



2015-2016

**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
Sept 2015

This salary schedule cannot be used to compute future earnings.

THIS SALARY SCHEDULE IS FOR THE 2015-2016 SCHOOL YEAR ONLY

The 2015-2016 school year pay schedules reflect the implementation of a new compensation plan developed by the Texas Association of School Boards (TASB) by request of Garland ISD.

Neither past nor future salaries can be accurately calculated nor predicted from this booklet. This booklet provides 2015-2016 information.

Salary is determined on an annual basis and salary advancement is not guaranteed. Annual pay increases are based upon the budget approved by the Board of Trustees.

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

All returning GISD employees who returned to their same position held in the district in the 2014-2015 school year received at least a 2.5% increase from the midpoint of their pay grade. The 2.5% from the midpoint was added to their 2014-2015 salary. Where necessary equity adjustments recommended by TASB were approved by the Board as part of the salary plan.

To determine the 2.5% of midpoint:

1. Find your pay grade on the charts
2. Identify the midpoint of your paygrade
3. Multiply the midpoint by 0.025 (2.5%)
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 2.5% raise and any equity adjustment is applied as follows:

- For 10 month employees with the September 27, 2015 payroll.
- For 11 month employees the raise will retro back to August 1, 2015 (the beginning of the 2015-2016 school year) and will be reconciled in the September 27, 2015 payroll.
- For the 12 month employees the raise will retro back to July 1, 2015 (the beginning of the 2015-2016 school year) and will be reconciled in the September 27, 2015 payroll.

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

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2015–16 Teachers, Librarians and Nurses (RN) Pay Plan
Garland ISD

**2015-16 NEW HIRE SCALE for
New Teachers, Librarians, and Nurses (RN)**

Pay Scale 100

Years of Experience	New Hire Salary	Daily
0	\$50,000	\$267.38
1	\$51,005	\$272.75
2	\$51,205	\$273.82
3	\$51,405	\$274.89
4	\$51,605	\$275.96
5	\$51,805	\$277.03
6	\$52,005	\$278.10
7	\$52,205	\$279.17
8	\$52,405	\$280.24
9	\$52,605	\$281.31
10	\$52,805	\$282.38
11	\$53,005	\$283.45
12	\$53,205	\$284.52
13	\$53,405	\$285.59
14	\$53,605	\$286.66
15	\$53,805	\$287.73
16	\$54,005	\$288.80
17	\$54,205	\$289.87
18	\$54,405	\$290.94
19	\$54,960	\$293.90
20	\$55,543	\$297.02
21	\$56,083	\$299.91
22	\$56,628	\$302.82
23	\$57,168	\$305.71
24	\$57,598	\$308.01
25+	\$58,140	\$310.91

Master's Degree Stipend:
\$1,300

The salaries listed above are based on 10-month employment for the 2015-16 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.

2015 – 16 Returning Teachers, Librarians and Nurses (RN) Pay Plan
Garland ISD

**2015 - 16 Salary Range for
Returning Teachers, Librarians, and Nurses (RN)**

Pay Scale 100

Base Salary Range

10-Month Salary Range Minimum: \$50,000
 10-Month Salary Range Midpoint: \$60,000
 10-Month Salary Range Maximum: \$70,000

Continuing Teachers, Librarians, and Nurses (RN) salary will reflect a raise of \$1,500, which is 2.5% of midpoint.

	Min	Mid	Max
Daily	\$267.38	\$320.86	\$374.33
187 Days	50,000	60,000	70,000

Master's Degree Stipend: \$1,300

Salaries of Continuing Teacher, Librarians, and Nurses are not reflected on the New Hire Scale. The New Hire Scale applies only to new hires for 2015-2016.

The salaries listed are based on 10-month employment for the 2015-16 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.

2015–16 Administrative-Professional Pay Plan
Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
101					
	Auto Claims Specialist	226	Min	Mid	Max
	Box Office Coordinator	226	Daily \$195.05	\$235.00	\$274.95
	Event Coordinator	226	226 Days	44,081	53,110
	Facilities Specialist	226			62,139
	Certification Specialist	226			
	Print Shop Senior Production Manager	226			
	Supervisor - Food Service	226			
	Workers Compensation Claim Specialist	226			
102					
	Attendance Administrator	220, 226	Min	Mid	Max
	Budget Analyst	226	Daily \$210.65	\$253.80	\$296.95
	Case Manager	210	193 Days	40,655	48,983
	Communications Specialist	226	210 Days	44,237	53,298
	Coordinator - Print Shop	226	214 Days	45,079	54,313
	CTE Specialist	214	220 Days	46,343	55,836
	Facilitator - Parent Enrich Title I	193	226 Days	47,607	57,359
	Facilitator - Translation Interpret Svcs	226			67,111
	HR Dept Specialist	226			
	Mandarin Chinese Language Specialist	226			
	Office Manager Human Resources	226			
	Office Manager Payroll and Benefits	226			
	Operations Manager - CCC	226			
	Program Specialist - Title I	226			
	Sales Representative	226			
	Social Worker	210			
	Supervisor - Food and Supply Acquisition	226			
103					
	Accountant	226	Min	Mid	Max
	Accountant - Payroll	226	Daily \$242.25	\$291.87	\$341.49
	Accountant - Project	226	187 Days	45,301	54,580
	Accountant - Proprietary Funds	226	202 Days	48,935	58,958
	Administrative Assistant to the Superintendent	226	210 Days	50,873	61,293
	Assessment Support Manager	226	226 Days	54,749	65,963
	AVID Specialist - Title I	226			77,177
	Board Clerk	226			
	Bond Buyer/Purchasing	226			
	BTIM Specialist	226			
	Dyslexia Evaluator	210			
	Manager - Building Services	226			
	Manager - Event Services	226			
	Manager - Grounds	226			
	Manager - HVAC Program	226			
	Manager Maintenance Trades & Projects	226			
	Sales Manager	226			
	Secondary Specialist - ELAR	202			
	Secondary Specialist - Social Studies	202			
	Special Programs Specialist	226			
	Speech Language Pathologist Assistant	187			
	Staff Auditor	226			
104					
	Accountant - General Ledger	226	Min	Mid	Max
	Behavioral Specialist	197	Daily \$266.48	\$321.06	\$375.64
	Coordinator - Business Program Development	226	187 Days	49,832	60,038
	Coordinator - District PEIMS	226	193 Days	51,431	61,965
	Coordinator - Textbooks	226	197 Days	52,497	63,249
	Coordinator - Warehouse Services	226	202 Days	53,829	64,854
	Educational Support Specialist	202	215 Days	57,293	69,028
	Energy Specialist	226	226 Days	60,224	72,560
	Energy Specialist - Liaison	226			84,895
	Infant Center Specialist	193			
	Instructional Coach - Title I	215			
	Instructional Specialist	226			
	Instructional Specialist - Bil ESL Pk 12	226			
	Instructional Specialist - Vietnamese Title III	226			
	Energy Manager - Maintenance	226			
	Teacher Visually Impaired	187, 197			
	Teacher Visually Impaired Lead	187			

105	
Asst Principal - Elementary	215, 220, 225
Campus Facilitator	202
Construction Services Administrator	226
Coordinator - Broadcasting	226
Counselor - AEC	189, 193, 202
Counselor - Bilingual ESL Title III	226
Counselor - CATE	202
Counselor	189, 197, 202, 207
Counselor - Specialist	197
Counselor - Support Specialist	197
Counselor Lead - High School	220
Counselor Light - High School	193
Counselor Light - Middle School	193
Counselor Light Lead - High School	204
Counselor Light Lead - Middle School	193
Diagnostician	188, 193, 202
Diagnostician Lead	202
Facilitator - Campus Technology Title I	226
Facilitator - Community	220
Facilitator - Home School	220
Facilitator - Math	202
Facilitator - Parent Involve Title I	226
Facilitator - Science	202
Facilitator - STEM	226
Facilitator - Title I	226
Licensed Specialist in School Psychology	197, 202
Occupational Therapist	188, 193
Orientation Mobility Specialist	187
Physical Therapist	188
Professional Development Specialist - Intermediate E	226
Risk Management Specialist	226
School Home Community Liaison Title III	226
Specialist - Elementary Math Title II	226
Specialist - Elementary Science Title IIs	226
Speech-Language Pathologist	187, 193, 210
Senior Staff Auditor	226
Transition Specialist - SpEd	226

	Min	Mid	Max
Daily	\$285.13	\$343.53	\$401.93
187 Days	53,319	64,240	75,161
188 Days	53,604	64,584	75,563
189 Days	53,890	64,927	75,965
193 Days	55,030	66,301	77,572
197 Days	56,171	67,675	79,180
202 Days	57,596	69,393	81,190
204 Days	58,167	70,080	81,994
207 Days	59,022	71,111	83,200
210 Days	59,877	72,141	84,405
215 Days	61,303	73,859	86,415
220 Days	62,729	75,577	88,425
225 Days	64,154	77,294	90,434
226 Days	64,439	77,638	90,836

106	
Asst Principal - AEC	197, 220
Asst Principal - AEP (Memorial)	225
Asst Principal - AEP (Pathfinder)	226
Asst Principal - Middle School	225
Intervention Specialist - Trainer Title I	203

	Min	Mid	Max
Daily	\$305.09	\$367.58	\$430.07
197 Days	60,103	72,413	84,724
203 Days	61,933	74,619	87,304
220 Days	67,120	80,868	94,615
225 Days	68,645	82,706	96,766
226 Days	68,950	83,073	97,196

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At Risk Administrator	226
Audiologist	202
Cash Manager	226
Coordinator - 3-5 ELA	226
Coordinator - Advanced Academic	226
Coordinator - Avid Secondary	226
Coordinator - Bilingual ESL	226
Coordinator - Bilingual ESL Title III	226
Coordinator - Business Marketing Education	226
Coordinator - Business Program Development	226
Coordinator - Communications	226
Coordinator - Counseling Guidance	226
Coordinator - Elementary Fine Arts	226
Coordinator - Elementary Math	226
Coordinator - Elementary Science	226
Coordinator - Employee Wellness & Nutrition	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 - Library Media Services	226
Coordinator - Maintenance Business Operations	226
Coordinator - Nutrition & Menu Operations	226
Coordinator - PE	226
Coordinator - PK-2 ELA	226
Coordinator - Research Assessment Accountability	226
Coordinator - Secondary ELA	226
Coordinator - Secondary Math	226
Coordinator - Secondary Science	226
Coordinator - Security / Telephones	226
Coordinator - Social Studies	226
Coordinator - Special Ed	226
Coordinator - Student Success Program	226
Coordinator - Technology	226
Coordinator - Title I	226
Coordinator - Title III Outreach	226
Coordinator - Web Services	226
Foundation President	226
HR Recruiting Coordinator	226
Service Provider Program Analyst Title III	226
Student Relations Administrator	226
Student Services Coordinator	226
Student Services Coordinator - Title I	226

	Min	Mid	Max
Daily	\$326.45	\$393.31	\$460.17
202 Days	65,943	79,449	92,954
226 Days	73,778	88,888	103,998

108

Asst General Counsel	226
Asst Principal - High School	226
Coordinator - Architectural Projects	226
Coordinator - Architectural Services	226
Principal - Elementary	217

	Min	Mid	Max
Daily	\$349.30	\$420.84	\$492.38
217 Days	75,798	91,322	106,846
226 Days	78,942	95,110	111,278

109		Min	Mid	Max	
Adv Academic Administrator - Title I	226	Daily	\$373.75	\$450.30	\$526.85
Advanced Academic Specialist - Title I	226	226 Days	84,468	101,768	119,068
Asst Director - Athletics	226				
Asst Director - Federal Programs Title I	226				
Asst Director - Finance	226				
Asst Director - Fleet Operations	226				
Asst Director - Food Services	226				
Asst Director - Maint Admin Services	226				
Asst Director - Maint Building Services	226				
Asst Director - Purchasing	226				
Asst Director - Special Education	226				
Asst Director - Student Services	226				
Asst Director - Transportation	226				
AVID Program Manager Title I	226				
Community Liaison - African Americans	226				
Community Liaison - Hispanics	226				
Payroll Benefits Administrator	226				
Principal - AEC	226				
Principal - AEP	226				
Principal - Middle School	226				

110		Min	Mid	Max	
Director - Bilingual ESL	226	Daily	\$399.91	\$481.82	\$563.73
Director - Counseling Guidance	226	220 Days	87,980	106,000	124,021
Director - Curtis Culwell Center	226	226 Days	90,380	108,891	127,403
Director - Family & Community Engagement	226				
Director - Health Services	226				
Director - Internal Audit	226				
Director - Intervention	226				
Director - Maintenance	226				
Director - Professional Development	226				
Director - Risk Management	226				
Director - Special Programs	226				
Director - Student Services School Choice	226				
Director - Tax Services	226				
Head FB Coach/Campus Athletic Dir	220				

111		Min	Mid	Max	
Director - Athletics	226	Daily	\$439.90	\$530.00	\$620.10
Director - Auxiliary Human Resources	226	226 Days	99,417	119,780	140,143
Director - Budget	226				
Director - Career Technical Education	226				
Director - Curriculum & Instruction	226				
Director - Finance	226				
Director - Fine Arts	226				
Director - Food Service	226				
Director - Professional HR	226				
Director - Purchasing	226				
Director - Research Assessment Accountability	226				
Director - Security and Telecommunications	226				
Director - Special Education	226				
Director - Transportation	226				
Principal - High School	226				

112		Min	Mid	Max	
Area Director	226	Daily	\$470.69	\$567.10	\$663.51
Executive Director - Athletics	226	226 Days	106,376	128,165	149,953
Executive Director - Communications and PR	226				
Executive Director - Data & Administrative Services	226				
Executive Director - Facilities/Maintenance	226				
Executive Director - Human Resources	226				
Executive Director - Student Svcs School Choice	226				
Executive Officer to the Superintendent	226				

113		Min	Mid	Max	
Assoc Supt - Administration	226	Daily	\$541.30	\$652.17	\$763.04
Assoc Supt - Curric, Instr, Assess	226	226 Days	0	147,390	172,447
Asst Supt - Student Srv Comm Relat	226				
Chief Information Officer	226				
General Counsel	226				

114		Min	Mid	Max	
Deputy Supt - Business	226	Daily	\$757.82	\$913.04	\$1,068.26
Deputy Supt - Instruction	226	226 Days	171,267	206,347	241,427

2015-16 Technology Pay Plan
Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
201			Min	Mid	Max
	Campus Technology Assistant - ES	186, 191, 196	Hourly \$18.04	\$22.00	\$25.96
	Ed Tech - Assistant Technician	226	Daily: 7.5 hrs \$135.30	\$165.00	\$194.70
			186 Days	25,166	30,690
			191 Days	25,842	31,515
			196 Days	26,519	32,340
			226 Days	30,578	37,290
202			Min	Mid	Max
	Campus Technology Assistant - AEP	196	Hourly \$20.39	\$24.86	\$29.33
	Campus Technology Assistant - MS	191, 196	Daily: 7.5 hrs \$152.93	\$186.45	\$219.98
	Campus Technology Specialist - HS	196	191 Days	29,209	35,612
	Help Desk Technician	226	196 Days	29,973	36,544
	PEIMS Technical Asst	226	226 Days	34,561	42,138
	Technology Applications Specialist - Title I	226			49,714
203			Min	Mid	Max
	Asst Web Master	226	Hourly \$22.43	\$27.35	\$32.27
	Auto CAD Technician	226	Daily: 7.5 hrs \$168.23	\$205.13	\$242.03
	Digital Media Specialist	226	226 Days	38,019	46,358
	Ed Tech - Bench Technician 2	226			54,698
	Field Service Technician	226			
	Manager Kronos Oracle	226			
	Security - Telecomm Specialist	226			
	Software Specialist	226			
	Software Specialist	226			
204			Min	Mid	Max
	Mobile Technology Administrator	226	Daily \$246.00	\$300.00	\$354.00
	Technology Supply Manager	226	226 Days	55,596	67,800
	GIS Program Manager	226			80,004
205			Min	Mid	Max
	Programmer	226	Daily \$270.60	\$330.00	\$389.40
	Television Broadcast Engineer	226	226 Days	61,156	74,580
	Television Producer	226			88,004
	Web Applications Systems Analyst	226			
206			Min	Mid	Max
	MAN/WAN Systems Engineer	226	Daily \$292.25	\$356.40	\$420.55
	Microsoft Net Developer	226	226 Days	66,049	80,546
	Network Administrator	226			95,044
	Network Video Systems Analyst	226			
	Systems Field Engineer	226			
207			Min	Mid	Max
	Facilitator - Technology Apps	226	Daily \$327.17	\$384.91	\$442.65
	Facilitator - Technology Training	226	226 Days	73,940	86,990
	Manager - Technical Support	226			100,039
	Oracle System Administrator	226			
208			Min	Mid	Max
	Coordinator - Information Systems Human Re	226	Daily \$353.35	\$415.70	\$478.06
	Coordinator - Technology	226	226 Days	79,857	93,948
	Coordinator - Technology Applications	226			108,042
	Network Engineer	226			

209	
Database Administrator	226
Network Engineer	226
Oracle Database Administrator	226
Oracle Lead Business Analyst Developer	226
Program Manager Systems Analyst	226
Programmer Systems Analyst	226
Project Manager Technology	226
Systems Manager Kronos Oracle	226
Technology Apps System Manager	226

		Min	Mid	Max
	Daily	\$381.62	\$448.96	\$516.30
226	Days	86,246	101,465	116,684

210	
Director - Network & Communications Infr	226
Director - GIS	226
Director IT Operations, Assets & Budgets	226
Oracle Technology Manager	226

		Min	Mid	Max
	Daily	\$412.15	\$484.88	\$557.61
226	Days	93,146	109,583	126,020

211	
Director - Information Systems HR	226
Director - Planning Implementation & Support	226
Technology Bond Manager	226

		Min	Mid	Max
	Daily	\$445.12	\$523.67	\$602.22
226	Days	100,597	118,349	136,102

2015–16 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	\$14.92	\$18.19	\$21.46
		Daily: 8 hrs	\$119.36	\$145.52	\$171.68
		236 Days	28,169	34,343	40,516

302			Min	Mid	Max
Clinic Manager	236				
		Daily	\$319.80	\$390.00	\$460.20
		236 Days	75,473	92,040	108,607

303			Min	Mid	Max
Nurse Practitioner	236				
		Daily	\$364.90	\$445.00	\$525.10
		236 Days	86,116	105,020	123,924

2015–16 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
P11					
	Aide - Achievement Office	186	Hourly \$11.25	Mid \$14.06	Max \$16.87
	Aide - Office	186	Daily: 7.5 hrs \$84.38	\$105.45	\$126.53
	Aide - Office - Attendance	186	186 Days 15,694	19,614	23,534
	Aide - Office Title I	202	202 Days 17,044	21,301	25,558
	Aide - SpEd CBSE	186			
P12					
	Aide - Counselor	186	Hourly \$12.71	Mid \$15.89	Max \$19.07
	Aide - Diagnostician	186	Daily: 7.5 hrs \$95.33	\$119.18	\$143.03
	Attendance Clerk - HS	186, 193	186 Days 17,730	22,167	26,603
	Secretary - SpEd OT/PT	193	193 Days 18,398	23,001	27,604
	Technical Asst Liaison Sped	193			
P13					
	Aide - AEP	202	Hourly \$13.73	Mid \$17.16	Max \$20.59
	Aide - Instructional Media	226	Daily: 7.5 hrs \$102.98	\$128.70	\$154.43
	Processing Manager	226	186 Days 19,153	23,938	28,723
	Receptionist - Campus	186	202 Days 20,801	25,997	31,194
	Receptionist - Dept	226	226 Days 23,272	29,086	34,900
	Receptionist - Health Clinic	236	236 Days 24,302	30,373	36,444
	Receptionist/PEIMS Clerk	226			
	Secretary - SpEd Psychologists	202			
	Transportation Vehicle Maint Data Entry	226			
P14					
	Secretary	226	Hourly \$14.82	Mid \$18.53	Max \$22.24
	Secretary - Asst Principal HS	198	Daily: 7.5 hrs \$111.15	\$138.98	\$166.80
	Secretary - Coordinator SpEd	226	193 Days 21,452	26,822	32,192
	Secretary - Counselors Office	193	198 Days 22,008	27,517	33,026
	Secretary - Fine Arts	226	226 Days 25,120	31,408	37,697
	Secretary - PEIMS	226			
	Secretary - Receptionist	226			
	Secretary - Transportation	226			
	Secretary - Warehouse	226			
P15					
	Circulation Manager	226	Hourly \$15.86	Mid \$19.83	Max \$23.80
	Data Clerk - Elementary	198	Daily: 7.5 hrs \$118.95	\$148.73	\$178.50
	Data Clerk - HS	202	186 Days 22,125	27,663	33,201
	Data Clerk - Medicaid	226	198 Days 23,552	29,448	35,343
	Data Clerk - MS	198	202 Days 24,028	30,042	36,057
	Data Clerk - SpEd	186	220 Days 26,169	32,720	39,270
	Energy Management Facility Leasing	226	226 Days 26,883	33,612	40,341
	Maintenance Secretary - Energy Mgt	226			
	Registrar - AEC	220			
	Registrar - AEP	220			
	Registrar - HS	220			
	Secretary - Bilingual	226			
	Secretary - Bilingual ESL	226			
	Secretary - Coordinator Curric and Instr	226			
	Secretary - Instructional Technology Admin	226			
	Secretary - Print Shop	226			
	Secretary - Security	226			
	Secretary - Textbooks	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
Receptionist - HR	226
Receptionist - Payroll	226
Risk Mgt - Secretary	226
Secretary - Athletics	226
Secretary - Auxiliary HR	226
Secretary - BEST Education Foundation	226
Secretary - Community Liaison	226
Secretary - Coordinator	226
Secretary - Coordinator Curric and Instr	226
Secretary - Coordinator Recruitment	226
Secretary - Food Services	226
Secretary - Maintenance	226
Secretary - Records Center	226
Secretary - Receptionist - HR	226
Secretary - Special Programs	226
Secretary - SpEd Student Information	226
Secretary - Substitute Office	226
Secretary - Title I	226
Secretary - Title III Clinic Bilingual ESL	226

	Min	Mid	Max
Hourly	\$16.98	\$21.22	\$25.46
Daily: 7.5 hrs	\$127.35	\$159.15	\$190.95
186 Days	23,687	29,602	35,517
226 Days	28,781	35,968	43,155

P17	
Accounting Specialist	226
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
Background Fingerprint Specialist	226
Bookkeeper	226
Bookkeeper Federal Programs Title I	226
Bookkeeper - Special Events Center	226
Bookkeeper - SpEd	226
GT Special Programs Project Clerk Title I	226
Internal Audit Specialist	226
Medicaid Specialist SpEd	226
Migrant Liaison Budget Clerk Title I	226
Payroll Specialist	226
Pre - Assessment Specialist	226
Registrar - AEP	220
Secretary - Auxiliary HR	226
Secretary - Avid	226
Secretary - Dir Athletics	226
Secretary - Dir Bilingual	226
Secretary - Dir CATE	226
Secretary - Dir Curriculum and Instruction	226
Secretary - Dir Curtis Culwell Center	226
Secretary - Dir Division of Curric, Inst, and Assess	226
Secretary - Dir Fine Arts	226
Secretary - Dir Guidance and Counseling	226
Secretary - Dir Health Services	226
Secretary - Dir Information Systems	226
Secretary - Dir Instructional Tech Admin	226
Secretary - Dir Intervention	226
Secretary - Dir Maintenance	226
Secretary - Dir Professional Development	226
Secretary - Dir Purchasing	226
Secretary - Dir Research, Assess, and Acctnblty	226
Secretary - Dir HR	226
Secretary - Dir Special Education	226
Secretary - Dir Special Programs	226
Secretary - Dir Student Svcs School Choice	226
Secretary - ES	205
Secretary - Principal AEP	220, 226
Secretary - Principal ES	205, 220
Secretary - Principal HS	226
Secretary - Principal MS	220, 226
Secretary - Project Clerk Title I	226
Tax Clerk II	226
Transportation Specialist	226
Transportation Time & Labor Specialist	226

	Min	Mid	Max
Hourly	\$18.17	\$22.71	\$27.25
Daily: 7.5 hrs	\$136.28	\$170.33	\$204.38
205 Days	27,936	34,917	41,897
220 Days	29,981	37,472	44,963
226 Days	30,798	38,493	46,189

P18			Min	Mid	Max
Free/Reduced Lunch Applic Manager	226	Hourly	\$19.62	\$24.53	\$29.44
Secretary - Dir Finance	226	Daily: 7.5 hrs	\$147.15	\$183.98	\$220.80
Secretary - Exec Dir HR Department	226	226 Days	33,256	41,578	49,901
Secretary - Exec Dir Athletics	226				
Secretary - Exec Dir Communications	226				
Secretary - Exec Dir School Facilities Maint	226				
Secretary - Exec Dir Student Svcs School Choice	226				
Secretary - Exec Dir Technology	226				

P19			Min	Mid	Max
Accounts Payable Supervisor	226	Hourly	\$23.55	\$29.44	\$35.33
Buyer	226	Daily: 7.5 hrs	\$176.63	\$220.80	\$264.98
Claims Specialist	226	226 Days	39,917	49,901	59,884
Event Coordinator	226				
Facilities Admin Asst	226				
Office Manager	226				
Project Specialist - Title I	226				
Secretary - Asst Superintendent	226				
Substitute Office Manager Human Resource	226				
Tax Clerk III	226				

P20			Min	Mid	Max
Secretary - Assoc Supt Administration	226	Hourly	\$25.90	\$32.38	\$38.86
Secretary - Assoc Supt Curric, Instr, Asses	226	Daily: 7.5 hrs	\$194.25	\$242.85	\$291.45
		226 Days	43,901	54,884	65,868

P21			Min	Mid	Max
Secretary - Deputy Supt Business	226	Hourly	\$28.50	\$35.62	\$42.74
Secretary - General Counsel	226	Daily: 7.5 hrs	\$213.75	\$267.15	\$320.55
Secretary - Supt Office	226	226 Days	48,308	60,376	72,444

2015–16 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
PA1			Min	Mid	Max
	Aide - Bilingual	186	Hourly \$11.64	\$14.20	\$16.76
	Aide - Bilingual ESL Pre-K	186	Daily: 7.5 hrs \$87.30	\$106.50	\$125.70
	Aide - Bilingual Pre-K	186	186 Days	16,238	19,809
	Aide - Bilingual Title I	186			23,380
	Aide - Caregiver	186			
	Aide - ESL	186			
	Aide - ESL Pre-K	186			
	Aide - Family Involvement Title I	186			
	Aide - Instructional	186			
	Aide - Instructional ESL	186			
	Aide - Instructional Title I	186			
	Aide - Library	186			
	Aide - Literacy Title I	186			
	Aide - PE	186			
	Aide - Pre-Kindergarten	186			
	Aide - Pre-Kindergarten Title I	186			
	Aide - SpEd ALE	186			
	Aide - Title I	186			
PA2			Min	Mid	Max
	Aide - Bilingual Vietnamese Pre-K	186	Hourly \$12.34	\$15.05	\$17.76
	Aide - Dyslexia Paraeducator	186	Daily: 7.5 hrs \$92.55	\$112.88	\$133.20
	Aide - SpEd	186	186 Days	17,214	20,995
	Aide - SpEd CBSE	186			24,775
	Aide - SpEd Clerical	186			
	Aide - SpEd PPCD	186			
	Aide - SpEd PPCD Inclusion Expansion	186			
PA3			Min	Mid	Max
	Aide - SpEd ABC	186	Hourly \$13.08	\$15.95	\$18.82
	Aide - SpEd ALE	186	Daily: 7.5 hrs \$98.10	\$119.63	\$141.15
	Aide - SpEd Behavioral Adjustment	186	186 Days	18,247	22,250
	Aide - SpEd MTI ALE	186			26,254
PA4			Min	Mid	Max
	Aide - Clinic	186, 226	Hourly \$13.87	\$16.91	\$19.95
	Aide - Clinic Pre-K	186	Daily: 7.5 hrs \$104.03	\$126.83	\$149.63
	Aide - SpEd Behavioral Adjustment - PAC	186	186 Days	19,349	23,589
	Aide - SpEd - PAC	186	226 Days	23,510	27,830
	Aide - SpEd Voc Job Coach	186, 226			33,815

2015-16 Auxiliary Pay Plan
Garland ISD

Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
MT 01					
			Min	Mid	Max
	Custodian	260	Hourly \$10.20	\$12.75	\$15.30
	Custodian Stadium Athletics	260			
	Food Service (Full-time)	182			
	Food Service (Hourly Pool)	182			
	Food Service (Part-time)	182			
	Food Service Trainee	182, 184			
	GIS Assistant Technician	226			
	Inventory Control	260			
	Parking Lot	181			
	SpEd Bus Aide	180			
	Stadium Athletics	260			
MT 02					
			Min	Mid	Max
	Custodian Lead	260	Hourly \$12.04	\$15.05	\$18.06
	Grounds - Fence Playground	260			
	Grounds - Landscape Mowing Crew	260			
	Grounds - Seasonal Worker	260			
	Grounds - Tractor Operator	260			
	Maintenance - Expeditor	260			
	Maintenance - HVAC Filter Crew Worker	260			
	Stadium Athletics	260			
MT 03					
			Min	Mid	Max
	Asst Manager Intern	184	Hourly \$13.00	\$16.25	\$19.50
	Custodial Repair	260			
	Delivery Expediter	226			
	Driver	202			
	Driver Stocker	260			
	Driver Warehouse	260			
	Floor Crew Lead/Trainer	260			
	Food Service Driver Stocker	226			
	Grounds - Athletic Field	260			
	Grounds - Crew Leader	260			
	Lawnmower Mechanic	260			
	Mail Clerk Driver	226			
	Maintenance - HVAC Filter Crew Leader	260			
	Purchasing/Warehouse - Driver Stocker	260			
	Testing Warehouse Distributer	226			
	Validator Receiving	226			
MT 04					
			Min	Mid	Max
	Asst Building Engineer	260	Hourly \$14.04	\$17.55	\$21.06
	Athletic Fields Crew Leader	260			
	Building Security	186			
	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			

MT 05

Building Engineer	260
Bus Driver	180
Copy Center Operator	226
Field Trip Driver	180
FS Manager - MS	184
Grounds - Irrigation Installer (licensed)	260
Maintenance - Concrete	260
Maintenance - HVAC Apprentice	260
Maintenance - Painter	260
Maintenance - Administrative Assistant	226
Material Controller	260
Operations Specialist	260
Purchasing Clerk - Maintenance	226
Secretary - Maintenance	226
Shipping Receiving Clerk	260
Shipping Receiving Manager	260
Stadium Engineer	260
Substitute Driver	180
Technology Procurement Assistant	226
Vehicle Servicewriter	260
Welder	260

	Min	Mid	Max
Hourly	\$15.73	\$19.66	\$23.59

MT 06

Catering Manager	184
Foreman	226
Grounds - Herbicide Insecticide	260
Grounds - Irrigation Foreperson	260
Grounds - Welding Foreperson	260
Maintenance - Carpet Tile Vinyl	260
Maintenance - Glazier	260
Maintenance - Paint Foreman	260
Maintenance - Plumber Apprentice	260
Maintenance - Payroll Specialist	260
Transportation - Dispatcher	260

	Min	Mid	Max
Hourly	\$16.98	\$21.23	\$25.48

MT 07

Asst Custodial Supervisor	260
Audio Visual Technician	260
Building Engineer/Tool Carrier Crew Lead	260
Ceramic Tile Installer	260
FS Manager - HS	184
Grounds - Herbicide Pesticide IPM Coord	260
Locksmith	260
Maintenance - Cabinet Finisher	260
Maintenance - Carpenter	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 - Lead Trainer	260
Vehicle Maintenance - Inventory	260
Video Electronics Technician	260

	Min	Mid	Max
Hourly	\$18.34	\$22.93	\$27.52

MT 08	
Equipment Tech	226
Fire Sprinkler Technician	260
Floor Installer Crew Leader	260
Maintenance - Cabinet Shop Crew Leader	260
Maintenance - Carpenter Crew Leader	260
Maintenance - Electrician	260
Maintenance - HVAC / Boiler / Ln	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
Hourly	\$19.81	\$24.76	\$29.71

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

	Min	Mid	Max
Hourly	\$21.39	\$26.74	\$32.09

MT 10	
Grounds - Supervisor	260
Maintenance - Supervisor Building Services	260
Maintenance - Supervisor Carpentry Remodeling	260
Maintenance - Supervisor Electrical	260
Maintenance - Supervisor Grounds	260
Maintenance - Supervisor HVAC	260
Maintenance - Supervisor Locks & Doors	260
Maintenance - Supervisor Maintenance - Engineers	260
Maintenance - Supervisor Painting	260
Maintenance - Supervisor Plumbing	260
Security Supervisor	260
Supervisor - Electronics	260
Technology Supply Manager	226
Transportation - Operations Supervisor	260
Transportation - Supervisor Vehicle Maint	260
Transportation - Vehicle Foreman Shift	260

	Min	Mid	Max
Hourly	\$27.17	\$33.96	\$40.75

Substitute Daily Rates

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

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

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.

Long-term assignments occur when a substitute is working on consecutive days of continuous employment in a single assignment for the same absentee. On the 16th day of such assignments for teachers, \$5.00/day will be added to the basic daily rate. The additional pay is given because of the expectation that the substitute will be working additional time each day and will be fulfilling additional responsibilities above those of a "day-to-day" assignment such as grading, tutoring, duty assignments, team meetings, etc.

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
IB Coordinator	\$3,000	187	15
Librarian - Secondary	\$750	187	0
Math Teacher	\$3,000	187	0
Newspaper	\$1,300	187	0
NMSI	\$4,000	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
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	\$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
Band - Director	\$5,925	187	15
Band - Assistant Director	\$2,500	187	15
Cheerleader	\$1,493	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

Per policy **DK (LOCAL)**: "Noncontractual 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."

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
¹ Does not include HEAD FOOTBALL CAMPUS AD COACH or HEAD BASKETBALL COACH ² HS Basketball Lead Assistant coaches only one sport ³ Additional Stipend for the coach assigned ⁴ Only with special approval of Athletic Department and School Principal ⁵ One position district-wide assigned by Athletic Department			

Per policy **DK (LOCAL)**: "Noncontractual 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."

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	10
Lead Teacher - Bilingual / ESL	\$1,120	187	0
Mariachi Program Coordinator	\$5,600	187	0
Nurse Specialist	\$3,500	226	0
Nurse Cluster Leader	\$750	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 – EL- Grade Book Trainer	\$250	187	0
Technology Devices	\$1,000		NA

PARAPROFESSIONAL

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

Per policy **DK (LOCAL)**: "Noncontractual 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."

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 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 paid employees.

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** – 7.2% 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 Executive Director of Human Resources at (972) 487-3050 or call 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 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 the Human Resources by submission of official transcripts by October 1.
2. All teachers, librarians, 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 DEA (Local) states: “The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the District’s compensation plans.”
- 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.
- **Paraprofessionals** are defined as Non-Exempt employees under the Fair Labor Standards Act as is anyone whose pay is figured as an hourly wage.
 - For work done over 37.5 , but 40 or less hours per week, Non-Exempt employees including paraprofessionals 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 including paraprofessionals 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.
- **Professionals** are defined as Exempt staff under the Fair Labor Standards Act or anyone who is employed on a salaried basis instead of an hourly basis and meets the rules to be classified as Exempt. These individuals do **not** qualify for overtime pay or compensatory time.

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 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 a Deputy Superintendent.

- 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 10th 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 from the department Director and approval from the Executive Director of Human Resources. Requests should be submitted by completion of a “Request for Deviation from Supplemental Pay Policy” form.

- Supplemental pay must be budgeted within the school budget in fund 199; 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 unless specified in these guidelines or approved in advance by supervisor.

- 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 chart below.*

- **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.

PROFESSIONAL CATEGORIES OF PAY DETAILS

2015- 2016

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 for trimester, 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 dependant 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