

Texarkana ISD Compensation Plan 2011-2012

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INTRODUCTION

The TISD Compensation Plan is produced for all TISD employees and community members. It is designed to provide employees and community members information about the district's compensation procedures. The content of this report will be updated each year to reflect any changes that are made. Employees may receive a copy of the TISD Compensation Plan upon request. Copies are also available to community members upon request. It is also available on the TISD web-site www.txkisd.net. All employees are welcomed, invited, and encouraged to bring to the attention of the Administration any concerns related to compensation.

The information contained in this report is for the 2011-2012 fiscal year.

The compensation plan will be updated and changed annually through a process that begins with the development of each year's budget. The TISD Board of Trustees will adopt a compensation plan each year.

The Human Resources Department, regardless of any possible typographical errors contained in this or future compensation reports, shall determine final calculations of all wages and salaries.

TISD employs both contractual and non-contractual staff. Nothing in this report should be construed as an alteration of either the term contract status of contractual positions or the "at will" status of non-contractual positions.

2011-2012 COMPENSATION PLAN HIGHLIGHTS

Budget

Through employee suggestions and the budget committee planning process, several compensation-related items were either reduced or eliminated in order to meet financial goals with the least impact per employee. The budgetary changes to the compensation plan are summarized below.

- **Twelve-month schedule:** The number of work days in a twelve month schedule were reduced from 226 to 222 to reflect district closure from July 5th- 8th.
- **Deferred compensation:** The TIGERS Matching Plan (457 Deferred Compensation) will be eliminated for 2011-2012.
- **High Impact Stipend:** The stipends paid to teachers on campuses with over 92% low socioeconomic students will be discontinued.
- **Signing Bonus:** The \$1000 signing bonus paid to new teachers hired in shortage areas will be eliminated, as it is no longer necessary due to less job openings in these areas.
- **Longevity Stipend:** A stipend of \$200 was paid annually to teachers with over 25 years of experience. This stipend was eliminated in the budget process for 2011-2012.
- **Master's Program:** New applications were not accepted for the master's program for 2011-2012. Employees who are enrolled in the program from past years will continue to

receive full funding for their tuition and books from TISD. New teachers hired to teach in STEM academies for 2011-2012 will receive full funding from the district for graduate STEM courses through TAMU-T and their Master's degrees.

Pay Raises

The budget for 2011-2012 does not include 3% of midpoint raises for all employees. In limited cases, equity adjustments were applied to various job categories through the budgetary process to remain competitive with the job market. Individuals who changed positions or duties received salary adjustments equivalent to their paygrade. Employees must have satisfactory performance (3.0 or above on appraisal) for the 2010-2011 school year to receive an equity increase for the 2011-2012 school year.

GOALS OF THE COMPENSATION PLAN

The goals of the TISD Compensation Plan are:

- Remain competitive with labor markets so that TISD can continue to recruit and retain highly qualified personnel.
- Reflect the varying and changing levels of knowledge, skill, effort, scope, and responsibility required of the different jobs within the school district.
- Reward outstanding performance of exemplary workers.
- Reflect compliance with all federal, state, and local laws and Board policies.

With these goals in mind, TISD has developed a job worth compensation system. A job worth system is designed to provide appropriate pay for the assessed market worth of individual jobs. The system takes into account the knowledge, skills, and effort needed to perform various jobs.

PAY SYSTEMS DESCRIPTION

Purpose and Authority

The TISD compensation system is designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. The Superintendent is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures in the district compensation plan.

Description

Classroom teachers and full-time librarians, counselors and nurses will be paid no less than the state minimum salary schedule based on years of experience. The local salary schedule for staff will be determined annually upon Board approval of the amount budgeted for pay increases.

For other employees, the Superintendent will assign positions to pay ranges that set the minimum and maximum base pay for the position. Jobs are classified for pay purposes on the basis of qualifications and duties as defined by the district, and market surveys of competitive pay rates. All employees will be paid within the assigned pay range unless exceptions are granted by the Superintendent. Pay ranges are reviewed annually and adjusted as needed.

Pay Distribution

Employees will receive paychecks according to the district's payroll schedule. Paychecks are distributed at the employee work location during the school year. During the summer months of June and July, paychecks are mailed to each employee's home address as listed in the Human Resources Department.

The schedule of pay dates for the new school year is as follows. The dates in bold are early paydays due to school holidays.

PAY DATES

July 25, 2011
August 25, 2011
September 23, 2011
October 25, 2011
November 18, 2011
December 15, 2011
January 25, 2012
February 24, 2012
March 23, 2012
April 25, 2012
May 24, 2012
June 25, 2012

PAYROLL DEADLINES*

July 11, 2011
August 8, 2011
September 9, 2011
October 11, 2011
November 7, 2011
December 5, 2011
January 9, 2012
February 10, 2012
March 5, 2012
April 10, 2012
May 11, 2012
June 11, 2012

** All forms must be in the payroll office by the due dates to be included in that month's payroll. Remember, all ATPs must be approved in HR before coming to payroll.*

Direct Deposit

Direct Deposit is the only way to ensure that you will receive your check on time. Direct deposit money is deposited to your bank account on the morning of payroll. In the event you are not on direct deposit, and you lose your check, or it is lost in the mail, it will take **five business days** to receive a replacement check.

For more information regarding paycheck distribution, call the TISD Business Office at 903-794-3651 ext. 1021.

JOB CLASSIFICATION

Classification

Job classification determines the assigned pay range for a position and is based on an assessment of job qualifications and assigned duties. All jobs are classified on the basis of common factors that include the level of skill, effort and responsibility of assigned duties and working conditions. The Human Resources office has collected job information, evaluated jobs for pay classification purposes, conducted a market survey, and recommended pay-grade assignments. The Superintendent has final authority concerning job classifications.

The basic classification system is organized in four major divisions:

- Professional
- Para-Professional
- Auxiliary
- Information Technology

The compensable factors used in the job classification process include the following:

Knowledge

- Amount of education required for the job
- Amount of expertise required for the job
- Amount of experience required for the job
- Amount of structure inherent in the job
- Level of difficulty in the job
- Level of supervision received in the job

Decision Making

- Clarity of choices in decision making
- Scope of planning required in decision making
- Degree of interpersonal communications required
- Level of personal autonomy and responsibility

Job Responsibility/Accountability

- Level of organizational impact of the job
- Level of responsibility for financial assets
- Level and scope of interpersonal, business and public communications

Working Conditions

- Environment

Job Reclassification

Pay-grade assignments may be changed based on changes in the job duties assigned or changes in the competitive job market. A job reclassification occurs when the same position is moved to a different pay grade. A job reclassification is not the same as an employee promotion to a different job. No immediate pay change will result from reclassification actions if the employees are already paid within the new pay range. An upward or downward job reclassification will result in greater or lesser potential for pay advancement.

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

1. The immediate supervisor of a position may request a classification review during the time of the year designated by the Human Resources office. The designated time for classification review will be April 1st through June 1st.
2. The Human Resources office is responsible for reviewing the information, obtaining additional information if needed, and reevaluating the compensable job factors.
3. The Human Resources office will prepare a recommendation for final approval. The Human Resources office will notify the supervisor and employee(s) of any action taken and its effective date.

New Positions

New budgeted positions must have a written job description. The Human Resources office will recommend the initial 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.

EXEMPT/NONEXEMPT PAY BASIS

Classification

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act. The Human Resources office will determine the classification of each position based on a description of assigned job duties and the method of compensation. Generally, an employee is exempt if the employee's primary duties are executive, administrative, or professional as defined in federal regulations and the employee is compensated on a salary basis.

Exempt Pay Basis

Exempt employees are paid on a monthly salary basis for the number of months in their annual employment period. Exempt employees are not entitled to overtime compensation. Exempt employees are paid to perform a job and compensation is not based on an hourly rate.

Nonexempt Pay Basis

Nonexempt employees are paid on an hourly or daily wage basis for all hours worked each week.

OVERTIME

Overtime Compensation

Nonexempt employees who work more than 40 hours in any work week will receive overtime compensation at time-and-a half rates in compensatory time off or pay. Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization from their supervisor. Required overtime will be compensated with compensatory time off whenever possible.

An employee's regular work schedule may be adjusted during the week to prevent overtime. The district's workweek begins at 12:01 a.m. on Sunday and ends at 12:00 p.m. on Saturday. Official time records of all hours worked, including overtime, and all compensatory time earned and used each week shall be maintained within each department/campus for all nonexempt employees.

Use of Compensatory Time

Compensatory time may be accumulated up to a maximum limit of 80 hours at time-and-a-half rates. Compensatory time should be taken prior to using other employee leave. Compensatory time accrued should be used or paid before the end of the fiscal year.

Authorization of Overtime

A supervisor must approve all overtime worked in advance. Supervisors are responsible for preventing unauthorized overtime. Prior authorization is obtained upon the completion of the Overtime Approval Form signed by the employee's current supervisor. If this form is not signed prior to the overtime work, the time will be considered unauthorized, and the employee may receive a written reprimand regarding working beyond the regular schedule. Supervisors of nonexempt employees must ensure an agreement or understanding with the employees regarding the form of compensation for overtime (compensatory time off or cash) prior to the employee working overtime hours.

Time Clocks/Hourly Employees

The Employee Identification Number, as listed on your badge, will serve as the employee ID for time clock purposes. This number is to be used to clock in and clock out.

Time clocks have been placed at various locations throughout the district, and employees must clock in and out on the clock that is designated by their supervisor. Be sure to follow the time shown on the time clock and not the time of other clocks. If your clocking terminal does not function properly, you should report this immediately to the Technology Department or to your supervisor.

Only **YOU** may clock in and out for yourself. Violation of this policy is grounds for immediate involuntary termination of employment for the employee who clocks in for another employee, and for the employee who allows another employee to clock in for him/her. **NEVER CLOCK ANOTHER EMPLOYEE'S TIME FOR ANY REASON.** Willful falsification of work or absence records is grounds for immediate involuntary termination of employment.

If you leave the campus/department for a personal reason, you must clock out. You must have authorization from your supervisor to leave the campus/department for any reason during scheduled work time.

You are expected to report to work promptly at your scheduled time. Students and the jobs of other workers are dependent on you to be timely and to be ready to work at your start time. Hourly employees are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

You may clock in up to five minutes before the start of your scheduled work time. If you clock in later than five minutes after your scheduled start time, the timekeeping system will record you as "tardy". This five-minute grace period is to be used only on an occasional, emergency basis. Abuse of the grace period may result in corrective action.

WORK CALENDARS

Work calendars and required duty days are designated by the Superintendent. TISD has established four work calendars designated as 10 month, 10½ month, 11 month, and 12 month positions. They are as follows for the 2011-2012 school year.

Ten Month	187 days	August 16, 2011 through June 8, 2012
Ten and a Half Month	197 days	August 9, 2011 through June 15, 2012
Eleven Month	207 days	August 2, 2011 through June 22, 2012
Twelve Month	222 days	July 1, 2011 through June 30, 2012
Twelve Month	261 days	July 1, 2011 through June 30, 2012

COMPENSABLE TIME

An exempt employee's salary includes compensation for all scheduled work days during the employment period. All salaries will be paid out in equal payments over a twelve-month calendar period regardless of the number of months assigned to the position.

Nonexempt employees are paid on an hourly or daily wage basis for all hours worked plus earned paid leave benefits. If breaks and meal periods of less than 30 minutes are provided, the time shall be included as compensable time worked for nonexempt employees.

DOCKING PAY

Purpose

An employee's pay will be reduced in whole-day or half-day increments for absences that occur on a scheduled work day after all paid leave benefits have been exhausted.

Calculation of Dock Rates

Nonexempt employees will be docked on the basis of their regular daily wage rate. For docking purposes, annual salaries of exempt employees will be converted to daily increments on the basis of all compensable time during the salary period.

Dock Schedule

For pre-approved medical leave, absence docks may be scheduled over a period ranging from one to six months following the absence(s). For all other absences, the total dock will be scheduled in the month immediately following the absence(s). Regardless of the docking schedule, when an employee leaves employment with the district for any reason, the total dock balance will be deducted from the final paycheck.

EMPLOYEE PAY INCREASES

Purpose and Eligibility

Employee salaries and wages are reviewed by the Superintendent annually for adjustment. An employee's performance must be satisfactory and "Meet Expectations" to receive a pay increase, unless exceptions are granted by the Board. General pay increases are given to employees to reward continued service to the district and to retain employees through competitive pay practices. Employees must have worked for the district for at least six months to be eligible for a general pay increase. In any event, classroom teachers and full-time librarians, counselors and nurses will be paid at least the minimum salary on the state salary schedule.

Pay Increases/Budget

The Superintendent will recommend an amount for employee pay increases to the Board each year as part of the annual budget process. Budget recommendations for pay increases will be based on available revenue, cost of living increases, 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.

General Pay Increases

The percent increase approved by the Board will be applied to the mid-point of each employee's pay range to calculate general pay increases. No employee may be paid over the maximum of the assigned pay range without Board approval. An employee who is already at maximum pay will not receive a pay increase unless an adjustment to the pay range is made or an exception is granted. Pay increases for classroom teachers and full-time librarians, counselors and nurses will be planned in accordance with adjustments to the state minimum salary schedule.

Equity Adjustments

The Superintendent may make adjustments to individual employee salaries to correct identified pay deficiencies or inequities. Individual equity adjustments may not exceed the payroll budget approved by the Board.

PROMOTION INCREASES

Promotion Defined

A promotion occurs when an employee is selected for a different job in a higher pay range. Reclassification of an existing job does not constitute a promotion. Promotions must be made effective at the beginning of a new payroll period.

Promotion Increase

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases are awarded in addition to any general annual pay raise given. The Superintendent or designee in accordance with these guidelines will determine promotion increases.

Guidelines

1. If an employee's salary is below the mid-point of the new pay range, the promotion increase may be up to 8% of the new mid-point rate.
2. If the salary is above the mid-point of the new pay range, the promotion increase may not exceed 4 percent of the new mid-point rate.
3. Consideration will also be given to the salaries of other employees in the same position.
4. Employees who are promoted will not be paid less than the minimum or more than the maximum of the assigned pay range without Superintendent approval.

HIRING

Position Control

TISD has established a system for the hiring and transferring of employees. The TISD Position Control System precisely defines every position within the organization and systematically attaches every employee to a specific position. This system is established to set up a process for checks and balances between the Human Resources office and the annual budget. This system creates greater internal control, provides an instant overview of staffing, and ensures positions are not created without proper funding. It also simplifies the budget process, provides closer connection between the Human Resources and the Business office, and permits tracking of new employees and employee transfers.

Salary Placement for Full-time Teachers, Librarians, Counselors and Nurses

Hiring rates for full-time classroom teachers will be based on creditable years of experience according to state regulations and the district's salary schedule. Creditable experience is experience in accredited school districts, as determined by the Texas Education Agency and recorded on the employee's official service record. Salary schedules are subject to change each year.

Other Personnel

Hiring rates for all other employees will be determined on an individual basis based on job-related qualifications, salary history, and salaries of other employees in the position. Job postings may advertise a starting salary range up to the midpoint of the pay range.

Hiring rates for persons other than full-time teachers, librarians, counselors and nurses will be set in accordance with these guidelines:

1. New hires in positions that require little or no previous job experience will be placed at the minimum of the pay range whenever possible.
2. Persons with previous job experience or special skills may be hired at a rate comparable to their experience level. Starting pay will be determined with consideration given to each new employee's qualifications for the job, market competition and previous salary history.
3. Whenever possible, new employees will not start at pay rates above other district employees with comparable experience in the same position.

DEMOTION

Demotion Defined

A demotion occurs when an employee is reassigned to a different job with a reduction in their base pay. Demotions may be voluntary or involuntary. A demotion does not occur as the result of general salary structure or position reclassification change or reassignment to another position that does not result in a base pay reduction.

Pay Changes

When a pay reduction is made, the employee's base rate will generally be reduced to the same relative position in the new pay range. Pay adjustments may also be made for a longer or shorter work year associated with the demotion.

ADJUSTING PAY STRUCTURES

Adjustment Process

District pay structures will be reviewed annually and adjusted as needed by the Superintendent with approval of the Board. Pay ranges will be adjusted on a regular basis to ensure that the pay structure remains competitive and maintains its value against inflation. The percent of structure adjustment will be applied equally to the minimum, mid-point, and maximum rate of each pay range to preserve the design of the structure.

SUPPLEMENTAL DUTY PAY

Supplemental Duty Compensation

Supplemental pay occurs in addition to, but separate from, the employee's regular, contracted salary. Supplemental pay is authorized by the Board of Trustees on a year-to-year basis and is not a property right. Supplemental pay is discontinued upon cessation of the assignment originally generating it or upon the occurrence of any other event, which would cause the employee to become ineligible to receive the supplement. In the area of supplemental pay, as in other areas of compensation, TISD strives to maintain amounts that are competitive within our market.

Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated with salary stipends according to the district's supplemental duty pay schedule approved by the Board. Nonexempt employees who are assigned supplemental duties will be compensated on an hourly basis including overtime compensation when necessary.

Stipend Pay Distribution

Salary stipends in amounts less than \$2500 will be paid in lump sum payments twice a year in December and May. Amounts greater than \$2500 will be distributed in the employee's regular paycheck, unless the Superintendent approves other arrangements. Before any salary stipends are distributed, the supervisor must sign and approve the supplemental duties on the district stipend control sheet.

OTHER COMPENSATION PROGRAMS

Texarkana ISD Tuition-Paid Master's Degree Programs

Master of Education Degree in Science, Technology, Engineering, and Math (STEM). Texas A&M University/Texarkana and TISD have joined together and developed the graduate degree program that is a Master of Education Degree in Curriculum and Instruction with a concentration in STEM. The new degree program requires 18 hours in professional educational pedagogy classes and 18 hours in a specified content area. TISD will pay for all tuition and book costs for the program. The new teachers hired to teach in a STEM academy each year will be admitted into the STEM Master's Degree Program.

All STEM teachers will take two STEM curriculum courses during the summer before the first year of employment. Teachers who are hired after the start of the summer courses will make up the courses the following summer. STEM teachers who hold a master's degree upon hire will complete the program after the summer STEM courses. Teachers without a master's degree upon hire will move through the pedagogy courses as a cohort and complete the degree program in three years.

The degree program will be focused on current best practices, successful research and strategies to increase student achievement in the classroom. Texarkana ISD will pay for the tuition and books for the required classes. Teachers must maintain a B average in each class or reimburse the district for tuition costs. They must also remain in the district for three years after the completion of the coursework or reimburse the district for the tuition paid for the program. Each year that a teacher remains in the district after the completion of the program is a year that "pays back" or "forgives" the tuition costs with all of the costs being negated after the third year of service after the completion of the program.

Master of Education Degree in Curriculum and Instruction

For the 2011-2012 school year, new applications will not be accepted for the traditional master's program in curriculum and instruction. Teachers who are currently enrolled in the program will continue to receive full district funding for tuition, fees, and books until completion of their degree.

Master of Education Degree in Educational Administration

For the 2011-2012 school year, new applications will not be accepted for the educational administration master's degree program. Administrative interns who are currently enrolled in the program will continue to receive full district funding for tuition, fees, and books until completion of their degree.

For the current educational administration participants, it is important to remember that:

- the number of Leadership Intern Program participants selected will be based annually on available budgetary funds;
- the Leadership Interns selected may be placed in full time Administrative Intern positions in the district OR may remain in their teaching positions while completing their coursework;
- all Leadership Interns will be provided opportunities to attend district administrative and leadership trainings throughout the year. Leadership interns will also be provided additional responsibilities on the campus to assist in training them in leadership roles;
- the number of years in the Leadership Intern program may vary and will be determined by the number of courses and training required for each individual intern;
- with TISD paying for tuition and books for the Leadership Intern, the participant must commit through a written district contract, to remain in the district for three (3) years after the completion of their graduate degree in educational administration or reimburse the district for the costs of the program.

TISD Master's Degree Program Frequently Asked Questions

What are the basic requirements for applying for the TISD Tuition Paid Master's Degree Programs?

2.5 undergraduate GPA

One year of experience in TISD

Recommendation from Principal

Completed TISD Master's Degree Program Application

One page essay on why you are interested in obtaining a graduate degree.

Will the district pay for the tuition and books?

Yes, TISD will pay for the tuition costs and required books for each class. Tuition will be paid directly to the university. At the end of the class, the books may be returned to TISD and can be used for future teachers in the program.

Are there any grade requirements in the graduate classes?

Yes, students will be expected to make at least a B in each graduate course or reimburse the district for tuition costs for the class.

What if the employee does not finish the program....what if they take 3 classes and then drop out?

If an employee drops out of the program, they will be required to reimburse the district for tuition and book costs that had been spent up until that time.

What if an employee completes the degree program but then leaves the district two years after completion of the degree (which does not meet the three year requirement to stay)?

The employee would then have to reimburse the district for one year of tuition costs because the teacher only stayed two years after completion. Each year that an employee stays in the district after the completion of the degree, one year of tuition costs is "forgiven" for the employee.

Exemplary Stipend - Performance Incentive Plan

TISD staff members on campuses with an exemplary rating for the year based on the Texas AEIS accountability system will receive performance pay as outlined below when official Texas AEIS campus ratings are released. Staff members must be employed at the time of performance pay distribution to receive the performance pay stipend. The only exception to this rule is if the staff member retired in good standing and is eligible for rehire. Part time staff on the campus will receive an appropriation of the stipend based on the percentage of time working on the campus.

Teachers - \$500.00

Professionals other than teachers - \$500.00

Para-Professional and Auxiliary Staff - \$200.00

Teacher Shortage Stipends

A shortage stipend of \$3,500 per year will be paid to certified teachers who teach a full schedule of academic coursework in the following grade levels/subject areas:

- 8-12 Science & Special Ed. Science
- 8-12 Math & Special Ed Math
- PK-2nd Bilingual

This stipend is due to the high market demand and need in these areas, given a limited supply of teaching candidates. Teachers must meet state certification and federal No Child Left Behind (NCLB) Highly Qualified teacher requirements in the subject assigned to be eligible to receive the \$3500 stipend amount. Teachers assigned to an approved shortage area without appropriate certification will receive half of the stipend (\$1750) until full certification and NCLB highly qualified status is obtained.

This stipend is not based on the value of one subject area over another, but based solely on supply and demand to enable us to compete in the market. A recent statewide survey of teacher market salaries determined that 77% of school districts with similar student enrollment pay shortage area stipends. There are also nine districts in our immediate area that pay this type of shortage stipend.

If you are certified in either high school Math or Science, but are not currently teaching in these areas, and have an interest in teaching in high school math or science, we encourage you contact the Human Resources office at 903-794-3651, ext. 1012. Certified teachers wishing to obtain additional certification in secondary Math or Science may do so by taking and passing the appropriate TExES certification exam. If you are interested in registering for an exam, please visit www.texas.ets.org. For assistance or additional information regarding certification, please contact the Human Resources Office, at 903-794-3651 ext. 1012.

Texarkana ISD Scale for 2011-2012

Teacher, Counselor, Librarian

Step / Years Completed	TISD Bachelor's Scale 2011-2012	TISD Master's Scale 2011-2012
0	\$37,840	\$38,840
1	\$37,940	\$38,940
2	\$38,040	\$39,040
3	\$38,140	\$39,640
4	\$38,240	\$40,060
5	\$38,440	\$40,240
6	\$38,740	\$40,540
7	\$39,760	\$41,560
8	\$40,830	\$42,630
9	\$41,840	\$43,640
10	\$42,840	\$44,640
11	\$43,940	\$45,740
12	\$44,840	\$46,640
13	\$45,840	\$47,640
14	\$46,440	\$48,240
15	\$47,240	\$49,040
16	\$48,540	\$50,340
17	\$49,040	\$50,840
18	\$49,640	\$51,440
19	\$50,240	\$52,040
20	\$51,340	\$53,340
21	\$51,740	\$53,740
22	\$52,040	\$54,040
23	\$52,240	\$54,240
24	\$52,440	\$54,440
25	\$52,640	\$54,640

+ \$3,500 Shortage Stipend for grades 8-12 Math and Science
+ \$3,500 Shortage Stipend for PK-2nd grade Bilingual Teachers

TISD 2011-2012 Payscale Nurses

Step	State Scale
0	\$28,160
1	\$28,750
2	\$29,330
3	\$29,920
4	\$31,160
5	\$32,400
6	\$33,640
7	\$34,790
8	\$35,880
9	\$36,910
10	\$37,880
11	\$38,800
12	\$39,680
13	\$40,490
14	\$41,270
15	\$42,000
16	\$42,700
17	\$43,350
18	\$43,970
19	\$44,560
20	\$45,110

Texarkana ISD Professional Salary Paygrades 2011-2012

	Minimum	Mid-Point	Maximum
PAYGRADE: P-0			
Substitute Teacher	\$ 60.00	\$ 80.00	\$ 100.00
Degreed	\$60 daily		
Certified	\$70 daily		
Teacher Intern	\$100 daily		
PAYGRADE: P-1	\$ 26,000	\$ 35,526	\$ 48,000
Academic Advisor			
Administrative Intern			
Asst Director Child Nutrition			
Athletic Instructor			
Athletic Trainer			
Behavior Support Specialist II			
COORDINATOR			
Childcare Services and Risk Management			
Human Resources			
Professional Development, CATE, Summer Programs			
Transportation			
Social Worker			
SPECIALIST			
Compensation and Position Control			
Employee Benefits			
Graphic Design			
Instructional Technology			
Instructional Services SPED & Grants Specialist			
Library and Media			
Payroll			
Student Information			
Speech Pathologist (non-ASHA certified)			
Counselor, Librarian and Teacher (See Teacher, Counselor, and Librarian Payscale)			
Nurse (See TISD Nurse Payscale)			
PAYGRADE: P-2	\$ 45,000	\$ 56,500	\$ 63,500
Assistant Principal (Elementary)			
Chief Accountant			
Comptroller (Child Nutrition)			
COORDINATOR			
Assessment, Counseling & 504			
Curriculum and Instruction			
Elem Library Programs/ Secondary Advisor			
Gifted and Talented Programs			
Multilingual Education			
Quality Assurance			
Special Education			
Testing & Student Services (Middle School)			
Curriculum Coach (Elem)			
Diagnostician			
Director of Transportation			
Occupational Therapist			
Options Counselor			
Physical Therapist			
School Psychologist Licensed Specialist			
Speech Pathologist (ASHA certified)			
PAYGRADE: P-3	\$ 50,000	\$ 61,020	\$ 72,000
Assistant Director of Maintenance			
Assistant/Associate Principal (Middle School)			
Chief of Police			
Curriculum Coach (Middle/High School)			
DIRECTOR			
Performing Arts			
STEM			
Purchasing & Special Events			
Risk Management & Child Care Services			
Lead Curriculum Coordinator			
Principal (EDAEP, RISE, SDAEP, TILC)			
PAYGRADE: P-4	\$ 55,000	\$ 65,901	\$ 77,000
Assistant/Associate Principal (High School)			
DIRECTOR			
Adult Education			
Child Nutrition			
Human Resources			
Maintenance & Construction			
PAYGRADE: P-5	\$ 60,000	\$ 77,000	\$ 89,000
Chief Financial Officer			
Director of Curriculum and Instruction			
Director of Special Populations and Title			
EXECUTIVE DIRECTOR			
Athletics			
Public Relations			
Quality Assurance			
Principal (Elementary)			
PAYGRADE: P-6	\$ 70,000	\$ 85,000	\$ 98,000
Assistant Superintendent for Alternative Educator			
Assistant Superintendent for Student & Community Development			
Chief Operating Officer			
Principal (Middle School, High School)			
PAYGRADE: P-7	\$ 81,000	\$ 96,000	\$ 112,000
Deputy Superintendent			

Texarkana ISD Para-Professional Paygrades 2011-2012

	Pay Type	Minimum	Midpoint	Maximum
PayGrade: PP-0	HRLY	\$7.25	\$8.35	\$9.75
Student Worker				
Substitute Aide				
Technology Aide				
PayGrade: PP-1	HRLY	\$7.75	\$9.71	\$11.50
Clerical Aide				
Child Care Worker				
Instructional Aide I (Regular/Special Education)				
Library Aide				
PayGrade: PP-2	HRLY	\$8.71	\$10.34	\$12.32
Daycare Specialist				
Special Assignment Aide				
CATE				
Computer Lab				
ISS				
Learning Lab				
Partners In Education				
Physical Education				
Special Education				
Student Attendance Aide (HS and MS)				
PayGrade: PP-3	HRLY	\$9.57	\$12.08	\$14.22
Administrative Secretary I				
Adult Education				
ChildCare				
Maintenance				
Public Safety				
Bilingual Aide				
Choral Aide				
Health Aide				
Child Care Assistant Site Supervisor				
Research and Design Facilitator				
Print Shop Assistant				
Receptionist				
Student Attendance Clerk (Elem)				
Student Attendance Specialist (HS)				
PayGrade: PP-4	HRLY	\$12.00	\$14.05	\$17.00
Administration Accounting Clerk				
Admin Secretary II				
High School Secretary				
Human Resources				
Middle School Secretary				
Quality Assurance				
Bookkeeper (THS)				
Child Care Site Supervisor				
Student Attendance Officer (HS and MS)				
PayGrade: PP-5	HRLY	\$13.21	\$15.72	\$18.50
Accounts Payable Specialist	YR(187)	\$18,527.03	\$22,047.30	\$25,946.25
Administrative Assistant	YR(222)	\$21,994.65	\$26,173.80	\$30,802.50
Athletics	YR(261)	\$25,858.58	\$30,771.90	\$36,213.75
Child Nutrition				
Community Involvement				
Elementary Campus				
High School Campus				
Middle School Campus				
Options				
Purchasing				
Child Nutrition Inventory Control Specialist				
Print Shop Manager				
Receiving Manager				
Registrar (MS)				
PayGrade: PP-6	HRLY	\$14.00	\$17.42	\$19.61
Behavior Support Specialist I	YR(187)	\$19,635.00	\$24,431.55	\$27,503.03
Student Recruitment/Transition Specialist	YR(222)	\$23,310.00	\$29,004.30	\$32,650.65
PayGrade: PP-7	HRLY	\$16.00	\$18.32	\$23.00
Case Manager	YR(187)	\$22,440.00	\$25,693.80	\$32,257.50
Registrar (HS)	YR(222)	\$26,640.00	\$30,502.80	\$38,295.00
Administrative Assistant to the Superintendent & Board of Trustees				

Texarkana ISD Auxiliary Paygrades 2011-2012

	Type	Minimum	Midpoint	Maximum
PAYGRADE: A-0	Hrly	\$7.25	\$8.35	\$9.55
Bus Monitor/Aide Child Nutrition Production Assistant				
PAYGRADE:A-1	Hrly	\$7.50	\$9.50	\$11.37
Athletic Trainer Assistant Bakers Cooks Cross Walk Guards Athletic Groundskeeper General Laborer Grounds Maintenance Helper (Painter, Carpenter, Mechanic) Warehouse Delivery I - Intercampus Mail				
PAYGRADE: A-2	Hrly	\$7.90	\$9.96	\$12.52
Building Maintenance Cafeteria Asst. Manager Child Nutrition Catering Child Nutrition Delivery Driver I Painter I Security Officer Shuttle Driver				
PAYGRADE: A-3	Hrly	\$8.43	\$10.63	\$14.47
Building Maintenance Lead Child Nutrition Delivery Driver II Painter II Warehouse Delivery II				
PAYGRADE: A-4	Hrly	\$9.15	\$11.76	\$15.65
Cafeteria Manager Carpenter I General Maintenance Skilled I Grounds Foreman Mechanic Snack bar Manager				
PAYGRADE: A-5	Hrly	\$10.00	\$13.60	\$17.60
Building Maintenance Manager Carpenter II Child Nutrition Education Coord/Intern Child Nutrition Warehouse Supervisor Electrician I General Maintenance Skilled II HVAC I Painter III Pest Control Specialist Plumber I Risk Management Technician Support Services Technician				
PAYGRADE:A-6	Hrly	\$ 13.05	\$ 15.70	\$ 21.65
Carpenter III	YR(222)	\$23,176.80	\$27,883.20	\$38,450.40
Child Nutrition Maintenance	YR(261)	\$27,248.40	\$32,781.60	\$45,205.20
Coordinator of Building Maintenance Electrician II Executive Chef General Maintenance Skilled III HVAC II Plumber II Refrigeration Repairman/Certified Textbook Manager				
PAYGRADE: A-7	Hrly	\$15.00	\$18.21	\$25.00
Electrician III	YR(222)	\$26,640.00	\$32,340.96	\$44,400.00
General Manager of University Dining	YR(261)	\$31,320.00	\$38,022.48	\$52,200.00
HVAC III Maintenance Foreman Plumber III Police Officer				

Texarkana ISD Information Technology Paygrades 2011-2012

		Minimum	Midpoint	Maximum
Paygrade 1	Hourly	\$ 7.25	\$ 8.66	\$ 10.45
Hardware Technician Audio-Visual Technician				
Paygrade 2	Hourly	\$ 15.00	\$ 18.72	\$ 21.00
Administrative Assistant Infrastructure Technician Network Technician Technology Trainer				
Paygrade 3	Hourly	\$ 18.23	\$ 23.00	\$ 27.00
Applications Developer Help Desk Manager Network Specialist Senior Infrastructure Technician Technology Specialist				
Paygrade 4	Hrly	\$ 25.50	31.27	36.58
Network Analyst	Yr (222)	\$ 43,221.24	\$ 52,061.95	\$ 60,902.65
Network Administrator	YR(261)	\$ 53,242.45	\$ 65,291.76	\$ 76,379.04
System Administrator				
Paygrade 5	YR (222)	\$ 51,079.65	\$ 63,849.56	\$ 72,690.27
Director of Information Technology				

Texarkana ISD
Crosswalk, SPED Bus Driver and Deaf Education Paygrades 2011-2012

TISD Crosswalk Attendants Payscale 2011-2012		
Years Exp	Daily Rate	
0	\$	15.00
1	\$	15.00
2	\$	20.00
3	\$	20.00
4+	\$	25.00

TISD SPED Bus Driver Scale 2011-2012		
Years Exp	Amount per day	
0	\$	86.00
1	\$	96.00
2	\$	96.00
3	\$	96.00
4	\$	96.00
5	\$	96.00
6	\$	96.00
7	\$	98.00
8	\$	98.00
9	\$	100.00
10	\$	100.00
11	\$	104.00
12	\$	104.00
13	\$	107.00
14	\$	107.00
15+	\$	110.00

TISD Deaf Education Paygrade 2011-2012				
Title		Minimum	Midpoint	Maximum
Communication Specialist	Hourly	\$ 14.00	\$ 19.50	\$ 25.00
Interpreter II (TX Cert)	Hourly	\$ 16.00	\$ 21.50	\$ 27.00

**Texarkana Independent School District Stipend Schedule
2011-2012**

Type of Supplemental Duty	Stipend
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MUSIC	
HS Band and Percussion Specialist	\$ 9,000.00
HS Band Assistant	\$ 6,500.00
HS Choir	\$ 5,000.00
HS ColorGuard	\$ 2,500.00
HS Drill Team	\$ 5,000.00
MS and HS Band/Red Lick Band	\$ 7,500.00
MS Band	\$ 10,500.00
MS Choir	\$ 5,000.00

MIDDLE SCHOOL	
MS Asst. Student Council Sponsor	\$ 1,500.00
MS Lead Student Council Sponsor	\$ 4,000.00
MS Pep Squad Co-Chair	\$ 1,000.00
MS Robotics	\$ 1,500.00
MS Student Success Program	\$1,500.00-\$5,000.00
MS Team Leader	\$ 1,000.00
MS Tiger Vision Junior	\$ 3,000.00
MS UIL Coach	\$ 300.00
MS UIL Coordinator	\$ 1,000.00
MS Yearbook Sponsor	\$ 3,000.00

HIGH SCHOOL	
9th Grade Team Leader	\$ 1,000.00
Debate Sponsor	\$ 2,000.00
Dual Credit Class (First Section Taught)	\$ 1,500.00
Dual Credit Class (Each Additional) up to \$5000 max	\$ 500.00
Drama Sponsor	\$ 6,000.00
Grounds Improvement Program	\$ 2,500.00
HS Cheer Sponsor	\$ 3,500.00
HS Department Chair	\$ 2,000.00
HS Detention and Supervision	\$ 2,500.00
HS Leadership	\$ 2,000.00
HS National Honor Society Sponsor	\$ 750.00
HS Student Council	\$ 5,000.00
HS Student Council Co-Sponsor	\$ 4,500.00
HS Technology Coordinator	\$ 2,500.00
HS Theater Technical Director	\$ 6,000.00
HS UIL Academic Coordinator	\$ 3,000.00
HS Yearbook/Newspaper Sponsor	\$ 6,000.00

CAREER and TECHNOLOGY	
Agriculture/Horticulture Maintenance	\$ 3,000.00
Technology Coordinator	\$ 2,500.00
Projects	\$ 14,700.00
Video Library	\$ 1,500.00

**Texarkana Independent School District Stipend Schedule
2011-2012**

Type of Supplemental Duty	Stipend
ATHLETICS	
Academic Coordinator	\$ 1,500.00
Assistant Coach Major	\$ 1,500.00
Assistant Coach Minor	\$ 1,000.00
Assistant Head Coach	\$ 1,500.00
Assistant Varsity Football	\$ 3,000.00
Assistant Varsity Other	\$ 2,500.00
Asst. Girls Coordinator	\$ 1,000.00
Defensive/Offensive Coordinator	\$ 2,500.00
Girls Coordinator	\$ 3,000.00
<i>Head Coach Major</i>	
First Head Coach	\$ 3,000.00
Second Head Coach	\$ 2,000.00
<i>Head Coach Minor</i>	
First Head Coach	\$ 2,000.00
Second Head Coach	\$ 1,000.00
Middle School Assistant	\$ 1,500.00
Middle School Base	\$ 2,000.00
Middle School Coordinator	\$ 2,500.00
Middle School Head Coach	\$ 3,000.00
MS Cheerleader Coach	\$ 3,000.00
Off-Season Coordinator	\$ 2,500.00
Scouting (High School)	\$ 500.00
Summer Programs	\$ 3,500.00
Varsity Major Base	\$ 2,500.00
Varsity Major Base/Football	\$ 3,500.00
Varsity Minor Base	\$ 2,000.00
OTHER STIPENDS	
Administrative Intern	\$ 3,000.00
Campus PIE Contact	\$ 1,000.00
Fine Arts	\$ 500.00
Health Services Coordinator	\$ 3,000.00
Instructional Technology Specialist	\$ 2,000.00
Master Teacher	\$ 10,000.00
Police Admin/Trainer	\$ 2,000.00
Police Certification (Intermediate/Adv/Masters)	\$ 600/ 1,200/ 1,800
Police Community Orientated Policing	\$ 2,000.00
Police Crosswalk Coord.	\$ 2,000.00
Police Internal Investigations	\$ 1,000.00
Police K-9	\$ 3,000.00
Police Sergeant	\$ 4,000.00
Shortage Stipend	\$ 3,500.00
Secondary DAEP Extended Day	\$ 2,000.00

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LEGAL)

MINIMUM SALARY
SCHEDULE —
EDUCATORS

The District shall pay each classroom teacher, full-time librarian, full-time counselor, or full-time nurse not less than the minimum monthly salary, based on the employee's level of experience, specified in Education Code 21.402 and 19 Administrative Code 153.1021.

DEFINITIONS

'CLASSROOM
TEACHER'

"Classroom teacher" means an educator who teaches an average of at least four hours per day in an academic or career and technology instructional setting, focusing on the delivery of the Texas Essential Knowledge and Skills, and who holds the relevant certificate from SBEC. Although noninstructional duties do not qualify as teaching, necessary functions related to the educator's instructional assignment, such as instructional planning and transition between instructional periods, should be applied to creditable classroom time.

'LIBRARIAN'

"Librarian" means an educator who provides full-time library services and holds the relevant certificate from SBEC.

'COUNSELOR'

"Counselor" means an educator who provides full-time counseling and guidance services and holds the relevant certificate from SBEC.

'NURSE'

"Nurse" means an educator employed to provide full-time nursing and health care services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas.

'FULL-TIME'

"Full-time" means contracted employment for at least ten months (187 days) for 100 percent of the school day, in accordance with the definitions of school day in Education Code 25.082, employment contract in Education Code 21.002, and school year in Education Code 25.081.

19 TAC 153.1022(a)

PLACEMENT ON
SALARY SCHEDULE

The Commissioner's rules determine the experience for which a teacher, librarian, counselor, or nurse is to be given credit in placing the teacher, librarian, counselor, or nurse on the minimum salary schedule. The District shall credit the teacher, librarian, counselor, or nurse for each year of experience, whether or not the years are consecutive. *Education Code 21.402(a), 21.403(c); 19 TAC 153.1022*

SALARIES FOR
2009–10 AND
2010–11

For the 2009–10 and 2010–11 school years, the District shall increase the monthly salary of each classroom teacher, full-time speech pathologist, full-time librarian, full-time counselor, and full-time school nurse by the greater of:

COMPENSATION AND BENEFITS
SALARIES AND WAGES

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(LEGAL)

1. \$80; or
2. The maximum uniform amount that, when combined with any resulting increases in the amount of contributions made by the District for social security coverage for the specified employees or by the District on behalf of the specified employees under Government Code 825.405 (TRS retirement fund contributions), may be provided using an amount equal to the product of \$60 multiplied by the number of students in weighted average daily attendance in the school during the 2009–10 school year.

The increase in salary does not include:

1. Any amount an employee would have received for the 2009–10 or 2010–11 school year, as applicable, under the District's salary schedule for the 2008–09 school year, if that schedule had been in effect for the 2009–10 or 2010–11 school year, including any local supplement and any money representing a career ladder supplement the employee would have received in the 2009–10 or 2010–11 school year; or
2. Any part of the salary to which an employee is entitled under the state minimum salary schedule.

These provisions expire September 1, 2011.

Education Code 19.009(d-2), (d-3), 21.402(c-1)–(c-3)

A classroom teacher, full-time speech pathologist, full-time librarian, full-time counselor, or full-time school nurse employed by the District in the 2010–11 school year is entitled to a salary that is at least equal to the salary the employee received for the 2010–11 school year, for as long as the employee is employed by the same district. *Education Code 21.402(d)*

EMPLOYEES
FORMERLY ON
CAREER LADDER

A teacher or librarian who received a career ladder supplement on August 31, 1993, is entitled to at least the same gross monthly salary the teacher or librarian received for the 1994–95 school year as long as the teacher or librarian is employed by the same district.

In addition, a teacher or librarian who was on level two or three of the career ladder is entitled, as long as he or she is employed by the same district, to placement on the minimum salary schedule according to the guidelines at Education Code 21.403(d).

Education Code 21.402(f), 21.403(d)

HEALTH-CARE
SUPPLEMENT FOR
SUPPORT STAFF

Each year, TEA shall distribute staff salary allotment funds to districts for the purpose of making payments of health-care supplementation to eligible employees.

COMPENSATION AND BENEFITS
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To be eligible, the employee must be a participating member of TRS, must not be a TRS retiree, and must have provided a written election of whether to designate a portion of the individual's compensation to be used as health-care supplementation. An administrator, a classroom teacher, a full-time librarian, a full-time counselor, or a full-time nurse subject to the minimum salary schedule under Education Code 21.402 is not eligible for health-care supplementation.

The amount of health-care supplementation shall be:

1. \$500, for full-time employees.
2. \$250, for part-time employees.

Such payment is in addition to wages the District would otherwise pay the employee during the school year.

For purposes of health care supplementation, a "full-time" employee is one who works for a school district, a participating open-enrollment charter school, an education service center, or a combination of such entities for 30 or more hours each week. A "part-time" employee is one who works for a school district, a participating open-enrollment charter school, an education service center, or a combination of such entities for fewer than 30 hours each week.

Education Code 22.107; 19 TAC 61.1018

PAY INCREASES

The District shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. *Tex. Const. Art. III, Sec. 53*

SALARY ADVANCES
AND LOANS

The District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation. *Tex. Const. Art. III, Sec. 52; Brazoria County v. Perry, 537 S.W.2d 89 (Tex. Civ. App.—Houston [1st Dist.] 1976, no writ)*

DESIGNATION OF
COMPENSATION FOR
BENEFITS

An employee who is covered by a cafeteria plan or who is eligible to pay health care premiums through a premium conversion plan may elect to designate a portion of the employee's compensation to be used as health care supplementation. The amount designated may not exceed the amount permitted under federal law. *Education Code 22.103*

USE

An employee may use the compensation designated for health care supplementation for any employee benefit, including depositing the designated amount into a cafeteria plan in which the employee is enrolled or using the designated amount for health care

COMPENSATION AND BENEFITS
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premiums through a premium conversion plan. *Education Code 22.106*

ANNUAL ELECTION Each school year, an active employee must elect in writing whether to designate a portion of the employee's compensation to be used as health care supplementation. The election must be made at the same time that the employee elects to participate in a cafeteria plan, if applicable. *Education Code 22.105*

DEFINITION For purposes of the designation of compensation as health care supplementation, "employee" means an active, contributing member of TRS who:

1. Is employed by the District;
2. Is not a retiree eligible for coverage under Insurance Code Chapter 1575 (retiree group health benefits);
3. Is not eligible for coverage by a group insurance plan under Insurance Code Chapter 1551 (state employee health insurance) or Chapter 1601 (state university employee health insurance); and
4. Is not an individual performing personal services for the District as an independent contractor.

Education Code 22.101(2)

FAIR LABOR
STANDARDS ACT

Unless an exemption applies, the District shall pay each of its employees not less than minimum wage for all hours worked. *29 U.S.C. 206(a)(1)*

MINIMUM WAGE
AND OVERTIME

Unless an exemption applies, the District shall pay an employee not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of forty in any workweek. *29 U.S.C. 207(a)(1); 29 CFR pt. 778*

BREAKS FOR
NONEXEMPT
EMPLOYEES

Rest periods of up to 20 minutes must be counted as hours worked. Coffee breaks or time for snacks are rest periods, not meal periods. *29 CFR 785.18*

Bona fide meal periods of 30 minutes or more are not counted as hours worked if the employee is completely relieved from duty. The employee is not relieved from duty if the employee is required to perform any duties, whether active or inactive, while eating. For example, an office employee who is required to eat at his or her desk is working while eating. It is not necessary that an employee be permitted to leave the premises if the employee is otherwise completely freed from duties during the meal period. *29 CFR 785.19*

COMPENSATION AND BENEFITS
SALARIES AND WAGES

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BREAKS FOR
BREASTFEEDING

The District shall provide a nonexempt employee a reasonable break to express breast milk, each time the employee needs to express breast milk for her nursing child, for one year after the child's birth. The District shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The District is not required to compensate the employee receiving reasonable break time for any work time spent for such purpose.

A district that employs fewer than 50 employees is not subject to these requirements if the requirements would impose an undue hardship by causing the District significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the District.

29 U.S.C. 207(r)

COMPENSATORY
TIME
ACCRUAL

Nonexempt employees may receive, in lieu of overtime compensation, compensatory time off at a rate of not less than one and one-half hours for each hour of overtime work, pursuant to an agreement or understanding arrived at between the employer and employee before the performance of the work. Such agreement or understanding may be informal, such as when an employee works overtime knowing that the employer rewards overtime with compensatory time.

An employee may accrue not more than 240 hours of compensatory time. If the employee's overtime work included a public safety activity, an emergency response activity, or a seasonal activity, the employee may accrue not more than 480 hours of compensatory time. After the employee has reached these limits, the employee shall be paid overtime compensation for additional overtime work.

PAYMENT FOR
ACCRUED TIME

Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time of payment. An employee who has accrued compensatory time off shall be paid for any unused compensatory time upon separation from employment at the rates set forth at 29 U.S.C. 207(o)(4).

USE

An employee who has requested the use of compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the District.

COMPENSATION AND BENEFITS
SALARIES AND WAGES

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The Fair Labor Standards Act does not prohibit the District from compelling the use of accrued compensatory time.

29 U.S.C. 207(o); Christensen v. Harris County, 529 U.S. 576 (2000); Houston Police Officers' Union v. City of Houston, 330 F.3d 298 (5th Cir. 2003)

EXEMPT
EMPLOYEES

The minimum wage and overtime provisions do not apply to any employee employed in a bona fide executive, administrative, or professional capacity. *29 U.S.C. 213(a)(1)*

ACADEMIC
ADMINISTRATORS

The term "employee employed in a bona fide administrative capacity" includes an employee:

1. Compensated for services on a salary or fee basis at a rate of not less than \$455 per week exclusive of board, lodging, or other facilities, or on a salary basis that is at least equal to the entrance salary for teachers in the District by which employed; and
2. Whose primary duty is performing administrative functions directly related to academic instruction or training in the District or department or subdivision thereof.

"Performing administrative functions directly related to academic instruction or training" means work related to the academic operations and functions in a school rather than to administration along the lines of general business operations. Such academic administrative functions include operations directly in the field of education. Jobs relating to areas outside the educational field are not within the definition of academic administration.

Employees engaged in academic administrative functions include:

1. The Superintendent or other head of an elementary or secondary school system, and any assistants, responsible for administration of such matters as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program;
2. The principal and any vice principals responsible for the operation of an elementary or secondary school;
3. Academic counselors who perform work such as administering school testing programs, assisting students with academic problems and advising students concerning degree requirements; and
4. Other employees with similar responsibilities.

COMPENSATION AND BENEFITS
SALARIES AND WAGES

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Jobs relating to building management and maintenance, jobs relating to the health of the students, and academic staff such as social workers, psychologists, lunch room managers, or dietitians do not perform academic administrative functions, although such employees may qualify for another exemption.

29 CFR 541.204

SALARY BASIS

To qualify as an exempt executive, administrative, or professional employee, the employee must be compensated on a salary basis, unless the employee is a teacher. Subject to the exceptions listed in the rule, an employee must receive the full salary for any week in which the employee performs any work, without regard to the number of days or hours worked. A district that makes improper deductions from salary shall lose the exemption if the facts demonstrate that the District did not intend to pay exempt employees on a salary basis. *29 CFR 541.600, 541.602(a), 541.603*

PARTIAL-DAY
DEDUCTIONS

A District employee who otherwise meets the salary basis requirements shall not be disqualified from exemption on the basis that the employee is paid according to a pay system established by statute, ordinance, or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the employee's pay to be reduced or the employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one workday when accrued leave is not used by an employee because:

1. Permission for its use has not been sought or has been sought and denied;
2. Accrued leave has been exhausted; or
3. The employee chooses to use leave without pay.

Deductions from the pay of a District employee for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

29 CFR 541.710

SAFE HARBOR
POLICY

If the District has a clearly communicated policy that prohibits improper pay deductions and includes a complaint mechanism, reimburses employees for any improper deductions, and makes a good faith commitment to comply in the future, the District will not lose the deduction unless the District willfully violates the policy by con-

tinuing to make improper deductions after receiving employee complaints.

The best evidence of a clearly communicated policy is a written policy that was distributed to employees before the improper pay deductions by, for example, providing a copy of the policy to employees upon hire, publishing the policy in an employee handbook, or publishing the policy on the District's intranet.

29 CFR 541.603(d)

TEACHERS

The term "employee employed in a bona fide professional capacity" includes any employee with a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an elementary or secondary school system by which the employee is employed. The salary basis requirements do not apply to teaching professionals.

Exempt teachers include:

1. Regular academic teachers;
2. Teachers of kindergarten or nursery school pupils;
3. Teachers of gifted or disabled children;
4. Teachers of skilled and semi-skilled trades and occupations;
5. Teachers engaged in automobile driving instruction;
6. Home economics teachers; and
7. Vocal or instrumental music instructors.

Those faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities such as coaching athletic teams or acting as moderators or advisors in such areas as drama, speech, debate, or journalism are engaged in teaching. Such activities are a recognized part of the schools' responsibility in contributing to the educational development of the student.

The possession of an elementary or secondary teacher's certificate provides a clear means of identifying the individuals contemplated as being within the scope of the exemption for teaching professionals. Teachers who possess a teaching certificate qualify for the exemption regardless of the terminology (e.g., permanent, conditional, standard, provisional, temporary, emergency, or unlimited) used by the state to refer to different kinds of certificates. However, a teacher who is not certified may be considered for exemption,

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provided that such individual is employed as a teacher by the employing school or school system.

29 CFR 541.303

WAGE AND HOUR
RECORDS

The District shall maintain and preserve payroll or other records for nonexempt employees containing the information required by the regulations under the Fair Labor Standards Act. *29 CFR 516.2(a)*

TRS CONTRIBUTIONS
FOR NEW HIRES

During each fiscal year, the District shall pay an amount equal to the state contribution rate, as established by the General Appropriations Act for the fiscal year, applied to the aggregate compensation of new members of the retirement system, during their first 90 days of employment.

“New member” means a person first employed on or after September 1, 2005, including a former member who withdrew retirement contributions under Government Code 822.003 and is reemployed on or after September 1, 2005.

On a monthly basis, the District shall:

1. Certify to TRS the total amount of salary paid during the first 90 days of employment of a new member and the total amount of employer payments under this section for the payroll periods; and
2. Retain information, as determined by TRS, sufficient to allow administration of this section, including information for each employee showing the applicable salary as well as aggregate compensation for the first 90 days of employment for new employees.

The District must remit the amount required under this section to TRS at the same time the District remits the member’s contribution. In computing the amount required to be remitted, the District shall include compensation paid to an employee for the entire pay period that contains the 90th calendar day of new employment.

Gov’t Code 825.4041

TRS SURCHARGE FOR
REHIRED RETIREES

During each payroll period for which a retiree is reported, the District shall contribute to the retirement system for each retiree reported an amount based on the retiree’s salary equal to the sum of:

TRS FUND
CONTRIBUTIONS

1. The current contribution amount that would be contributed by the retiree if the retiree were an active, contributing member; and

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2. The current contribution amount authorized by the General Appropriations Act that the state would contribute for that retiree if the retiree were an active, contributing member.

HEALTH
INSURANCE
CONTRIBUTIONS

In addition, each payroll period and for each rehired retiree who is enrolled in TRS Care (retiree group health insurance), the District shall contribute to the TRS Care trust fund any difference between the amount the retiree is required to pay for the retiree and any enrolled dependents to participate in the group program and the full cost of the retiree's and enrolled dependents' participation in the group program, as determined by TRS. If more than one employer reports the retiree to TRS during a month, the amount of the required payment shall be prorated among employers.

EXCEPTION

The District is not required to contribute these amounts for a retiree who retired from the retirement system before September 1, 2005.

Gov't Code 825.4092; Insurance Code 1575.204

NOTICE REGARDING
EARNED INCOME TAX
CREDIT

Not later than March 1 of each year, the District shall provide employees with information regarding general eligibility requirements for the federal earned income tax credit by one of the following means:

1. In person;
2. Electronically at the employee's last known e-mail address;
3. Through a flyer included, in writing or electronically, as a payroll stuffer; or
4. By first class mail to the employee's last known address.

The District may not satisfy this requirement solely by posting information in the workplace.

In addition, the District may provide employees with IRS publications and forms, or information prepared by the comptroller, relating to the earned income tax credit.

Labor Code 104.001-.003

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The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

PAY ADMINISTRATION The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees re-assigned to different positions.

ANNUAL PAY INCREASES The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget.

INDIVIDUAL PAY ACTIONS Employees must have satisfactory performance to receive a pay increase, unless exceptions are granted by the Board. Annual pay increases, individual equity adjustments, promotion increases, and hiring rates for new employees shall be determined by the Superintendent in accordance with the approved budget and the District compensation plan.

MID-YEAR PAY INCREASES A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval.

CONTRACT EMPLOYEES

NONCONTRACT EMPLOYEES The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee's job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

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 (FLSA).

EXEMPT The District shall pay employees who are exempt from the overtime pay requirements of the 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

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DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District's compensation plans.

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 up to a 40-hour workweek and earn additional pay when working beyond the normally scheduled workweek for the position. If the nonexempt employee works more than 40 hours in a workweek the employee will be compensated by earning compensatory time off or will be paid overtime compensation.

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 FLSA.

Nonexempt employees who are assigned supplemental duties shall be compensated on an hourly basis, including overtime, if necessary.

WORKWEEK
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:01 a.m. Sunday until 12:00 a.m. Saturday.

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 shall accrue compensatory time rather than pay.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.