ADOPTED

2017-2018
STAFF COMPENSATION PLAN

This plan is for the 2017-2018 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.

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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.
### TABLE OF CONTENTS

#### Section I: 2017-2018 Pay Ranges and Job Classifications

<table>
<thead>
<tr>
<th>Description</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salary Schedule for Classroom Teachers, Library Information Specialists, and Nurses (RN)</td>
<td>1</td>
</tr>
<tr>
<td>B. Educational Aides and Assistants Pay Ranges</td>
<td>2</td>
</tr>
<tr>
<td>Educational Aides and Assistants Job Classifications</td>
<td>3-4</td>
</tr>
<tr>
<td>C. Clerical/Paraprofessional Pay Ranges</td>
<td>5</td>
</tr>
<tr>
<td>Clerical/Paraprofessional Job Classifications</td>
<td>6-9</td>
</tr>
<tr>
<td>D. Information Technology Pay Ranges</td>
<td>10</td>
</tr>
<tr>
<td>Information Technology Job Classifications</td>
<td>11-12</td>
</tr>
<tr>
<td>E. Manual Trades Pay Ranges</td>
<td>13</td>
</tr>
<tr>
<td>Manual Trades Job Classifications</td>
<td>14-16</td>
</tr>
<tr>
<td>F. Police Services Pay Ranges</td>
<td>17</td>
</tr>
<tr>
<td>Police Services Job Classifications</td>
<td>18</td>
</tr>
<tr>
<td>G. Plant Operations, Food Service and Bus Drivers Pay Ranges</td>
<td>19</td>
</tr>
<tr>
<td>Plant Operations, Food Service and Bus Drivers Job Classifications</td>
<td>20</td>
</tr>
<tr>
<td>H. Bus Driver Pay Ranges</td>
<td>21</td>
</tr>
<tr>
<td>Bus Driver Job Classifications</td>
<td>22</td>
</tr>
<tr>
<td>H. Administrative Professional Support Pay Ranges</td>
<td>23</td>
</tr>
<tr>
<td>Administrative Professional Job Classifications</td>
<td>24-29</td>
</tr>
</tbody>
</table>

#### Section II: 2017-2018 Substitute Teacher Salary Schedule

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>A. Substitute Teacher Salary Schedule</td>
<td>30</td>
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</table>

#### Section III: 2017-2018 TRS Retirees Salary Schedule

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A. Texas Teacher Retirement System (TRS) Retirees Salary Schedule</td>
<td>31</td>
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</table>

#### Section IV: 2017-2018 Summer School Salary Schedule

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>A. Summer School Salary Schedule</td>
<td>32</td>
</tr>
</tbody>
</table>

#### Section V: 2017-2018 Benefit Compensation Services

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>A. Benefit Compensation Services</td>
<td>33</td>
</tr>
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</table>

#### Section VI: 2017-2018 Stipend Compensation

<table>
<thead>
<tr>
<th>Description</th>
<th>Page #</th>
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</thead>
<tbody>
<tr>
<td>A. Criteria for Placement for Fine Arts and Coaching Stipends</td>
<td>34</td>
</tr>
<tr>
<td>B. Stipend Compensation</td>
<td>35-52</td>
</tr>
</tbody>
</table>

#### Section VII: Employee Pay Plan

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A. Employee Pay Plan</td>
<td>1-9</td>
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#### Misc Forms:

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>A. Request for Job Classification Review</td>
<td>10</td>
</tr>
<tr>
<td>B. Worksheet for Placement of New Hires</td>
<td>11</td>
</tr>
<tr>
<td>C. Promotion Worksheet</td>
<td>12</td>
</tr>
<tr>
<td>D. Nonexempt Employee Weekly Time Report</td>
<td>13</td>
</tr>
</tbody>
</table>
SECTION I

2017-2018
Pay Ranges
And
Job Classifications
2017-2018
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.

Returning Teachers will receive a general pay increase of $1080 added to 2016-2017 salary

(Must have 90 days or more of service with KISD.)

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)

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>$52,600</td>
<td>$54,000</td>
<td>$67,000 +</td>
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* .5 Nurse and .5 Librarian on this pay schedule are considered Non-Exempt
## Educational Aides and Assistants Pay Ranges
### 2017-2018 School Year

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
<th>2% increase</th>
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<tbody>
<tr>
<td>1</td>
<td>11.48</td>
<td>14.00</td>
<td>16.52 +</td>
<td>.28</td>
</tr>
<tr>
<td>2</td>
<td>12.18</td>
<td>14.85</td>
<td>17.52 +</td>
<td>.30</td>
</tr>
<tr>
<td>3</td>
<td>12.91</td>
<td>15.74</td>
<td>18.57 +</td>
<td>.32</td>
</tr>
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<td>4</td>
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<td>16.68</td>
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<td>.33</td>
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<tr>
<td>5</td>
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<td>18.68</td>
<td>22.04+</td>
<td>.37</td>
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<td>6</td>
<td>19.85</td>
<td>23.35</td>
<td>26.85+</td>
<td>.47</td>
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<tr>
<td>7</td>
<td>22.82</td>
<td>26.85</td>
<td>30.88+</td>
<td>.54</td>
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</tbody>
</table>

### 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 2017-2018 school year or July 1, 2017.*
EDUCATIONAL AIDES AND ASSISTANTS JOB CLASSIFICATIONS

**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 - Clinic (LVN)
Assistant - Physical 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)
Intervener Deaf - Blind III (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  
2017-2018 School Year

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
<th>2% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10.16</td>
<td>12.25</td>
<td>14.34+</td>
<td>.25</td>
</tr>
<tr>
<td>2</td>
<td>11.38</td>
<td>13.72</td>
<td>16.06+</td>
<td>.27</td>
</tr>
<tr>
<td>3</td>
<td>13.43</td>
<td>16.19</td>
<td>18.95+</td>
<td>.32</td>
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<td>4</td>
<td>14.23</td>
<td>17.81</td>
<td>21.39+</td>
<td>.36</td>
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<td>19.59</td>
<td>23.50+</td>
<td>.39</td>
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<td>26.33+</td>
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<td>7</td>
<td>19.29</td>
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<td>28.97+</td>
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</tr>
<tr>
<td>8</td>
<td>21.23</td>
<td>26.54</td>
<td>31.85+</td>
<td>.53</td>
</tr>
<tr>
<td>9</td>
<td>25.26</td>
<td>31.58</td>
<td>37.90+</td>
<td>.63</td>
</tr>
</tbody>
</table>

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 2017-2018 school year or July 1, 2017.*
Pay Grade 1
No positions at this time

Pay Grade 2
Cashier
Clerk - Data Entry
Receptionist - High School
Receptionist - Information Kiosk
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 Back-Up/Receptionist, Elementary
Secretary - Attendance DAEP, Vistas
Secretary - Attendance Elementary
Secretary - Attendance High School
Secretary - Attendance Intermediate
Secretary - Educational
Secretary - Floating, Intermediate
Secretary - Multilingual
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
Clerk - Tax Department
Receptionist - Teaching and Learning Center
Secretary - Assistant Director DAEP
Secretary - Assistant Principal High School
Secretary - Associate Director of Special Education
Secretary - Associate Director of Student Services
Secretary - Associate Principal High School
Pay Grade 4 (Cont)
Secretary - Athletics
Secretary - Campus Financial Intermediate
Secretary - Career & Technical Education
Secretary - Education Foundation/Community Relations
Secretary - English Language Learner (ELL) Compliance Manager
Secretary - Digital Learning
Secretary - Information Technology
Secretary – Instructional Officer
Secretary – International Baccalaureate
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 - Bilingual
Secretary - Special Education Campus - TEP
Secretary - Special Education Coordinators
Secretary - Special Education Early Childhood
Secretary - Special Education Programming - TEP
Secretary - Special Education Records & Compliance
Secretary - Special Education Resource Services
Secretary - Student Support Services
Secretary - Transportation

Pay Grade 5
Clerk - Accounting
Clerk - Accounting, Food Service
Clerk - Accounts Payable Finance
Clerk - Payroll/HR Services
Clerk - Payroll/Transportation
Clerk - Shop
Coordinator - Special Ed SHARS / MAC
Receptionist - Financial Clerk
Receptionist - Human Resources
Receptionist - Purchasing Clerk
Secretary - Athletics Administration
Secretary - Benefits Support
Secretary - Business Office Purchasing
Secretary - Campus Financial High School
Secretary - Director of Safety & Risk Management
Secretary - Director of Professional Learning
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 Development and Education Foundation
- 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 Professional & Digital Learning
- Secretary - Director of Maintenance
- Secretary - Director of Plant Operations
- Secretary - Director of Special Education
- Secretary - Director of State & Federal Programs
- Secretary - Director of Systems Applications
- Secretary - Director of Therapeutic Education Program (TEP)
- Secretary - Principal of Vistas High School
- Secretary - Director of Warehouse
- Secretary - Student Support Services
- Secretary - Facility Manager Multi-Purpose Center
- Secretary - Police Chief
- Secretary - Purchasing & Meal Benefits
- Secretary - Registrar DAEP
- Secretary - School Improvement
- Specialist - Education Foundation
- Specialist - Energy Management Software
- Specialist - Payroll I
- Specialist - Tax I
Pay Grade 6
Clerk - Purchasing
Purchasing Agent - Transportation
Router - Bus
Secretary - Executive Director of Benefits, Compensation, Compliance & Risk Management
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 - Senior Executive Director of Technology & Data Services
Specialist - Application/Recruitment (Secretary to Sr. and Exec Director HRS)
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
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 2017-2018 School Year

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
<th>2% increase</th>
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<tbody>
<tr>
<td>1</td>
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<td>22.63</td>
<td>26.70+</td>
<td>.45</td>
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<tr>
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<td>.50</td>
</tr>
<tr>
<td>3</td>
<td>22.46</td>
<td>27.39</td>
<td>32.32+</td>
<td>.55</td>
</tr>
<tr>
<td>4</td>
<td>30.32</td>
<td>36.97</td>
<td>43.62+</td>
<td>.74</td>
</tr>
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<td>5</td>
<td>33.35</td>
<td>40.67</td>
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<td>.81</td>
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<tr>
<td>6</td>
<td>36.68</td>
<td>44.74</td>
<td>52.80+</td>
<td>.90</td>
</tr>
<tr>
<td>7</td>
<td>40.36</td>
<td>49.22</td>
<td>58.08+</td>
<td>.98</td>
</tr>
</tbody>
</table>

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 2017-2018 school year or July 1, 2017.*
Pay Grade 1
Tech I - Assistant
Tech I - Campus
Tech I - District
Tech I - Help Desk
Technician - Digital Equipment Repair
Technician - Food Service

Pay Grade 2
Assistant Coordinator - PEIMS & Special Education
Specialist - Application Support, Library & Media Services
Specialist - Application Support, PEIMS
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
Tech III - Chrome OS
Tech III - Campus Lead
Tech III - District Lead
Tech III - Infrastructure
Tech III - Mobile OS

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
Pay Grade 5
Administrator - Business Information Systems Human Resources & Payroll
Administrator - Business Information Systems Project & Integration
Administrator - Database
Administrator - Business & Finance Information Systems/Technology
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 Applications
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
### 2017-2018 School Year

**Hourly Rates**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
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<td>11.06</td>
<td>13.50</td>
<td>15.94 +</td>
</tr>
<tr>
<td>2</td>
<td>12.18</td>
<td>14.85</td>
<td>17.52 +</td>
</tr>
<tr>
<td>3</td>
<td>13.40</td>
<td>16.34</td>
<td>19.28 +</td>
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<tr>
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<td>14.88</td>
<td>18.14</td>
<td>21.40 +</td>
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<td>16.52</td>
<td>20.14</td>
<td>23.76 +</td>
</tr>
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<td>18.34</td>
<td>22.36</td>
<td>26.38 +</td>
</tr>
<tr>
<td>7</td>
<td>19.81</td>
<td>24.15</td>
<td>28.49 +</td>
</tr>
<tr>
<td>8</td>
<td>23.17</td>
<td>28.26</td>
<td>33.35 +</td>
</tr>
</tbody>
</table>

### 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 2017-2018 school year or July 1, 2017.*
Pay Grade 1
Laborer - Groundskeeper

Pay Grade 2
Attendant - Shop
Clerk - Work Order
Laborer - Grounds KMPC/Athletics
Tractor Operator

Pay Grade 3
Dispatcher - Maintenance
Dispatcher - Transportation
Dispatcher/Tech - Maintenance
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
Foreman - Warehouse, Custodial
HVAC - Direct Digital Control
Journeyman - Electrician
Journeyman - Plumber
Laborer – Small Engine Repair
Lead Painter
Locksmith
Mechanic I
Technician - Electronic Generator
Technician - Electronics & Alarms
**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
#### 2017-2018 School Year

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9.67</td>
<td>11.80</td>
<td>13.93 + .24</td>
</tr>
<tr>
<td>2</td>
<td>13.06</td>
<td>15.93</td>
<td>18.80 + .32</td>
</tr>
<tr>
<td>3</td>
<td>14.24</td>
<td>17.36</td>
<td>20.48 + .35</td>
</tr>
<tr>
<td>4</td>
<td>21.36</td>
<td>26.04</td>
<td>30.72 + .52</td>
</tr>
<tr>
<td>5</td>
<td>28.82</td>
<td>35.15</td>
<td>41.48 + .70</td>
</tr>
<tr>
<td>6</td>
<td>31.71</td>
<td>38.67</td>
<td>45.63 + .77</td>
</tr>
<tr>
<td>7</td>
<td>38.05</td>
<td>46.40</td>
<td>54.75 + .93</td>
</tr>
</tbody>
</table>

**2% increase**

**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 2017-2018 school year or July 1, 2017.**
POLICE SERVICES JOB CLASSIFICATIONS

**Pay Grade 1**
Crossing Guard - Full Time

**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
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 prefect 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 2017-2018 school year or July 1, 2017.*
**Pay Grade 1**
Custodian
Production Assistant I

**Pay Grade 2**
Production Assistant II
Specialist - Catering

**Pay Grade 3**
Clerk - Food Service
Custodian B
Driver - Vending Machine
Manager-In-Training
Production Assistant III

**Pay Grade 4**
Head Custodian - Elementary
Manager - Cafeteria Elementary

**Pay Grade 5**
Head Custodian - Intermediate
Manager - Cafeteria Intermediate

**Pay Grade 6**
Head Caterer
Head Custodian - High School
Manager - Cafeteria High School

**Pay Grade 7**
Manager - Food Service Training
Manager - Food Service Zone
Bus Drivers Pay Ranges
2017-2018 School Year

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD</td>
<td>16.25</td>
<td>19.80</td>
<td>23.35 +</td>
</tr>
</tbody>
</table>

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
Bus Driver
Bus Driver - Resource
Driver / Aide - Steam Express Lead Bus Driver
### Administrative Professional Support Pay Ranges
#### 2017-2018 School Year

**Daily Rates**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
<th>2% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>184.32</td>
<td>224.78</td>
<td>265.24 +</td>
<td>4.50</td>
</tr>
<tr>
<td>2</td>
<td>217.50</td>
<td>265.24</td>
<td>312.98 +</td>
<td>5.30</td>
</tr>
<tr>
<td>3</td>
<td>243.60</td>
<td>297.07</td>
<td>350.54 +</td>
<td>5.94</td>
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<tr>
<td>4</td>
<td>267.96</td>
<td>326.78</td>
<td>385.60 +</td>
<td>6.54</td>
</tr>
<tr>
<td>5</td>
<td>286.71</td>
<td>349.65</td>
<td>412.59 +</td>
<td>6.99</td>
</tr>
<tr>
<td>6</td>
<td>299.30</td>
<td>374.13</td>
<td>448.96 +</td>
<td>7.48</td>
</tr>
<tr>
<td>7</td>
<td>320.26</td>
<td>400.32</td>
<td>480.38 +</td>
<td>8.01</td>
</tr>
<tr>
<td>8</td>
<td>342.67</td>
<td>428.34</td>
<td>514.01 +</td>
<td>8.57</td>
</tr>
<tr>
<td>9</td>
<td>394.49</td>
<td>493.11</td>
<td>591.73 +</td>
<td>9.86</td>
</tr>
<tr>
<td>10</td>
<td>433.94</td>
<td>542.42</td>
<td>650.90 +</td>
<td>10.85</td>
</tr>
<tr>
<td>11</td>
<td>479.57</td>
<td>584.84</td>
<td>690.11 +</td>
<td>11.70</td>
</tr>
<tr>
<td>12</td>
<td>520.72</td>
<td>650.90</td>
<td>781.08 +</td>
<td>13.02</td>
</tr>
<tr>
<td>13</td>
<td>780.00</td>
<td>880.00</td>
<td>980.00</td>
<td>17.60</td>
</tr>
</tbody>
</table>

**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 2017-2018 school year or July 1, 2017.*
**Pay Grade 1**
Assistant Manager - Multipurpose Center
Buyer
Coordinator - Inventory Programs
Coordinator - Procurement Card
Coordinator - Project, Special Education
Coordinator - Training, Food Service
Coordinator - Travel, Purchasing
Manager - Operations, Transportation
Specialist - Budget
Specialist - Federal Title 1 Programs
Specialist - Multimedia Communications
Specialist - Video Production
Supervisor - Food Service Facility & Equipment

**Pay Grade 2**
Accountant - Food Service
Accountant - Payroll
Accountant - Staff
Analyst - Budget
Asst Tax Assessor Collector
Coordinator - Data Projects
Coordinator - Special Funds
Coordinator - State and Federal Programs
Dietitian
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 - Food Service Human Resource
Coordinator - Human Resource
**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  
Assistant Coordinator - Health Services  
Bilingual Speech Language Pathologist  
Case Manager - Bilingual (with Masters)  
Case Manager - Special Education (with Masters)  
Commissioning Agent - Energy  
Management Coordinator - Family Engagement Programs  
Coordinator - Pregnancy Education Program (PEP)  
Coordinator - 2nd Chance Program  
Diagnostician, Bilingual  
Diagnostician, Special Education  
Executive Assistant - Superintendent  
Facility Manager - Multi-Purpose Center  
Interventionist - Special Education Autism Spectrum Disorder  
Interventionist - Special Education Behavior Support  
Interventionist - Special Education Learning Disability  
Interventionist - Special Education Low Incident Disability  
Lead School Counselor  
Licensed Specialist in School Psychology  
Licensed Specialist in School Psychology - Trainee  
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 - Bilingual
School Counselor - Career & Technical Education
School Counselor - ELL Compliance Manager
School Counselor - ESL
School Counselor - Good to Great
School Counselor - Graduation Advisor
School Counselor - IB
School Counselor - Immigrant Students
School Counselor - Related Service (with Masters)
School Counselor - Special Ed Related Services
Senior Accountant - Budget & Spec Revenue
Social Worker
Social Worker - Pregnancy Education Program (PEP)
Specialist - Auditory Impairment, Diagnostic
Specialist - BIL/ESL Support
Specialist - Data, Research & Evaluation
Speech Language Pathologist
Supervisor - Business, Food Service
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
Assistant Principal - Elementary School
Assistant Principal - High School Construction
Coordinator - Foster Care Services
Coordinator - Special Ed Academic Programs
Coordinator - Special Ed Appraisal & Psychological Services
Coordinator - Special Ed Making Connections
Coordinator - Special Education EC & Elementary Developmental
Coordinator - Special Ed PASS
Coordinator - Special Ed Secondary Developmental Programs
Coordinator - Special Education - Transition & 18+ Programs
Facilities Engineer
Manager - Construction Project
Manager - Electronics & Alarms
Manager - Energy
Specialist - Data and Assessment
**Pay Grade 6**
Assistant Director - Disciplinary Alternative Education program (DAEP)
Assistant Director - Fine Arts
Assistant Director - Food Service
Assistant Director - Health, Physical Education and 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 RTI
Coordinator - Health Services
Officer - Admissions & Truancy Prevention
Officer - Counseling and Whole Student
Officer - Instructional
Officer - Instructional - Design and Delivery
Officer - Instructional - Digital Learning
School Counselor - Behavior Specialist, Secondary

**Pay Grade 7**
Assistant Director - Technology
Assistant 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 I
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 - Safety & Risk Management
Director - Communications/Education Foundation
Director - Therapeutic Education Program (TEP) Principal - Elementary School
Director - Special Education
Principal - Intermediate School

**Pay Grade 9**
Director - Assessment & Accountability
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
Pay Grade 10
Executive Director - Business Services Executive Director - College & Career Pathways
Executive Director - Curriculum Design & Delivery
Executive Director - Financial Services Executive Director - Human Resource Services
Executive Director - Campus Safety & Support
Executive Director - Special Programs
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

2017-2018
Substitute Teacher
Salary Document
### 2017-2018 Substitute Teacher Salary Document

<table>
<thead>
<tr>
<th>Daily Professional Assignment – Degreed &amp; Texas Certified</th>
<th>$95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Professional Assignment – non-degree</td>
<td>$80</td>
</tr>
<tr>
<td>Daily Professional Assignment – degree</td>
<td>$90</td>
</tr>
<tr>
<td><em>Fifteen or more days in same assignment on a consistent basis with a degree</em></td>
<td>$120</td>
</tr>
<tr>
<td><em>Fifteen or more days in same assignment on a consistent basis and Texas Certified for that position</em></td>
<td>$160</td>
</tr>
<tr>
<td>Professional Administrator Substitute</td>
<td>$275</td>
</tr>
</tbody>
</table>

*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.

### 2017-2018 Substitute Salary Document for Other Positions.

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Assistant</td>
<td>$70</td>
</tr>
<tr>
<td>Educational assistant working with handicapped students (i.e., developmental, adaptive behavior, early childhood, etc.)</td>
<td>$80</td>
</tr>
<tr>
<td>Switchboards (campus level)</td>
<td>$80</td>
</tr>
<tr>
<td>Clerical or paraprofessional/reception (CO or Campus)</td>
<td>$80</td>
</tr>
<tr>
<td>Professional RN Nurse</td>
<td>$120</td>
</tr>
<tr>
<td>Food Service</td>
<td>$7.25 per hour</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>$12.00 per hour</td>
</tr>
<tr>
<td>Custodian</td>
<td>$7.25 per hour</td>
</tr>
<tr>
<td>Manual Trades</td>
<td>$8.00 per hour</td>
</tr>
<tr>
<td>Substitute/Part-time Crossing Guard</td>
<td>$9.67 per hour</td>
</tr>
</tbody>
</table>

#### Specialized Programs*  

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

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

2017-2018
Teacher Retirement System (TRS)
Salary Document
For
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.

### 2017-2018 Annual Salary

<table>
<thead>
<tr>
<th>Years of Credited Experience</th>
<th>10-Month Contract (187 days)</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2,808</td>
<td>150.16</td>
</tr>
<tr>
<td>1</td>
<td>2,869</td>
<td>153.42</td>
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<tr>
<td>2</td>
<td>2,929</td>
<td>156.63</td>
</tr>
<tr>
<td>3</td>
<td>2,989</td>
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<td>3,117</td>
<td>166.68</td>
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<td>5</td>
<td>3,244</td>
<td>173.48</td>
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<td>6</td>
<td>3,372</td>
<td>180.32</td>
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<tr>
<td>7</td>
<td>3,490</td>
<td>186.63</td>
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<tr>
<td>8</td>
<td>3,602</td>
<td>192.62</td>
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<td>9</td>
<td>3,708</td>
<td>198.29</td>
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<td>10</td>
<td>3,808</td>
<td>203.64</td>
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<td>11</td>
<td>3,902</td>
<td>208.66</td>
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<tr>
<td>12</td>
<td>3,993</td>
<td>213.53</td>
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<td>13</td>
<td>4,076</td>
<td>217.97</td>
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<tr>
<td>14</td>
<td>4,156</td>
<td>222.25</td>
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<td>15</td>
<td>4,231</td>
<td>226.26</td>
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<tr>
<td>16</td>
<td>4,303</td>
<td>230.11</td>
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<tr>
<td>17</td>
<td>4,370</td>
<td>233.69</td>
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<tr>
<td>18</td>
<td>4,434</td>
<td>237.11</td>
</tr>
<tr>
<td>19</td>
<td>4,494</td>
<td>240.32</td>
</tr>
<tr>
<td>20 &amp; Over</td>
<td>4,551</td>
<td>243.37</td>
</tr>
</tbody>
</table>

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

2017-2018
Summer School
Salary Document
# KISD Summer School

## Staff Compensation Plan

### Extra Duty Pay

<table>
<thead>
<tr>
<th>High School &amp; Intermediate Professional Staff and Paraprofessionals</th>
<th>Maximum Duty Hours</th>
<th>Maximum Number of Duty Days</th>
<th>Hourly Rate</th>
<th>Maximum Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>8.0</td>
<td>14.5</td>
<td>$35.50</td>
<td>$284.00</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>8.0</td>
<td>13</td>
<td>$33.50</td>
<td>$268.00</td>
</tr>
<tr>
<td>Principal Secretary</td>
<td>8.0</td>
<td>14.5</td>
<td>$13.90</td>
<td>$111.20</td>
</tr>
<tr>
<td>Counselor</td>
<td>8.0</td>
<td>10</td>
<td>$26.00</td>
<td>$208.00</td>
</tr>
<tr>
<td>Academic Teacher</td>
<td>7.5</td>
<td>13</td>
<td>$28.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Teacher Assistant</td>
<td>7.5</td>
<td>12.5</td>
<td>$10.50</td>
<td>$78.75</td>
</tr>
<tr>
<td>Nurse</td>
<td>7.5</td>
<td>12.5</td>
<td>$28.00</td>
<td>$210.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary Professionals and Paraprofessionals</th>
<th>Maximum Duty Hours</th>
<th>Maximum Number of Duty Days</th>
<th>Hourly Rate</th>
<th>Maximum Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>8.0</td>
<td>22.5</td>
<td>$35.50</td>
<td>$284.00</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>8.0</td>
<td>5+ TBD based on enrollment</td>
<td>$33.50</td>
<td>$268.00</td>
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<tr>
<td>Principal Secretary</td>
<td>8.0</td>
<td>21.5</td>
<td>$13.90</td>
<td>$111.20</td>
</tr>
<tr>
<td>Academic Teacher</td>
<td>7.5</td>
<td>11</td>
<td>$28.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>8.0</td>
<td>13</td>
<td>$28.00</td>
<td>$224.00</td>
</tr>
<tr>
<td>Academic BIL/ESL Pre-K/K Teacher</td>
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<td>$210.00</td>
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<tr>
<td>Teacher Assistant</td>
<td>7.5</td>
<td>20.5</td>
<td>$10.50</td>
<td>$78.75</td>
</tr>
<tr>
<td>Nurse</td>
<td>7.5</td>
<td>20.5</td>
<td>$28.00</td>
<td>$210.00</td>
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<table>
<thead>
<tr>
<th>Special Education Support Staff</th>
<th>Duty Hours**</th>
<th>Number of Duty Days**</th>
<th>Hourly rate</th>
<th>Daily rate</th>
</tr>
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<tbody>
<tr>
<td>Therapists: SLP, LSSPs, SLP, OT, PT, LPC</td>
<td></td>
<td></td>
<td>$45.00/hour</td>
<td>Variable</td>
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<tr>
<td>Paraprofessionals: Developmental, TEP, PASS, Making Connections, Life Readiness</td>
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<td></td>
<td>$12.75/hour</td>
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<tr>
<td>PAWS Facilitator</td>
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<td>$45.00/hour</td>
<td>Variable</td>
</tr>
<tr>
<td>Case Manager</td>
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<td></td>
<td>$29.00/hour</td>
<td>Variable</td>
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</table>

<table>
<thead>
<tr>
<th>Recreational Staff</th>
<th>Maximum Duty Hours</th>
<th>Hourly Rate</th>
<th>Maximum Daily rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Instructor</td>
<td>4.5</td>
<td>$28.00</td>
<td>$126.00</td>
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<tr>
<td>Life Guard</td>
<td>5</td>
<td>$8.00</td>
<td>$40.00</td>
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<tr>
<td>Camp Supervisor</td>
<td>7</td>
<td>$19.50</td>
<td>$136.50</td>
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<td>Camp Coach</td>
<td>6</td>
<td>$17.50</td>
<td>$105.00</td>
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<tr>
<td>Camp Trainer</td>
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<td>$15.50</td>
<td>$77.50</td>
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<tr>
<td>Student Trainer</td>
<td>5</td>
<td>$8.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Student Instructor</td>
<td>5</td>
<td>$8.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

*Summer School programming/staffing for 2017-2018 is dependent on student needs and availability of funds.*
SECTION V

2017-2018
Benefit Compensation Services
2017-2018 Benefit Compensation Information

• Effective September 1, 2017 the KISD pays a minimum of $300 per month per employee toward the
  KISD's healthcare programs and 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.

• Tenure Pay: All Employees who have completed ten (10) or more years of continuous Klein experience will
  receive $25 each year of local service to be paid in one lump sum in June 2018. This payment is for the
  2017-2018 school year.

• $75.00 will be paid to those teachers who work the Optional Teacher Work Day on one of the following
  dates: 8-9-17, 8-12-17 or 8-19-17
SECTION VI

2017-2018
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.
<table>
<thead>
<tr>
<th>A</th>
<th>Activity Based Stipends</th>
<th>KISD Increment Above Schedule</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic and Extra-Curricular (a)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>High School Academic Decathlon Assistant Sponsor</td>
<td>2,000</td>
<td>Adv A</td>
<td>21</td>
<td>73</td>
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</tr>
<tr>
<td>High School Academic Decathlon Sponsor</td>
<td>3,000</td>
<td>Adv A</td>
<td>21</td>
<td>73</td>
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</tr>
<tr>
<td>High School Academic Octathlon Sponsor</td>
<td>2,000</td>
<td>Adv A</td>
<td>21</td>
<td>73</td>
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<tr>
<td>High School Assistant Speech Sponsor</td>
<td>4,000</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Citizens’ Bee Sponsor/Social Studies</td>
<td>750</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School DI Team Manager-(2) (b)</td>
<td>1,500</td>
<td>Adv A</td>
<td>21</td>
<td>73</td>
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<tr>
<td>High School Mu Alpha Theta</td>
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<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Newspaper Sponsor</td>
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<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Robotics</td>
<td>2,000</td>
<td>Adv A</td>
<td>21</td>
<td>73</td>
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</tr>
<tr>
<td>High School Speech Sponsor</td>
<td>5,000</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Student Council Sponsor</td>
<td>2,200</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Yearbook Sponsor</td>
<td>4,000</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Honor Society Assistant Sponsor</td>
<td>900</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>High School Honor Society Sponsor</td>
<td>1,400</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>High School Assistant Cheerleader Sponsors (2)</td>
<td>2,800</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<tr>
<td>High School Cheerleader Sponsor</td>
<td>3,800</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<tr>
<td>High School Intramural Sponsors (2) (c) (d)</td>
<td>500</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<td>Activity</td>
<td>Amount</td>
<td>Category</td>
<td>Year 1</td>
<td>Year 2</td>
<td></td>
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<tr>
<td>Intermediate School Cheerleader Sponsor</td>
<td>2,700</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<tr>
<td>Intermediate Klein Academic Competition (KAC) (1) *</td>
<td>1,000</td>
<td>Adv A</td>
<td>21</td>
<td>73</td>
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<tr>
<td>Intermediate School Assistant Speech Sponsors (2)</td>
<td>850</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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</tr>
<tr>
<td>Intermediate School DI Team Managers (1-4) (b)</td>
<td>1500</td>
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<td>21</td>
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<td>Intermediate School Math Counts (2)</td>
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<td>73</td>
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<td>Intermediate School Robotics (1)</td>
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<td>21</td>
<td>73</td>
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<tr>
<td>Intermediate School Speech Sponsor</td>
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<td>Intermediate School Student Council Sponsor</td>
<td>1,200</td>
<td>Adv A</td>
<td>99</td>
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<td>Intermediate School Coding Club (2)</td>
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<td>Adv A</td>
<td>21</td>
<td>73</td>
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<tr>
<td>Intermediate School Pentathlon Sponsor (3-4) *</td>
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<td>21</td>
<td>73</td>
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<tr>
<td>Intermediate School Assistant Honor Society Sponsor</td>
<td>700</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
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<tr>
<td>Intermediate School Honor Society Sponsor</td>
<td>900</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>Intermediate School Assistant Cheerleader Sponsor</td>
<td>1,800</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<tr>
<td>Intermediate School Assistant Pep Squad Sponsors (2)</td>
<td>200</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<tr>
<td>Intermediate School Pep Squad Sponsor</td>
<td>400</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
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<tr>
<td>Intermediate School Intramural Sponsors (2)</td>
<td>500</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
<td></td>
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<tr>
<td>Description</td>
<td>Amount</td>
<td>Category</td>
<td>Code</td>
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<tr>
<td>Elementary School DI Team Managers (1-4)</td>
<td>1500</td>
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<td>Elementary Computer Coding Club Sponsor (1-2)</td>
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<td><strong>The following stipends are paid upon completion:</strong></td>
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<td></td>
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<tr>
<td>High School UIL Academic Contest Supervisors (1-15)</td>
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<td>Adv A</td>
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<tr>
<td>High School CTE Student Organization Sponsors (unlimited)</td>
<td>350-800</td>
<td>CTE</td>
<td>22</td>
<td>60</td>
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</tbody>
</table>

**Notes:**

- Number in parentheses indicates positions authorized per school, if more than one.
- (a) Signed Job Descriptions must be submitted to the Advanced Academic Office by Nov 1; Competition results must be submitted to the Advanced Academic office by May 1.
- (b) Each stipend can be split amongst two teachers for one team.
- (c) Submit signed Job Descriptions
- (d) Current certification from UIL (RCP) and First Aid, CPR and AED submitted to Athletic Department
- (e) Signed Job Descriptions must be submitted to the Director of State and Federal Programs. Range depends upon criteria and level of competition as established by the Director of State and Federal Programs.

* Up to 4 Pentathlon Sponsors - option to exchange 1 sponsor spot for KAC Sponsor if desired. That would lower the Pentathlon Sponsor to 3.
<table>
<thead>
<tr>
<th>Extra-Curricular</th>
<th>KISD Increment Above Schedule</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fine Arts (a)</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>High School Art Teacher</td>
<td>600</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Assistant Band Director</td>
<td>8,000-12,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Assistant Choir Director</td>
<td>3,000–6,500</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Assistant Dance Team Director</td>
<td>5,000-6,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Assistant Drama Sponsor (2-4)</td>
<td>4,000-6,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Assistant Orchestra Director</td>
<td>6,000–10,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
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<tr>
<td>High School Associate Band Director</td>
<td>8,000-12,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Band Director</td>
<td>16,000-20,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Choir Director</td>
<td>5,000–9,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Color Guard Specialist (1) *</td>
<td>6,000-10,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Dance Team Director</td>
<td>6,000-10,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Drama Sponsor</td>
<td>5,000-7,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>High School Orchestra Director</td>
<td>8,000–12,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>Position</td>
<td>Minimum</td>
<td>Maximum</td>
<td>Department</td>
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<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Intermediate School Art Teacher</td>
<td>300</td>
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<tr>
<td>Intermediate School Assistant Band Director</td>
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<td>8,000</td>
<td>Fine Arts</td>
<td>99</td>
</tr>
<tr>
<td>Intermediate School Assistant Choir Director</td>
<td>3,000</td>
<td>5,000</td>
<td>Fine Arts</td>
<td>99</td>
</tr>
<tr>
<td>Intermediate School Assistant Drama Sponsor (2)</td>
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<td>1,250</td>
<td>Fine Arts</td>
<td>99</td>
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<tr>
<td>Intermediate School Assistant Orchestra Director</td>
<td>3,000</td>
<td>5,500</td>
<td>Fine Arts</td>
<td>99</td>
</tr>
<tr>
<td>Intermediate School Band Director</td>
<td>9,000</td>
<td>10,000</td>
<td>Fine Arts</td>
<td>99</td>
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<tr>
<td>Intermediate School Choir Director</td>
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<td>6,500</td>
<td>Fine Arts</td>
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<tr>
<td>Intermediate School Drama Sponsor (1)</td>
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<td>1,500</td>
<td>Fine Arts</td>
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<tr>
<td>Intermediate School Orchestra Director</td>
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<td>6,500</td>
<td>Fine Arts</td>
<td>99</td>
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<td>Elementary Music (2)</td>
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<td></td>
<td>Fine Arts</td>
<td>99</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>Coaching (*)</th>
<th>Varsity Head Coach</th>
<th>Assistant Coaches</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Baseball</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Basketball</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Cross Country</td>
<td>4,000-8,000</td>
<td>3,000-7,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Diving</td>
<td>1,000-5,000</td>
<td></td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Football (a)</td>
<td>10,000-25,000</td>
<td>4,000-12,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Golf</td>
<td>5,000-10,000</td>
<td>3,500-7,500</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Soccer</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Softball</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Sport Technology</td>
<td>4,000-8,000</td>
<td>3,000-7,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Strength and Conditioning</td>
<td>5,000-9,000</td>
<td>3,500-7,500</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Swimming (c)</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Tennis (c)</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Track</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Trainer (b)</td>
<td>9,000-15,000</td>
<td>3,000-7,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Volleyball</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>High School Wrestling</td>
<td>5,000-10,000</td>
<td>3,500-8,000</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>Sports Position</td>
<td>Minimum Payment</td>
<td>Maximum Payment</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------------</td>
<td>-----------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Intermediate School Assistant Sports Technology</td>
<td>1,000–3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Basketball</td>
<td>3,000–7,000</td>
<td>2,500–6,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Cross Country (d)</td>
<td>1,000–3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Football</td>
<td>5,000–9,000</td>
<td>2,500–6,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Sports Technology</td>
<td>3,000–7,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Strength and Conditioning</td>
<td>3,000–7,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Swimming (d)</td>
<td>1,000–3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Swimming Assistant (d)</td>
<td>500–1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Tennis (d)</td>
<td>1,000–3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Track</td>
<td>3,000–7,000</td>
<td>2,500–6,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate School Volleyball</td>
<td>3,000–7,000</td>
<td>2,500–6,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

(d) Paid at conclusion of season.
<table>
<thead>
<tr>
<th>Certification Based Stipends and Incentives</th>
<th>KISD Increment Above Schedule</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bilingual Stipend (f)(g)</td>
<td>4,500</td>
<td>Teaching &amp; Learning</td>
<td>25 or 35</td>
<td>51</td>
</tr>
<tr>
<td>ESL (Full-time) (d)</td>
<td>500</td>
<td>Teaching &amp; Learning</td>
<td>25</td>
<td>51</td>
</tr>
<tr>
<td>Nurses (e)</td>
<td>(e)</td>
<td>Teaching &amp; Learning</td>
<td>99</td>
<td>XX</td>
</tr>
<tr>
<td>Teacher - CTE/Agriscience (in lieu of visitation period)</td>
<td>2,000</td>
<td>CTE</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td>Teacher - CTE/Health Science Technology (j)</td>
<td>4,000</td>
<td>CTE</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td>Teacher - CTE/Technology Education (k)</td>
<td>2,000</td>
<td>CTE</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td>Secondary Algebra I Addendum (must teach 3 periods) (a)</td>
<td>1,500</td>
<td>Principal</td>
<td>11</td>
<td>XX</td>
</tr>
<tr>
<td>Secondary Computer Science Stipend (must teach 4 periods)</td>
<td>2,000</td>
<td>Principal</td>
<td>11</td>
<td>XX</td>
</tr>
<tr>
<td>Secondary Foreign Language Stipend (must teach 4 periods)</td>
<td>500</td>
<td>Principal</td>
<td>11</td>
<td>XX</td>
</tr>
<tr>
<td>Secondary Integ. P/C Addendum (must teach 3 periods) (a)</td>
<td>1,500</td>
<td>Principal</td>
<td>11</td>
<td>XX</td>
</tr>
<tr>
<td>Secondary Math Stipend (must teach 4 periods) (i)</td>
<td>2,000</td>
<td>Principal</td>
<td>11</td>
<td>XX</td>
</tr>
<tr>
<td>Secondary Science Stipend (must teach 4 periods)</td>
<td>2,000</td>
<td>Principal</td>
<td>11</td>
<td>XX</td>
</tr>
<tr>
<td>Case Manager/Diagnostician - Dual Role</td>
<td>2,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Lead Assistant Technology Specialist of Occupational / Auditory Devices</td>
<td>2,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Lead Occupational Therapist</td>
<td>2,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Licensed Physical and Occupational Therapists</td>
<td>4,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Licensed Speech/Language Pathologists (j)</td>
<td>4,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Lead Nurse Technology Mentor (4) Districtwide</td>
<td>500</td>
<td>Health Services</td>
<td>99</td>
<td>77</td>
</tr>
<tr>
<td>Lead Nurses Precept (3) Districtwide</td>
<td>1,000</td>
<td>Health Services</td>
<td>99</td>
<td>77</td>
</tr>
<tr>
<td>National Board for Professional Teaching Standards Certificate</td>
<td>1,500</td>
<td>HR</td>
<td>11</td>
<td>82</td>
</tr>
</tbody>
</table>
The following stipends are paid upon completion:

| Stipend Description | Amount | Category | Code | Code
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Certificate Endorsement (c)</td>
<td>500</td>
<td>HR</td>
<td>XX</td>
<td>9F</td>
</tr>
<tr>
<td>Degree Advancement (h)</td>
<td>500</td>
<td>HR</td>
<td>82</td>
<td>XX</td>
</tr>
</tbody>
</table>

(a) Received in addition to Math or Science Stipend

(b) Also requires Master’s Degree certificate of clinical competency (CCC).

(c) paid to an employee on a one-time basis for each additional endorsement to his/her Texas Teacher’s Certificate after July 1, 2012 (Full Time FTE or .5 FTE. This does not include Part Time Employees .49)

(d) Stipend will be paid to those assigned to ESL full time personnel if they meet all TEA requirements for the assignment and/or certification.
(e) Up to ten (10) years of local experience will be granted for related, full time work experience outside of public schools to school nurses (RN), Physical Therapists, Occupational Therapists, Licensed Speech Therapist/Pathologists, Licensed School Psychologists, who present acceptable documentation of such work experience and who were appropriately licensed at the time service was rendered.

(f) Certified Bilingual education program teachers.

(g) 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 Chief Learning Officer and the Associate Superintendent of Human Resource Services.

(h) 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.

(i) Secondary Special Education Teachers who teach 4 or more sections of Resource Math and are the Teacher of Record.
| (j) 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 medical field. The teacher must have held a valid medical certification during the credited outside work experience. |

<p>| (k) 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. |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>KISD Increment</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School Webmeister</td>
<td>300</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
</tr>
<tr>
<td>High School Webmeister</td>
<td>500</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
</tr>
<tr>
<td>Intermediate School Webmeister</td>
<td>400</td>
<td>Adv A</td>
<td>99</td>
<td>73</td>
</tr>
<tr>
<td>High School Athletic Department Chairperson</td>
<td>4,000-8,000</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>Intermediate School Athletic Department Chairperson</td>
<td>1,000–3,000</td>
<td>Athletics</td>
<td>91</td>
<td>74</td>
</tr>
<tr>
<td>Klein Intermediate Pilot Mentor Program</td>
<td>4,000</td>
<td>Teaching &amp; Learning</td>
<td>30</td>
<td>11</td>
</tr>
<tr>
<td>Mentors</td>
<td>600 - 1,000</td>
<td>Teaching &amp; Learning</td>
<td>99</td>
<td>98</td>
</tr>
<tr>
<td>Coordinator for the Global Business Pathway</td>
<td>5,000</td>
<td>CTE</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td>CTE Program Coordinator for Agriscience programs</td>
<td>1,500</td>
<td>CTE</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td>DAEP Stipend (e)</td>
<td>1,000</td>
<td>DAEP</td>
<td>28</td>
<td>62</td>
</tr>
<tr>
<td>District Wide Coordinator of Fine Arts Events</td>
<td>4,000</td>
<td>Fine Arts</td>
<td>99</td>
<td>56</td>
</tr>
<tr>
<td>Coordinator of the International Baccalaureate Program</td>
<td>5,000</td>
<td>HSA</td>
<td>31</td>
<td>54</td>
</tr>
<tr>
<td>Assistant Department Chairpersons</td>
<td>$500</td>
<td>Principal</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Department Chairperson - Extra Period</td>
<td>$4,000</td>
<td>HR</td>
<td>11</td>
<td>**</td>
</tr>
<tr>
<td>Department Chairperson (a)</td>
<td>1,000–</td>
<td>Principal</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Instructional Specialists - Secondary - Math and Science</td>
<td>2,000</td>
<td>Teaching &amp; Learning</td>
<td>24/30/31/99</td>
<td>54/84</td>
</tr>
<tr>
<td>Developmental (e)</td>
<td>1,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>District Wide Lead Speech Therapist</td>
<td>2,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Making Connections Teacher (e)</td>
<td>1,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Positive Approaches to Student Success (PASS)(e)</td>
<td>1,000</td>
<td>Special Education</td>
<td>23</td>
<td>52</td>
</tr>
<tr>
<td>Pre-K/Early Childhood Inclusion (d)(e)</td>
<td>1,000</td>
<td>Special Education</td>
<td>33</td>
<td>52</td>
</tr>
<tr>
<td>Position</td>
<td>Stipend</td>
<td>Department</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------</td>
<td>-----------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td><strong>Lead Counselor</strong></td>
<td>$1,500</td>
<td>College &amp; Career Pathways</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td><strong>TEP Stipend(e)</strong></td>
<td>2,000</td>
<td>TEP</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

**Department Head/Asst Department Head are coded 99.XX unless - Health PE 99.55**

Fine Arts 99.56, SE 23.52, CTE 22.60

***Dept Head Extra Period will be campus project unless - Health PE 99/55, Fine Arts 99/56, CTE 22/60 and SE 23/52**

The following stipends are paid upon completion:

- **Elementary Campus GT Liaison**
  - 1,500
  - Adv A
  - 21 58
- **High School Campus GT Liaison**
  - 1,500
  - Adv A
  - 21 58
- **Intermediate Campus GT Liaison**
  - 1,500
  - Adv A
  - 21 58
- **Dual Credit Instructional Stipends (b)**
  - 250-2,000
  - Fund 490
  - 21 00
- **Research and Publication Incentive (c)**
  - 500-750
  - Teaching & Learning
  - 99 98
- **Lead Assistive Technology Specialist**
  - 2,000
  - Special Education
  - 23 52
- **Lead Speech Language Pathologist (SLP)**
  - 2,000
  - Special Education
  - 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) As per DEAA (local)

(d) 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)
<table>
<thead>
<tr>
<th>Curriculum and Instruction</th>
<th>KISD Increment Above Schedule</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEF Campus Champion (g)</td>
<td>500</td>
<td>KEF</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Translation Stipend (b)</td>
<td>250</td>
<td>Principal</td>
<td>99</td>
<td>XX</td>
</tr>
<tr>
<td>Advanced Peace Officer Certificate (c)</td>
<td>2,400</td>
<td>Campus Safety &amp; Support</td>
<td>99</td>
<td>87</td>
</tr>
<tr>
<td>Intermediate Peace Officer Certificate (c)</td>
<td>1,200</td>
<td>Campus Safety &amp; Support</td>
<td>99</td>
<td>87</td>
</tr>
<tr>
<td>Master Peace Officer Certificate (c)</td>
<td>3,600</td>
<td>Campus Safety &amp; Support</td>
<td>99</td>
<td>87</td>
</tr>
<tr>
<td>Bilingual Communication Stipend (a)</td>
<td>1,500</td>
<td>Multilingual</td>
<td>99</td>
<td>XX</td>
</tr>
<tr>
<td>District Diabetes Coordinator</td>
<td>300</td>
<td>Health Services</td>
<td>99</td>
<td>77</td>
</tr>
<tr>
<td>Auto Service Excellence (d)</td>
<td>480</td>
<td>Transportation</td>
<td>99</td>
<td>7X</td>
</tr>
<tr>
<td>Plumber Certification for backflow (d)</td>
<td>250</td>
<td>Maintenance</td>
<td>99</td>
<td>94</td>
</tr>
<tr>
<td>IT Certification (f)</td>
<td>2% Cont Pt</td>
<td>IT</td>
<td>99</td>
<td>71</td>
</tr>
</tbody>
</table>

(a) Bilingual bus drivers, police officers, Parent Liaison Professional will receive a $1,500 annual stipend who use these skills in communicating with students, parents, staff and community members and recommended by the appropriate director. (Will be given an oral proficiency test.) All other positions receiving the stipend must be approved by the Chief Learning Officer and the Associate Superintendent of Human Resources Services.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Non-exempt Staff members who translate 40 or more hours per semester or 6 month period, both oral and written, from English to another language during their normal duty hours will receive a $250 per semester stipend as recommended by their principal or department head. During an activity unrelated to an employee's job responsibilities.</td>
<td></td>
</tr>
<tr>
<td>(c) Annual stipend as indicated for the highest certification level achieved</td>
<td></td>
</tr>
<tr>
<td>(d) Per valid certification</td>
<td></td>
</tr>
<tr>
<td>(e) As needed</td>
<td></td>
</tr>
<tr>
<td>(f) 2% off of Control Pt pay rate for approved certifications for Informational Technology Personnel as approved by the Director of Technology</td>
<td></td>
</tr>
<tr>
<td>(g) $500 for one person at each regular campus + Vistas (**$250 paid in December &amp; $250 paid in May) This must be renewed by the KEF Board of Directors annually.</td>
<td>4828-41-750-99-00 6116CC</td>
</tr>
</tbody>
</table>
Good to Great Compensation
Klein Intermediate School and Wunderlich Intermediate School

The “Good to Great Program” compensation for working the additional 30 minutes per day at Klein Intermediate School and 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):

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>$3,000</td>
</tr>
<tr>
<td>6-10</td>
<td>$3,250</td>
</tr>
<tr>
<td>11-15</td>
<td>$3,500</td>
</tr>
<tr>
<td>16-20</td>
<td>$3,750</td>
</tr>
<tr>
<td>21-25</td>
<td>$4,000</td>
</tr>
<tr>
<td>26-30</td>
<td>$4,250</td>
</tr>
<tr>
<td>31+</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

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.)*
SECTION VII

2017-2018
EMPLOYEE PAY PLAN
Klein Independent School District

Employee Pay Plan

Board Policy and Administrative Procedures Guide

2017-2018
# Table Of Contents

BOARD POLICY DEA (LOCAL) - SALARIES, WAGES, AND STIPENDS ................................................................. 1
PAY PLAN ADMINISTRATIVE PROCEDURES .................................................................................................... 3

1.0 DESCRIPTION OF PAY SYSTEMS .............................................................................................................. 3
  1.2 Minimum Pay Requirements ................................................................................................................... 3
  1.3 Local Pay Plans ........................................................................................................................................ 3

2.0 JOB CLASSIFICATION .............................................................................................................................. 3
  2.1 Purpose and Authority ............................................................................................................................... 3
  2.2 Reclassification of Current Positions ......................................................................................................... 4
  2.3 Salary Adjustments for Job Reclassification ............................................................................................ 4
  2.4 Procedures for Job Classification Review .................................................................................................. 4
  2.5 Classification of New Positions .................................................................................................................. 5

3.0 BASE PAY FOR EXEMPT AND NONEXEMPT EMPLOYEES ........................................................................ 5
  3.1 Classification of Positions as Exempt or Nonexempt .............................................................................. 5
  3.2 Basis of Pay for Exempt Employees ......................................................................................................... 5
  3.3 Prorating Pay for Reduced Work Year ..................................................................................................... 5

4.0 OVERTIME COMPENSATION .................................................................................................................... 5
  4.1 Overtime Defined ..................................................................................................................................... 5
  4.2 Time Records ......................................................................................................................................... 6
  4.3 Authorization of Overtime ......................................................................................................................... 6
  4.4 Compensation for Overtime ...................................................................................................................... 6
  4.5 Use of Compensatory Time ..................................................................................................................... 6

5.0 GENERAL PAY INCREASES ......................................................................................................................... 6
  5.1 Eligibility for General Pay Increase .......................................................................................................... 6
  5.2 Pay Increase Budget ................................................................................................................................. 7
  5.3 General Pay Increase Calculation ........................................................................................................... 7

6.0 INDIVIDUAL EQUITY ADJUSTMENTS ....................................................................................................... 7

7.0 PLACEMENT OF NEW EMPLOYEES ......................................................................................................... 7
  7.1 Option A: Placement by Total Creditable Years of Service ...................................................................... 7
  7.2 Option B: Placement by Individual Job Qualifications ............................................................................ 7
  7.3 Option C: Placement at Minimum of the Pay Range .............................................................................. 7
  7.4 Option D: Other ........................................................................................................................................ 7

8.0 PROMOTION INCREASES ............................................................................................................................ 7
  8.1 Promotion Defined ................................................................................................................................... 7
  8.2 Promotion Increase .................................................................................................................................. 7

9.0 DEMOTION .................................................................................................................................................. 8
  9.1 Demotion Defined .................................................................................................................................... 8
  9.2 Pay Adjustments for Demotion ................................................................................................................. 8

10.0 ADJUSTING PAY-RANGE STRUCTURES ............................................................................................... 8
  10.1 Review of Pay Ranges ........................................................................................................................... 8
  10.2 Amount of Structure Adjustment ........................................................................................................... 9
  10.3 Structure Adjustment Procedure ........................................................................................................... 9

11.0 SUPPLEMENTAL DUTY PAY .................................................................................................................. 9
11.1 Exempt Personnel .................................................................................................................................. 9
11.2 Nonexempt Personnel ................................................................................................................................ 9

REQUEST FOR JOB CLASSIFICATION REVIEW .................................................................................................. 10
WORKSHEET FOR PLACEMENT OF NEW HIRES ................................................................................................ 11
PROMOTION WORKSHEET ..................................................................................................................................... 12
SAMPLE NONEXEMPT EMPLOYEE WEEKLY TIME REPORT .............................................................................. 13
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. Saturday until 11:59 p.m. Friday.

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.
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 pay range.

- 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 x .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 an 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

\[
\text{Times (X)} \quad .10
\]

\[
\underline{\text{Increase Amount: } $1.40}
\]

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

\[
\text{Times (X)} \quad .05
\]

\[
\underline{\text{Increase Amount: } $0.70}
\]

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

<table>
<thead>
<tr>
<th>Unadj. Pay range</th>
<th>Unadjusted Minimum (80% of Control Point)</th>
<th>Unadjusted Control Point</th>
<th>Unadjusted Maximum (120% of Control Point)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,400</td>
<td>$3,000</td>
<td>$3,600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjusted Minimum (80% of Control Point)</th>
<th>Adjusted Control Point (By 2%)</th>
<th>Adjusted Maximum (120% of Control Point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,448</td>
<td>$3,060</td>
<td>$3,672</td>
</tr>
</tbody>
</table>

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 week. 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

Revised 5-4-15
**Worksheet for Placement of New Hires**

**New Hire Data**

Name_________________________ Position_________________________

Pay Grade_____________________

**Duty Schedule**

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Days</th>
<th>Months</th>
<th>Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
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<td></td>
</tr>
<tr>
<td>Midpoint</td>
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<td></td>
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<tr>
<td>Maximum</td>
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</tr>
</tbody>
</table>

**Pay Range**

**Experience**

| Prior Job Experience | | | |
|----------------------| | | |
| Total Years’ Experience | | | |

**Special Skills**

**Current Incumbent Pay Comparison**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Experience</th>
<th>Local Experience</th>
<th>Days</th>
<th>Salary</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>$ ______</td>
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<td></td>
<td>$ ______</td>
</tr>
</tbody>
</table>

*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

Employee ID# ________________

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

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Control Point</th>
<th>Maximum</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Calculate the Standard Promotion Increase

A. % Increase Applied to New Control Point (% x new Control Point) ______________________

B. New Base Pay Rate (result in part A + current base rate) ______________________

C. New Annual Salary (result in part B x new duty schedule) ______________________

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 _____________________________

Rev 3-17-15
Sample Nonexempt Employee Weekly Time Report

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Start Time</th>
<th>Lunch Out</th>
<th>Lunch In</th>
<th>End Time</th>
<th>Hours Worked</th>
<th>Amount of Leave Used</th>
<th>Type of Leave Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
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</tbody>
</table>

**Leave Type Codes:**

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

**Total Hours for Week**

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Overtime</th>
<th>Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

[Complete document]