

DRIPPING SPRINGS
INDEPENDENT SCHOOL DISTRICT



Compensation Plan Guidelines

School Year
2019-2020

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INTRODUCTION & PURPOSE

The administrative guidelines are maintained by the Office of Human Resource Services (HR). This document is a written guide for administering salaries and wages for employees of the Dripping Springs Independent School District. These guidelines are updated as administratively necessary and are approved annually by the Superintendent of Schools (superintendent).

The purpose of this document is to assist with uniform and equitable new-hire, promotion, reassignment, and transfer placement of district employees in conjunction with the DSISD Compensation Plan that is updated and adopted annually by the Board of Trustees (board). The guidelines within are intended to implement local board policy and goals, state and federal regulations, and appropriate accreditation standards.

Dripping Springs ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. – *Board Policies DAA, DIA*

COMPENSATION POLICY

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all district policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all district employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and designees shall administer the compensation plan consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

COMPENSATION SCALES

Employee compensation scales are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. HR is responsible for the maintenance and administration of employee compensation scales.

The district pay plan includes the following compensation scales:

- Teachers
- Administrative-Professional Exempt Staff
- Clerical-Technical Nonexempt Staff
- Auxiliary Nonexempt Staff

All compensation scales are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually. The district's compensation scales have been developed with the expectation that administrative personnel are to be accessible by cell phone.

Review and Adjustment of Compensation Scales

HR will review compensation scales annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to compensation scales are made prior to the calculation of pay increases. If no pay increase is approved by the board, no pay range adjustments will be made. The teacher compensation scale will be adjusted only to update the years of service.

Compensation Scale Placement

Teachers will be paid according to a salary schedule that correlates salaries to total years of creditable service in education.

Other district jobs will be assigned to a pay grade and range structure that set the range of pay for the position. Jobs are assigned to pay grades on the basis of required job qualifications and skills; job duties and responsibilities defined by the district; and competitive job market rates for comparable jobs.

See the "Initial Employment" section for specific placement guidelines for new employees.

PAY GRADES AND PAY RANGES

Pay Grades

Non-teaching staff are assigned to a specific pay grade within the appropriate compensation scale using market-based data. The use of pay grade levels within the Auxiliary, Clerical/Technical, and Administrative /Professional compensation scales facilitates pay administration, and the pay grade midpoint is the chief control point in the system from which general pay increases are calculated.

Pay Ranges

A minimum and maximum pay rate for each pay grade is computed from the midpoint to create a pay range and to maintain pay equity and fair pay for each job in the system. The range midpoint reflects the market value for benchmarks jobs in the pay grade.

Employees are assigned to a pay grade and paid a salary rate between the minimum and maximum (inclusive). No general pay action is intended to extend an employee's pay above the pay range or add pay to an employee's pay already above the assigned range maximum. Any exceptions require the superintendent's authorization.

Pay Range Adjustments

If a general increase is adopted by the board, a corresponding increase to all pay ranges should be considered (adjustment should typically be calculated at half the general percentage increase adopted by the Board – for example, a 2% general increase for existing staff equates to a 1%

increase to all pay ranges). Once the adjusting percentage is discerned, this value should be applied to all pay grade midpoints. The structure should be adjusted prior to computing new salary or wage increases.

The system will remain viable with periodic, whole-scale adjustment. Random or individual pay range changes will compromise the integrity of the pay structure.

On a cycle of three to five years, a survey of benchmark positions should be conducted in order to validate or indicate need for adjustment of the salary structure pay grade progressions and ranges.

JOB DESCRIPTIONS

Job documentation is an essential function in the administration of the compensation system. Accurate and complete job descriptions will be collected, maintained, and updated as needed by HR with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by HR to accurately reflect the level and nature of work and the organizational structure of the district.

EXEMPTION STATUS

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. HR will determine the classification of each position based on a description of assigned job duties and weekly pay.

In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption tests or be a teacher, and the employee must meet federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

JOB CLASSIFICATION

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. HR will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

Classification of New Positions

Prior to posting, new positions must have a written job description created collaboratively by HR and the hiring supervisor. HR will recommend to the superintendent the pay grade classification

of new positions based on the job description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

Job Reclassification

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

Procedures for Job Reclassification

Review of job reclassifications must be initiated by the campus principal, department director, or by HR. Jobs previously submitted for review within the last 18 months and newly created jobs are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on the Request for Reclassification form in [Appendix D](#) that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the campus principal or department director before submitting to HR.

HR will review the request and obtain additional information if needed. Additional information may be obtained from the supervisor and/or employee(s), or by analyzing external job market pay data.

HR will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

Salary Adjustments for Job Reclassification

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Aside from prohibited salary changes for contract employees during the contract term, salary adjustments for job reclassification may be approved in the following circumstances:

- If the job is reclassified due to an increase in responsibilities, the procedure for promotion increases may be applied.
- If the job is reclassified due to organizational changes, there may be no immediate pay increase.
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions.
- If the job is reclassified to a lower pay range based on a reduction in assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

INITIAL EMPLOYMENT

Compensation Scale Placement– Teacher (Salary Range)

Salaries for teachers who are new to the district will be determined by total creditable years of service in education and the district’s teacher compensation scale for the current year.

Creditable years of service will be determined by HR as defined by state regulation at the time of employment ([19 Tex. Admin. Code § 153.1021](#)). New hires will receive salary credit for years of service up to a maximum of 26 years.

Career and Technical Education Teachers – Salary Placement

Career and technical education teachers may be granted additional years of placement credit for work experience that is directly related to the career and technology field in which they are currently teaching (must teach at least 3 or more sections to be eligible for this placement credit). For outside work experience to be credited, it must be documented on the Professional Service Record form and verified by the former employer via signature.

Credit may be granted in the following manner:

- 1 year of placement credit on the teacher scale for every 1 full year of related experience up to 5 years (“1 for 1” credit); and
- 1 year of placement credit on the teacher scale for every 2 full years of related experience for more than 5 but up to 11 years (“1 for 2” credit).

Example: A new Health Sciences teacher is hired with 7 years of previous nursing experience.

1 for 1 credit up to 5 years	= 5 years
1 for 2 credit for years 6 and 7	= 1 year
	= 6 years of credit

Compensation Scale Placement – All Other Exempt and Nonexempt Staff (Pay Ranges)

Starting pay for a new hire in all remaining compensation scales will be determined individually based on each person’s job-related experience and salaries or pay rates of peer employees in the same position with similar experience. The guidelines for placement are as follows:

1) Pay Grade Range

Employees are assigned to a pay grade and paid a salary rate between the minimum and maximum of that assigned pay grade.

2) Salary Placement Scales

- a. Salary placement scales (see Appendices A-C) are used to determine rates of pay for **new hires** in specific pay groups/categories based on documented, job-related experience approved by the district. Current employees may be paid above the placement scale.
- b. Salary placement scales are reviewed on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

3A) Exempt (Administrative/Professional) Placement

- a. Starting pay for new hires in the administrative/professional pay group will be determined based on documented job-related experience (through reference to the appropriate salary placement scale as indicated above) and the salary of peer employees. For this group, credit for experience may be up to 1.5 percent above minimum for each year of job experience directly related to job duties (e.g., an AP-3 position with 5 years of direct experience = 5 years X 1.5% = 7.5% above minimum rate of AP-3 pay), pending a peer-equity review.
- b. Up to 5 years of placement credit for teaching experience is to be granted for certain administrative/professional positions on pay grades 1-4, including:
 - Athletic Coordinator
 - Behavior Specialist
 - Child Care Director
 - Community Services Programs Coordinator
 - Elementary Counselor
 - Middle School Counselor
 - Diagnostician
 - Facilitator of Learning & Innovation
 - Instructional Coordinator
 - Instructional Designer
 - Instructional Facilitator
 - Instructional Supervisor
 - Licensed Specialist in School Psychology
 - Occupational Therapist
 - Physical Therapist
 - Speech-Language Pathologist

3B) Nonexempt (Clerical/Technical and Auxiliary) Placement

Starting pay for new hires will be based on the district's salary placement scales with credit given for years of documented, job-related experience, and the following specific placement practices:

All Nonexempt Staff

- One year of experience credit in addition to direct years of experience credit on the placement scales is credited for all post-secondary degrees (unless the credentials are required by the position within the job description).

Transportation Staff

- Cover Bus Drivers – Cover bus drivers are to be placed at \$0.50/hour beyond their years of experienced credit placement due to the added challenge of covering multiple routes on a regular basis. Designation of Cover drivers are to be indicated in writing on employee processing forms to ensure proper pay placement.
- Transportation Dispatcher/Specialist Positions – For equity purposes within the department, all transportation dispatcher and specialist positions shall be placed at a rate of pay that equates to at least \$1.00 per hour beyond the bus driver pay placement scale for their years of experience as a driver or the traditional scale placement guidelines, whichever is greater.

4) Peer Equity

To maintain peer equity, starting pay for a new hire shall not exceed rates paid to other employees in the same job with similar experience and qualifications.

REINSTATEMENT FOLLOWING BREAK IN SERVICE

An employee who is rehired for the same position following a break in service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break in service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service longer than 12 months, the employee's pay will be placed according to procedures for placement of new hires.

EXTRACURRICULAR STIPENDS

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. Stipends and incentives are reviewed and modified periodically and recommendations for stipend updates or additions are considered annually by submission from the campus principal.

Assignment of Stipends

Exempt employees who perform additional duties beyond their assignment or work additional days beyond their contract period are compensated via the assignment of a stipend. Stipends are NOT to be assigned to hourly staff. See [Appendix E](#) for a list of existing Academic/UII stipends.

The campus principal must designate the employee performing the additional duties before the beginning of the school year (usually by **August 10th**). These designations must be submitted to the Business Office in order for employees to receive the stipend.

Payment of Stipends

Most stipends are annualized and paid out monthly over the course of the school year. However, certain stipends (including those for Leadership, UIL/Academic Coordinators, UIL/Academic Event Sponsors, and Class Sponsors) are paid by lump sum in May. The amount of stipend allocated to the additional duty is outlined in the Board-approved Compensation Plan.

Establishing/Requesting a New Stipend

The steps for requesting and receiving a new or additional stipend are as follows:

- (1) The new event meets all the above expectations and the event sponsor requests a stipend at campus level by providing a description of the new event, documentation of student participation, and the events attended to the campus principal.
- (2) The campus principal reviews the request. If he/she agrees that a stipend is warranted based on time and effort compared to other events, he/she will forward it to HR using the appropriate request form by **March 30**.
- (3) The request is considered and final decision is made by Executive Cabinet for recommended addition of the stipend to the following school year's annual budget adopted by the Board of Trustees in June.

PLEASE NOTE: Requests for stipends cannot process retroactively. Any requests submitted will be considered for the following school year as an addition to the Compensation Plan, the Compensation Guidelines, the district budget, or an appropriate combination of each of these documents.

Stipend Requirements for UIL/Academic Events

Academic and UIL stipends are created and maintained based on certain expectations for the activity. Those expectations are indicated below. The following expectations must be fulfilled in order for the sponsor of the event to create or continue to qualify for the payment of a stipend:

Elementary and Middle School	High School
Students compete in at least one campus competition.	Students compete in at least 3 invitational competitions or tournaments.
Students compete in a DSISD-sponsored competition or tournament.	Students compete in the UIL District competition or tournament.
Students compete in at least one invitational competition/tournament that includes multiple districts.	Qualifying students compete in the UIL Regional competition or tournament.
Students compete in the final "District" competition or tournament.	Qualifying students compete in the UIL State competition or tournament.
Two or more consecutive years of continued/growing student participation exist and are documented.	Two or more consecutive years of continued/growing student participation exist and are documented.
The event sponsor actively encourages and develops participation of as many teams as are allowed in each event for each competition or tournament.	The event sponsor actively encourages and develops participation of as many teams as are allowed in each event for each competition or tournament.

The specific activities that currently qualify for a stipend are located in [Appendix E](#) of these Guidelines.

PROMOTION

A promotion occurs when an employee is moved to a different job in a higher pay grade.

Salary placement for an employee who is promoted to a job in a different compensation scale will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees.

Employees promoted internally will not be paid less than a new hire with similar experience.

Any promoted employee should receive at least a 3 percent annualized salary increase applied to the employee's base pay for the required duty days less any stipends paid for supplemental duties, but remains subject to pay equity among peer employees.

Base pay for teachers includes incentives paid for the teaching assignment, such as advanced degree, certification field, career ladder, etc., only when teachers are being promoted to another certified educator position.

In addition, to ensure compensational benefit for promotion, employees promoted in between school years on the Administrative/Professional Compensation scale at an AP-3 pay grade or above are generally entitled to a 2% increase beyond what he or she would have made on his or her prior pay scale on the new school year's adopted Compensation Plan, subject to pay equity among peer employees.

Example of promotion from Clerical/Technical pay grade 1 to pay grade 2:

<u>New Hire Pay Rate in PG 2</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$12.12	Employee Current Rate	\$12.12
Credited Experience*	<u>3 years</u>	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$13.40	Employee New Rate	\$12.48
New Hourly rate	\$13.40		

Example of promotion from Auxiliary pay grade 3 to pay grade 4:

<u>New Hire Pay Rate in PG 4</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$15.84	Employee Current Rate	\$15.84
Credited Experience*	<u>7 years</u>	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$17.04	Employee New Rate	\$16.32
New Hourly rate	\$17.04		

*Years in current assignment might not directly transfer to years in new assignment.

REASSIGNMENT

Reassignment within the same professional capacity not resulting in a reduction in pay (e.g., reassignment of campus or schedule within the same pay grade/position) can be made at any time administratively necessary at the campus or department level.

A reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result in accordance with the guidelines below. Demotions may be voluntary or involuntary. Job reclassification or general salary structure changes are not considered demotions.

Contract Employees

- A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the district in writing.
- Demotions that become effective during the contract term will result in a pay reduction for the following school year, provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day of instruction for the next school year) and unless otherwise directed by the superintendent.
- Pay reductions for contract employees are made at the direction of the Superintendent and may follow the same guidelines as pay reductions for noncontract employees.

Noncontract Employees

- A reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade at the discretion of the superintendent or designee.
- **The employee’s base rate of pay (hourly or daily) may be reduced to the same percent of midpoint (rate divided by midpoint) in the lower pay range or by 5 percent per pay grade, whichever is less, pending peer equity review.**
- Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment.
- In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of directly related job experience.

Example of position in range reduction to a lower pay grade:

<u>Higher Pay Grade</u>		<u>Lower Pay Grade</u>		<u>5% Decrease</u>	
Employee Rate	\$14.50	Midpoint Rate	\$13.77	Employee Rate	\$14.50
Midpoint Rate	÷	Percent of	<u>x .93</u>	<u>5% Decrease</u>	(5%)
	<u>\$15.57</u>	Midpoint			
Percent of	.93	Employee New	\$12.81	Employee New	\$13.77
Midpoint		Rate		Rate	
New Hourly Rate	\$13.77				

GENERAL PAY INCREASES AND ELIGIBILITY

Employee pay will be reviewed annually for adjustment. General pay increases (GPI) are based on the annual amount budgeted for pay raises and approved by the Board. When budget resources are available, general pay increases are given to reward employees’ continued service to the district.

Employees who have worked in the district for a minimum of 90 workdays within the same school year are eligible for any general increase granted by the school board for the following school year.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase.

Employees on the Teacher Compensation Scale (Salary Range)

The general pay increase for teachers will be recommended to the Board by the Superintendent each year. Any percentage-based increase for teachers is to be calculated based on the average teacher salary.

Employees on all Other Compensation Scales (Pay Range)

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the Board each year to the midpoint rate of the pay range.

Employees in the same pay grade will receive the same rate of increase unless the employee's pay is close to or exceeds the maximum of the pay range. Pay increases that will exceed the maximum rate of the pay range must be specifically authorized by the Board each year.

Pay increases for employees in the educator career path on pay ranges (e.g., Counselor, Assistant Principal, etc.) should be measured against teacher pay increases to ensure they are at least equal to the pay increase for teachers.

Example: Range Midpoint x Percent Increase = Pay Increase

Secretary – Pay Grade 4

<u>Rate Increase</u>		<u>Annual Increase</u>	
<i>Range Midpoint</i>	<i>\$19.09</i>	<i>Hourly Increase</i>	<i>\$ 0.38</i>
<i>% Increase</i>	<i>x 0.02</i>	<i>Duty Hours</i>	<i>x 8.0</i>
<i>Hourly Increase</i>	<i>\$ 0.38</i>	<i>Duty Days</i>	<i>x 226</i>
		<i>Annual Increase</i>	<i>\$687.04</i>

NEW-EMPLOYEE HIRING INCENTIVE

New-employee hiring incentives are a one-time dollar amount paid to new auxiliary employees in the following identified hard-to-fill positions:

- Bus Aide
- Bus Driver*
- Child Care Provider
- Child Nutrition Specialist
- Custodian
- Lunch Monitor

The eligibility and implementation rules for payment of this incentive are as follows:

- Only employees hired to work in the above-named positions following the effective date of this incentive are eligible.
- The first installment of this incentive is to be paid on an eligible employee's pay check following 10 completed work days.
- The second installment is to be paid on the pay check following an eligible employee's completion of 60 continuous work days.
- Employees who enter into **unpaid** absence status during the initial 60 work days become ineligible to receive the second installment.
- Employees are only eligible to receive the hiring incentive once, regardless of any future employment relationship with the district (separation, return, transfer, etc.).
- Employees who do not maintain continuous employment with the district between the first and second installment are not entitled to the second installment.

**Bus drivers are not eligible to receive the new-employee hiring incentive until required license and certifications are obtained. Once fully licensed and able to meet permanent bus driver (non-trainee) status, \$250.00 will be paid on the pay check following 10 completed work days in that status with the balance of the incentive to be paid following the completion of 60 continuous work days.*

EMPLOYEE RETENTION INCENTIVE

Eligibility

As indicated in the Compensation Plan, only permanent part- or full-time employees are eligible to receive an employee retention incentive payment if adopted by the Board of Trustees. This excludes substitute, seasonal, temporary, and all other non-permanent staff who do not work on a regularly scheduled basis for the entire year.

Calculation of Payment

The Board will adopt a specified amount of up to \$100 to be paid per year served per employee. This is a flat calculation for all eligible employees based solely on years of service. Years served need not have been consecutively worked. However, the employee must have worked for at least 90 workdays per year for all years factored into this calculation.

MAINTENANCE ON-CALL ASSIGNMENT GUIDELINES

On-Call Assignment Pay

Per Assignment.

A stipend of \$50 per on-call assignment will be paid to maintenance workers assigned to be on call during weekend or off-duty days. The employee earns this stipend whether or not called in for a service call. This is compensation for being available after-hours and maintaining responsive proximity to district grounds, regardless of whether work is needed.

Per On-Call Job.

The on-call employee's hourly rate of pay will be paid (or overtime rate as applicable for that workweek) if called in to work during the listed on-call assignment period described below. The \$50 stipend is paid in addition to any pay for actual work completed while on call.

Two-Hour Minimum Pay.

Should a call require returning to district property, a two-hour minimum will be paid. The greater of the two-hour minimum or actual hours logged to complete the on-call work will be paid. The two-hour minimum starts upon departure from the employee's location at the time of the call (if within the 60-mile geographical limit) and ends upon the employee's departure from district property.

Multiple Calls Pay.

If an employee receives additional on-call jobs while already working, his or her pay will continue until all jobs are complete and the employee departs from district property. However, if the employee is called in a second time or more after departing district property from the initial on-call job, a new two-hour minimum will accrue.

Holidays.

On-call assignments that extend beyond regular on-call weekend assignments will pay \$1 per hour for each additional day of on-call status (for example, a 3-day weekend would extend the regular on-call assignment by 24 hours, paying \$24.00 beyond the initial \$50.00 on-call pay).

On-Call Assignment Details

Duties.

While on call, employees may respond to a variety of needs outside the range of their regular working assignments. An employee on call is expected to respond and meaningfully attempt to address and resolve any issue that arises after hours to the extent he or she is capable before calling in additional employees for assistance. If at any time another employee with specific expertise is needed, the on-call employee's direct supervisor must be notified to make those arrangements.

Weekends.

On-call assignment responsibilities begin Friday at 7:00 p.m. and conclude at 7:00 a.m. on Monday morning.

Extended Holidays.

On-call assignments over holidays (non-work days listed on the 250-day calendar that are not regular weekends) will pay \$1 per hour for each day of on-call status during a holiday.

On-Call Assignment Expectations

On-Call Cell Phone Care and Use.

On-call employees will be supplied with a district-owned cell phone, with a designated after-hours phone number. Two after-hours numbers and on-call cell phones will be in rotation – one for after-hours emergency maintenance calls and one for after-hours facilities use/rental matters.

- Employees are responsible for the care of this district property while assigned to them.
- Employees, while on-call, are required to keep the phone charged and volume at a level at which the after-hours calls will be heard for immediate response.
- Only work-related phone calls may take place on this district-issued phone.

On-Call Distance Limitations.

On-call employees must remain within 60 miles of district facilities when serving an on-call assignment to ensure meaningful responsive proximity to district property.

On-Call Conduct.

Because an employee is being paid for on-call status and may need to respond to a district call at any time, all Employee Handbook and Board Policy rules apply both on and off district property for the entire duration of the on-call assignment.

- Specifically, no use of alcohol or other mind-altering substances are allowed while serving an on-call assignment.
- The same disciplinary consequences will apply to expected conduct as during regular working hours.
- For questions about appropriate conduct while serving an on-call assignment, please seek consultation with your direct supervisor.

Please note, these are general guidelines for on-call procedures. Additional expectations, responsibilities, and procedures may be added by department supervisors as necessary at any time to ensure the success of this on-call assignment program.

CHILD NUTRITION PAY CERTIFICATION PAY PROGRAM

Pay Placement Chart for Texas Association of Child Nutrition Certification

Level 1 Certification	\$0.75 per hour
Level 2 Certification	\$0.50 per hour
Level 3 Certification	\$0.50 per hour
Level 4 Certification	\$0.25 per hour
Level 5 Certification	\$0.25 per hour

Program Implementation Instructions

Child Nutrition staff will initially be placed on the salary pay scale pursuant to relevant years of work experience. As certifications for Child Nutrition employees are submitted to HR, rate-of-pay adjustments, effective from the date of certificate submission, will be made pursuant to the chart above.

Program Purpose

The Program is designed to:

- (1) assist in hiring for proven hard-to-fill, high turnover positions;
- (2) ensure retention of existing staff through earned rate-of-pay increases; and
- (3) develop specialized expertise within the public school food service industry among DSISD Child Nutrition staff.

Program Funding

This program is funded in whole by the Child Nutrition Department's budget.

HEALTH INSURANCE CONTRIBUTION

The Board annually determines its monthly contribution to employees' health insurance premiums as part of the employee compensation and benefits system. The district contribution is \$300.00 monthly for permanent employees enrolled in TRS-*ActiveCare* and working 20 or more hours per week. TRS-*ActiveCare* is the group health care coverage administered by the Teacher Retirement System of Texas (TRS). For employees who use the district's group health care coverage, the district also pays \$75.00 per month toward the employee's Health Savings Account or Health Reimbursement Account, depending on the coverage plan selected and applicable IRS regulations.

Employees (including substitute employees) who are regularly scheduled to work 10-19 hours or more per week are eligible, at the full cost of the health insurance premiums, to enroll in TRS-*Active Care* and shall be provided that opportunity upon hire and during annual open enrollment.

DISTRICT CAFETERIA PLAN

The district has a Section 125 Cafeteria Plan in which permanent employees working 20 or more hours may participate. For these eligible employees, the district pays for the initial \$10,000 in group life insurance.

TRAVEL ALLOWANCES

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business only with the prior approval of the employee's immediate supervisor. In-district travel is reimbursable upon submission of mileage in accordance with Business Services administrative regulations or the Personal Vehicle Allowance list adopted annually by the Board of Trustees within the District Compensation Plan, as applicable.

Appendices
to
Compensation Plan Guidelines

APPENDIX A – CLERICAL/TECHNICAL PLACEMENT SCALE

Placement scales are used to establish a minimum rate for new hires based on experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2019-20 Job or Total Exp	Pay Grades							
		1	2	3	4	5	6	7	8
Minimum	0	\$11.75	\$12.92	\$14.54	\$15.85	\$17.27	\$18.83	\$21.40	\$26.11
	1	\$11.85	\$13.06	\$14.68	\$16.01	\$17.44	\$19.01	\$21.61	\$26.38
	2	\$11.99	\$13.23	\$14.87	\$16.23	\$17.68	\$19.27	\$21.90	\$26.72
	3	\$12.12	\$13.40	\$15.07	\$16.44	\$17.91	\$19.52	\$22.19	\$27.07
	4	\$12.25	\$13.58	\$15.26	\$16.66	\$18.15	\$19.78	\$22.47	\$27.42
	5	\$12.38	\$13.75	\$15.45	\$16.87	\$18.38	\$20.03	\$22.76	\$27.76
	6	\$12.52	\$13.92	\$15.65	\$17.09	\$18.62	\$20.29	\$23.04	\$28.11
	7	\$12.65	\$14.10	\$15.84	\$17.30	\$18.85	\$20.54	\$23.33	\$28.46
	8	\$12.78	\$14.27	\$16.03	\$17.51	\$19.08	\$20.80	\$23.61	\$28.80
	9	\$12.91	\$14.44	\$16.23	\$17.73	\$19.32	\$21.05	\$23.90	\$29.15
	10	\$13.05	\$14.62	\$16.42	\$17.94	\$19.55	\$21.31	\$24.18	\$29.50
	11	\$13.18	\$14.79	\$16.62	\$18.16	\$19.79	\$21.56	\$24.47	\$29.85
	12	\$13.31	\$14.96	\$16.81	\$18.37	\$20.02	\$21.82	\$24.76	\$30.19
	13	\$13.44	\$15.14	\$17.00	\$18.58	\$20.26	\$22.07	\$25.04	\$30.54
14	\$13.58	\$15.31	\$17.20	\$18.80	\$20.49	\$22.33	\$25.33	\$30.89	
Midpoint	15	\$13.77	\$15.57	\$17.51	\$19.09	\$20.81	\$22.68	\$25.63	\$31.27
	16	\$13.90	\$15.74	\$17.71	\$19.31	\$21.04	\$22.94	\$25.92	\$31.62
	17	\$14.04	\$15.91	\$17.90	\$19.52	\$21.28	\$23.19	\$26.20	\$31.97
	18	\$14.17	\$16.09	\$18.09	\$19.74	\$21.51	\$23.45	\$26.49	\$32.31
	19	\$14.30	\$16.26	\$18.29	\$19.95	\$21.75	\$23.70	\$26.78	\$32.66
	20	\$14.43	\$16.43	\$18.48	\$20.17	\$21.98	\$23.96	\$27.06	\$33.01
	21	\$14.57	\$16.61	\$18.68	\$20.38	\$22.22	\$24.21	\$27.35	\$33.35
	22	\$14.70	\$16.78	\$18.87	\$20.59	\$22.45	\$24.47	\$27.63	\$33.70
	23	\$14.83	\$16.95	\$19.06	\$20.81	\$22.68	\$24.72	\$27.92	\$34.05
	24	\$14.96	\$17.13	\$19.26	\$21.02	\$22.92	\$24.98	\$28.20	\$34.39
	25	\$15.10	\$17.30	\$19.45	\$21.24	\$23.15	\$25.23	\$28.49	\$34.74
	26	\$15.23	\$17.47	\$19.65	\$21.45	\$23.39	\$25.49	\$28.77	\$35.09
	27	\$15.36	\$17.65	\$19.84	\$21.66	\$23.62	\$25.74	\$29.06	\$35.43
	28	\$15.49	\$17.82	\$20.03	\$21.88	\$23.86	\$26.00	\$29.35	\$35.78
	29	\$15.63	\$17.99	\$20.23	\$22.09	\$24.09	\$26.25	\$29.63	\$36.13
	Maximum	30	\$15.81	\$18.21	\$20.49	\$22.34	\$24.35	\$26.54	\$29.87

APPENDIX B – AUXILIARY PLACEMENT SCALE

Placement scales are used to establish a minimum rate for new hires based on experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2019-20 Total Exp	Pay Grades								
		1	2	3	4	5	6	7	8	BD
Minimum	0	\$11.37	\$12.24	\$13.38	\$15.59	\$17.62	\$19.73	\$22.89	\$26.55	\$17.34
	1	\$11.55	\$12.42	\$13.59	\$15.82	\$17.88	\$20.02	\$23.24	\$26.95	\$17.61
	2	\$11.70	\$12.58	\$13.76	\$16.02	\$18.12	\$20.28	\$23.54	\$27.30	\$17.83
	3	\$11.85	\$12.73	\$13.93	\$16.23	\$18.35	\$20.53	\$23.85	\$27.64	\$18.05
	4	\$12.01	\$12.88	\$14.11	\$16.43	\$18.58	\$20.79	\$24.15	\$27.99	\$18.28
	5	\$12.16	\$13.04	\$14.28	\$16.64	\$18.82	\$21.04	\$24.46	\$28.34	\$18.50
	6	\$12.31	\$13.19	\$14.45	\$16.84	\$19.05	\$21.30	\$24.77	\$28.68	\$18.73
	7	\$12.46	\$13.34	\$14.63	\$17.04	\$19.29	\$21.55	\$25.07	\$29.03	\$18.95
	8	\$12.62	\$13.49	\$14.80	\$17.25	\$19.52	\$21.81	\$25.38	\$29.38	\$19.18
	9	\$12.77	\$13.65	\$14.97	\$17.45	\$19.76	\$22.06	\$25.68	\$29.72	\$19.40
	10	\$12.92	\$13.80	\$15.15	\$17.66	\$19.99	\$22.32	\$25.99	\$30.07	\$19.62
	11	\$13.08	\$13.95	\$15.32	\$17.86	\$20.23	\$22.57	\$26.30	\$30.42	\$19.85
	12	\$13.23	\$14.11	\$15.49	\$18.06	\$20.46	\$22.83	\$26.60	\$30.76	\$20.07
	13	\$13.38	\$14.26	\$15.67	\$18.27	\$20.70	\$23.08	\$26.91	\$31.11	\$20.30
Midpoint	14	\$13.54	\$14.41	\$15.84	\$18.47	\$20.93	\$23.34	\$27.21	\$31.46	\$20.52
	15	\$13.62	\$14.57	\$16.02	\$18.67	\$21.09	\$23.62	\$27.41	\$31.79	\$20.78
	16	\$13.77	\$14.72	\$16.20	\$18.87	\$21.33	\$23.88	\$27.71	\$32.14	\$21.00
	17	\$13.92	\$14.87	\$16.37	\$19.07	\$21.56	\$24.13	\$28.02	\$32.49	\$21.23
	18	\$14.08	\$15.02	\$16.54	\$19.28	\$21.80	\$24.39	\$28.33	\$32.83	\$21.45
	19	\$14.23	\$15.18	\$16.72	\$19.48	\$22.03	\$24.64	\$28.63	\$33.18	\$21.68
	20	\$14.38	\$15.33	\$16.89	\$19.69	\$22.27	\$24.90	\$28.94	\$33.53	\$21.90
	21	\$14.54	\$15.48	\$17.06	\$19.89	\$22.50	\$25.15	\$29.24	\$33.87	\$22.12
	22	\$14.69	\$15.64	\$17.24	\$20.09	\$22.74	\$25.41	\$29.55	\$34.22	\$22.35
	23	\$14.84	\$15.79	\$17.41	\$20.30	\$22.97	\$25.66	\$29.86	\$34.57	\$22.57
	24	\$14.99	\$15.94	\$17.58	\$20.50	\$23.21	\$25.92	\$30.16	\$34.91	\$22.80
	25	\$15.15	\$16.10	\$17.76	\$20.71	\$23.44	\$26.17	\$30.47	\$35.26	\$23.02
	26	\$15.30	\$16.25	\$17.93	\$20.91	\$23.67	\$26.43	\$30.77	\$35.61	\$23.25
	27	\$15.45	\$16.40	\$18.11	\$21.11	\$23.91	\$26.68	\$31.08	\$35.96	\$23.47
	28	\$15.61	\$16.55	\$18.28	\$21.32	\$24.14	\$26.94	\$31.39	\$36.30	\$23.69
	29	\$15.76	\$16.71	\$18.45	\$21.52	\$24.38	\$27.19	\$31.69	\$36.65	\$23.92
Maximum	30	\$15.86	\$16.89	\$18.67	\$21.75	\$24.57	\$27.52	\$31.93	\$37.04	\$24.21

APPENDIX C – ADMINISTRATIVE/PROFESSIONAL PLACEMENT SCALE

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2019-20 Job Exp	Pay Grades									
		1	2	3	4	5	6	7	8	9	10
Minimum	0	\$203.61	\$242.30	\$259.25	\$277.41	\$301.40	\$325.51	\$351.55	\$381.95	\$439.24	\$505.13
	1	\$205.65	\$244.72	\$261.85	\$280.18	\$304.41	\$328.77	\$355.07	\$385.77	\$443.64	\$510.19
	2	\$208.43	\$248.03	\$265.38	\$283.97	\$308.39	\$333.06	\$359.70	\$390.62	\$449.21	\$516.60
	3	\$211.21	\$251.34	\$268.92	\$287.75	\$312.35	\$337.34	\$364.33	\$395.47	\$454.79	\$523.02
	4	\$214.00	\$254.64	\$272.46	\$291.54	\$316.32	\$341.63	\$368.96	\$400.33	\$460.37	\$529.43
	5	\$216.78	\$257.95	\$276.00	\$295.32	\$320.29	\$345.91	\$373.60	\$405.18	\$465.95	\$535.85
	6	\$219.57	\$261.25	\$279.54	\$299.10	\$324.26	\$350.20	\$378.23	\$410.04	\$471.53	\$542.26
	7	\$222.35	\$264.56	\$283.08	\$302.89	\$328.23	\$354.48	\$382.86	\$414.90	\$477.11	\$548.68
	8	\$225.13	\$267.86	\$286.62	\$306.67	\$332.19	\$358.76	\$387.49	\$419.75	\$482.68	\$555.09
	9	\$227.92	\$271.17	\$290.16	\$310.46	\$336.16	\$363.05	\$392.12	\$424.61	\$488.26	\$561.51
	10	\$230.70	\$274.47	\$293.70	\$314.24	\$340.13	\$367.33	\$396.75	\$429.46	\$493.84	\$567.93
	11	\$233.49	\$277.78	\$297.24	\$318.03	\$344.10	\$371.62	\$401.38	\$434.32	\$499.42	\$574.34
	12	\$236.27	\$281.08	\$300.78	\$321.81	\$348.06	\$375.90	\$406.01	\$439.17	\$505.00	\$580.76
	13	\$239.06	\$284.39	\$304.32	\$325.59	\$352.03	\$380.18	\$410.64	\$444.03	\$510.58	\$587.17
Midpoint	14	\$241.84	\$287.69	\$307.86	\$329.38	\$356.00	\$384.47	\$415.27	\$448.88	\$516.16	\$593.59
	15	\$245.31	\$291.92	\$312.35	\$334.22	\$360.96	\$389.83	\$421.03	\$454.71	\$522.91	\$601.35
	16	\$248.09	\$295.23	\$315.89	\$338.01	\$364.93	\$394.12	\$425.66	\$459.56	\$528.49	\$607.77
	17	\$250.88	\$298.53	\$319.43	\$341.79	\$368.89	\$398.40	\$430.29	\$464.42	\$534.07	\$614.18
	18	\$253.66	\$301.84	\$322.97	\$345.58	\$372.86	\$402.69	\$434.92	\$469.27	\$539.65	\$620.60
	19	\$256.45	\$305.14	\$326.51	\$349.36	\$376.83	\$406.97	\$439.55	\$474.13	\$545.23	\$627.01
	20	\$259.23	\$308.45	\$330.05	\$353.14	\$380.80	\$411.25	\$444.18	\$478.98	\$550.81	\$633.43
	21	\$262.02	\$311.75	\$333.59	\$356.93	\$384.76	\$415.54	\$448.81	\$483.84	\$556.39	\$639.85
	22	\$264.80	\$315.06	\$337.13	\$360.71	\$388.73	\$419.82	\$453.44	\$488.69	\$561.97	\$646.26
	23	\$267.59	\$318.36	\$340.67	\$364.50	\$392.70	\$424.11	\$458.07	\$493.55	\$567.55	\$652.68
	24	\$270.37	\$321.67	\$344.21	\$368.28	\$396.67	\$428.39	\$462.70	\$498.40	\$573.13	\$659.09
	25	\$273.16	\$324.97	\$347.75	\$372.07	\$400.64	\$432.67	\$467.33	\$503.26	\$578.71	\$665.51
	26	\$275.94	\$328.28	\$351.29	\$375.85	\$404.60	\$436.96	\$471.96	\$508.11	\$584.29	\$671.93
	27	\$278.73	\$331.58	\$354.83	\$379.63	\$408.57	\$441.24	\$476.60	\$512.97	\$589.87	\$678.34
	28	\$281.51	\$334.89	\$358.37	\$383.42	\$412.54	\$445.53	\$481.23	\$517.82	\$595.45	\$684.76
	29	\$284.29	\$338.19	\$361.91	\$387.20	\$416.51	\$449.81	\$485.86	\$522.68	\$601.02	\$691.17
	Maximum	30	\$287.02	\$341.55	\$365.46	\$391.04	\$420.52	\$454.16	\$490.50	\$527.46	\$606.58

APPENDIX E – UIL AND ACADEMIC EVENT STIPEND LIST

The following events are the ONLY academic and UIL events for which a stipend will be paid. There is one stipend allocated to each event shown covering all grade levels, unless otherwise specified. Employees may serve as the sponsor for more than one event, but the number of events assigned should be appropriately managed at campus level so sponsoring employees are not overloaded and each event is given due attention and time per assigned sponsor.

Elementary School	Middle School	High School
UIL Events	UIL Events	UIL Events
Art, 4-5 Chess Puzzle, 2-5 Creative Writing, 2 Maps/Graphs/Charts, 5 Music Memory, 3-5 Number Sense, 4-5 Oral Reading, 4-5 Ready Writing, 3-5 Social Studies, 5 Spelling, 3-5 Story Telling, 2-3	Art, 6-8 Calculator Applications, 6-8 Chess Puzzle, 6-8 Editorial Writing, 7-8 Impromptu Speaking, 7-8 Maps/Graphs/Charts, 6-8 Mathematics, 6-8 Modern Oratory, 7-8 Music Memory, 6 Number Sense, 6-8 Oral Reading, 6-8 Ready Writing, 6-8 Science, 6-8 Social Studies, 6-8 Spelling, 6-8	Accounting, 9-12 Calculator Applications, 9-12 Computer Applications, 9-12 Computer Science, 9-12 Congress, 9-12 Current Issues & Events, 9-12 Feature/Headline/Editorial/News Film, 9-12 Writing, 9-12 Journalism, 9-12 Literary Criticism, 9-12 Mathematics, 9-12 Number Sense, 9-12 Poetry Interpretation, 9-12 Prose Interpretation, 9-12 Ready Writing, 9-12 Robotics-BEST, 9-12 Robotics-FIRST, 9-12 (2) Science, 9-12 Social Studies, 9-12 Spelling & Vocabulary, 9-12

Elementary School	Middle School	High School
Academic Competitions	Academic Competitions	Academic Competitions
Destination Imagination Future Problem Solvers Math Pentathlon, 2-3 Math Pentathlon, 4-5 Robotics, 3-5 Science Fair Coordinator	Future Problem Solvers Geography Bee Junior VASE Math Pentathlon Robotics Science Fair Coordinator	DECA, 9-12 (2) Floral Design, 9-12 HOSA-Future Health Prof'ls, 9-12 (2) Mock Trial, 9-12 Robotics-F1, 9-12 Robotics-Solar Car, 9-12 (2) Science Fair Coordinator Skills USA, 9-12 VASE, 9-12 (2) Youth & Government, 9-12