary - Chief Financial Officer	226	Hourly	\$29.18	\$36.47	\$43.77	\$0.91
Secretary - Chief Officer	226	Daily: 7.5 hrs	\$218.85	\$273.53	\$328.28	\$6.84
Secretary - General Counsel	226	226 Days	49,460	61,817	74,190	1,545

2017–18 Instructional Paraprofessionals Pay Plan

Garland ISD

*Annual and daily amounts are based on 7.5 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	2.5% GPI	
PA1			Min	Mid	Max	2.5% Mid	
	Aide - Bilingual	186	Hourly	\$11.92	\$14.54	\$17.16	\$0.36
	Aide - Bilingual ESL Pre-K	186	Daily: 7.5 hrs	\$89.40	\$109.05	\$128.70	\$2.73
	Aide - Bilingual Montessori	186	186 Days	16,628	20,283	23,938	\$507
	Aide - Bilingual Pre-K	186					
	Aide - Bilingual Title I	186					
	Aide - Caregiver	186					
	Aide - Enrollment Center Title III	226					
	Aide - ESL	186					
	Aide - ESL Pre-K	186					
	Aide - Family Involvement Title I	186					
	Aide - Instructional	186					
	Aide - Instructional Title I	186					
	Aide - Library	186					
	Aide - Literacy Title I	186					
	Aide - Montessori	186					
	Aide - PE	186					
	Aide - Pre-Kindergarten	186					
	Aide - Pre-Kindergarten Title I	186					
	Aide - Title I	186					
PA2			Min	Mid	Max	2.5% Mid	
	Aide - Bilingual Vietnamese Pre-K	186	Hourly	\$12.64	\$15.41	\$18.18	\$0.39
	Aide - Dyslexia Paraeducator	186	Daily: 7.5 hrs	\$94.80	\$115.58	\$136.35	\$2.89
	Aide - SpEd	186	186 Days	17,633	21,497	25,361	537
	Aide - SpEd CBSE	186					
	Aide - SpEd PPCD	186					
	Aide - SpEd PPCD Inclusion Expansion	186					
PA3			Min	Mid	Max	2.5% Mid	
	Aide - SpEd ABC	186	Hourly	\$13.39	\$16.33	\$19.27	\$0.41
	Aide - SpEd ALE	186	Daily: 7.5 hrs	\$100.43	\$122.48	\$144.53	\$3.08
	Aide - SpEd Behavioral Adjustment	186	186 Days	18,679	22,780	26,882	572
PA4			Min	Mid	Max	2.5% Mid	
	Aide - Clinic	186, 226	Hourly	\$14.20	\$17.31	\$20.43	\$0.43
	Aide - Clinic Pre-K	186	Daily: 7.5 hrs	\$106.50	\$129.83	\$153.23	\$3.25
	Aide - SpEd ALE	186	186 Days	19,809	24,147	28,500	604
	Aide - SpEd Behavioral Adjustment - PAC	186	226 Days	24,069	29,340	34,629	734
	Aide - SpEd - PAC	186					

2016-17 Auxiliary Pay Plan
Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	2.5% GPI
MT 01						
			Min	Mid	Max	2.5% Mid
	Custodian	260	Hourly \$10.44	\$13.05	\$15.67	\$0.33
	Custodian Stadium Athletics	260				
	Food Service (Full-time)	182				
	Food Service (Hourly Pool)	182				
	Food Service (Part-time)	182				
	Food Service Trainee	182				
	GIS Assistant Technician	226				
	Inventory Control	260				
	Parking Lot	181				
	SpEd Bus Aide	180				
	Stadium Athletics	260				
MT 02						
			Min	Mid	Max	2.5% Mid
	Custodian Lead	260	Hourly \$12.33	\$15.41	\$18.49	\$0.39
	Grounds - Fence Playground	260				
	Grounds - Landscape Mowing Crew	260				
	Grounds - Seasonal Worker	260				
	Grounds - Tractor Operator	260				
	Maintenance - Expediter	260				
	Maintenance - HVAC Filter Crew Worker	260				
	Stadium Athletics	260				
MT 03						
			Min	Mid	Max	2.25% Mid
	Asst Manager Intern	184	Hourly \$13.31	\$16.64	\$19.97	\$0.42
	Custodial Repair	260				
	Delivery Expediter	226				
	Driver	202				
	Driver Stocker	260				
	Driver Stocker Food Services	226				
	Driver Warehouse	260				
	Floor Crew Lead/Trainer	260				
	Food Service Driver Stocker	226				
	Food Service Manger Trainee	184				
	Grounds - Athletic Field	260				
	Grounds - Crew Leader	260				
	Mail Clerk Driver	226				
	Maintenance - HVAC Filter Crew Leader	260				
	Purchasing/Warehouse - Driver Stocker	260				
	Service/Tire Technician	260				
	Testing Warehouse Distributer	226				
MT 04						
			Min	Mid	Max	2.25% Mid
	Athletic Fields Crew Leader	260	Hourly \$14.38	\$17.97	\$21.56	\$0.45
	Building Security	186				
	Bus Driver Trainee Pool	181				
	Food Service Assistant Repair Technician	226				
	FS Manager - ES	184				
	General Vehicle Maintenance	233, 260				
	Grounds - Irrigation Installer	260				
	Grounds - Irrigation Installer (unlicensed)	260				
	Grounds - Landscape Foreperson	260				
	Phototype Setter	226				
	Print Binder	226				
	Printer	226				
	Screen Printer	226				
	Senior Lawnmower Mechanic	260				
	Validator Receiving	226				

MT 05	
Building Engineer	260
Bus Driver	180
Copy Center Operator	226
Field Trip Driver	180
FS Manager - MS	184
FS Manager - Floating	184
FS Repair Expediter	226
General Maintenance I	260
Grounds - Irrigation Installer (licensed)	260
Maintenance - Concrete	260
Maintenance - HVAC Apprentice	260
Maintenance - Painter	260
Material Controller	260
Operations Specialist	260
Shipping Receiving Clerk	260
Shipping Receiving Manager	260
Stadium Engineer	260
Substitute Driver	180
Vehicle Servicewriter	260
Welder	260

	Min	Mid	Max	2.5% Mid
Hourly	\$16.10	\$20.13	\$24.16	\$0.50

MT 06	
Catering Manager	184
Foreman	226
General Maintenance Worker II	260
Grounds - Herbicide Insecticide	260
Grounds - Irrigation Foreperson	260
Grounds - Welding Foreperson	260
Maintenance - Paint Foreman	260
Maintenance - Plumber Apprentice	260
Transportation - Dispatcher	260

	Min	Mid	Max	2.5% Mid
Hourly	\$17.39	\$21.74	\$26.08	\$0.54

MT 07	
Audio Visual Technician	260
FS Manager - HS	184
General Maintenance Worker III	260
Grounds - Herbicide Pesticide IPM Coord	260
IT Warehouse Operations Manager	226
Locksmith	260
Maintenance - Concrete Foreman	260
Maintenance - HVAC Energy Conservation	260
Maintenance - HVAC Service Worker (unlicensed)	260
Maintenance - Mechanic Foreman	260
Mechanic (non-certified)	260
Roof Water Proofing	260
Safety Instructor	260
Security Electronic Technician	260
Security Officer	260
Transportation Assistant	260
Vehicle Maintenance - Inventory	260
Video Electronics Technician	260
Warehouse Operations Manager	226

	Min	Mid	Max	2.5% Mid
Hourly	\$18.78	\$23.48	\$28.17	\$0.59

MT 08	
Custodial Supervisor	260
Equipment Tech	226
Fire Sprinkler Technician	260
General Maintenance Crew Leader	260
Maintenance - Electrician	260
Maintenance - HVAC Controls Technician/Prog	260
Maintenance - HVAC Service Worker (licensed)	260
Maintenance - Procurement Specialist	260
Maintenance - Special Plumber	260
Mechanic (certified)	260
Public Safety Officer	260
Security Electronic Technician (licensed)	260
Security Officer I	260

	Min	Mid	Max	2.5% Mid
Hourly	\$20.28	\$25.35	\$30.42	\$0.63

MT 09	
Energy Management Asst	226
Security Electronic Technician Lead	260
Security - Telecomm Specialist	226
Transportation - Field Trip Supervisor	260
Transportation - Route Supervisor	260

	Min	Mid	Max	2.5% Mid
Hourly	\$21.90	\$27.38	\$32.85	\$0.68

MT 10	
Grounds - Supervisor	260
Maintenance - Supervisor Carpentry Remodeling	260
Maintenance - Supervisor Electrical	260
Maintenance - Supervisor Environmental	260
Maintenance - Supervisor HVAC	260
Maintenance - Supervisor Locks & Doors	260
Maintenance - Supervisor Maintenance - Engineers	260
Maintenance - Supervisor Painting	260
Maintenance - Supervisor Plumbing	260
Maintenance - Supervisor Roofing/Waterproofing	260
Supervisor - Electronics	260
Transportation - Operations Supervisor	260
Transportation - Supervisor Vehicle Maint	260
Transportation - Vehicle Foreman Shift	260

	Min	Mid	Max	2.5% Mid
Hourly	\$27.82	\$34.77	\$41.73	\$0.87

Substitute Daily Rates

Substitute Daily Rates for the following positions by HR Administrative Approval Only:

Degreed, Certified Teacher:	100.00
Nurse:	200.00
Retired GISD Certified Teacher:	120.00
Degreed, non-certified:	85.00

Long Term Teacher Assignment: \$25 more per day from the 16th day forward, no retro.
Long Term Certified Teacher for same person on 16th consecutive day \$125/day (no retro). Maximum pay per day for long term teacher assignment is \$125. This applies to retired GISD teachers also.

Counselor/ Elementary:	125.00
Counselor/ Middle:	150.00
Counselor/ High School:	175.00

AP/Elementary:	150.00
AP/Middle:	175.00
AP/High School:	200.00

Principal/Elementary:	250.00
Principal/Middle:	300.00
Principal/High School:	375.00

Speech Path:	250.00
Diagnostician:	125.00

Basic Daily Rate

Secretaries/Clerks/Non Classroom:	60.00
Instructional Aides/Spec. Ed. Aides:	70.00

Paraprofessional substitutes on a campus are paid from the substitute budget. Paraprofessional substitutes in central office assignments are paid from the part-time budget from the department in which they work. There is no district substitute budget for central office paraprofessional substitutes.

Stipends and Salary Supplements

ACADEMIC, CO-CURRICULAR, AND EXTRA-CURRICULAR

POSITION	SUPPLEMENTAL ANNUAL AMOUNT	CONTRACT DAYS	SUPPLEMENTAL DAYS
High School			
ACT/PSAT/SAT Accuplacer Prep Coach	\$1,500	187	0
Academic Decathlon - principal assigns specific amounts	\$5,500 per campus	187	0
Activities Director	\$ 938	187	5
Band - Director	\$10,000	187	27
Band - Assistant Director	\$4,650	187	15
Cheerleader- Freshman	\$2,000	187	10
Cheerleader- Junior Varsity	\$2,000	187	10
Cheerleader- Varsity	\$2,808	187	15
Choir - Director	\$5,914	187	5
Choir - Assistant Director	\$2,875	187	5
CTE Counselor	\$1,500	187	15
Department Head (if not given an extra conference period)	\$ 937.50	187	0
Drill Varsity	\$2,923	187	19
Drill Junior Varsity	\$1,625	187	10
Extended Essay Coordinator	\$1,500	187	0
IB Coordinator	\$3,000	187	15
Librarian - Secondary	\$750	187	0
Math Teacher	\$3,000	187	0
Newspaper	\$1,300	187	0
Octathlon Sponsor - principal assigns specific amounts	\$3,400 per campus	187	0
Orchestra - Director	\$5,000	187	5
Orchestra - Assistant Director	\$2,400	187	5
Performing Arts Endorsement Coordinator	\$2,000	187	0
Piano Lab Instructor	\$ 500	187	5
Science Teacher	\$3,000	187	0
Speech	\$ 1,684	187	5
Student Council	\$ 1,000	187	5
Theater Arts/Drama	\$3,671	187	5
UIL Coordinator	\$1,000	187	0
Yearbook Advisor	\$1,500	187	0
Spirit Group	\$1,250	187	0
Step Team	\$1,250	187	0
Middle School			
Austin Academy – Piano Lab/Ext Day	\$4,500/year	187	0
Austin Academy – Art/Extended	\$4,500/year	187	0
Austin Academy – Physical Education	\$1,400/year	187	0
Austin Academy - Spanish	\$2,250/year	187	0
Austin Academy - Jazz Band	\$1,600/year	187	0
Austin Academy – Gospel Choir	\$650/year	187	0
Austin Academy – Theater Arts	\$1,836/year		
Band - Director	\$5,925	187	15
Band - Assistant Director	\$2,500	187	15
Cheerleader	\$1,493	187	0
Cheer Assistant, Auxiliary (Coyle MS)	\$800	187	0
Librarian	\$750	187	0
Pep Squad	\$ 965	187	0
Choir - Director	\$2,925	187	5
Choir - Assistant Director	\$2,500	187	5
Department Head	\$ 625	187	0
Orchestra - Director	\$3,500	187	5
Orchestra – Assistant Director	\$1,600	187	5
Pentathlon - principal assigns specific amounts	\$3,400 per campus	187	0
Piano Lab Instructor	\$ 500	187	5
Theater Arts – approved by Fine Arts	\$1,250	187	0
Yearbook	\$625	187	0

Elementary School			
Children's Chorus Director	\$3,750	187	0
Children's Chorus Assistant Director	\$2,875	187	0
Children's Chorus Accompanist	\$2,875	187	0
Librarian	\$1,000	187	0

ATHLETIC COACHING STIPENDS

PAY DESCRIPTION - Element	SUPPLEMENTAL ANNUAL AMOUNT	CONTRACT DAYS	SUPPLEMENTAL DAYS
High School			
Athletics HS Head Coach ¹	\$5,000	187	15
Baseball		187	15
Cross Country		187	15
Gymnastics		187	15
Softball		187	15
Soccer		187	15
Track		187	15
Volleyball		187	15
Athletics HS Assistant Coach (2 sports)	\$4,500	187	15
Baseball		187	15
Basketball ²		187	15
Football		187	15
Cross Country		187	15
Soccer		187	15
Softball		187	15
Track		187	15
Volleyball		187	15
Athletics HS Football Defensive Coordinator	\$4,850	187	15
Athletics HS Football Offensive Coordinator	\$4,850	187	15
Athletics HS Basketball-Head Coach	\$5,750	187	15
Athletics HS Girls Sports Coordinator ³	\$2,150	187	15
Athletics HS Golf-Head Coach	\$4,100	187	0
Athletics HS Tennis-Head Coach	\$4,050	187	6
Athletics HS Trainer	\$5,500	187	15
Athletics HS One Sport Coach ⁴	\$2,500	187	0
Athletics HS Lead Trainer ⁵	\$3,000	187	15
Middle School			
Athletics MS Coach (2 sports)	\$3,300	187	6
Basketball		187	6
Football		187	6
Track		187	6
Volleyball		187	6
Athletics MS Coordinator	\$1,000	187	6
Athletics MS Soccer Coach ³	\$1,500	187	0

¹Does not include HEAD FOOTBALL CAMPUS AD COACH or HEAD BASKETBALL COACH

²HS Basketball Lead Assistant coaches only one sport

³Additional Stipend for the coach assigned

⁴Only with special approval of Athletic Department and School Principal

⁵One position district-wide assigned by Athletic Department

OTHER SALARY SUPPLEMENTS

Other Stipends	SUPPLEMENTAL ANNUAL AMOUNT	CONTRACT DAYS	SUPPLEMENTAL DAYS
Degree Stipends			
Master's Degree	\$1,300	187	NA
Doctor's Degree	\$2,000	187	NA
Other Stipends			
Administrative Intern/Associate	\$1,000	187	10
Bilingual certified classroom teacher	\$4,000	187	0
Instructional Support Teacher	\$1,000	187	10
i3 (Innovation in Instruction)	\$750	187	0
Lead Teacher - Bilingual / ESL	\$1,120	187	0
Bilingual Mandarin Chinese	\$3,000	187	0
Mariachi Program Coordinator	\$5,600	187	0
Math Stipend - High School	\$3,000	187	0
Nurse Specialist	\$3,500	226	0
Nurse Cluster Leader	\$750	187	0
Science Stipend - High School	\$3,000	187	0
SpEd – Campus Support Coach	\$1,000	187	10
SpEd – Lead Diagnostician	\$1,500	187	15
SpEd – Lead LSSP	\$1,500	187	15
SpEd – Lead OT/PT	\$1,500	187	6
SpEd – Lead Vision Teacher	\$1,500	187	0
SpEd – Lead Speech Language Pathologist	\$1,500	187	0
SpEd – Head of Delegation for Special Olympics	\$6,000	187	10
SpEd – Special Olympics Coach	\$3,000	187	0
Technology – Campus Tech Asst. - EL	\$1,000	187	0
Technology Devices	\$1,000		NA

PARAPROFESSIONAL

PAY DESCRIPTION	ANNUAL AMOUNT	DAYS	ADDITIONAL DAYS
Certified Educational Office Professional (CEOP)	\$ 600	186 - 226	0

PROVISIONS AND APPLICATIONS OF GARLAND INDEPENDENT SCHOOL DISTRICT'S SALARY SCHEDULE

A. HOURLY EMPLOYEES

District personnel employed on an hourly basis are hired and placed on a wage scale commensurate with the position and established by the Board of Trustees and Administration. Under no circumstances is an hourly worker to be placed on a higher hourly rate of pay without prior authorization from Human Resources.

B. PAYDAY

For monthly paid professional and paraprofessional employees, payday is the 27th of each month. When the 27th falls on Saturday, then payday will be the preceding Friday the 26th; or if the 27th falls on Sunday the payday will be the following Monday the 28th. In December payday will be the next to last work day before winter break. For Biweekly paid employees (Food Service, Maintenance, Transportation, Warehouse, and Substitute) payday is every other Friday. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

C. MANDATORY DEDUCTIONS

- **Medicare Tax** - For all employees hired after April 1, 1986, a 1.45-% Medicare Tax is deducted, which is matched by the district and sent to the Social Security Administration. The benefit of this tax to the employee is that at the age of 65 the employee would be eligible for free Medicare Part A coverage, if this tax or a combination of this tax and regular Social Security participation has been paid for at least 10 years (40 credits or 40 quarters).
- **Teacher Retirement** – 7.7% of the employee's gross salary is sent to the Teacher Retirement System of Texas for deposit in the employee's account once the employee is eligible for TRS membership. This money accumulates with interest as a tax-deferred retirement benefit. The state contributes to the retirement system, also. The money that an employee contributes and the interest that money earns may be withdrawn only if the employee ceases to work for a Texas public school. Upon withdrawal, federal income tax is due on the principal and interest that has been treated as tax-deferred. For more detailed information on the retirement system contact the Texas Teacher Retirement System at (800) 223- 8778 or visit the TRS website at <http://www.trs.state.tx.us>
- **TRS-Care** - 0.65% of gross salary is paid by each active school employee to help support the Teacher Retirement System health care plan for retired employees titled TRS-CARE.
- **FICA Alternative** - There is NO full Social Security participation for full-time employees. The Teacher Retirement System of Texas is considered a qualified retirement plan under IRS rules and an employee who is a contributing member of the TRS is not required to pay Social Security payroll taxes called FICA. Under current Social Security laws, benefit payments that a school employee might have earned from Social Security at the time of retirement may be affected by receipt of a Teacher Retirement System annuity. For a full explanation of these laws and their effects on you and details about exceptions to these laws, contact the Social Security Administration.

D. SUPPLEMENTAL SALARY FOR ADVANCED HOURS/DEGREES

1. Supplemental salary amounts are paid for degrees conferred or hours earned by September 1 and reported to Human Resources by submission of official transcripts by October 1.
2. All teachers and nurses who have a master's degree are eligible to receive \$1,300 annually. This supplement is not paid to employees who are on a higher Pay Grade because the

administrative and professional support positions require a master's degree as a minimum qualification for the certification.

3. All teachers, professional support employees, and administrators with earned doctorate degrees will receive \$2,000 annually. This supplement replaces the master's supplement and is not in addition to it.
4. It is the responsibility of the employee to notify Human Resources of advanced degrees and to provide OFFICIAL TRANSCRIPTS with the university's seal and degree conferred status by the announced deadline each year.

Guidelines for Supplemental Pay

GENERAL GUIDELINES

- Policy DK (Local) states: “Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District’s contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.”
- Policy DEAA (Local) states: “The Superintendent or designee may assign non-contractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the compensation plan of the District.”
- Additional Payment is given to a regular employee beyond their base pay for additional considerations or approved purposes at approved amounts and is comprised of:
 - Stipends – compensation that can be established on a regular basis with an equal amount per pay period being paid over the length of a contract or a specified period of time and for which monthly documentation is not required by Payroll or Human Resources. The approval of a stipend that is not attached to a position, such as travel expenses, or given due to employee status, such as advanced degrees or employment assignment, must be approved by Human Resources after consultation with appropriate administrators.
 - Supplemental pay – compensation that is occasional, periodic, or sporadic for additional considerations by the employee and is not paid in equal amounts each pay period and for which specific documentation must be submitted and approved according to these guidelines.
 - Overtime – while not contractual, overtime is paid to employees who are considered Non-Exempt under the Fair Labor Standards Act for work done beyond 40 hours per work week. Approval of overtime should be given prior to the work, must be accompanied by supporting documentation to payroll, and must be approved according to district guidelines.
- All stipends and supplemental pay amounts or rates must be approved by the Board and will be published in the District Salary Schedule booklet.
- All monetary compensation to an employee must be made through the payroll system so that proper records can be maintained for reporting purposes to state and federal agencies.
- For the purposes of the Guidelines for Supplemental Pay and Pay Details:
- **Non Exempt Employees** under the FLSA include employees whose duties do not meet FLSA exemption criteria. Non-exempt employees will be compensated according to the following Supplemental Pay guidelines:
 - For work done over 37.5 , but 40 or less hours per week, non-exempt employees who are scheduled for 37.5 hours per week shall be compensated in one of two ways:
 - Compensatory time equal to time worked, OR
 - Pay equal to straight time at their hourly rate, without any overtime calculation
 - For work done over and above the 40-hour work week, non-exempt employees shall be compensated in one of two ways:
 - Compensatory time equal to time-and-a-half of time worked, OR
 - Pay equal to time-and-a-half of their hourly rate for time worked.
- **Exempt employees** do **not** qualify for overtime pay or compensatory time.
- **Administrators:** For the purpose of determining supplemental pay, the term administrator refers to any central office administrator, principal, or assistant principal. These individuals **do not** qualify for overtime or supplemental pay.

EXCEPTION: Administrators may be eligible for additional pay if the work performed is beyond the scope of their professional contract duties. For example, they may supervise an athletic event for the athletic department or supervise a summer school program as *long as the work does not conflict with fulfillment of their regular duties and responsibilities*. Approval must be specifically obtained in advance from the administrator’s supervisor.

SPECIFIC GUIDELINES

- All supplemental pay items must be entered through Kronos, recording:
 - the description of work performed
 - the number of hours worked
 - the time and date work was performed
 - the applicable Kronos code associated with the appropriate budget code number
- All supplemental pay assignments must be conducted at a GISD facility unless done out of district. Deviations must have prior approval.
- All supplemental pay must be recorded as hours worked at the preapproved hourly rate. No lump sum payments are permitted without a completed "Request for Deviation from Supplemental Pay Policy" form (see last page) and approval of Chief Officer or designee.
- All Kronos supplemental pay codes must be requested in advance and approved by the administrator or principal that is responsible for those supplemental pay funds, along with approval from the Business Office.
- Supplemental pay entered via Kronos will be approved by the appropriate principal or supervisor/manager through the Oracle approval workflow. All approvals must be completed in Oracle by the 15th of each month unless otherwise noted in the Payroll Calendar.
- The Supplemental Pay rates are preset and coded to the approved Supplemental Pay Element in Oracle and cannot be changed without a written request submitted by completion of a "Request for Deviation from Supplemental Pay Policy" form. Changes will be added to the Supplemental Pay Rate schedule.
- Supplemental pay must be budgeted within the school budget in fund 199 or approved project; no supplemental pay may be paid with 461 or 865 funds without prior approval from the Business Office.
- Employees shall not receive additional compensation for work that is within the scope of their assignment or position if it occurs during normal working hours while within the published contract work dates unless specified in these guidelines.
- Before or after school duty, hall duty, commons duty, and bus duty, or any other similar types of duty that occur occasionally or on a rotating basis and take place within official school hours are considered part of the normal teaching assignment and are **not eligible** for additional compensation.
 - *Exception: If the principal approves one or more individuals to perform the duty on a long term basis (for a semester or for a year), the employee(s) may be compensated for that time according to the rates listed in the following page.*

PROFESSIONAL CATEGORIES OF PAY DETAILS

2017- 2018

RATES

PROFESSIONAL Extended Day - Instructional

\$30 per Hour

Includes, but not limited to:

- Saturday School
- Thursday School
- Zero Period
- Extended Day Enrichment
- ESL Extended Day
- AVID Administration
- Bike / Dance Grant-Project
- Curriculum Writing
- Evening School
- ARI/AMI/Title I
- STAR
- Credit Recovery

PROFESSIONAL Extended Day – Administrative *

\$40 per Hour

* With approval from the administrator's supervisor

Includes:

- Supervisor
- Administration
- Facilitator

PROFESSIONAL Extended Day – Staff Development

\$20 per Hour**

****Maximum 8 hours paid per Day**

PROFESSIONAL Extended Day – Non Instructional

\$10 per Session

*****To qualify for this pay, the duty must be assigned /accepted per**

semester, or school year. Cannot be assigned for short periods of time for pay.

Includes, but not limited to:

- Bus Duty
- Hall Monitor / Duty
- Commons Monitor / Duty
- Grounds Monitor / Duty
- Marque Maintenance

PROFESSIONAL Extended Day - Special Qualifications

Rate dependent on Licensing / Qualification - upon approval by Administration

Includes, but not limited to:

- Diagnosticians
- Therapists
- Security Officers

SUMMER SCHOOL - Rates as listed on the Summer School Job Postings

PART TIME TEMPORARY - Rate as listed on the individual Job Posting

Request for Deviation from Supplemental Pay Policy

Date: _____

(Please fill out completely)

Campus/ Department: _____

Applicable Supplemental Pay Element:

(e.g., Para Extra Duty, Prof Extended Day, etc)

Applicable Account Code:

Requested Deviation:

Justification for Deviation:

Employee Receiving Payment:

Name

ID #

Requestor:

Name/Campus

Dept.

Departmental Approval:

Department Head

Human Resource Approval

Executive Director

Account Code Approval:

Business Office

This request is valid for the described transaction only.
This approval cannot be transferred or reused.