



ADOPTED

**2018-2019
STAFF COMPENSATION PLAN**

This plan is for the 2018-2019 school year only. Salaries paid to employees in prior years and to be paid in future years cannot be established from a review of this document.

COLLEGE DEGREES FROM ACCREDITED INSTITUTIONS

All college degrees utilized, or semester hours earned to obtain employment, to achieve salary differentials, or to be considered for promotion purposes are only accepted if they are from institutions accredited by nationally recognized accrediting agencies.

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SECTION I

2018-2019
Pay Ranges
And
Job Classifications

2018-2019
Teacher, Library Information Specialist, and Nurse (RN)
Salary Document

New Hires:

\$52,600 starting pay for 10 months

Previous teaching experience and credentials will be considered when determining salaries for new hires.

Newly hired Employees in this category with a master's degree will receive an incentive of \$1,000

Newly hired Employees in this category with a doctorate will receive an incentive of \$2,000

(Masters - \$1,000 + Doctorate - \$1,000 = \$2,000 Total)

Minimum
\$52,600

Control Point
\$54,000

Maximum
\$67,000 +

* .5 Nurse and .5 Librarian on this pay schedule are considered Non-Exempt

**Educational Aides and Assistants Pay Ranges
2018-2019 School Year**

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	11.48	14.00	16.52 +
2	12.18	14.85	17.52 +
3	12.91	15.74	18.57 +
4	13.68	16.68	19.68+
5	15.32	18.68	22.04 +
6	19.85	23.35	26.85 +
7	22.82	26.85	30.88 +

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a different job in a different pay structure (ex. From educational assistant to clerical/paraprofessional) will receive no less than the entry level of the new position. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Duty days are 184 annually unless otherwise noted in the Confirmation of Salary and Assignment Notice.
- Daily duty hours are exclusive of lunch.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10% of the new Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5% of the new Control Point. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relative position within the new pay range.
- Educational aides and assistants who work directly with the instruction of students will work 7.5-hour days, exclusive of lunch, unless otherwise noted.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Pay Grade 1

Aide - Bilingual ESL Pre-K (7.5 hours) EA71
Aide - Bilingual/ESL (7.5 hours) EA71
Aide - Educational Student (7.5 hours) EA71
Aide - Educational Workroom/ Office
Aide - Pre-K (7.5 hours) EA71
Aide - Title 1 (7.5 hours) EA71
Monitor - Campus Intermediate

Pay Grade 2

Aide - ISS
Aide - Library
Aide - Parent Liaison
Aide - Special Education Support Facilitation (7.5 hours) EA72
Monitor - Campus High School

Pay Grade 3

Aide - Behavior - Support (General Education)
Aide - Bus Attendant
Aide - Clinic
Aide - Disciplinary Alternative Education Program (7.5 hours) EA73
Aide - Special Education Making Connections (7.5 hours) EA73
Aide - Special Education Developmental (7.5 hours) EA73
Aide - Special Education Disciplinary Alternative Education Program (7.5 hours) EA73
Aide - Special Education KAAP
Aide - Special Education PASS (7.5 hours) EA73
Aide - Special Education Early Childhood (7.5 hours) EA73
Aide - Special Education TEP (7.5 hours) EA73
Aide - Special Education Transition Assessment (7.5 hours) EA73

* All Positions are 7 hours/day, exclusive of lunch, unless otherwise specified.

* Pay Family Codes - (X=Pay Grade) - EAX - 7 hours per day, EA7X - 7.5 hours per day, EA8X - 8 hours per day

(Example: EA1 - 7.5 hours per day - Pay Grade EA1)

*Co-Teachers and teacher assistants who work directly with the instruction of students will work 7.5 hours per day

(exclusive of lunch)

Pay Grade 4

Assistant - Clinic (CNA, CMA Certified or ECA)

Assistant - Parent Liaison (7.5 hours) EA74

Assistant - Special Education ARD Translator

Assistant - Special Education Behavior Tech (8.0 hours) EA84

Assistant - Special Education Job Tech - Life Readiness 30 (8.0 hours) EA84

Assistant - Special Education Job Tech - Life Readiness 40 (8.0 hours) EA84

Pay Grade 5

Assistant - Clinic (EMT)

Assistant - Special Education Job Tech - Life Readiness 10 (8.0 hours) EA85

Pay Grade 6

Assistant - Certified Occupational Therapist

Assistant - Special Education Educational LVN

Brailist

Intervener Deaf - Blind I (Depending on qualifications)

Specialist - Band (7.5 hours) EA76

Specialist - Color Guard

Tutor - Full Time Accelerated Instruction

Pay Grade 7

Intervener Deaf - Blind II (Depending on qualifications)

* All Positions are 7 hours/day, exclusive of lunch, unless otherwise specified.

* Pay Family Codes - (X=Pay Grade) - EAX - 7 hours per day, EA7X - 7.5 hours per day, EA8X - 8 hours per day

(Example: EA1 - 7.5 hours per day - Pay Grade EA1)

*Co-Teachers and teacher assistants who work directly with the instruction of students will work 7.5 hours per day (exclusive of lunch)

**Clerical/Paraprofessional Pay Ranges
2018-2019 School Year**

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	10.16	12.25	14.34 +
2	11.38	13.72	16.06 +
3	13.43	16.19	18.95 +
4	14.23	17.81	21.39 +
5	15.68	19.59	23.50 +
6	17.55	21.94	26.33 +
7	19.29	24.13	28.97+
8	21.23	26.54	31.85 +
9	25.26	31.58	37.90+

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a different job in a different pay structure (ex. from paraprofessional to professional support) will receive no less than the entry-level salary of the new position.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relative position within the new pay range.
- Duty days are 184-240 annually as specified in the Confirmation of Salary and Assignment notice.
- Duty hours are 8 hours per day, exclusive of lunch.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Pay Grade 1

No positions at this time

Pay Grade 2

Cashier

Clerk - Data Entry

Receptionist - HighSchool

Receptionist - Intermediate

Secretary - Technology, Intermediate

Secretary - Technology/Library, Intermediate

Pay Grade 3

Clerk - Mailroom Duplication & Payroll

Clerk - Records

Secretary - Assistant Principal Elementary

Secretary - Assistant Principal Intermediate

Secretary - Attendance DAEP, Vistas

Secretary - Attendance Elementary

Secretary - Attendance High School

Secretary - Attendance Intermediate

Secretary - Educational

Secretary - Floating, Intermediate

Secretary - Plant Operations

Secretary - Registrar, Elementary

Secretary - Technology High School

Secretary / Receptionist - Food Service

Secretary / Receptionist - Transportation

Pay Grade 4

Clerk - Accounts Payable, Maintenance

Clerk - Payroll

Receptionist - Teaching and Learning Center

Secretary - Assistant Director DAEP

Secretary - Assistant Principal High School

Secretary - Associate Principal High School

Pay Grade 4 (Cont.)

Secretary - Athletics
Secretary - Campus Financial Intermediate
Secretary - Career & Technical Education
Secretary - English Language Learner (ELL) Compliance Manager
Secretary - Information Technology
Secretary – Instructional Officer
Secretary - ISS
Secretary - Registrar High School
Secretary - Registrar Intermediate
Secretary - Registrar/Attendance, Elementary
Secretary - Registrar/Attendance - TEP
Secretary - School Counselor
Secretary - Special Education Campus
Secretary - Special Education Campus - TEP
Secretary - Special Education Resource Services
Secretary - Transportation

Pay Grade 5

Clerk - Accounting
Clerk - Accounts Payable Finance
Clerk - Payroll/HR Services
Clerk - Payroll/Transportation
Clerk - Shop
Coordinator - Special Ed SHARS / MAC
Receptionist - Financial Clerk
Receptionist - Purchasing Clerk
Secretary - Athletics Administration
Secretary - Benefits Support
Secretary - Campus Financial High School
Secretary - Campus Instructional Support
Secretary - Director of Information Technology

Pay Grade 5 (Cont.)

Secretary - Director of Capital Projects
Secretary - Director of DAEP
Secretary - Director of Data Services
Secretary - Director of Fine Arts
Secretary - Director of Food Service
Secretary - Director of Health, Physical Education & Athletics
Secretary – Director of Information Technology
Secretary - Director of Maintenance
Secretary - Director of Plant Operations
Secretary- Director of Special Education
Secretary - Director of State & Federal Programs
Secretary - Director of Therapeutic Education Program (TEP)
Secretary - Director of Warehouse
Secretary- School Improvement
Secretary - Facility Manager Multi-Purpose Center
Secretary - Police Chief
Secretary - Purchasing & Meal Benefits
Secretary - Registrar DAEP
Specialist - Education Foundation
Specialist - Energy Management Software
Specialist-Human Resources Information
Specialist - Payroll I
Specialist - Tax I

Pay Grade 6

Clerk – Purchasing
Certification Officer
Purchasing Agent -Transportation
Router - Bus
Secretary - Executive Director of Business Services
Secretary - Executive Director of Teaching & Learning
Secretary - Executive Director of Campus Safety & Support
Secretary - Executive Director of College & Career Pathways
Secretary - Executive Director of Special Programs
Secretary - Principal High School
Secretary - Principal Intermediate School
Secretary - Principal/Financial Elementary
Secretary - Executive Director of Research, Accountability & Data Services
Specialist – Human Resource Application/Recruitment
Specialist - Payroll II
Specialist - Tax II
Specialist - Workers' Comp/Human Resource
Trainer - Transportation

Pay Grade 7

Coordinator - Payroll & Technology (Transportation)
Coordinator - Wellness Specialist - Activity Funds
Specialist - Human Resource Certification
Specialist - Human Resource Certification /Substitute Coordinator
Specialist - Insurance Benefits
Specialist - Public Information
Specialist - School Bus Training/Safety (Transportation)

Pay Grade 8

Administrative Assistant - Associate Superintendent
of Human Resources
Administrative Assistant- Associate
Superintendent of Facilities
Administrative Assistant - Chief Financial Officer
Administrative Assistant - Chief Learning Officer
Administrative Assistant - Deputy Superintendent

Pay Grade 9

Administrative Assistant - Superintendent

**Information Technology Pay Ranges
For the 2018-2019 School Year**

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	18.56	22.63	26.70 +
2	20.42	24.90	29.38 +
3	22.46	27.39	32.32 +
4	30.32	36.97	43.62 +
5	33.35	40.67	47.99 +
6	36.68	44.74	52.80 +
7	40.36	49.22	58.08 +

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relating position within the new pay range.
- Duty days are 185-235 annually as specified in the Confirmation of Salary and Assignment notice.
- Duty hours are 8 hours per day, exclusive of lunch.
- Pay Grades 5 thru 7 are over-time exempt employees under FLSA.

* Personnel in Pay Grades 4 and under are exempt if they supervise two or more employees.

Effective first duty day of the 2018-2019 school year or July 2, 2018.

Pay Grade 1

Tech I - Campus
Tech I - District
Tech I - Help Desk

Pay Grade 2

Assistant Coordinator - PEIMS & Special Education
Specialist - Application Support, Data Services
Specialist - 1:1 Programs
Tech - Computer & Applications Support (Information Literacy)
Tech II - Assistant
Tech II - Campus
Tech II - District
Tech II - Hardware and App Support
Tech II - Help Desk
Tech II - Materials Specialist
Tech II - Mobile OS

Pay Grade 3

Specialist - Application Support Help Desk
Specialist – Business Information Systems Application
Tech III - Chrome OS
Tech III - Campus
Tech III - District
Tech III - Infrastructure
Tech III - Mobile OS
TechIII–Network
Systems

Pay Grade 4

Analyst I - Network Applications
Analyst I - Network Systems
Analyst I - Wireless Network
Coordinator - Data Services
Developer I - Application
Manager - Food Service Information Technology

INFORMATION TECHNOLOGY JOB CLASSIFICATIONS

Pay Grade 5

Administrator - Business Information Systems Project & Integration
Administrator - Database
Analyst II - Infrastructure
Analyst II – Network Applications
Analyst II - Network Systems
Coordinator - 1:1 Program
Coordinator - Business Information Systems
Supervisor - Application Development
Supervisor - Help Desk
Supervisor Technology Services

Pay Grade 6

Analyst III - Data Security
Analyst III - Network Systems
Assistant Manager - Infrastructure

Pay Grade 7

Manager - Business Systems
Manager - District Radio Communications
Manager - Infrastructure
Manager-Network Applications
Manager - Network Systems
Manager - Technology Services

**Manual Trades Pay Ranges
2018-2019 School Year**

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	11.06	13.50	15.94 +
2	12.18	14.85	17.52 +
3	13.40	16.34	19.28 +
4	14.88	18.14	21.40 +
5	16.52	20.14	23.76 +
6	18.34	22.36	26.38 +
7	19.81	24.15	28.49 +
8	23.17	28.26	33.35 +

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relative position within the new pay range.
- All full-time employees work 8 hours daily exclusive of lunch.
- Mechanics are paid at their regular rate for 8 to 40 hours of training in the use of special equipment.
- Part-time dispatchers are paid at the same hourly rate.
- All 240-duty day employees, after the completion of five (5) continuous years of Klein ISD creditable experience, will have their duty days reduced to 235 with no reduction in the annual salary. This will be effective on the 1st duty day of the school year assignment period after the experience requirement has been met. Employee must work 235 days of 240-day calendar. During the duty calendar if you are **docked** anytime that would prevent you from completing the 235-day requirement, you **will not** have earned or be paid the (5) paid vacation days.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Pay Grade 1

Laborer - Groundskeeper

Pay Grade 2

Laborer - Grounds

KMPC/Athletics

Tractor Operator

Pay Grade 3

Dispatcher - Maintenance

Dispatcher - Transportation

Laborer - Central Stadium

Laborer - Concrete Finisher

Laborer -Tree Trimmer

Mechanic Attendant

Specialist - Extracurricular Trip

Utility Helper

Warehouse Worker

Pay Grade 4

Painter

Partsman

Specialist - Irrigation

Technician - Electrician

Technician - HVAC

Technician - Plumber

Technician - Tire

Pay Grade 5

Apprentice - Electrician
Apprentice - Plumber
Equipment Operator - Grounds
General Repair II
HVAC - EPA Licensed
Lead Warehouse Worker
Licensed Pesticide Applicator
Mechanic - HVAC Campus
Roofer
Specialist - Inventory
Specialist - Irrigation Licensed
Technician - Audio / Visual
Technician - Lube

Pay Grade 6

Coordinator - Plant Operations
HVAC - Direct Digital Control
Journeyman - Electrician
Journeyman - Plumber
Laborer – Small Engine Repair
Lead Painter
Locksmith
Mechanic I
Technician - Electronic Generator
Technician - Electronics & Alarms Trainer

Pay Grade 7

Cabinet Maker
Coordinator - Routing
Electrician - Licensed (Master)
Foreman - Warehouse
Mechanic - HVAC DDC
Mechanic - HVAC Licensed II
Mechanic - Kitchen Equipment
Mechanic - Refrigeration
Mechanic II
Plumber - Licensed (Master)
Specialist - Energy Management Scheduling
Specialist - Information Center
Technician - Boiler
Technician - Electronics and Alarms
Welder

Pay Grade 8

Coordinator - Athletic Groundskeeper
Coordinator - Crafts
Coordinator - Electrician
Coordinator - Grounds
Coordinator - HVAC
Coordinator - Mechanic
Coordinator - Plumbing
Coordinator - Special Education Transportation
Field Supervisor - Plant Operations
Purchasing Agent - Plant Operations
Purchasing/Buyer - Maintenance

**Police Services Pay Ranges
2018-2019 School Year**

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	9.67	11.80	13.93 +
2	13.06	15.93	18.80 +
3	14.24	17.36	20.48 +
4	21.36	26.04	30.72 +
5	28.82	35.15	41.48 +
6	31.71	38.67	45.63 +
7	38.05	46.40	54.75 +

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a different job in a different pay structure will receive no less than the entry-level salary of the new position.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade will be reduced to the same relative position within the new pay range.
- Duty days are 177-240 annually as specified in the Confirmation of Salary and Assignment notice.
- All full-time employees work 8 hours daily exclusive of lunch unless otherwise noted by the supervisor.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

* Personnel in Pay Grade 7 are exempt.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Pay Grade 1

Crossing Guard - Full Time

Monitor- Door

Pay Grade 2

Dispatcher

Monitor - Parking Lot

Pay Grade 3

Specialist - Security

Pay Grade 4

Coordinator - Cross Guard

Police Investigator

Police Officer

Police Officer - Good to Great

Supervisor - Police Dispatcher

Pay Grade 5

Sergeant

Pay Grade 6

Lieutenant

Pay Grade 7

Captain

Plant Operations 2018-2019 School Year

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	9.43	11.50	13.57 +
2	10.71	12.92	15.13 +
3	11.87	14.82	17.77 +
4	13.04	16.30	19.56 +
5	14.35	17.93	21.51 +
6	17.07	21.34	25.61 +
7	19.63	24.54	29.45 +

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee’s current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relative position within the new pay range.
- Duty days are 177-240 annually as specified in the Confirmation of Salary and Assignment notice.
- All 240-duty day employees, after the completion of five (5) continuous years of Klein ISD creditable experience, will have their duty days reduced to 235 with no reduction in the annual salary. This will be effective on the 1st duty day of the school year assignment period after the experience requirement has been met. Employee must work 235 days of 240-day calendar. During the duty calendar if you are **docked** anytime that would prevent you from completing the 235-day requirement, you **will not** have earned or be paid the (5) paid vacation days.
- Bus drivers and food service personnel on the hourly Food Service, Bus Drivers Pay Range will receive a \$30.00 attendance bonus for each work month the employee has perfect attendance. Perfect attendance is no absences for the month. Payment will be made monthly to qualified employees.
- Duty hours are 8 hours per day, exclusive of lunch unless specified by the supervisor.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Plant Operations Job Classifications 2018-2019 School Year

Pay Grade 1

Custodian

Pay Grade 2

Pay Grade 3

Custodian B

Pay Grade 4

Head Custodian - Elementary

Pay Grade 5

Head Custodian - Intermediate

Pay Grade 6

Head Caterer

Head Custodian - High School

Pay Grade 7

No positions at this time

Nutrition & Food Services 2018-2019 School Year

Pay Grade	Hourly Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	10.00	12.00	14.00
2	11.23	13.48	15.73
3	12.99	15.46	17.93
4	14.45	17.00	19.55
5	15.90	18.70	21.51
6	18.92	22.26	25.60
7	21.76	25.60	29.44 +

Notes:

- New hires will enter at no less than the minimum hourly rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relative position within the new pay range.
- Duty days are 177-240 annually as specified in the Confirmation of Salary and Assignment notice.
- Nutrition & Food Services personnel on the hourly Nutrition & Food Services pay range will receive a \$30.00 attendance bonus for each work month the employee has perfect attendance. Perfect attendance is no absences for the month. Payment will be made monthly to qualified employees.
- Duty hours are 5 hours per day, exclusive of lunch unless specified by the supervisor.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Nutrition & Food Services Job Classifications

Pay Grade 1

Production Assistant I

Pay Grade 2

Production Assistant II

Specialist - Catering

Pay Grade 3

Clerk - Food Service

Driver - Vending Machine

Manager-In-Training

Production Assistant III

Pay Grade 4

Manager - Cafeteria Elementary

Pay Grade 5

Manager - Cafeteria Intermediate

Pay Grade 6

Head Caterer

Manager - Cafeteria High School

Pay Grade 7

Manager - Food Service Training

Manager - Food Service Zone

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

**Bus Drivers Pay Ranges
2018-2019 School Year**

Pay Grade	Minimum	Hourly Rates	
		Control Point	Maximum
BD	16.25	19.80	23.35 +

Notes:

- Attendance bonuses are paid on the 20th of the month following the month of perfect or nearly perfect attendance:

 \$50.00 Bonus - Employee is not absent on any work days during the entire month. The only exception is Jury Duty.
 \$25.00 Bonus - Employee is absent for any portion of a day up to one full day on one work day during the entire month.
- All positions on this pay schedule are considered non-exempt under FLSA, unless delineated otherwise.

Bus Driver Job Classifications

Bus Driver

Bus Driver

Bus Driver - Resource

Driver / Aide - Steam Express

Lead Bus Driver

**Administrative Professional Support Pay Ranges
2018-2019 School Year**

Pay Grade	Daily Rates		
	<u>Minimum</u>	<u>Control Point</u>	<u>Maximum</u>
1	184.32	224.78	265.24 +
2	217.50	265.24	312.98 +
3	243.60	297.07	350.54 +
4	267.96	326.78	385.60 +
5	286.71	349.65	412.59 +
6	299.30	374.13	448.96 +
7	320.26	400.32	480.38 +
8	342.67	428.34	514.01 +
9	394.49	493.11	591.73 +
10	433.94	542.42	650.90 +
11	479.57	584.84	690.11 +
12	520.72	650.90	781.08 +
13	780.00	880.00	980.00

Notes:

- New hires will enter at no less than the minimum daily rate of the pay grade. Hiring rates will be based on the job-related experience and qualifications of the individual.
- A minimum of an associate's degree is preferred for all AP1 and AP2 positions.
- Employees promoted to a higher position within the same pay structure would receive a standard increase of 10 percent of the new positions Control Point. If the employee's current base pay is greater than the Control Point for the new position, the standard increase shall be 5 percent of the new Control Point. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain pay equity.
- Employees reassigned to a different job at a lower pay grade level will be reduced to the same relative position within the new pay range.
- Duty days are 187-240 annually as specified in the Confirmation of Salary and Assignment notice.
- Associate principals designated as Level II, will receive a \$2,000 stipend added to their annual salary. Stipend may be renewed annually based upon responsibilities and approval from the superintendent.
- A \$50,000 group term life insurance policy will be provided for administrators in pay grades 9-11 and to those KISD administrators receiving same in 2007-2008.
- Staff members on a range system who earn a doctorate from an accredited institution will receive a one-time salary adjustment of \$1,500.00.
- Duty hours are 8 hours per day, exclusive of lunch.
- All positions on this pay schedule are over-time exempt under FLSA unless delineated otherwise.

Effective the first duty day of the 2018-2019 school year or July 2, 2018.

Pay Grade 1

Assistant Manager - Multipurpose Center
Buyer
Coordinator - Inventory Programs
Coordinator - Procurement Card
Coordinator - Travel, Purchasing
Manager - Operations, Transportation
Specialist - Budget
Specialist - Multimedia Communications
Specialist - Video Production

Pay Grade 2

Accountant - Food Service
Accountant - Payroll
Accountant - Staff
Analyst - Budget
Asst Tax Assessor Collector
Coordinator - Special Funds
Coordinator - State and Federal Programs
Field Supervisor - Food Service
Internal Auditor - Staff
Licensed Specialist in School Psychology - Intern
Manager - Business (TLC)
Manager - Campus Business
Manager - Records
Supervisor - Operations
Supervisor - Communications

Pay Grade 3

Accountant - Intermediate
Buyer - Food Service
Coordinator - Human Resource Records
Coordinator - Human Resource Services

Pay Grade 3 (Cont.)

Coordinator - Payroll Services
Coordinator - Position Control
Dietitian Menu Planner
Internal Auditor - Senior
Liaison - Good to Great Community
Manager - Communications
Manager - Community Relations & Education
Foundation Manager - Food Service Business
Manager - Maintenance Information Center
Specialist - Special Education Orientation & Mobility
Supervisor - Vehicle Maintenance

Pay Grade 4

Accountant – Senior
Audiologist
Assistant Coordinator - Health Services
Bilingual Speech Language Pathologist
Case Manager - Bilingual (with Masters)
Case Manager - Special Education (with Masters)
Commissioning Agent – Energy Management
Coordinator - 2nd Chance Program
Diagnostician- Bilingual
Diagnostician- Special Education
Executive Assistant - Superintendent
Facility Manager - Multi-Purpose Center
Interventionist- Developmental Transition
Interventionist- Therapeutic Recreation & Experiential Learning
Interventionist - Special Education Autism Spectrum Disorder
Interventionist - Special Education Behavior Support
Interventionist- Special Education Early Childhood
Interventionist - Special Education Learning Disability
Interventionist - Special Education Low Incident Disability
Lead School Counselor
Licensed Specialist in School Psychology
Licensed Specialist in School Psychology- Lead
Licensed Specialist in School Psychology - Trainee
Manager – Accounting
Manager - Activity Funds (Rentals and Parent Groups)

Pay Grade 4 (Cont.)

Manager - Food Service Operations
Manager - Project/Interior Designer
Manager - Purchasing
Parent Liaison
School Counselor
School Counselor - At Risk
School Counselor - Behavior Specialist, Elementary
School Counselor - Career & Technical Education
School Counselor - ESL
School Counselor - Good to Great
School Counselor - Graduation Advisor
School Counselor - IB
School Counselor - Immigrant Students
School Counselor - Special Ed Related Services
School Counselor – Title I
Social Worker - Pregnancy Education Program (PEP)
Specialist - Auditory Impairment, Diagnostic
Specialist – Behavior Rtl
Specialist - Data, Research & Evaluation
Speech Language Pathologist
Speech Language Pathologist- Bilingual
Supervisor - Environmental Quality
Supervisor - Maintenance - MEP (Mechanical, Electrical & Plumbing)
Supervisor - Special Education Transportation
Supervisor - Special Education Transition & VAC
Therapist - Occupational
Therapist - Physical

Pay Grade 5

Administrator-In-Training
Assistant Principal - Elementary School
Assistant Principal - High School Construction
Coordinator - Family Engagement
Coordinator - Foster Care Services
Coordinator - Special Ed Appraisal & Psychological Services
Coordinator - Special Education Elementary
Coordinator - Special Education Elementary Developmental
Coordinator- Special Ed & Dyslexia
Coordinator- Special Ed High School
Coordinator- Special Ed Intermediate
Coordinator - Special Education Curriculum & Instruction
Coordinator - Special Ed Secondary Curriculum
Coordinator- Special Education Transition & VAC Program
Manager - Construction Project
Manager - Electronics & Alarms
Manager - Energy

Pay Grade 6

Assistant Director - Disciplinary Alternative Education program (DAEP)
Assistant Director - Fine Arts
Assistant Director - Food Service
Assistant Director – Athletics
Assistant Director - Plant Operations
Assistant Director - Therapeutic Education Program (TEP)
Assistant Director - Transportation
Assistant Principal - Good to Great - High School
Assistant Principal - High School
Assistant Principal - Intermediate School
Associate Principal - Elementary School I
Associate Principal - Elementary School II
Coordinator - Academic Behavior Rtl
Coordinator - Health Services
Officer - Admissions & Truancy Prevention
Officer – Counseling Services
Officer – Data, Research, & Evaluation
Officer - Instructional
School Counselor - Behavior Specialist

Pay Grade 7

Assistant Director – Data Services
Assistant Director- Information Technology
Assistant Director- Media & Library Svcs.
Associate Director- Food Service
Associate Director - Information Technology
Associate Director - Maintenance
Associate Director - Special Education
Associate Director - Transportation
Associate Principal - High School I
Associate Principal - High School II
Associate Principal - Intermediate School II
Associate Principal - Vistas High School
Director - Accounting
Director - Budget
Director - Internal Audit
Director - Payroll
Director - Purchasing
Director - Warehouse
Tax Assessor Collector

Pay Grade 8

Director- Benefits & Risk Management
Director – Communications & Education Foundation
Director - Therapeutic Education Program (TEP)
Principal - Elementary School
Principal - Intermediate School

Pay Grade 9

Director - Assessment & Accountability
Director- Campus Instructional Support Dept.
Director - Capital Projects
Director - Career & Technical Education (CTE)
Director - Data Services
Director - Disciplinary Alternative Education Program (DAEP)
Director - Engineering
Director - Fine Arts
Director - Food Service
Director - Health, Physical Education & Athletics
Director - Professional & Digital Learning
Director - Information Technology
Director – Maintenance
Director – Plant Operations
Director - Research & Program Evaluation
Director - Special Education
Director - State & Federal Programs
Director - Transportation
Principal - Vistas High School of Choice

ADMINISTRATIVE/PROFESSIONAL JOB CLASSIFICATIONS

Pay Grade 10

Executive Director - Business Services
Executive Director - College & Career Pathways
Executive Director - Curriculum Design & Delivery
Executive Director- Facilities
Director - Financial Services
Executive Director - Human Resource Services
Executive Director - Campus Safety & Support
Executive Director-Student Support Svcs.
Police Chief
Principal - High School

Pay Grade 11

Executive Director - Teaching & Learning
Senior Executive Director - Human Resource Services
Senior Executive Director - Technology & Data Services

Pay Grade 12

Associate Superintendent - Communications & Planning
Associate Superintendent - Facilities
Associate Superintendent - Human Resource Services

Pay Grade 13

Deputy Superintendent
Chief Financial Officer
Chief Learning Officer



SECTION II

2018-2019 Substitute Teacher Salary Document

2018-2019 Substitute Teacher Salary Document

Daily Professional Assignment – Degreed & Texas Certified	\$95
Daily Professional Assignment – non-degree	\$80
Daily Professional Assignment – degree	\$90
*Fifteen or more days in same assignment on a consistent basis with a degree	\$120
*Fifteen or more days in same assignment on a consistent basis and Texas Certified for that position	\$160
Professional Administrator Substitute	\$275

*** New rates will begin 15th day in a consistent assignment**

In emergency situations when a secondary or elementary school classroom teacher volunteers his/her conference period to fill in for a teacher for whom a substitute cannot be obtained, the teacher will be paid \$28 for that single class period, or if a class is split among several teachers each teacher will proportionally share the daily rate that would have been paid to the sub.

A substitute who subs in any position for 90 days or more will have their daily rate increased by \$5.00 per day beginning with the 91st day of subbing and for each sub day thereafter until the end of the school year. This does not apply to Professional Administrator Substitutes.

2018-2019 Substitute Salary Document for Other Positions.

Educational Assistant	\$70
Educational assistant working with handicapped students (i.e., developmental, adaptive behavior, early childhood, etc.)	80
Switchboards (campus level)	80
Clerical or paraprofessional/reception (CO or Campus)	80
Professional RN Nurse *See C below*	120
.....	
Food Service	\$7.25 per hour Bus
Driver	\$12.00 per hour
Custodian	\$7.25 per hour
Manual Trades	\$8.00 per hour
Substitute/Part-time Crossing Guard	\$9.67 per hour

Specialized Programs*

	Per Hour	Annual
1. Tutorials * see B below	\$28.00*	
2. Before/after School Detention	\$28.00	
3. Coordinator of Concession Operations	\$8,932	
4. Special Education contract employees with master's degree	\$27.00	
5. Special Education contract employees with doctor's degree	\$43.00	
6. Staff development preparation time. Must be on non-duty day or before or after school	\$29.00	
7. Staff development facilitator time. Must be a non-duty day or before or after school hours	\$29.00	
8. Part-Time Aides	\$9.50	

- A. Compensation for Specialized Programs is based on actual time (example: 45 minutes = 45 minutes pay - \$21.00 (because 0.75 * \$28 = \$21))
- B. \$28 per hour or \$110 per day as determined by the Executive Director of Instruction
- C. Fifteen or more days in same assignment on a consistent basis with RN license - \$160



SECTION III

2018-2019
Teacher Retirement System (TRS)
Salary Document
For
Retirees

Klein ISD 2018-2019 Salary Document for Texas Teacher Retirement System (TRS) Retirees

**Professional Employees: Classroom Teachers, Counselors, Librarians,
Speech Pathologists, Nurses (RN), and High School Registrars**

TRS retirees who retired after September 1, 2005 will be paid on the following State minimum salary schedule.

2018-2019 Annual Salary

Years of Credited Experience	10-Month Contract (187 days)		Daily Rate
0	2,808	28,080	150.16
1	2,869	28,690	153.42
2	2,929	29,290	156.63
3	2,989	29,890	159.84
4	3,117	31,170	166.68
5	3,244	32,440	173.48
6	3,372	33,720	180.32
7	3,490	34,900	186.63
8	3,602	36,020	192.62
9	3,708	37,080	198.29
10	3,808	38,080	203.64
11	3,902	39,020	208.66
12	3,993	39,930	213.53
13	4,076	40,760	217.97
14	4,156	41,560	222.25
15	4,231	42,310	226.26
16	4,303	43,030	230.11
17	4,370	43,700	233.69
18	4,434	44,340	237.11
19	4,494	44,940	240.32
20 & Over	4,551	45,510	243.37

Professional employees working more or less than 187 days per year are paid at the daily rate x required days of service.

All other Employee Categories: Minimum salary of the range document for the position as reflected in the Staff Compensation Plan in adoption at the time of employment.

*Effective and as amended effective 7-1-17

For all other employees who have retired to TRS and are rehired on or after 7-1-15 and as amended effective 7-1-17, the agreed upon gross compensation paid to these employees will be reduced for the TRS Pension surcharge and the TRS Care surcharge, if applicable. The retired/rehired employee will be set up in the Klein ISD payroll system with the reduced agreed upon compensation. The TRS Pension surcharge calculation by the district will be applied to the agreed upon gross compensation figure.



SECTION IV

2018-2019
Summer School
Salary Document

KISD Summer School
Staff Compensation Plan
Extra Duty Pay

High School & Intermediate Professional Staff and Paraprofessionals	Maximum Duty Hours	Maximum Number of Duty Days	Hourly Rate	Maximum Daily Rate
Principal	8.0	14.5	\$35.50	\$284.00
Assistant Principal	8.0	13	\$33.50	\$268.00
Principal Secretary	8.0	14.5	\$13.90	\$111.20
Counselor	8.0	10	\$26.00	\$208.00
Academic Teacher	7.5	13	\$28.00	\$210.00
Teacher Assistant	7.5	12.5	\$10.50	\$78.75
Nurse	7.5	12.5	\$28.00	\$210.00
Elementary Professionals and Paraprofessionals	Maximum Duty Hours	Maximum Number of Duty Days	Hourly Rate	Maximum Daily Rate
Principal	8.0	22.5	\$35.50	\$284.00
Assistant Principal	8.0	5+ TBD based on enrollment	\$33.50	\$268.00
Principal Secretary	8.0	21.5	\$13.90	\$111.20
Academic Teacher	7.5	11	\$28.00	\$210.00
Lead Teacher	8.0	13	\$28.00	\$224.00
Academic BIL/ESL Pre-K/K Teacher	7.5	21	\$28.00	\$210.00
Teacher Assistant	7.5	20.5	\$10.50	\$78.75
Nurse	7.5	20.5	\$28.00	\$210.00
Special Education Support Staff	Duty Hours**	Number of Duty Days**	Hourly rate	Daily rate
Therapists: SLP, LSSPs, SLP, OT, PT, LPC			\$45.00/hour	Variable
Paraprofessionals: Developmental, TEP, PASS, Making Connections, Life Readiness			\$12.75/hour	Variable
PAWS Facilitator			\$45.00/hour	Variable
Case Manager			\$29.00/hour	Variable
Recreational Staff	Maximum Duty Hours		Hourly rate	Maximum Daily rate
Swimming Instructor	4.5		\$28.00	\$126.00
Life Guard	5		\$8.00	\$40.00
Camp Supervisor	7		\$19.50	\$136.50
Camp Coach	6		\$17.50	\$105.00
Camp Trainer	5		\$15.50	\$77.50
Student Trainer	5		\$8.00	\$40.00
Student Instructor	5		\$8.00	\$40.00

*Summer School programming/staffing for 2018-2019 is dependent on student needs and availability of funds.



SECTION V

2018-2019 Benefit Compensation Services

2018-2019 Benefit Compensation Information

- Effective September 1, 2018 the KISD provides \$10,000 in basic term life insurance.
- Catastrophic Sick Leave Bank: The Catastrophic Sick Leave Bank, developed in 1995, is a unique benefit created specifically to assist staff members who suffer catastrophic personal illness or staff members who must care for a family member who suffers from a catastrophic illness and who have exhausted all of their accumulated sick leave balance of state and local days. An Employee Insurance Advisory Committee oversees the granting of these days. All full-time employees are automatically eligible after the completion of twelve (12) months of KISD service.
- \$75.00 will be paid to those teachers who work the Optional Teacher Work Day.



SECTION VI

2018-2019
Stipend Compensation



Criteria for Placement for Fine Arts and Coaching Stipends

The criteria for placement within the following intervals/ranges for fine arts and coaching will continue to be the subjective determination of Director of Fine Arts and Director of Athletics based on the following criteria:

1. Number of athletes or participants in the program.
2. Number of teams or performing groups in the program.
3. Length of the season or participation period.
4. Need for the position.
 - (a) As per teaching assignment
 - (b) As per job description “fit” based on coaching experience
 - (c) As to availability
5. Experience
 - (a) Total
 - (b) Grade level
 - (c) Klein ISD
 - (d) Present position
6. Stipend
 - (a) Stated range that is available
 - (b) Annual cap on increase for same assignment(s)

The differences in boys’ and girls’ assignments are based on applicable provisions of the above factors.

**Good to Great Compensation
Wunderlich Intermediate School**

The “Good to Great Program” compensation for working the additional 30 minutes per day at Wunderlich Intermediate School has been determined. The compensation will be based on 187 days for those employees who work at 187 days or more duty day calendar. The compensation will be based on the duty calendars for those employees who work less than 187 days. The calculations will be as follows:

Teacher Groups, Speech Pathologists, Librarians and Nurses (STIPENDS):

0-5 years of experience	\$3,000
6-10 years of experience	\$3,250
11- 15 years of experience	\$3,500
16-20 years of experience	\$3,750
21-25 years of experience	\$4,000
26-30 years of experience	\$4,250
31+ years of experience	\$4,500

Administrative Professional Support Pay Ranges of Employees (STIPENDS):

Daily Rate divided by 16 (30 minutes is 1/16 (.0625) of an 8.0 hour day) multiplied by 187.

(These categories work more than 187 days, however, the stipends will be based on 187 days.)

Educational Assistants:

These employees work 7.0 to 7.5 hours per day. An extra pay request will need to be sent in for 2.5 hours each week for these employees. The compensation **will not** be time and a half, due to the employees working less than 40 hour per week.

(These categories work less than 187 days; Usually 184.)

Clerical/Paraprofessional Pay Ranges:

These employees typically work 8.0 hours per day. An extra pay request will need to be sent in for 2.5 hours each week for this group of employees. The compensation **will** be at the time and a half rate should the employee exceed 40 hours per week. Payment for hours less than 40 will be at the employees’ normal rate.

(These categories work from 185-235 days.)

**Good to Great Compensation
Klein Intermediate School**

The “Good to Great Program” compensation for working the additional 15 minutes per day at Klein Intermediate School has been determined. The compensation will be based on 187 days for those employees who work at 187 days or more duty day calendar. The compensation will be based on the duty calendars for those employees who work less than 187 days. The calculations will be as follows:

Teacher Groups, Speech Pathologists, Librarians and Nurses (STIPENDS):

0-5 years of experience	\$1,500
6-10 years of experience	\$1,625
11- 15 years of experience	\$1,750
16-20 years of experience	\$1,875
21-25 years of experience	\$2,000
26-30 years of experience	\$2,125
31+ years of experience	\$2,250

Administrative Professional Support Pay Ranges of Employees (STIPENDS):

Daily Rate divided by 32 (15 minutes is 1/32 (.03125) of an 8.0 hour day) multiplied by 187.

(These categories work more than 187 days, however, the stipends will be based on 187 days.)

Educational Assistants:

These employees work 7.0 to 7.5 hours per day. An extra pay request will need to be sent in for 1.25 hours each week for these employees. The compensation **will not** be time and a half, due to the employees working less than 40 hour per week.

(These categories work less than 187 days; Usually 184.)

Clerical/Paraprofessional Pay Ranges:

These employees typically work 8.0 hours per day. An extra pay request will need to be sent in for 1.25 hours each week for this group of employees. The compensation **will** be at the time and a half rate should the employee exceed 40 hours per week. Payment for hours less than 40 will be at the employees’ normal rate.

(These categories work from 185-235 days.)

KLEIN ISD STIPEND COMPENSATION

I	<u>Advanced Academics Stipends</u>				
I-A	<u>Activity Based Stipends</u>				
	<u>Academic and Extra-Curricular - Signed Job Descriptions Must be on File</u>	<u>KISD Increment Above Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	High School Academic Decathlon Assistant Sponsor	2,000	Adv A	21	73
	High School Academic Decathlon Sponsor (b)	3,000	Adv A	21	73
	High School Academic Octathlon/Assistant Decathalon Sponsor (c)	2,000	Adv A	21	73
	High School Assistant Speech Sponsor	4,000	Adv A	99	73
	High School Citizens' Bee Sponsor/Social Studies	750	Adv A	99	73
	High School DI Team Manager-(2) (a)	1500	Adv A	21	73
	High School Mu Alpha Theta	2,000	Adv A	99	73
	High School Newspaper Sponsor	4,000	Adv A	99	73
	High School Robotics	2,000	Adv A	21	73
	High School Speech Sponsor	5,000	Adv A	99	73
	High School Student Council Sponsor	2,200	Adv A	99	73
	High School Yearbook Sponsor	4,000	Adv A	99	73
	High School Honor Society Assistant Sponsor	900	Adv A	99	73
	High School Honor Society Sponsor	1,400	Adv A	99	73
	Intermediate School Assistant Speech Sponsors (2)	850	Adv A	99	73
	Intermediate School DI Team Managers (1-4) (a)	1500	Adv A	21	73
	Intermediate School Math Counts (2)	1,200	Adv A	99	73
	Intermediate School Robotics (1)	1,500	Adv A	21	73
	Intermediate School Speech Sponsor	1,150	Adv A	99	73
	Intermediate School Student Council Sponsor	1,200	Adv A	99	73

KLEIN ISD STIPEND COMPENSATION

I	<u>Advanced Academics Stipends</u>				
	Intermediate School Coding Club (2)	1,500	Adv A	21	73
	Intermediate School Pentathalon Sponsor (3-4)	1,000	Adv A	21	73
	Intermediate School Assistant Honor Society Sponsor	700	Adv A	99	73
	Intermediate School Honor Society Sponsor	900	Adv A	99	73
	Elementary School DI Team Managers (1-4) (a)	1500	Adv A	21	73
	Elementary Computer Coding Club Sponsor (1-2)	1500	Adv A	21	73
	The following stipends are paid upon completion:				
	High School UIL Academic Contest Supervisors (1-15)	400	Adv A	21	73
Notes:					
	Number in parentheses indicates positions authorized per school, if more than one.				
	(a) Each stipend can be split amongst two teachers for one team.				
	(b) Sponsors will receive end of 1st semester payment of \$1500. Sponsors participating in the regional tournament will receive \$500. Teams advancing to state competition will receive \$1000.				
	(c) Sponsors will receive end of 1st semester payment of \$1200. Sponsors participating in the regional tournament will receive \$800.				
I-B	<u>Instructionally Based Stipends, Incentives and Payments</u>				
	The following stipends are paid upon completion:				
	Elementary Campus GT Advocate	1,500	Adv A	21	58
	High School Campus GT Advocate	1,500	Adv A	21	58
	Intermediate Campus GT Advocate	1,500	Adv A	21	58

II Athletic Stipends					
II-A Activity Based Stipends					
II-A.1	<u>Academic and Extra-Curricular - Signed Job Descriptions Must be on File</u>	<u>KISD Increment Above Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	High School Assistant Cheerleader Sponsors (2) (a)	2,800	Athletics	91	74
	High School Cheerleader Sponsor (a)	3,800	Athletics	91	74
	High School Intramural Sponsors (2) (a)	500	Athletics	91	74
	Intermediate School Cheerleader Sponsor (a)	2,700	Athletics	91	74
	Intermediate School Assistant Cheerleader Sponsor (a)	1,800	Athletics	91	74
	Intermediate School Assistant Pep Squad Sponsors (2) (a)	200	Athletics	91	74
	Intermediate School Pep Squad Sponsor (a)	400	Athletics	91	74
	Intermediate School Intramural Sponsors (2) (a)	500	Athletics	91	74
Notes:					
	Number in parentheses indicates positions authorized per school, if more than one.				
	(a) Current certification from UIL (RCP) and First Aid, CPR and AED submitted to Athletic Department				
II-A.2	<u>Coaching (*)</u>	<u>Varsity Head Coach</u>	<u>Assistant Coaches</u>	<u>Program</u>	<u>Project</u>
	High School Baseball	5,000-10,000	3,500-8,000	91	74
	High School Basketball	5,000-10,000	3,500-8,000	91	74
	High School Cross Country	4,000-8,000	3,000-7,000	91	74
	High School Diving (c)	1,000-5,000		91	74
	High School Football (a)	10,000-25,000	4,000-12,000	91	74
	High School Golf (c)	5,000-10,000	3,500-7,500	91	74
	High School Soccer	5,000-10,000	3,500-8,000	91	74
	High School Softball	5,000-10,000	3,500-8,000	91	74
	High School Sport Technology	4,000-8,000	3,000-7,000	91	74

II Athletic Stipends					
	High School Strength and Conditioning	5,000-9,000	3,500-7,500	91	74
	High School Swimming (c)	5,000-10,000	3,500-8,000	91	74
	High School Tennis (c)	5,000-10,000	3,500-8,000	91	74
	High School Track	5,000-10,000	3,500-8,000	91	74
	High School Trainer (b) (c)	9,000-15,000	3,000-7,000	91	74
	High School Volleyball	5,000-10,000	3,500-8,000	91	74
	High School Wrestling (c)	5,000-10,000	3,500-8,000	91	74
	Intermediate School Assistant Sports Technology	1,000-3,000		91	74
	Intermediate School Basketball	3,000-7,000	2,500-6,500	91	74
	Intermediate School Cross Country (c) (d)	1,000-3,000		91	74
	Intermediate School Football	5,000-9,000	2,500-6,500	91	74
	Intermediate School Sports Technology	3,000-7,000		91	74
	Intermediate School Strength and Conditioning	3,000-7,000		91	74
	Intermediate School Swimming (c) (d)	1,000-3,000		91	74
	Intermediate School Swimming Assistant (c) (d)	500-1,000		91	74
	Intermediate School Tennis (c) (d)	1,000-3,000		91	74
	Intermediate School Track	3,000-7,000	2,500-6,500	91	74
	Intermediate School Volleyball	3,000-7,000	2,500-6,500	91	74
Notes:	(*)Unless otherwise indicated all extracurricular athletic assignments includes payment for work done on non-contract days.				
	(a) Duty days for Head Varsity Football Coach If not on an administrative contract (210) to be paid at the appropriate daily rate.				
	(b) Teaches not more than two classes in addition to athletic classes.				
	(c) Same coach for boys and girls teams.				

KLEIN ISD STIPEND COMPENSATION

II <u>Athletic Stipends</u>					
	(d) Paid at conclusion of season				
II-B	<u>Instructionally Based Stipends, Incentives and Payments</u>				
	High School Athletic Department Chairperson	4,000-8,000	Athletics	91	74
	Intermediate School Athletic Department Chairperson	1,000-3,000	Athletics	91	74

III Auxiliary Stipends					
III-A Non-Instructional Stipends					
	<u>Curriculum and Instruction</u>	<u>KISD Increment Above Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	Advanced Peace Officer Certificate (a)	2,400	Campus Safety & Support	99	87
	Intermediate Peace Officer Certificate (a)	1,200	Campus Safety & Support	99	87
	Master Peace Officer Certificate (a)	3,600	Campus Safety & Support	99	87
	Auto Service Excellence (b)	480	Transportation	99	7X
	Plumber Certification for backflow (b)	250	Maintenance	99	94
	IT Certification (c)	2% Cont Pt	IT	99	71
	(a) Annual stipend as indicated for the highest certification level achieved				
	(b) Per valid certification				
	(c) 2% off of Control Pt payrate for approved certifications for Informational Technology Personnel as approved by the Director of Technology				

KLEIN ISD STIPEND COMPENSATION

IV <u>Communications Stipends</u>					
IV-A	<u>Instructionally Based Stipends, Incentives and Payments</u>				
		<u>KISD</u> <u>Increment</u> <u>Above</u> <u>Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	Elementary School Webmaster	300	Communications	99	96
	High School Webmaster	500	Communications	99	96
	Intermediate School Webmaster	400	Communications	99	96

V <u>Fine Arts Stipends</u>					
V-A	<u>Extra-Curricular</u>	<u>KISD</u> <u>Increment</u> <u>Above</u> <u>Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	High School Art Teacher	600	Fine Arts	99	56
	High School Assistant Band Director	8,000-12,000	Fine Arts	99	56
	High School Assistant Choir Director	3,000–6,500	Fine Arts	99	56
	High School Assistant Dance Team Director	5,000-6,000	Fine Arts	99	56
	High School Assistant Drama Sponsor (2-4)	4,000-6,000	Fine Arts	99	56
	High School Assistant Orchestra Director	6,000–10,000	Fine Arts	99	56
	High School Associate Band Director	8,000-12,000	Fine Arts	99	56
	High School Band Director	16,000-20,000	Fine Arts	99	56
	High School Choir Director	5,000–9,000	Fine Arts	99	56
	High School Color Guard Specialist (1) *	6,000-10,000	Fine Arts	99	56
	High School Dance Team Director	6,000-10,000	Fine Arts	99	56
	High School Drama Sponsor	5,000-7,000	Fine Arts	99	56
	High School Orchestra Director	8,000–12,000	Fine Arts	99	56
	Intermediate School Art Teacher	300	Fine Arts	99	56
	Intermediate School Assistant Band Director	4,000–8,000	Fine Arts	99	56
	Intermediate School Assistant Choir Director	3,000–5,000	Fine Arts	99	56
	Intermediate School Assistant Drama Sponsor (2)	700-1,250	Fine Arts	99	56
	Intermediate School Assistant Orchestra Director	3,000–5,500	Fine Arts	99	56
	Intermediate School Band Director	8,000-10,000	Fine Arts	99	56
	Intermediate School Choir Director	4,000–6,500	Fine Arts	99	56

KLEIN ISD STIPEND COMPENSATION

V <u>Fine Arts Stipends</u>					
	Intermediate School Drama Sponsor (1)	1,000-1,500	Fine Arts	99	56
	Intermediate School Orchestra Director	4,000-6,500	Fine Arts	99	56
	Elementary Music (2)	500	Fine Arts	99	56
Notes:					
	(a) Unless otherwise indicated all fine arts assignments include payment for work done in the summer and on non-contract days in addition to time spent before and after school.				
	(b) Supplemental Compensation is Hourly. Band Specialist is a non-exempt position and could receive up to \$25,000 annually.				
	* If a certified teacher for the district.				
V-B	<u>Instructionally Based Stipends, Incentives and Payments</u>				
	District Wide Coordinator of Fine Arts Events	4,000	Fine Arts	99	56

VI Special Education Stipends					
VI-A	Certification Based Stipends and Incentives (Award based on current position requiring certification or meeting other requirements)	<u>KISD</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
		<u>Increment</u> <u>Above</u> <u>Schedule</u>			
	Case Manager/Diagnostician - Dual Role	2,000	Special Education	23	52
	Lead Assistant Technology Specialist of Occupational Devices	2,000	Special Education	23	52
	Lead Assistant Technology Specialist of Auditory Devices	2,000	Special Education	23	52
	Lead Assistive Technology Specialist of Speech/Language Devices	2,000	Special Education	23	52
	Lead Educational Diagnostician	2,000	Special Education	23	52
	Lead LSSP	2,000	Special Education	23	52
	Lead Occupational Therapist (b)	2,000	Special Education	23	52
	Lead Speech Language Pathologist (a)	2,000	Special Education	23	52
	Licensed Physical and Occupational Therapists (b)	4,000	Special Education	23	52
	Licensed Speech/Language Pathologists (a) (b)	4,000	Special Education	23	52
	(a) Also requires Master's Degree certificate of clinical competency (CCC).				
	(b) Up to ten (10) years of local experience will be granted for related, full time work experience outside of public schools to Physical Therapists, Occupational Therapists, Licensed Speech Therapist/Pathologists, and Licensed School Psychologists, who present acceptable documentation of such work experience and who were appropriately licensed at the time service was rendered.				
VI-B Instructionally Based Stipends, Incentives and Payments					
	Developmental Teacher (a) (e)	1,000	Special Education	23	52

VI Special Education Stipends					
	Klein Academic & Adaptive Performance (KAAP) Teacher	1,000	Special Education	23	52
	District Wide Lead Speech Therapist	2,000	Special Education	23	52
	Making Connections Teacher (a) (e)	1,000	Special Education	23	52
	Positive Approaches to Student Success (PASS) Teacher (a) (e)	1,000	Special Education	23	52
	Pre-K/Early Childhood Inclusion Teacher (a) (e)	1,000	Special Education	33	52
	TEP Stipend (a) (e)	2,000	TEP	23	59
	(a) Must also be Special Education Certified				
	(e) A stipend of \$1,000 will be paid for all teachers who are assigned full-time (\$500.00 for .5) to Developmental classes, Special Education Certified PreK/Early Childhood Inclusion Classroom Teachers, PASS Teachers and Making Connections Teachers. Teachers, Nurses and Counselors assigned to the DAEP and Therapeutic Education Classes (TEP) will receive this \$1,000 Stipend. Full-time teachers assigned to Therapeutic Education (TEP) for Developmental Classes receive the \$2,000 TEP Stipend (\$1000.00 for .5)				

VII Teaching & Learning Stipends					
VII-A	<u>Activity Based Stipends</u>				
VII-A.1	<u>Academic and Extra-Curricular - Signed Job Descriptions Must be on File</u>	<u>KISD Increment Above Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	The following stipends are paid upon completion:				
	High School CTE Student Organization Sponsors (unlimited) (d)	350-900	CTE	22	60
VII-A.2	Certification Based Stipends and Incentives (Award based on current position requiring certification or meeting other requirements)	<u>KISD Increment Above Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	Bilingual Stipend (b) (c)	4,500	Teaching & Learning	25 or 35	51
	Teacher - CTE/Agriscience/FFA Advisor	2,000	CTE	22	60
	Teacher - CTE/Health Science (e)	4,000	CTE	22	60
	Teacher - CTE/Technology Education (f)	2,000	CTE	22	60
	Teacher - Project Lead the Way/Gateway to Tech (f)	2,000	CTE	22	60
	Secondary Algebra I Addendum (must teach 3 periods) (a)	1,500	Principal	11	XX
	Secondary Computer Science Stipend (must teach 4 periods)	2,000	Principal	11	XX
	Secondary Foreign Language Stipend (must teach 4 periods)	500	Principal	11	XX
	Secondary Integ. P/C Addendum (must teach 3 periods) (a)	1,500	Principal	11	XX
	Secondary Math Stipend (must teach 4 periods) (e)	2,000	Principal	11	XX
	Secondary Science Stipend (must teach 4 periods)	2,000	Principal	11	XX
	Lead Nurse Technology Mentor (4) Districtwide	500	Health Services	99	77
	Lead Nurses Precept (3) Districtwide	1,000	Health Services	99	77
	(a) Received in addition to Math or Science Stipend				
	(b) Certified Bilingual education program teachers.				

VII Teaching & Learning Stipends					
	(c) Bilingual LSSP's, counselors, nurses, speech language pathologists and diagnosticians assigned to a campus with a bilingual program will receive \$4,500 who use bilingual skills on a daily basis to communicate with parents and students. All other positions receiving the stipend must be approved by the Deputy Superintendent and the Associate Superintendent of Human Resource Services.				
	(d) Secondary Special Education Teachers who teach 4 or more sections of Resource Math and are the Teacher of Record				
	(e) CTE Health Science Technology Teachers will also receive up to a maximum of ten (10) years of local credit on the teacher salary schedule for outside work experience in the related field. The teacher must have held a valid medical certification during the credited outside work experience.				
	(f) CTE Technology Education teachers will also receive up to a maximum of ten (10) years of local credit on the teacher salary scale for documented outside work experience in related field.				
VII-B Instructionally Based Stipends, Incentives and Payments					
	Klein Intermediate Pilot Mentor Program	4,000	Teaching & Learning	30	11
	Mentors	600 - 1,000	Teaching & Learning	99	98
	Coordinator for the Global Business Pathway	5,000	CTE	22	60
	CTE Program Coordinator for Agriscience programs	1,500	CTE	22	60
	DAEP Stipend (c)	1,000	DAEP	28	62
	Coordinator of the International Baccalaureate Program	5,000	H SA	31	54
	Department Chairperson - Extra Period	\$4,000	HR	11	**
	Department Chairperson (a)	1,000-3,000	Principal	**	**
	Instructional Specialists - Secondary - Math and Science	2,000	Teaching & Learning	24/30/31/99	54/84
	Lead Counselor	\$1,500	College & Career Pathways	99	XX
	The following stipends are paid upon completion:				
	Dual Credit Instructional Stipends (b)	250-2,000	Fund 490	21	00

VII Teaching & Learning Stipends				
	**Department Chairperson are coded 99.XX unless - Health PE 99.55			
	Fine Arts 99.56, SE 23.52, CTE 22.60			
	***Dept Chair Extra Period will be campus project unless - Health PE 99/55, Fine Arts 99/56, CTE 22/60 and SE 23/52			
	(a) \$125 per teacher in the department, including the department chairperson, as of September 1, up to a maximum of \$3,000. Minimum department size is three teachers, including the department chair and the minimum stipend is \$1,000. Department chair in counseling receives an additional \$1,500 in lieu of an off period. Department chairpersons who teach an additional class in lieu of the department chair period will receive a stipend of \$4,000.			
	(b) A \$250-\$2000 stipend to be paid each semester for teachers teaching dual credit courses in partnership with Lone Star College (LSC). Funding from monies received from Lone Star College. Teachers must be approved by LSC and KISD. Stipends will be funded as long as funds are received from LSC.			
	(c) Teachers, Nurses and Counselors assigned to the DAEP will receive this \$1,000 Stipend.			
VII-C Non-Instructional Stipends				
	KEF Campus Champion (g)	500	KEF	** **
	Translation Stipend (b)	250	Principal	99 XX
	Bilingual Communication Stipend (a)	1,500	Multilingual	99 XX
	District Diabetes Coordinator	300	Health Services	99 77

VIII Incentive Pay - One Time Payment					
		<u>KISD Increment Above Schedule</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>
	National Board for Professional Teaching Standards Certificate	1,500	HR	11	82
	ESL (Full-time) (a)	500	Teaching & Learning	25	51
The following stipends are paid upon completion:					
	Additional Certificate Endorsement (b)	500	HR	XX	9F
	Degree Advancement (c)	500	HR	82	XX
	(a) Stipend will be paid to those assigned to ESL full time personnel if they meet all TEA requirements for the assignment and/or certification. Certification must have been obtained while employed in Klein ISD.				
	(b) paid to an employee on a one-time basis for each additional endorsement to his/her Texas Teacher's Certificate in a high needs subject area after July 1, 2012 (Full Time FTE or .5 FTE. This does not include Part Time Employees .49)				

VIII Incentive Pay - One Time Payment	
<p>(c) A total of \$500 will be paid to all State Board of Education (SBEC) Professional Employees on a one-time basis in the October or March paycheck as they reach the following levels after completion of one full year of employment in the KISD: Bachelor's degree + 15 hours (y), Master's degree + 15 hours (x), Master's degree + 30 hours (y), Master's degree + 45 hours (y), Doctorate + 15 hours (x), Doctorate + 30 hours (x). (x) - Degree plan not a requirement. (y) - Transcripts and an official degree plan, signed by the accredited college or university and must be presented to the personnel office no later than October 1 or March 1.</p>	



SECTION VII

2018-2019 EMPLOYEE PAY PLAN

Klein Independent School District

Employee Pay Plan

Board Policy and Administrative Procedures Guide

2018-2019



Texas Association of School Boards
Human Resource Services Division

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Excerpts from Board Policy DEA (Local)
Compensation and Benefits – Wage and Hour Laws

The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with administrative procedures for the District compensation plan.

All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.

**PAY SYSTEMS
DESCRIPTION**

The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

**PAY INCREASE
BUDGET**

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay increases beyond the budgeted amount for individuals or positions shall be subject to Board approval.

**CLASSIFICATION
OF POSITIONS**

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.

EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act.

**COMPENSATORY
TIME**

Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours for employees whose duty day calendar is less than 226 days or more per year and may not accrue beyond a maximum of 200 hours for employees whose duty calendar is 226 days or more per year. If an employee whose duty day calendar is less than 226 days per year has a balance of more than 60 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay. If an employee whose duty calendar is 226 days or more per year, and has a balance of 200 hours of overtime, the employee will be required to use compensatory time, or at the District's option, will receive overtime pay.

An employee whose duty day calendar is less than 226 days per year shall use compensatory time within the duty year in which it is earned. The District shall pay an employee overtime for all unused compensatory time remaining at the end of the fiscal year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

An employee whose duty calendar is 226 days or more per year shall use compensatory time at any time with the approval of the employee's immediate supervisor. If an employee has any unused compensatory time remaining at the time the employee separates from the District, the employee shall receive overtime pay.

**WORKWEEK
DEFINED**

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Monday and end at 11:59 p.m. Sunday.

**SUPPLEMENTAL
DUTIES**

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 supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.

Pay Plan Administrative Procedures

1.0 Description of Pay Systems

1.2 Minimum Pay Requirements

Certified classroom teachers, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021). Local salaries for these employees will be determined annually after board approval of the pay increase budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the federal Fair Labor Standards Act (FLSA).

1.3 Local Pay Plans

The district will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories: **(1) administrative and professional support personnel; (2) teachers, librarians, nurses (RNs), and counselors; (3) clerical and paraprofessional personnel; and (4) trades and hourly personnel.**

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the board each year.

2.1 Job Classification

2.2 Purpose and Authority

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The human resource department will collect job information, evaluate jobs for classification purposes, and recommend pay-grade assignments. The superintendent has final authority concerning job classifications.

2.3 Reclassification of Current Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

2.4 Salary Adjustments for Job Reclassification

- If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion. Refer to procedures on promotion increases (section 8.2).
- If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new payrange.
- If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the superintendent. Refer to procedures on individual equity adjustments (section 6.0).
- If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the superintendent. In this case the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion (section 9.2).

2.5 Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor. Reviews will be conducted as follows:

- (1) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the human resource department.
- (2) The supervisor must submit a completed reclassification request form to the human resource department.
- (3) The human resource department will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the work site for observation.
- (4) The human resource department will reevaluate the job against other benchmark jobs using standard compensable job factors.
- (5) The human resource department will prepare a written recommendation for pay grade assignment for the superintendent's review.

- (6) The human resource department will notify the supervisor and the employee of the pay grade assignment after the superintendent's review and approval.

2.6 Classification of New Positions

New positions must have a written job description. The human resource department will recommend to the superintendent the pay grade classification of new positions based on the job description and consultation with the job supervisor. New positions must be classified in the pay system prior to hiring new employees.

3.1 Base Pay for Exempt and Nonexempt Employees

3.2 Classification of Positions as Exempt or Nonexempt

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The human resource department will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of three types of exemption: executive, administrative, or professional, as defined under the FLSA, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

3.2 **Basis of Pay for Exempt Employees**

Exempt employees are paid on a salary basis for their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. **Annual salaries may be adjusted for different duty assignments. Exempt employees do not receive overtime compensation.**

3.3 Prorating Pay for Reduced Work Year

Salaries will be adjusted proportionately for employees who work less than full-time or less than a full year.

4.1 Overtime Compensation

4.2 Overtime Defined

Nonexempt employees who work more than 40 hours in a workweek of seven consecutive days (**171 hours in 28 days for law enforcement personnel if classified as nonexempt**) are entitled to overtime compensation for time worked over 40 hours. Exempt employees (i.e., professional, administrative, and executive) are not entitled to overtime compensation.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone, and different workweeks cannot be consolidated or averaged.

4.3 Time Records

The district will maintain in the central payroll office weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and submitted to the payroll office on designated dates. All payroll records, including time records, will be maintained for a period of three years and will be made available for inspection by government authorities on request.

4.4 Authorization of Overtime

All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or cash) prior to the employee working overtime hours.

Overtime pay requirements cannot be waived by voluntary agreement between the school district and the employee and the employee cannot “donate” overtime or agree to be paid at reduced rates.

4.5 Compensation for Overtime

Compensation for overtime hours will be awarded at 1 ½ times the regular rate. Compensation may be given in compensatory time off or paid in the regularly scheduled paycheck.

4.6 Use of Compensatory Time

Employees with Duty Calendar of *less* than 226 days:

Compensatory time may be accumulated up to a maximum limit of 60 hours including time-and-a-half rates.

Employees with Duty Calendar of *more* than 226 days:

Compensatory time may be accumulated up to a maximum limit of 200 hours including time-and-a-half rates.

Employees who have accrued compensatory time must use that time before using other accrued leave. **Compensatory time accrued must be used or paid before the end of each fiscal year.** All unused compensatory time will be paid before the beginning of the new school term.

5.1 General Pay Increases

5.2 Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district. **An employee’s performance must be satisfactory to receive a pay increase unless exceptions are granted by the board.**

Employees must have worked for the district for 90 work days to be eligible for a general pay increase.

Classroom teachers, nurses (RNs), librarians, and counselors will be paid no less than their minimum monthly salary on the state salary schedule.

5.3 Pay Increase Budget

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

5.4 General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the board to the control point of each employee's pay range. All employees who are in the same pay range will receive the same pay increase.

Example: Range Control Point x Percent Increase = Pay Increase

- *Pay range Control Point for pay grade 5 is \$12.50 per hour*
- *Pay increase budget approved by the Board is 5%*
- *Hourly pay increase for all employees in pay grade 5 is $\$12.50 \times .05 = .63$*
- *An hourly employee in pay grade 5 is earning \$11.50 per hour*
- *Employee's new hourly wage is $\$11.50 + .63 = \12.13*

6.0 Individual Equity Adjustments

The superintendent may make special equity adjustments to individual employee salaries to correct identified internal or external pay equity problems. Equity adjustments are made only on as-needed basis at the direction of the superintendent. Equity adjustments may be made to retain an employee who is at risk due to competitive pay problems; to correct an internal pay inequity; or to compensate an employee for a significant change in job responsibilities that do not result in a job classification change.

7.1 Promotion Increases

7.2 Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. **For promotions that take effect at the beginning of a school year, the standard promotion increase includes any general increase granted by the school board.** If an employee moves to a different job in a different pay structure (example: from auxiliary to professional group), the pay adjustment will be treated as placement of a new employee (*see section 7.0*).

7.3 Promotion Increase

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Salary placement for a promotion will be determined by these guidelines:

- a. If the employee's current base pay rate is less than the Control Point for the new job, the increase shall be **10 percent** of the new Control Point.

Example: New Control Point = \$14.00

*Times (X) **.10***

*—————
\$ 1.40 Increase Amount*

- b. If the employee's current base pay rate is greater than the Control Point for the new position, the increase shall be **five percent** of the new Control Point.

Example: New Control Point = \$14.00

*Times (X) **.05***

*—————
\$.70 Increase Amount*

- c. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain internal pay equity.
- d. No employee will be paid less than the minimum or more than the maximum of the new pay range.

8.1 Demotion

8.2 Demotion Defined

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

8.3 Pay Adjustments for Demotion

A reduction in pay as a result of a demotion will be made at the discretion of the superintendent. When a pay reduction is made for a demotion, the employee's base pay rate will be reduced to the same relative position within the new pay range, typically measured as a ratio of the employee's salary to the range Control Point. For example, if the employee's base pay was 110 percent of the Control Point in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the Control Point in the lower pay range. The pay adjustment for demotion will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment.

9.1 Adjusting Pay-Range Structures

9.2 Review of Pay Ranges

The superintendent will review pay-range structures annually and make adjustments as needed.

9.3 Amount of Structure Adjustment

Pay structures should be adjusted by an equal percent factor. The amount of percent adjustment made to the pay range control points (minimum, Control Point, maximum) should be less than the percent increase budgeted for pay raises. After the pay increase budget is established, the superintendent will determine the appropriate amount of adjustment for pay range structures in the district.

9.4 Structure Adjustment Procedure

To adjust a pay range structure, the adjustment factor will be applied to the Control Point of each pay range. The minimum and maximum rates of each range will then be recalculated off of the adjusted Control Point to preserve the structure. Adjustments to pay ranges should be made prior to the calculation of general pay increases.

Example: Illustrated procedure for a range offset of 20 percent from Control Points

	<i>Unadjusted</i> <u>Minimum</u> <i>(80% of Control Point)</i>	<i>Unadjusted</i> <u>Control Point</u>	<i>Unadjusted</i> <u>Maximum</u> <i>(120% of Control Point)</i>
Unadd. Pay range	\$2,400	\$3,000	\$3,600
	<i>Adjusted</i> <u>Minimum</u> <i>(80% of Control Point)</i>	<i>Adjusted</i> <u>Control Point</u> <i>(By 2%)</i>	<i>Adjusted</i> <u>Maximum</u> <i>(120% of Control Point)</i>
Adj. Pay Range	\$2,448	\$3,060	\$3,672

10.1 Supplemental Duty Pay

10.2 Exempt Personnel

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

10.3 Nonexempt Personnel

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

Request for Job Classification Review

Date of Request _____ Job Title to be reviewed _____

Person Requesting Review _____

Current Pay Grade _____ Requested Pay Grade _____

Work Location / Dept. _____

Title of Job Supervisor _____

Job classification categorizes jobs of similar value into pay grades and pay ranges. Job classification is based on the requirements of the job and considers these factors.

- Knowledge Factors (education and experience)
- Effort Factors (decision-making, complexity of duties, communication responsibility)
- Responsibility Factors (scope of job impact, financial accountability, supervisory responsibility)
- Environment Factors (exposure to hazardous working conditions)
- External Job Market Value

Use the backside of this form if needed to answer the following questions.

1. How has this job changed since the last review? Explain?

2. Why do you feel that this job is assigned to the wrong pay grade level? To which pay grade level do you feel it should be assigned?

3. What is the job supervisor's comment about pay grade placement for this job?

*Associate Superintendent from the department requesting the reclassification should bring a flow chart of their department for the Executive Team.

Signature of person requesting review

Signature of immediate supervisor

Job Classification Requests will occur in April

Worksheet for Placement of New Hires

New Hire Data

Name _____ Position _____

Pay Grade _____

Pay Range

Minimum	Midpoint	Maximum

Duty Schedule

Days	Months	Hours/Day

Experience

Prior Job Experience	
Total Years' Experience	

Special Skills

Current Incumbent Pay Comparison

Job Title	Job Experience	Local Experience	Days	Salary
_____				\$ _____
_____				\$ _____

Note: Also compare to teacher salary schedule if directly related to this position.

Recommended Starting Pay

Base Rate \$ _____ Annual Salary \$ _____

Comments/Rationale

Recommended by _____ Date _____

Approved by _____ Date _____

Approved by _____ Date _____

Promotion Worksheet**Current Placement Information**

Name _____ Current Duty Schedule (Months, Days) _____

Current Assignment _____ Current Base Pay Rate _____

Current Pay Grade _____ Current Annual Salary _____

Promotion Information

New Assignment _____ New Duty Schedule _____

New Pay Range

Pay Grade	Minimum	Control Point	Maximum

Calculate the Standard Promotion IncreaseA. % Increase Applied to New Control Point ($\% \times$ new Control Point) _____

B. New Base Pay Rate (result in part A + current baserate) _____

C. New Annual Salary (result in part B x new dutyschedule) _____

Recommended Promotion Increase (adjust standard increase if necessary)

D. Base Rate Increase (dollar amount increase to rate of pay) _____

E. Base Percent Increase (amount of base increase/old base rate) _____

F. New Base Rate (amount in D + old base rate) _____

G. New Annual Salary (result in F x new duty schedule) _____

H. Total Percent Increase (result in G-old salary)/old salary) _____

Notes

Approval Authority_____
Date

Sample Nonexempt Employee Weekly Time Report

Name _____ Employee number _____

	Date	Start Time	Lunch Out	Lunch In	End Time	Hours Worked	Amount of Leave Used	Type of Leave Used
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Leave Type Codes:

P—Personal Leave	S—Sick Leave	D—Death in Family
J—Jury Duty or Subpoena	H—Holiday	V—Comp Time Off
L—Leave Without Pay	Vacation	O—Other

Total Hours for Week

Regular	Overtime	Leave

I certify this is an accurate record of the actual hours worked.

Employee Signature

Date

Supervisor Signature

Date

PAYROLL USE ONLY

Regular Hours Paid _____

OT Hours Worked _____

OT Hours Paid _____

Comp. Time Balance _____

Other _____