

Administrative Procedures Guide
Employee Compensation Plan

Millsap
Independent School District

2020-2021

Revised: Aug 24, 2020



Administrative Procedures Guide
Table of Contents

A. DISTRICT PAY PLAN	1
B. JOB CLASSIFICATION	1
(1) PURPOSE AND AUTHORITY	1
(2) RECLASSIFICATION OF POSITIONS	1
(3) PAY RATE ADJUSTMENTS FOR JOB RECLASSIFICATION	2
(4) PROCEDURES FOR JOB CLASSIFICATION REVIEW	2
(5) CLASSIFICATION OF NEW POSITIONS.....	3
C. EXEMPTION STATUS	3
D. GENERAL PAY INCREASES.....	3
(1) ELIGIBILITY FOR GENERAL PAY INCREASE	3
(2) PAY INCREASE BUDGET	3
(3) GENERAL PAY INCREASE CALCULATION.....	3
E. CONTINGENT ONE TIME PAY	4
(1) RULES AND POLICIES	4
F. STAFF ATTENDANCE INCENTIVE.....	4
G. 457 LONGEVITY MATCH	5
I. PLACEMENT OF EXTERNAL NEW HIRES.....	6
(1) PROFESSIONAL HIRING SCHEDULES	6
(2) ADMINISTRATIVE / PROFESSIONAL PAY STRUCTURE	7
(3) CLERICAL / PARAPROFESSIONAL AND AUXILIARY PAY STRUCTURE	7
J. PROMOTION INCREASES	8
(1) PROMOTION DEFINED.....	8
(2) PROMOTION INCREASE FOR THE ADMINISTRATIVE / PROFESSIONAL PAY STRUCTURE	8
(3) PROMOTION INCREASE FOR THE CLERICAL / PARAPROFESSIONAL AND AUXILIARY PAY STRUCTURES.....	8
K. MOVEMENT TO A LOWER PAY GRADE	9
(1) PAY ADJUSTMENTS	9
L. ADJUSTING PAY-RANGE STRUCTURES.....	9
(1) ANNUAL REVIEW OF PAY RANGES.....	9
M. REINSTATEMENT AFTER BREAK-IN-SERVICE	9
N. LESS THAN FULL TIME PAY.....	10
O. DISTRICT OF INNOVATION AND PAY	10

Pay System Procedures

A. District Pay Plan

Millsap ISD maintains position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories:

- *Professional salary schedules for teachers, nurses (RN), librarians*
- *Administrative / professional pay structure*
- *Clerical / paraprofessional pay structure*
- *Auxiliary pay structure*

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Professional salary schedules will correlate pay to total creditable years of experience in education. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

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

B. Job Classification

(1) Purpose and Authority

Job classification is based on an assessment of skill requirements, assigned duties, and market value. Jobs are classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Business Office will collect job information, evaluate jobs for pay classification and recommend pay grade assignments. The Superintendent has final authority concerning job classifications.

(2) Reclassification of Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained change in job duties and responsibilities, a need to improve internal pay equity with other jobs, or a significant change in the external job market.

(3) Pay Rate Adjustments for Job Reclassification

A change in job classification will result in a higher or lower pay range and a greater or lesser potential for pay advancement. Pay rate adjustments for job reclassification may be made in accordance with the guidelines below. Any adjustments for contract employees will comply with district policy DEA(L). Job classification changes made as part of a comprehensive review of the district's pay plan may not result in a pay rate adjustment.

- (a) If the job is reclassified upward due to a significant and sustained increase in assigned job duties, the reclassification will be treated as a promotion and the procedure for promotion increases will apply.
- (b) If the job is reclassified only to address internal equity issues and there is no change in assigned duties, there will be no immediate pay increase. Future increases will be larger as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- (c) If the job is reclassified downward due to a change in duties assigned, the employee's pay may be reduced at the discretion of the Superintendent.

(4) Procedures for Job Classification Review

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

- (a) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the Business Office. Job classification reviews are initiated in February of each year. Requests for unscheduled classification reviews must be approved by the Superintendent before the request is submitted to the Business Office.
- (b) The supervisor must submit a completed Request for Job Classification Review form to the Business Office. The request form must be approved by the appropriate department head or campus administrator.
- (c) The Business Office will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, interviewing the supervisor or employee(s), or analyzing external job market information.
- (d) The Business Office will evaluate the job placement and prepare a written recommendation for pay grade assignment for the Superintendent's review.
- (e) The Business Office will notify the supervisor and the employee of the pay grade assignment after the Superintendent's review and approval.

(5) Classification of New Positions

New positions must have a written job description. The Business Office will recommend to the Superintendent the pay grade classification of new positions based on the job description, consultation with the job supervisor, and the external job market. New positions must be classified in the pay system prior to hiring new employees.

C. Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Business Office will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt. Exempt employees do not receive overtime compensation.

D. General Pay Increases

(1) Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district. To receive a general pay increase, an employee must be in an active status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

An employee's performance must be satisfactory to receive a pay increase unless exceptions are granted by the board.

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

(2) Pay Increase Budget

The Superintendent will recommend a budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases are based on available revenue, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the Board.

(3) General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the Board to the midpoint of each employee's pay range. All employees in the same pay range, who are not at maximum pay, will receive the same pay increase. Employees who are paid on professional salary schedules will receive the general pay increase built into the new salary schedules each year.

Example: Range Midpoint x Percent Increase = Pay Increase

Clerical / Paraprofessional

Midpoint (\$15.00) x Percent Increase (4%) = Pay Increase (\$0.60)

Pay Increase (\$0.60) x Hours (8) x Duty Days (187) = Annual Increase (\$897.60)

E. Contingent One Time Pay

(1) Rules and Policies

- (a) The payments will occur in December if the contingency is met.
- (b) The Fall Semester payment will be contingent on budgeted ADA (for all school days up to the date of calculation) as of December 1, if ADA not met Board may vote on lesser amount. If ADA is greater than budgeted ADA, Superintendent has authority to increase up to \$500 for full time / \$250 part time.
- (c) In order to be eligible for the Fall Semester payment, an employee must be employed by the district on the first day of school for students through the last day of the Fall Semester.
- (d) A full time employee is an employee who works at least 32 hours per week.
- (e) A part time employee is an employee who works at least 20 hours up to 31 hours per week.
- (f) Full time employees will receive \$300.00 per semester payment (before Taxes).
- (g) Part time employees will receive \$150.00 per payment (before Taxes).
- (h) All payments will be subject to all State and Federal withholdings.
- (i) People who are not full time that work as a teacher or employee in the Millsap After School Program are not eligible.
- (j) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.
- (k) The Superintendent will be excluded from receiving this contingent one time payment.

(2) With the uncertainty of ADA and tax collections because of COVID, anticipated revenues were reduced in 2020-21 budget. If actual tax collections and ADA generate revenue in the amount of \$85,000 or greater, a 1% of annualize salary, incentive pay will be given to all employees who were employed on the last day of instruction and worked at least 90 days in the school year in June.

F. Staff Attendance Incentive

Attendance incentive will be paid at the end of year according to these guidelines:

Professional Number of State/Local Absences				
10/11 month	0-2	2.5-5	5.5-7	7.5+
12 month	0-3	3.5-6	6.5-8	8.5+
	\$600	\$300	\$150	\$0

<u>Auxiliary Number of State/Local Absences</u>				
10/11 month	0-2	2.5-5	5.5-7	7.5+
12 month	0-3	3.5-6	6.5-8	8.5+
	\$300	\$150	\$75	\$0

***Donations to Sick leave pools will not count in above absence numbers**
 If ADA comes in higher than budgeted, Superintendent has to authority to increase these amounts back to 2019-2020 amounts below:

<u>Professional Number of State/Local Absences</u>				
10/11 month	0-2	2.5-5	5.5-7	7.5+
12 month	0-3	3.5-6	6.5-8	8.5+
	\$800	\$500	\$200	\$0

<u>Auxiliary Number of State/Local Absences</u>				
10/11 month	0-2	2.5-5	5.5-7	7.5+
12 month	0-3	3.5-6	6.5-8	8.5+
	\$400	\$250	\$100	\$0

G. 457 Longevity Match

The 457 Match will be contingent on finishing school year at or above original budgeted ADA. If less, the Board will determine matching percentage not to exceed 1%.

- (a) In order to be eligible for the match, an employee must be employed by the district on the last day of their calendar year, worked 90 or more days, and contributed to the 457 plan.
- (b) Employees who meet TRS eligibility are eligible for district match.
- (c) Up to a 1% match of annualized salary will be deposited into the matching account in the month of August before the end of the fiscal year.
- (d) People who are not full time that work as a teacher or employee in the Millsap After School Program are not eligible.
- (e) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.
- (f) Employees will be vested in district contributions as follows:
 - After 2 years in district – 20%
 - After 3 years in district – 40%
 - After 4 years in district – 60%
 - After 5 years in district – 80%
 - After 6 years in district – 100%

H. Unused Leave Incentive at Retirement

An employee who retires from the District shall be eligible for reimbursement for unused state leave under the following conditions (Superintendent is excluded if contract pays unused leave):

- a. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
- b. The employee has at least five years of service with the District.
- c. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.
- d. The District shall use the following chart to determine the amount of leave for which an employee is reimbursed:

Years of Service	Percentage of Accumulated Leave Days
10 or more	100
9 or more	90
8 or more	80
7 or more	70
6 or more	60
5 or more	50

- e. For professional employees, the rates of reimbursement shall be as follows:
 - a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a certified substitute.
 - b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a certified substitute.
- f. For all other eligible employees, the rates of reimbursement shall be as follows (to a maximum of \$10,000):
 - a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a non-degreed substitute.
 - b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a non-degreed substitute.

I. Placement of External New Hires

(1) Professional Hiring Schedules

Teachers, librarians, nurses (RNs), who are paid on an experience-based salary schedule will be placed on the schedule based on total years of creditable experience

as defined by state regulations and shown on the employee's service record.

(2) Administrative / Professional Pay Structure

Placement of new hires in the administrative / professional pay structure will be determined individually based on each person's job-related experience and pay rates of other employees in the same job title with similar experience.

The guidelines for placement in the administrative / professional pay structure are as follows:

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
 - (b) Placement of a new hire may not exceed pay rates of other employees in the same job title with similar experience.
 - (c) Recommended placement for new hires will be determined by the Business Office as follows:
 1. ½ percent above minimum for each year of creditable teaching experience up to the hiring limit (a)
 2. 2 percent above minimum for each year of administrative or job-specific experience up to the hiring limit (a)
 - (d) New hire placement recommendations may be adjusted from these experience formulas as deemed necessary by the Business Office for hard-to-fill positions.
 - (e) No employee may be placed below the minimum of the range.
- ## (3) Clerical / Paraprofessional and Auxiliary Pay Structure

Placement of new hires in the clerical / paraprofessional pay structure will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience.

The guidelines for placement on the clerical / paraprofessional pay structure are as follows:

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
- (b) Placement of a new hires may not exceed pay rates of other employees in the same job title with similar experience.
- (c) New hires will be placed in the pay range at:
 - 1 percent above minimum for each year of verified job experience up to the hiring limit (b).
- (d) New hire placement may be adjusted from this formula as deemed necessary by the Human Resource Department for hard-to-fill positions.

- (e) No employee may be placed below the minimum of the range.
- (f) New hires may not be placed above the midpoint unless approved by the Superintendent.

J. Promotion Increases

(1) Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay grade. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the promotion increase is inclusive of any general increase granted by the school board.

(2) Promotion Increase for the Administrative / Professional Pay Structure

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on daily rates of pay for the assigned duty days and will be determined by these guidelines:

- (a) A pay increase for a promotion of one pay grade level will be 8 percent of the new range midpoint.
- (b) A pay increase for a promotion of two pay grade levels will be 10 percent of the new range midpoint.
- (c) A pay increase for a promotion of three or more pay grade levels will be 12 percent of the new range midpoint.
- (d) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (e) Promotion increases may be reduced if another employee with more experience in the same job title is paid less.
- (f) A teacher or other professional employee who moves from a different salary schedule to the administrative / professional pay structure will be given credit for experience according to the procedure for Placement of New Hires (E.2.) up to a limit of 8 percent of the new range midpoint.
- (g) The promotion increase for a teacher promoted to an administrative / professional position will be added to the base salary plus stipends for teaching assignments. Stipends for extra-duty assignments will not be included.

(3) Promotion Increase for the Clerical / Paraprofessional and Auxiliary Pay Structures

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on hourly rates of

pay and will be determined by these guidelines:

- (a) If the employee's current base pay rate is less than the midpoint for the new job, the increase shall be 8 percent of the new midpoint.
- (b) If the employee's current base pay rate is greater than the midpoint for the new position, the increase shall be 6 percent of the new midpoint.
- (c) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (d) Promotion increases may be reduced if an employee with more experience in the same job title is paid less.

K. Movement to a Lower Pay Grade

(1) Pay Adjustments

A change in pay as a result of movement to a lower pay grade will be made at the discretion of the Superintendent based on reasons for the change. When a pay reduction is made, the employee's base pay rate will generally be set at the same relative position within the lower pay range which is measured as a ratio of the employee's salary to the range midpoint. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The Business Office may adjust this formula when special circumstances warrant.

The pay adjustment will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. In the case of teachers or other professionals on an experience-based step placement schedule, placement will be made on the applicable pay schedule according to years of experience.

L. Adjusting Pay-Range Structures

(1) Annual Review of Pay Ranges

The Business Office will review pay-range structures annually and recommend adjustments as needed to maintain competitive pay range alignment with external job markets.

M. Reinstatement After Break-in-Service

An employee who is rehired following a break-in-service that is less than 12 months shall be reinstated at the same rate previously paid if hired for the same or equivalent position. If rehired for a different position or rehired following a break-in-service greater than 12 months, the employee will be placed according to procedures for new hires.

N. Less than Full Time Pay

Teachers teaching an average of 2 hours or more per day but less than an average of 4 hours per day, will be paid ½ of conference period. Teachers teaching an average of 4 hours or more per day will be paid a full conference period. A stipend equal to ½ of a period will be paid to half time employees without a conference period. Pay will be based on the number of classes taught + calculated conference.

O. District of Innovation and Pay

Millsap ISD is a District of Innovation (DOI). As a DOI, the days on the school calendar may vary from the State 187 days.

- (1) Professionals: Teachers, Nurses (RN), Librarians
Daily rate may vary, but annualized salary will be based on 187 days regardless of days in calendar. Additional work days are paid at a daily rate as if they worked 187 day calendar (annual pay/187).
- (2) Administrative / Professional employees work a set number of days and are not impacted by the school year calendar.
- (3) Clerical / Paraprofessional employees are paid a daily rate which causes the annualized pay to fluctuate. Every effort will be made to keep anyone from having a reduction in pay.
- (4) Auxiliary employees are paid a daily/hourly rate. Those who are tied to school calendar will see their annualized pay fluctuate. Every effort will be made to keep anyone from having a reduction in pay.

**SALARY SCHEDULE FOR
TEACHERS, LIBRARIANS, AND NURSES (RNs)
2020-21**

EXPERIENCE

BACHELORS

MASTERS

0	40,350	40,850
1	40,754	41,254
2	41,161	41,661
3	41,881	42,381
4	42,614	43,114
5	43,360	43,860
6	44,979	45,479
7	45,766	46,266
8	46,567	47,067
9	47,382	47,882
10	48,211	48,711
11	49,055	49,555
12	49,913	50,413
13	50,787	51,287
14	51,675	52,175
15	52,580	53,080
16	53,500	54,000
17	54,436	54,936
18	55,389	55,889
19	56,358	56,858
20	57,344	57,844
21	58,348	58,848
22	59,369	59,869
23	60,408	60,908
24	61,465	61,965
25	62,541	63,041

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

**Administrative/Professional Pay Structure
2020-21**

Pay Grade 1 1% on entire scale

Monthly	Minimum 4,599	Midpoint 5,608	Maximum 6,617
Daily	244.170	297.744	351.319
10	45,985	56,075	66,165
11	50,584	61,683	72,782
12	55,182	67,290	79,398
Counselor			

Pay Grade 2

Monthly	Minimum 4,920	Midpoint 6,000	Maximum 7,080
Daily	261.224	318.579	375.935
10	49,197	59,999	70,801
11	54,117	65,999	77,881
12	59,037	71,999	84,961
Assistant Principal		Administrative Services Coordinator	

Pay Grade 3

Monthly	Minimum 5,264	Midpoint 6,420	Maximum 7,575
Daily	279.511	340.862	402.212
10	52,641	64,196	75,750
11	57,905	70,615	83,325
12	63,169	77,035	90,900
Principal - Elementary School		Administrative Services Director	

Pay Grade 4

Monthly	Minimum 5,632	Midpoint 6,869	Maximum 8,105
Daily	299.032	364.699	430.367
10	56,318	68,685	81,053
11	61,949	75,554	89,158
12	67,581	82,422	97,263
Middle School Principal		Technology Director	

Pay Grade 5

Monthly	Minimum 6,028	Midpoint 7,350	Maximum 8,673
Daily	320.054	390.280	460.506
10	60,277	73,503	86,729
11	66,304	80,853	95,402
12	72,332	88,203	104,074
Principal - High School Chief Financial Officer		Athletic Director	

Pay Grade 6

Monthly	Minimum 6,451	Midpoint 7,866	Maximum 9,281
Daily	342.524	417.657	492.791
10	64,509	78,659	92,809
11	70,960	86,525	102,090
12	77,410	94,391	111,371
Assistant Superintendent			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

**Clerical/Technical Pay Structure
2020-21**

Pay Grade 1

Hourly	Minimum	Midpoint	Maximum
	11.20	13.88	16.55
Daily	89,607	111,019	132,431
180	16,129	19,983	23,838
Aide, Classroom		Aide, Special Education	

Pay Grade 2

Hourly	Minimum	Midpoint	Maximum
	12.00	14.85	17.71
Daily	95,990	118,816	141,642
180	17,278	21,387	25,496
Aide, Computer Lab Aide, Library		Aide, Special Needs Receptionist	

Pay Grade 3

Hourly	Minimum	Midpoint	Maximum
	12.37	15.90	19.43
Daily	98,980	127,220	155,459
197	19,499	25,062	30,625
203	20,093	25,826	31,558
Secretary, Campus			

Pay Grade 4

Hourly	Minimum	Midpoint	Maximum
	13.23	17.01	20.80
Daily	105,848	136,108	166,367
203	21,487	27,630	33,773
Reserved for future Use			

Pay Grade 5

Hourly	Minimum	Midpoint	Maximum
	14.16	19.75	25.34
Daily	113,282	157,992	202,703
180	20,391	28,439	36,487
203	22,996	32,072	41,149
Technician I ACE Specialist		Licensed Vocational Nurse Technician/Payroll Clerk	
	PEIMS/Registrar		

Pay Grade 6

Hourly	Minimum	Midpoint	Maximum
	15.14	21.13	27.11
Daily	121,119	169,014	216,909
226	27,373	38,197	49,021
Administrative Assistant, District Office Technology Technician II			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

**Auxiliary Pay Structure
2020-21**

Pay Grade 1

Hourly	Minimum 9.02	Midpoint 10.87	Maximum 12.72
Daily	72,154	86,941	101,727
180	12,988	15,649	18,311
255	18,399	22,170	25,940
Custodian I		Child Nutrition Worker	

Pay Grade 2

Hourly	Minimum 10.45	Midpoint 12.67	Maximum 14.89
Daily	83,628	101,364	119,099
180	15,053	18,245	21,438
255	21,325	25,848	30,370
Custodian II		Bus Monitor	

Pay Grade 3

Hourly	Minimum 12.24	Midpoint 14.82	Maximum 17.40
Daily	97,930	118,574	139,218
174	17,040	20,632	24,224
180	17,627	21,343	25,059
2.97	291	352	413
255	24,972	30,236	35,501
Child Nutrition Manager		General Maintenance Worker I Custodian Supervisor	

Pay Grade 4

Hourly	Minimum 13.87	Midpoint 16.80	Maximum 19.73
Daily	110,938	134,370	157,802
255	28,289	34,264	40,240
General Maintenance Worker II			

Pay Grade 5

Hourly	Minimum 15.24	Midpoint 18.47	Maximum 21.70
Daily	121,927	147,783	173,639
177	21,581	26,158	30,734
255	31,091	37,685	44,278
Bus Drivers			

Routes paid 4 hour except route 9 - 3 hours

Pay Grade 6

Hourly	Minimum 18.45	Midpoint 22.36	Maximum 26.27
Daily	147,622	178,891	210,161
185	27,310	33,095	38,880
255	37,644	45,617	53,591
Reserved for future use			

Pay Grade 7

Hourly	Minimum 20.30	Midpoint 24.59	Maximum 28.89
Daily	162,408	196,748	231,088
255	41,414	50,171	58,927
Director, Child Nutrition Director, Custodial		Director, Maintenance Director, Transportation	

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

**Extra Duty Stipends
2020-21**

Position	Stipend
Coaching	
Academic Coach	3,600
Archery Head	3,600
Archery Assistant	1,000
Baseball Head	6,100
Baseball Asst	2,600
Basketball Head	6,600
Basketball Asst	3,600
Cheerleading Sponsor - HS (split between 2)	3,000
Cheerleading Sponsor - MS	1,750
Cross Country Head	3,600
Cross Country Asst	2,600
Sports Coordinator (offense & defense)	4,600
Football Asst	3,600
Game Day Operations	3,600
Girls Coordinator	5,000
Golf Head	3,600
Personal Improvement	3,600
Personal Improvement - MS	2,600
Powerlifting Head	3,600
Powerlifting Asst	2,600
Softball Head	6,100
Softball Asst	2,600
Strengthening & Conditioning Asst	3,600
Tennis Head (contracted)	7,000
Tennis Head	5,100
Tennis Asst	2,600
Track Head	4,100
Track Asst	2,600
Volleyball Head	6,600
Volleyball Asst	2,600
Performing Arts/Academics/Other	
Ag Stipend	3,000
Band Asst	5,500
Band Director	9,000
BETA & Jr BETA	1,000
CTE Coordinator Stipend	1,000
Choir Director	3,000
Color Guard - Added to contract labor 1920	750
Drill Team	750
Assistant Drill Team	300
FCCLA	1,000
Longevity (only what is carried over py)	250-2,050
Maroon Crew (Split equal \$750+300)	525
Maroon Crew (Split equal \$750+300)	525
Safety Coordinator	2,000
PEIMS	1,500
Prom Sponsor	500
Reading academy upon completion	1,000
Safety - Guardian	2,000
Testing Coordinator	3,000
Theater Director	1,500
Theater Assistant	750
??Translating	500
UIL HS	1,000
UIL MS	500
Wastewater	7,500
Yearbook Sponsor	500
Instruction expense - for every 20 days of District wide remote only learning (if needed)	50
One time COVID Tech	5,000

**Stipend allments may be split or not used depending on needs.

**SUBSTITUTES AND ADDITIONAL DUTIES/PAY
2020-21**

SUBSTITUTE SCHEDULE					
Level of Education Experience		Per Day	Partial Day (4 hrs. or less)		Long-Term Status
Non-degreed	***	\$ 100.00	\$ 50.00	\$	110.00
Degreed, not certified	***	\$ 110.00	\$ 55.00	\$	120.00
Certified Teacher	***	\$ 120.00	\$ 60.00	\$	130.00
Administration sub	***	\$ 135.00	\$ 67.50	\$	145.00
***Increased \$35/day for COVID needs					
(Long-term starts with the 11th consecutive day of the substitute teaching assignment)					
			Per Hour		
Food Service/Custodian		\$	8.00		

EXTENDED DAYS FOR STAFF DEVELOPMENT					
		Per Day	Partial Day (4 hrs. or less)		
All Staff	\$	75.00	\$ 37.50		
			Per Hour		
Hourly Instruction Certified/Non Certified		\$20 / \$15			
Homebound Instruction	\$	30.00			

BUS DRIVING

Full Day	\$	80.00
Half Day	\$	40.00
Field trips @ hrly rate		

Reimbursement for cost of CDL over operator license

Reimbursement for Physical Exam up to \$45.

MISD employees who sub drive - reimbursement of recertification course

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

**STATE BASE
TEACHERS, LIBRARIANS, AND NURSES (RNs)
2020-21**

<u>EXPERIENCE</u>	<u>BACHELORS</u>	<u>Daily rate</u>
--------------------------	-------------------------	--------------------------

0	33,660	180.000
1	34,390	183.904
2	35,100	187.701
3	35,830	191.604
4	37,350	199.733
5	38,880	207.914
6	40,410	216.096
7	41,830	223.690
8	43,170	230.856
9	44,440	237.647
10	45,630	244.011
11	46,770	250.107
12	47,850	255.882
13	48,850	261.230
14	49,810	266.364
15	50,710	271.176
16	51,570	275.775
17	52,370	280.053
18	53,140	284.171
19	53,860	288.021
20	54,540	291.658
21	54,540	291.658
22	54,540	291.658
23	54,540	291.658
24	54,540	291.658
25	54,540	291.658

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.