

# **SOUTHWEST**

**INDEPENDENT SCHOOL DISTRICT**



**COMPENSATION RESOURCE MANUAL**

**2020-2021**

## Compensation Program

The Southwest Independent School District's mission is to deliver exemplary educational experiences that prepare and inspire all students for life-long success in a competitive global society. The Business and Finance Division and the Administration and Human Resources division work together to design and implement a compensation system seeking to attract, retain, and motivate high-quality employees towards fulfilling the district mission.

The pay structure has been developed with specific grades, ranges, and daily rates for the different job roles in the system. Base pay is the core element of the system with additional compensation provided in the form of stipends or supplemental pay for specific, defined work beyond an employee's job responsibilities.

The objective of an employee's "Base Pay" is to fulfill the following goals:

- Compliance with Law and Regulation – The district will comply with laws, regulations, executive orders, and judicial decisions related to:
  - o The Equal Pay Act
  - o The Age Discrimination in Employment Act
  - o Title VII of the Civil Rights Act of 1964
  - o The Fair Labor Standards Act, and
  - o Title I of the Americans with Disabilities Act of 1990.
- Internal Equity – The relationship among jobs or pay grades within the District.
- External Equity – The market rate of comparable jobs (including factors such as benefits, job security, physical work environment, commuting distance, an opportunity for advancement, and employment practices).
- Competitiveness – The goal to attract, retain, and motivate high-quality employees.

## Compensation Structure

Teachers, counselors, certified occupational therapist assistants, nurses, interns, and librarians are paid on a step scale. Bus drivers and other non-professional auxiliary personnel are also paid on a step scale. All other professionals are paid along a variety of pay scales corresponding to their specific roles. This applies also to clerical and technical positions. These pay scales feature a range of pay with an entry point minimum, a mid-point which roughly corresponds to the average market value of the position, and a maximum pay rate value. It is important to note that the midpoint is not the true midpoint of the range, but rather a value aligned with the market for the positions assigned to the particular range.

## Job Classifications

Jobs will be grouped into job classification and pay ranges in the following categories:

- Teachers, Librarians, Nurses, COTAs
- Counselors
- Administrative
- Clerical/Technical
- Bus Driver
- Food Service/Custodial/Police/Maintenance
- Temporary/Part-Time

## Teacher Pay Schedules

Teacher Pay Schedules apply to CERTIFIED classroom teachers, nurses, librarians, and COTAs. As required by law, the pay schedule will not be less than the minimum monthly salary on the state salary schedule based on years of experience. The maximum years of experience credited is 33.

Alternative certification teachers are included in the regular pay scale, less the program fee (if applicable).

Non-certified, degreed teachers will be paid on a 90% basis.

## **Initial Pay Rate – Teacher, Librarian, Nurse, and COTA**

All teachers excluding some CTE and JROTC instructors are required to hold a bachelor’s degree and certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC).

The initial salary of a teacher, librarian, nurse, or COTA is based upon creditable years of validated experience related to the position in which they were hired: and the level of degree achieved. Experience is credited for teachers and librarians according to the commissioner’s rules of creditable service (19 TAC §153.1021). Registered nurses are assigned a pay step based on the number of years of experience and degree. Annualized pay rates may vary based on the number of workdays in the calendar assigned to the position.

The maximum number of creditable years shall be capped at 30 years of experience for newly hired teachers, librarians, or COTAs.

## **JROTC Instructors**

JROTC instructors will be paid in compliance with active duty Armed Forces pay requirements stated on their Military Instructor Pay (MIP) letter assignment. Both school experience and active duty experience may be counted for local salary credit (Texas Admin Code §153.1021(d)(2)). Should the JROTC instructor transfer into a full-time teaching position, military experience will not be credited unless it meets TEA guidelines.

## **Career Technology (CTE) Teachers**

Trade, health science and marketing professionals who join the District as non-certified career and technology teachers will receive a maximum of two years of directly related experience in determining their initial salary on the teacher pay schedule. Experience must be verified on the employee’s Service Record or Experience Affidavit.

## **Teachers moving from an Instructional Assistant position**

Instructional Assistants who accept a position as a certified teacher will receive a maximum of two years of directly related experience in determining their initial salary on the teacher pay schedule. Experience must be verified on the employee’s service record (Amendment 19 Texas Admin Code §153.1021m).

2020-2021 Teacher Pay Schedule

Pay Grade 7 (Bachelor's Degree)

Years Exp	Base Salary	Daily	Years Exp	Base Salary	Daily
0-1	54,625	292.112	18	61,675	329.813
2	54,725	292.647	19	62,275	333.021
3	54,825	293.182	20	62,875	336.230
4	54,925	293.717	21	63,475	339.439
5	55,225	295.321	22	64,075	342.647
6	55,925	299.064	23	64,675	345.856
7	56,525	302.273	24	65,275	349.064
8	56,925	304.412	25	65,875	352.273
9	57,325	306.551	26	66,475	355.481
10	57,475	307.353	27	67,075	358.690
11	57,575	307.888	28	67,675	361.898
12	58,075	310.561	29	68,275	365.107
13	58,675	313.770	30	68,875	368.316
14	59,275	316.979	31	69,475	371.524
15	59,875	320.187	32	70,075	374.733
16	60,475	323.396	33+	70,675	377.941
17	61,075	326.604			

Notes:

- “Years of Experience” represents Creditable Years of Service
- Neither past nor future salaries can be predicted or calculated from this schedule
- Based on 187 day assignment

New employees who are hired in the 2019-2020 school year and on with a master’s degree, receive a \$1,500 stipend.

An employee with a master’s degree from the 2018-2019 school year and with 11 years of experience (as of 2018-19) or over, will receive a \$1500 master’s degree stipend plus a grandfathered master’s degree stipend. The grandfathered master’s degree stipend will vary depending on the years of experience over 11 as of the 2018-19 school year.

Grandfathered Stipend Amounts:

Years Exp.	Amount	Years Exp.	Amount
12	\$38	23	\$1,622
13	\$182	24	\$1,766
14	\$326	25	\$1,910
15	\$470	26	\$2,054
16	\$614	27	\$2,198
17	\$758	28	\$2,342
18	\$902	29	\$2,486
19	\$1,046	30	\$2,630
20	\$1,190	31	\$2,774
21	\$1,334	32	\$2,774
22	\$1,478	33+	\$2,774

Alternative certification teachers are included in the regular pay scale less the ESC Region 20 fee.

Non-certified, degreed teachers will be paid on a 90 percent basis.

Employees with a Doctoral degree are paid an extra \$1000.00 stipend.

## Midpoint Pay Ranges

Midpoint Pay Ranges apply to all positions in the Administrative/Auxiliary Pay Ranges and the Clerical/Technical Pay Ranges. Employees are paid according to the pay range assigned to their position; and individual pay rates are based on years of related experience in comparison to the peer group. Employees' annual salary is based on the number of workdays and is paid over a 12-month period. Employees being promoted or hired into the Administrative Pay ranges must be approved by the Board of Trustees.

## New Hire or New Position Pay Rate

The pay rate for District positions is determined by aligning the new hire's related work experience to the pay rate of the internal peer group (employees in the same job and classification pay level). Professional hires are automatically credited with years of professional experience in a public school district or state-accredited charter school as documented by an official service record. Other years of professional experience may be considered by the district by up to a 1:1 ratio of experience as approved by the Superintendent.

New employees in clerical/technical pay ranges, occupations requiring licensure, and other specialized roles may be credited with years of experience in similar jobs up to a 1:1 ratio of experience as recommended by Human Resources and the Assistant Superintendent of Administration and Human Resources and approved by the Superintendent.

## Years of Experience Verification and Documentation

Years of experience for candidates must be documented prior to the final determination of salary credit. New employees are required to submit to Human Resources within 30 days of hire, a completed record of experience specifying all information such as previous employers, positions held, dates of employment, hours worked and contact information of persons that can verify employment (for each employer). *If this information is not received, the employee will only receive the entry rate for their position until which time the documentation is received. The employee is responsible for ensuring that Human Resources receives this information; the District will not follow-up on the employee's behalf.*

Note: Adjustments will only be made for pay in the current school year. Previous years pay will not be considered.

To receive credit for prior work experience, years of experience must be verified. If the new hire was previously employed in education, documentation of service must be provided to Human Resources on an official Texas Education Agency (TEA) approved record and must be validated by the appropriate institutional official. (*See TEA Chapter 153, subchapter CC*)

The following are acceptable forms of documentation:

- Service records from previous school employment
- Contracts or letters of appointment
- First and last pay stub from employer (private employer only)
- Tax record or W2 from employer (private employer only)
- Verification of prior work experience from prior employer

Additional documentation may be necessary to complete the verification of prior experience before salary credit is assigned.

*Final decisions regarding creditable years of service for an employee shall be made by June 30th at 4:30 p.m. in the year in which the employee is hired. The only exception will be for employees hired in the month of June and are within the 30 day limit to provide documentation to Human Resources. Decisions regarding those employees must be made by August 31st of the year in which they are hired.*



## 2020-2021 Counselor's Pay Schedule

Pay Grade 10

Based on 187 Days of Service

Years Exp	2020 - 21 Salary	Daily	Years Exp	2020 - 21 Salary	Daily
0-1	56,625	302.807	18	64,933	347.235
2	56,725	303.342	19	65,677	351.214
3	56,825	303.877	20	66,421	355.193
4	56,925	304.412	21	67,165	359.171
5	57,225	306.016	22	67,909	363.150
6	57,925	309.759	23	68,653	367.128
7	58,525	312.968	24	69,397	371.107
8	58,925	315.107	25	70,141	375.086
9	59,325	317.246	26	70,885	379.064
10	59,469	318.016	27	71,629	383.043
11	59,725	319.385	28	72,373	387.021
12	60,469	323.364	29	73,117	391.000
13	61,213	327.342	30	73,861	394.979
14	61,957	331.321	31	74,605	398.957
15	62,701	335.299	32	75,349	402.936
16	63,445	339.278	33+	75,597	404.262
17	64,189	343.257			

**Administrative Pay Ranges**

**2020-2021**

**Daily Rates**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	249.03	321.33	385.60
2	268.95	347.04	416.44
3	290.47	374.80	449.76
4	313.71	404.78	485.74
5	338.80	437.17	524.60
6	365.91	472.14	566.57
7	395.18	509.91	635.00

Administrative/Auxiliary Job Classification

Job Grade 1

Data Analyst II

HR Substitute Supervisor

Job Grade 2

District Specialist  
Dietician/Nutritionist  
Educational Diagnostician

Elementary Assistant Principal  
Licensed Specialist in School Psychology (LSSP)  
Physical/Occupational Therapist

Job Grade 3

Accountant  
Assistant Director (Child Nutrition/Transport.)  
District Hearing Officer  
Campus Athletic Coordinator/Head FB Coach  
District Coordinator

Network Supervisor  
Secondary Assistant Principal  
Chief of Police  
Academic Coordinator - Secondary

Job Grade 4

Director  
CAST Stem Principal

Crossroads Principal  
Elementary Principal

Job Grade 5

Executive Director  
High School Principal (5A)

Middle School Principal  
Managing Director of Schools

Job Grade 6

Assistant Superintendent

Job Grade 7

Deputy Superintendent

**Clerical/Technical Pay Ranges**

**2020-2021**

**Daily Rates**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	94.96	118.70	142.44
2	104.45	130.57	160.00
3	114.90	143.62	172.35
4	126.39	157.99	200.00
5	139.03	173.78	208.54
6	152.93	191.16	240.00
7	168.22	210.28	272.00
8	185.05	231.31	304.00

Clerical/Technical Job Classification

Pay Grade 1

Aide, Instruction  
Aide, Pre-K

Digital Records Clerk

Pay Grade 2

Aide, Attendance  
Aide, Adult Ed  
Aide, ISS  
Clerk, Clinic

Clerk, Campus  
Clerk, DAEP  
Receptionist, Campus  
Aide, Special Education

Pay Grade 3

Aide, Library (Stand Alone)  
Aide, Special Education Behavior Coach  
Clerk, Counselor  
Clerk, Campus Administration

Clerk, ELL Intake  
Clerk, Assistant Principal  
Receptionist, Department  
Aide, Extracurricular

Pay Grade 4

Bookkeeper, High School  
Bookkeeper, Middle School  
Clerk, Community Education  
Clerk, Assessment  
Clerk, Attendance Elementary  
Clerk, Attendance Secondary  
Clerk, Truancy/Attendance  
Clerk, Facilities  
Clerk, Career & Technology  
Clerk, Safety  
Clerk, Telecommunicator  
Clerk, Student Outreach

Clerk, Media  
Clerk, Bilingual/Migrant  
Clerk, Visiting Teacher  
Clerk, Security Dispatcher  
Clerk, Food Service  
Clerk, SERS  
Clerk, Transportation  
Clerk, Textbook  
Clerk, ELL PEIMS  
Print Shop Worker  
Clerk, Hearing Office  
Clerk, S.W. Foundation/Public Relations

Pay Grade 5

Clerk, Fine Arts  
Clerk, Construction  
Clerk, Curriculum & Instruction Division  
Clerk, Athletics  
Clerk, SEMS

Clerk, Student Records  
Clerk, Special Education PEIMS  
Deaf Support Assistant  
A/V Technician  
Clerk, Transportation Router

Pay Grade 6

Clerk, Accounting  
Clerk, Benefits  
Clerk, Payroll  
Clerk, Human Resources  
Clerk, PEIMS (District)  
Clerk, Purchasing  
Secretary, Facilities & Maintenance  
District Records Clerk/Parent Liaison  
Clerk, External Funding

Media Production Technician  
Secretary, Principal Elementary  
Secretary, Principal Middle School  
Secretary, Principal High School  
Secretary, Child Nutrition  
Secretary, Transportation  
Secretary, Technology  
Secretary, Special Education  
A/V Lead Technician

Pay Grade 7

Computer Technician  
Senior Clerk  
Federal Funds Supervisor

Secretary, Assistant Superintendent  
Secretary, Deputy Superintendent

Pay Grade 8

Distribution Supervisor  
Drill Instructor  
Media Supervisor  
Support Staff Supervisor  
Child Nutrition Supervisor  
Lead Network Technician

Lead Computer Technician  
Print Shop Supervisor  
Secretary, Superintendent  
PEIMS Coordinator  
Lead Mobile Device Technician

**2020-2021 Bus Driver Wage Pay Scale**

<b>Years</b>	<b>Wage Per Hour</b>	<b>Years</b>	<b>Wage Per Hour</b>
<b>0-1</b>	<b>15.84</b>	<b>18</b>	<b>18.59</b>
<b>2</b>	<b>15.94</b>	<b>19</b>	<b>18.76</b>
<b>3</b>	<b>16.04</b>	<b>20</b>	<b>18.95</b>
<b>4</b>	<b>16.09</b>	<b>21</b>	<b>19.10</b>
<b>5</b>	<b>16.25</b>	<b>22</b>	<b>19.27</b>
<b>6</b>	<b>16.41</b>	<b>23</b>	<b>19.44</b>
<b>7</b>	<b>16.57</b>	<b>24</b>	<b>19.61</b>
<b>8</b>	<b>16.73</b>	<b>25</b>	<b>19.78</b>
<b>9</b>	<b>16.89</b>	<b>26</b>	<b>19.93</b>
<b>10</b>	<b>17.05</b>	<b>27</b>	<b>20.10</b>
<b>11</b>	<b>17.21</b>	<b>28</b>	<b>20.27</b>
<b>12</b>	<b>17.37</b>	<b>29</b>	<b>20.44</b>
<b>13</b>	<b>17.60</b>	<b>30</b>	<b>20.61</b>
<b>14</b>	<b>17.84</b>	<b>31</b>	<b>20.77</b>
<b>15</b>	<b>18.08</b>	<b>32</b>	<b>20.94</b>
<b>16</b>	<b>18.25</b>	<b>33+</b>	<b>21.11</b>
<b>17</b>	<b>18.42</b>		

**2020-2021 Hourly Wage Pay Grades**

**Pay Grade 1**

Food Service Worker  
Custodian  
General Maintenance Personnel  
Grounds Crew I  
Bus Aide I  
Crossing Guard  
Bus Driver Trainee

**Pay Grade 2**

Lead Custodian (HS)  
Food Service Assistant  
Manager  
Head Custodian (Elem)  
Grounds Crew II

**Pay Grade 3**

Food Service Manager (<500)  
Head Custodian (MS)  
Maintenance (Semi-skilled)  
Plumber Helper  
Painter Helper  
Warehouse/Delivery Clerk  
Mechanic Helper  
Delivery Driver

**Pay Grade 4**

Food Service Manager (≥500)  
Head Custodian (HS)

**Pay Grade 5**

Food Service Manager (≥700)  
Maintenance (Skilled -  
Non-licensed, Painter, A/C,  
Plumber, Carpenter)  
Mechanic

**Pay Grade 6**

Maintenance (Certified/Journ)  
Pest Control

**Pay Grade 7**

Food Service Manager (≥2000)  
Maintenance (Grounds Foreman)  
Police Officer  
Head Mechanic

**Pay Grade 8**

General Maintenance Foreman  
Maintenance (Master  
Electrician, Plumber, Etc.)  
Investigator  
Shop Foreman  
Sergeant

**Pay Grade 9**

Transportation Supervisor  
Facilities Supervisor



**2020-2021 Hourly Wage Pay Scales**

Yearly Steps	Pay Grade 1	Pay Grade 2	Pay Grade 3	Pay Grade 4	Pay Grade 5	Pay Grade 6	Pay Grade 7	Pay Grade 8	Pay Grade 9
0-1	11.70	12.96	14.24	15.58	17.26	18.95	20.87	22.94	25.24
2	11.76	13.01	14.31	15.67	17.36	19.05	20.99	23.04	25.34
3	11.81	13.06	14.40	15.75	17.46	19.15	21.09	23.16	25.49
4	11.88	13.16	14.47	15.83	17.52	19.25	21.19	23.30	25.63
5	12.04	13.34	14.67	16.05	17.76	19.52	21.48	23.62	25.98
6	12.21	13.52	14.86	16.27	18.00	19.78	21.77	23.94	26.33
7	12.39	13.72	15.09	16.52	18.27	20.08	22.11	24.30	26.74
8	12.57	13.92	15.31	16.76	18.54	20.37	22.43	24.66	27.12
9	12.75	14.12	15.53	17.00	18.80	20.66	22.74	25.01	27.51
10	12.91	14.28	15.71	17.19	19.02	20.90	23.00	25.30	27.83
11	13.06	14.45	15.89	17.39	19.23	21.15	23.27	25.60	28.16
12	13.25	14.67	16.13	17.75	19.52	21.47	23.62	25.98	28.58
13	13.42	14.86	16.34	17.97	19.77	21.75	23.92	26.32	28.95
14	13.60	15.05	16.55	18.20	20.02	22.03	24.23	26.65	29.32
15	13.96	15.43	16.99	18.68	20.56	22.60	24.87	27.36	30.09
16	14.08	15.58	17.15	18.85	20.75	22.81	25.10	27.61	30.37
17	14.21	15.73	17.30	19.03	20.94	23.02	25.33	27.86	30.64
18	14.35	15.87	17.46	19.20	21.12	23.23	25.55	28.11	30.92
19	14.47	16.01	17.61	19.37	21.31	23.44	25.78	28.36	31.20
20	14.60	16.15	17.77	19.55	21.50	23.65	26.01	28.61	31.47
21	14.74	16.30	17.92	19.71	21.69	23.86	26.25	28.87	31.75
22	14.86	16.44	18.08	19.89	21.88	24.07	26.48	29.12	32.03
23	14.99	16.58	18.24	20.06	22.07	24.27	26.71	29.37	32.31
24	15.12	16.73	18.40	20.24	22.26	24.48	26.93	29.62	32.58
25	15.25	16.86	18.55	20.41	22.45	24.69	27.16	29.87	32.86
26	15.38	17.01	18.71	20.58	22.64	24.90	27.39	30.14	33.15
27	15.51	17.15	18.87	20.75	22.83	25.11	27.62	30.39	33.43
28	15.64	17.29	19.03	20.92	23.01	25.32	27.85	30.64	33.70
29	15.76	17.43	19.18	21.10	23.20	25.53	28.08	30.89	33.98
30	15.90	17.58	19.34	21.27	23.39	25.73	28.30	31.14	34.26
31	16.03	17.72	19.49	21.44	23.58	25.94	28.53	31.40	34.54
32	16.15	17.86	19.65	21.62	23.77	26.15	28.77	31.65	34.81
33+	16.29	18.01	19.80	21.78	23.96	26.36	29.00	31.90	35.09

## Payment of Compensation

### Payroll Period

In order to provide employees with year-round income, employees' annualized income shall be prorated over a twelve month period or twenty-six bi-weekly pay periods.

### Proration of Pay for Reduced Number of Workdays

If an employee works less work days than the full workday calendar for the position, the employee's pay will be prorated. There are steps that need to be taken to determine the proration. First, calculate the actual salary for the balance of the school year by determining the number of workdays remaining in the work year calendar. Second, multiply the number of remaining days by the daily rate (or hourly rate x work hours). Last, divide the prorated salary by the number of paychecks remaining in the school year.

### Paycheck Deductions

Paycheck deductions include but are not limited to:

- all applicable income tax withholdings (based on personal exemption and income bracket)
- social security coverage (FICA)
- medicare
- benefit deductions
- other deductions as appropriate (such as additional elections, United Way, etc.)

### Release of Paychecks

Paychecks will not be released to any person other than the district employee named on the check without prior written authorization and verification of identification.

## Back Payments

A back payment occurs when an employee paid less than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If a request for back payment is presented in the current school year, a committee will review the request and provide a recommendation for payment or non-payment to the Assistant Superintendent of Business and Finance. If approved, the Assistant Superintendent will direct the Payroll Department to make the back payment.

## Overpayment

An overpayment occurs when an employee is paid more than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. Pay corrections will be made and overpayments will be deducted from the employee's paycheck, as appropriate. Notification will be sent via US Mail.

## Movement Between Pay Cycles

Movement between pay cycles, due to a change in position, may result in a lump sum payout of the current position prior to moving into the new position; this is more typical of movement between a monthly and biweekly pay schedule. Movement may also affect the number of paychecks the employee would receive. Employees paid on a monthly pay cycle typically receive 12 paychecks, biweekly 26.

## Reimbursement for Leave Upon Retirement

An employee will be eligible for reimbursement for state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. Contract employees have provided written notice 90 days prior to the last day of employment and non-contract employees have provided written notice at least 2 weeks prior to the last day of employment.
3. The employee has at least five consecutive years of service with the district.
4. Accumulated vacation days will not be reimbursed

The employee will be reimbursed at the daily rate of a substitute for that position (administration/professional central office will be reimbursed at the rate of a certified teacher).

## Local Leave Payouts

Employees who accrue more than 30 days of local leave will be reimbursed for the local leave days above 30 at the daily rate of a substitute for that position (administration/professional central office will be reimbursed at the rate of a certified teacher).

## ADJUSTMENTS TO SALARY

### General Pay Increase

Employee salaries will be reviewed annually. General pay increases may be given to employees to reward continued service to the district.

The district superintendent may recommend an amount for employee salary adjustments as a part of the annual budget. Budget recommendations for general pay increases will be based on revenue, changes in laws, the job market and the district's hiring objectives. The superintendent or designee shall approve salary adjustments for employees within the Board approved budgeted amount.

To receive a board-approved general pay increase, an employee must be in an active status or on an approved leave of absence at the time of the issuance of the first payroll reflecting the annual pay adjustment.

Employees that have a salary at or over the maximum of the respective pay grade, may receive the annual employee pay adjustment as part of their base pay rate.

### Promotion Adjustments

A promotion occurs when an employee moves to a new assignment in a pay range with a midpoint value greater than their current position. This movement is associated with the employee being selected for the position in response to a job posting. The amount of the increase to the daily or hourly rate will be determined by the Human Resources and Payroll departments with the approval of the Assistant Superintendents of Administration and Human Resources and Business and Finance. To determine the employee's new salary, their years of experience for pay is aligned with the pay rate of the peer group (incumbents in the same job and/or same classification pay level) with similar or the same years of experience.

## **Demotion Adjustments**

A demotion occurs when an employee moves to a new assignment in a pay range with a midpoint of lesser value than their current position. This movement is associated with the employee being selected for the position in response to a job posting. The amount of the decrease to the daily or hourly rate will be determined by the Human Resources and Payroll departments with the approval of the Assistant Superintendents of Administration and Human Resources and Business and Finance. To determine the employee's new salary, their years of experience for pay is aligned with the pay rate of the peer group with similar or the same years of experience.

## **Lateral Transfer and Adjustment**

A lateral move occurs when the employee moves to a new assignment in a pay range with the same midpoint value as their current position. This movement is associated with the employee being selected for the position in response to a job posting. Typically, this type of movement would not warrant a compensation adjustment other than number of workdays, if changed.

## **Transfers Between Workday Calendars**

An overlap in employee calendars may occur with transfers between campuses/department positions. Due to varied contract beginning and ending dates there may be a reduction or increase in compensable days for the remainder of the respective school year. When days are increased or reduced, the employee's pay may be adjusted accordingly.

## **Reassignment**

An administrative decision to reassign an employee to a lower grade level position shall be accompanied by a letter of assignment and shall include the new job title, change in compensation, number of workdays, and the effective date.

## **Reclassification**

Once an employee begins working in the new school year, their salary may not be adjusted. The only exception may be when there is a significant and sustained change in the job description in which the employee is assigned; or changes in the competitive job market. This type of change is called a “reclassification” and can be an upward or downward movement in terms of pay. Adjustments made through the reclassification process will become effective in the following school year, unless otherwise approved by the superintendent.

Reclassification of contract positions must be approved by the board. Reclassification of non-contract positions must be approved by the superintendent. (Board Policy DEA Local)

## **Equity Adjustments**

The superintendent may make special adjustments to individually employee’s compensation to correct identified pay equity issues. Equity adjustments may be made to retain incumbents in jobs at risk due to dramatic shifts in the job market or to correct for imbalances in the pay structure. All equity adjustments will be classified as a ‘reclassification’ and will require the same approvals. Any equity adjustments will be reported to the Board in accordance with the DEA (Local).

## Compensation Reviews

Salaries, in most cases, do not change once the school year has started. Any request for a salary review must be made to the executive leadership of a campus/department prior to being forwarded to the Human Resources Department.

### Request for an Individual Compensation Review

A supervisor may request an individual compensation review. This may involve disputes over scope of duties necessitating a change in job classification or disputes over credited years of service. The initial review will be conducted by a committee of three professionals within the Human Resources Department. If the committee agrees based on a review of data that an adjustment should be made, the committee will submit a memo to the Deputy Superintendent, the Assistant Superintendent of Administration and Human Resources, and the Assistant Superintendent of Business and Finance who will review the case with the Superintendent. Should the Superintendent agree with the recommendation, the procedures outlined in Policy DEA (Local) will be followed in regards to mid-year salary increases.

### Request for Department Compensation Review

If a supervisor believes a position is or positions are improperly classified, the content and scope of responsibilities have substantially changed, or that retention or recruitment issues exist, they may make a formal request for a re-evaluation. Department Reviews are performed in July and will not take effect until the new fiscal year is to begin. After a review has been conducted, if a change in pay grade assignment and/or compensation is warranted, the change shall be made according to Board Policy.

## Additional Pay Rates

### Substitute Pay

Substitutes are based on the type of job and the qualifications of the substitute in that role. The following chart indicates pay for teaching positions:

Position	Full Day	Half Day
Certified Teacher	\$125.00	\$62.50
Degreed/Licensed	\$100.00	\$50.00
Non-Degreed	\$90.00	\$45.00

Add-ons:        \$10.00 for job in a Special Education Self-Contained Setting

\$10.00 for long-term assignment (on 10th consecutive day and after in same position)

Licensed substitutes must substitute in their area of license in order to be paid at the “licensed” rate.

Paraprofessionals are paid \$70.00 a day and \$35.00 per half-day.

Cafeteria subs are paid \$11.70 per hour.

Administration substitutes must be cleared through the Administration/Human Resources department before being assigned.

### Stipends

Stipends are paid to professional positions to compensate employees for additional, supplemental duties or special assignments. Types of stipends include academic, athletic, fine arts, position-based, special education, and bilingual.



**Miscellaneous Pay Rates**

The following applies to extra duties for work not tied to a permanent position with the district. These are part time duties paid based on the type of work being performed.

<b>Area</b>	<b>Description</b>	<b>Rate</b>
Transportation	Shop, Cust., Video, Fuel, Mech. Helper, Transport	\$10.00/Hour
	Shop Upholstery Work	\$13.00/Hour
	Coach Run	\$35.00/Trip
	Internship Bus Run	\$40.00/Trip
Department Help	Student Internship Rate	\$9.00/Hour
Academics	Lead Teacher	\$28.00/Hour
	Enrichment Teacher	\$25.00/Hour
	Summer Academic Teacher	\$30.00/Hour
	Clerical/Aide	\$15.00/Hour
	Driver's Education	\$25.00/Hour
	Employee Presenter	\$400.00/Day
	Teacher - Staff Dev. Full Day	\$80.00/Day
	Teacher - Staff Dev. Half Day	\$40.00/Day
	Peer Tutor (HS Student)	\$8.75/Hour
	Tutor Non-Degreed	\$65.00/Day
	Tutor Degreed	\$85.00/Day
	Tutor Certified	\$105.00/Day
	Special Ed. Para Trainer	\$18.00/Hour
	Special Ed. RF Student Review	\$75.00/Hour
	Special Ed. FIE Testing	\$350.00/Test
	Special Ed. FIE Testing (Sp.)	\$400.00/Test
	Challenge Program - Lead Teach	\$28.00/Hour
	Challenge Program - Teacher	\$25.00/Hour
	Tutoring - Aide (Title)	\$15.00/Hour
	Deer Foot Youth Camp	\$100.00/Day
	Community Ed. Classes	\$18.00/Hour
	Community Ed. GED Chief Ex.	\$28.00/Hour
	Community Ed. GED Proxy	\$25.00/Hour
Lunch Monitor	\$10.50/Hour	

## SOUTHWEST ISD COMPENSATION MANUAL

### Miscellaneous Pay Rates (Cont.)

Area	Description	Rate
Athletics - Varsity Football	Gate (sellers only)	\$40.00/Event
	Gate (ticket takers)	\$30.00/Event
	Announcer/Statistician	\$75.00/Event
	Press Box (visitor/home)	\$30.00/Event
	Message Center	\$75.00/Event
Athletics - Sub-varsity Football	Gate (1G)	\$25.00/Event
	Gate (2G)	\$35.00/Event
	Timer (1G)	\$25.00/Event
	Timer (2G)	\$35.00/Event
	Announcer (1G)	\$25.00/Event
	Announcer (2G)	\$35.00/Event
	Announcer/Timer (1G)	\$30.00/Event
Announcer/Timer (2G)	\$45.00/Event	
Athletics - Volleyball, Basketball	Gate (1G)	\$25.00/Event
	Gate (2G)	\$35.00/Event
	Gate (3G)	\$40.00/Event
	Scorekeeper, Timer, Announcer (1G)	\$25.00/Event
	Scorekeeper, Timer, Announcer (2G)	\$35.00/Event
	Scorekeeper, Timer, Announcer (3G)	\$40.00/Event
	Scorekeeper, Timer, Announcer (3G)	\$25.00/Event
	Combination of any 2 (Scorekeeper, Timer, Announcer - 1G)	\$35.00/Event
	Combination of any 2 (2G)	\$40.00/Event
	Combination of any 2 (3G)	\$40.00/Event
Athletics - Softball	Gate (1G)	\$25.00/Event
	Gate (2G)	\$35.00/Event
	Scorekeeper, Timer, Announcer (1G)	\$25.00/Event
	Scorekeeper, Timer, Announcer (2G)	\$35.00/Event
	Scorekeeper, Timer, Announcer (2G)	\$25.00/Event
	Combination of any 2 (Scorekeeper, Timer, Announcer - 1G)	\$35.00/Event

Combination of any 2 (2G)

Athletics - Baseball, Soccer	Gate (1G)	\$25.00/Event
	Gate (2G)	\$35.00/Event
	Scorekeeper, Timer, Announcer (1G)	\$25.00/Event
	Scorekeeper, Timer, Announcer (2G)	\$35.00/Event
	Combination of any 2 (Scorekeeper, Timer, Announcer - 1G)	\$25.00/Event
	Combination of any 2 (2G)	\$35.00/Event
Athletics - Afternoon Track, Cross Country	Gate	\$35.00/Event
	Announcer	\$50.00/Event
	Starter	\$50.00/Event
	Starter w/ Blanks	\$75.00/Event
Athletics - Weekend Track	Gate	\$35.00/Event
	Announcer	\$60.00/Event
	Starter	\$75.00/Event
	Starter w/ Blanks	\$100.00/Event
Athletics - Tournaments	Gate	\$9.00/Hour
	Scorekeeper, Timer, Announcer	\$9.00/Hour
	Combination of any 2 (Scorekeeper, Timer, Announcer)	\$10.00/Hour
	Announcer	\$8.00/Hour
Athletics - Summer	Summer Strength & Conditioning Coaches	\$25.00/Hour
	Coaches	\$15.00/Hour
	Certified SWISD Coaches Camps	\$10.00/Hour
	Cross Country Coaches Assistant	\$100.00/Meet

Fine Arts	Fine Arts Judge	\$200.00/Day or \$25.00/Hr
	Fine Arts Guest Teacher	\$25.00/Hour
	Fine Arts Tutor #1	\$21.50/Hour
	Fine Arts Tutor #2	\$16.00/Hour
	Fine Arts Assistant	\$10.00/Hour
	House Manager	\$25.00/Hour
	Fine Arts Academy Coordinator	\$240/Day
	Fine Arts Academy Strand Director	\$200/Day
	Fine Arts Academy Teacher	\$200/Day
	Fine Arts Student Ushers - Technicians	\$8.00/Hour

## Vacation Regulations

### Definition of 12-Month Position

All district professional and paraprofessional positions in which the job description designates 226 or more workdays during the school year shall be classified as 12-month positions.

By definition, a 12-month year for professional and paraprofessional positions shall be July 1 through June 30.

### Vacation Guidelines

Beginning with the 2009-20 duty year, vacation days shall not accumulate and eligible employees shall be required to use vacation days in the year they are earned. Vacation earned prior to the 2009-10 duty year shall not be affected.

Twelve-month employees shall be awarded vacation according to the following guidelines:

1. During the first year of employment, employees shall earn one day of vacation per 45 calendar days since employment, with June 30 or August 31 being the cut-off date. First-year employees shall not earn more than eight days of vacation.
2. In the event an employee starts late in year one, the employee shall earn a maximum of eight days of vacation in year two plus the number of days earned in year one, for a total not to exceed ten days. All other personnel in years two through six shall be entitled to ten days of vacation.
3. After year six, an employee shall earn one additional day of vacation for every two years of employment up to a maximum of 15 days per year.
4. Prior district experience shall be counted in calculating vacation time as follows:
  - a. The counted experience shall be in the job category for which the employee shall be receiving vacation time (i.e., a year's experience as a bus driver shall not be counted as experience as a paraprofessional)
  - b. Years of experience in teaching in the district shall count toward professional time.
5. During the first year of employment, vacation time shall be available for use as it is earned. After one year of employment, vacation time for full-time employees shall be available at the beginning of the school year. It is recommended that one week of vacation be taken during the regular school year for those entitled to more than ten days of vacation. All vacation time taken

during the regular school year shall be pre approved by the Superintendent. Only under unusual circumstances and with prior approval shall an employee be allowed to take all three weeks of vacation at one time.

6. Experience shall be counted for vacation at the end of each contract year. The following chart shall be the general rule of thumb for the number of days of vacation earned based on years of experience.

Years of Experience	Number of Vacation Days
0-1	1 per 45 calendar days - maximum 8 days
2	10
3	10
4	10
5	10
6	10
7	10
8	11
9	11
10	12
11	12
12	13
13	13
14	14
15	14
16	15
Over 16	15

## **Holiday Guidelines**

Holidays for full-time employees shall be taken as follows:

1. All full-time employees shall follow the regular calendar for regular holidays except as otherwise designated.
2. July 4 or its replacement shall be a paid holiday for all 12-month employees.