

**DUBLIN ISD  
2011-2012  
COMPENSATION PLAN**

**08/23/2011**

## Purpose and Authority

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

## Description

Classroom teachers, full-time librarians, counselors and nurses will be paid no less than the state minimum salary schedule based on years of experience. The local salary schedule for staff will be determined annually upon Board approval of the amount budgeted for pay increases. For other employees, the Superintendent will assign positions to pay ranges that set the minimum and maximum base pay for the position. Jobs are classified for pay purposes on the basis of qualifications and duties as defined by the district, and market surveys of competitive pay rates. Pay ranges are reviewed annually and adjusted as needed.

1. The Dublin ISD Employee Pay System consists of the following components:
  - Employee “base pay” per Pay Grades 1-20
  - Employee supplemental pay for additional assignments/extra duty
  - Employee supplemental pay for acute shortage teaching fields and other shortage fields
  - Employee benefits and other employee related costs paid by employer
  - Temporary/substitute employee pay
2. The initial salary for employees in Pay Grades 1-14 and Pay Grades 17-19 shall be determined by the Superintendent and approved by the Board.

Pay Grade placement, initial step placement and step advancement for employees in Pay Grade 15 shall be in accordance with applicable provisions of the Texas Education Code and the Texas Administrative Code governing classroom teachers, full-time librarians, full-time counselors and full-time school nurses.

Pay Grade placement and initial step placement for employees in Pay Grade 16 shall be determined by the Superintendent, and approved by the Board, with step advancement in accordance with rules governing employees in Pay Grade 15.

“Base pay” for employees in Pay Grades 1-14 and Pay Grades 17-20 must be within the assigned pay ranges.

In addition to “base pay”, qualifying employees may receive the following additional compensation:

- Employees in Pay Grades 1-14 shall receive the “HB 1 supplement”, formerly known as the “health care compensation supplement,” in regular monthly salary. If mid-year employment, the supplement shall be prorated depending on the number of days employed.
- Employees in Pay Grades 15-16 may receive additional compensation to the extent authorized by the Commissioner of Education for the use of the federal ARRA stabilization funds as passed by the 81<sup>st</sup> session of the Texas Legislature (HB 3646 supplement).
- Qualifying employees may receive additional compensation to the extent authorized by a grant(s) approved by the local district.

- Qualifying employees may receive supplemental pay for additional assignments/extra duty/acute shortage teaching fields/other shortage fields, etc.
3. Employee compensation may be prorated depending upon the number of days employed.
  4. All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act. The Superintendent or Designee will determine the classification of each position based on a description of assigned job duties and the method of compensation. Generally, an employee is exempt if the employee's primary duties are executive, administrative, or professional as defined in federal regulations and the employee is compensated on a salary basis.

The Superintendent shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA) as follows:

- Employees in Pay Grades 14-20 are FLSA exempt from the overtime pay requirements of the FLSA and are paid on a salary basis. The salaries of these employees are intended to cover all hours worked. Exempt employees are paid on a monthly basis for the number of months in their annual employment period. Exempt employees are not entitled to overtime compensation. Exempt employees are paid to perform a job and compensation is not based on an hourly rate.
  - Employees in Pay Grades 1-13 are FLSA nonexempt, but shall be paid on a salary basis and are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours. School bus route drivers (Pay Grade 1) shall also be considered FLSA nonexempt, paid on a salary basis for a 25- hour workweek and do not earn additional pay unless the employee works more than 25 hours.
  - All employees will work a forty (40) hour week as scheduled at each campus or within each department.
5. For purposes of this policy, a 12-month period shall be July 1 through June 30.
  6. Non exempt employees who work more than 40 hours in any workweek will receive overtime compensation at time-and-a-half rates. See item 7 below for detailed description of how overtime compensation is calculated if employee is employed in two nonexempt positions within the district. Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization from their supervisor. An employee's regular work schedule may be adjusted during the week to prevent overtime.
  7. FLSA Non-exempt employees who are employed in dual roles such as bus driver/maintenance worker or bus driver/aide are eligible for overtime. Overtime for dual role employees shall be calculated using the formula according to the Code of Federal Regulations §778.115.
    - "Where an employee in a single workweek works at two different types of work for which different non-overtime rates of pay (of not less than the minimum wage) have been established, his regular rate for that week is the weighted average of such rates. That is, his total earning (except statutory exclusions) are computed to include his compensation during the workweek from all such rates, and are then divided by the total number of hours worked at all jobs." - Code of Federal Regulations §778.115.

**Example:**

- If a person is employed in two different non-exempt capacities, all hours worked in both jobs must be added together to meet the overtime provisions of FLSA.
  - Employee works as an instructional aide making \$8.50 an hour and as a bus driver making \$9.00 an hour. During one workweek the employee worked 21 hours as an aide and 26 hours as a bus driver.
    - 21 hours x \$8.50 = \$178.50
    - 26 hours x \$9.00 = \$234.00
    - \$178.50 + \$234.00 = \$412.50 at 47 hours
    - \$412.50 ÷ 47 hours = \$8.78 (Regular Rate)
  - Overtime calculations are such:
    - \$8.75 x 0.5 = \$4.39
    - \$4.39 x 7 hours = \$30.73 (Overtime Due Employee).

8. Anniversary employment dates for employees in Pay Grades 1-20 are as follows:

- 10 Months - September 1
- 10 ½ Months – August 1
- 11 Months – August 1
- 12 Months – July 1

9. Additional information regarding employee compensation and benefits can be found on the district's Web site at Board Policy Series DE and the "Employee Handbook."

**PAY GRADES ARE AS FOLLOWS:**

**AUXILIARY PERSONNEL POSITIONS:**

<b>Pay Grade</b>	<b>Job Title</b>	<b>Duty Days</b>	<b>FLSA Status</b>	<b>Minimum Hourly Rate</b>	<b>Minimum Annual Pay</b>	<b>Maximum Hourly Rate</b>	<b>Maximum Annual Pay</b>
1	Bus Route Driver Rover for District Operation	180	Non- exempt	8.89	8000	12.44	11196
2A	Food Service Worker	187	Non- exempt	7.50	11220	12.78	19118
2B	Custodian	226	Non- exempt	7.50	15120	12.78	25764
2C	Reserved for future use						
3	Lead Custodian	226	Non- exempt	8.00	16128	13.02	26248
4	Food Service Clerk	197	Non- exempt	7.50	11820	14.00	22064
5	Groundskeeper	226	Non- exempt	8.27	16672	14.00	28224
6B	General Maintenance Worker	226	Non- exempt	10.25	20664	16.95	34171
6C	General Maintenance Foreman	226	Non- exempt	10.50	21168	17.46	35199
7	Mechanic	226	Non- exempt	11.03	22236	17.46	35199
8	Reserved for future use		Non- exempt				
9	Reserved for future use		Non- exempt				
10	Classroom Aide Special education Aide Special Needs Aide Computer Lab Aide In-School Suspension Aide Library Aide Health Clinic Aide	187	Non- exempt	10.70	16007	14.97	22395
12A	Licensed Vocational Nurse Tech Secretary/Data Entry	187 207	Non- exempt	12.94	19358	14.99	24823
12B	Campus Secretary: Middle School Intermediate School Elementary School	207 207 207	Non- exempt	11.69	19358	18.12	30006
12C	High School Secretary	226	Non- Exempt	11.69	21135	18.12	32760
13	Computer Technician I Computer Technician II Accounts Payable/Purchasing Clerk Secretary to the	226	Non- exempt	11.78	21298	18.20	32905

	Superintendent						
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**PROFESSIONAL PERSONNEL POSITIONS:**

<b>Pay Grade</b>	<b>Job Title</b>	<b>Duty Days</b>	<b>FLSA Status</b>	<b>Minimum Daily Rate</b>	<b>Minimum Annual Pay</b>	<b>Maximum Daily Rate</b>	<b>Maximum Annual Pay</b>
14A	PEIMS Administrator	226	Exempt	103.63	23420	145.09	32790
14B	Cafeteria Manager	197	Exempt	124.16	24459	173.81	34240
14C	Food Service Supervisor	197	Exempt	143.35	28240	200.71	39540
14D	Transportation Supervisor/Maintenance Supervisor	226	Exempt	131.24	33072	197.29	49717
14E	Network Manager/Lead Technician	226	Exempt	14.28	25818	215.77	48764
15A	Classroom Teacher Full-Time Librarian	187	Exempt	<i>As Per District Salary Schedule</i>			
15B	Full-Time Nurse R.N. Campus Counselor Instructional technologist	187 207 207	Exempt	<i>Step as Per District Salary Schedule plus \$1,500</i>			
16A	Assistant Language-Pathologist	187	Exempt	<i>Step as Per District Salary Schedule</i>			
16B	Speech Language Pathologist Educational Diagnostician Educational Diag/Counselor	197 197 207	Exempt	<i>Step as Per District Salary Schedule plus \$1,500</i>			
18A	Assistant Principal	207	Exempt	208.79	43220	306.76	63500
18B	Director of Business Services Director of Curriculum/Instru. Director of Special Education	226	Exempt	200.84	45390	311.06	70300
19A	Intermediate Principal Elementary Principal	217 217	Exempt	230.05	49920	334.10	72499
19B	Middle School Principal	226	Exempt	231.90	52410	342.92	77499
20A	Director of Athletics/Coach	226	Exempt	265.49	60000	366.37	82800
20B	High School Principal	226	Exempt	274.34	62000	391.59	88500
20C	Assistant Superintendent	226	Exempt	287.61	65000	400.44	90500

**PAY GRADE 15 ONLY:**

<u>TOTAL YEARS EXPERIENCE CREDITED</u> <u>09/01/09</u>	<u>STATE MINIMUM MONTHLY SALARY</u>	<u>DISTRICT MONTHLY SALARY</u>	<u>DISTRICT MONTHLY SALARY</u> <u>With M.E. or Ed.D.</u>
0	2732	2932	2982
1	2791	2991	3041
2	2849	3049	3099
3	2908	3108	3158
4	3032	3232	3282
5	3156	3356	3406
6	3280	3480	3530
7	3395	3595	3645
8	3504	3704	3754
9	3607	3807	3857
10	3704	3904	3954
11	3796	3996	4046
12	3884	4084	4134
13	3965	4165	4215
14	4043	4243	4293
15	4116	4316	4366
16	4186	4386	4436
17	4251	4451	4501
18	4313	4513	4563
19	4372	4572	4622
20	4427	4627	4677
21	4427	4687	4737
22	4427	4747	4797
23	4427	4807	4857
24	4427	4867	4917
25	4427	4927	4977
26+	4427	4987	5037

**APPENDIX**

- **Employee Supplemental Pay Schedule for Additional Assignments/Extra Duty**
- **Employee Supplemental Pay Schedule for Acute Shortage Teaching Fields and Other Shortage Fields**
- **Employee Benefits and Other Employee Related Costs Paid By Employer**
- **Substitute/Temporary Employee Pay Schedule**

**EMPLOYEE SUPPLEMENTAL PAY SCHEDULE FOR ADDITIONAL ASSIGNMENTS/EXTRA DUTY**

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT PAID</u> <u>MONTHLY</u>
Coach Base I [2 sports]	\$2,300
Coach Base II [3 sports]	4,600
Coach Base III [4 sports]	5,400
Coach Base IV [5 sports]	6,200
Assistant Athletic Director	3,000
Coach Special Assignment, such as Coordinator	800
Head Varsity Football Coach	4,000
Head Varsity Basketball Coach	3,000
Head Varsity Volleyball Coach	3,000

Head Varsity Baseball Coach	2,000
Head Varsity Softball Coach	2,000
Head Varsity Track Coach	1,500
Head Varsity Powerlifting Coach	600
Head Varsity Cross Country Coach	600
Head Varsity Tennis Coach	600
Head Varsity Golf Coach	600

Junior high coaches will be paid an additional ten (10) days for summer duties to be paid at their daily rate. Daily rate is their base salary on the District salary schedule divided by 187 days.

High school coaches will be paid an additional fifteen (15) days for summer duties to be paid at their daily rate. Daily rate is their base salary on the District salary schedule divided by 187 days.

### **BAND, DRILL TEAM and FFA**

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT PAID MONTHLY</u>
Band Director	\$12,000
Assistant Band Director	5,000
Drill Team Director	2,000
FFA Senior Advisor	6,600
FFA Advisor	6,000

Junior high Band Director will be paid an additional ten (10) days for summer duties to be paid at their daily rate. Daily rate is their base salary on the District salary schedule divided by 187 days.

### **OTHER EXTRACURRICULAR ASSIGNMENTS**

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT</u>
<b>High School</b>	
UIL Academic Event Coach	\$400 per coach not per event
Cheerleader Sponsor	2,000
Yearbook Sponsor	1,500
UIL Academic Coordinator	500
One Act Play Sponsor	800
FCCLA Advisor	300
National Honor Society Sponsor	300
Student Council Sponsor	300
Future Problem Solving Coach	300
Other Extracurricular Assignment Approved by Superintendent	Annual supplement approved by Superintendent

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT</u>
<b>Middle School</b>	
UIL Academic Event Coach	200 per coach not per event
Cheerleader Sponsor	900
Yearbook Sponsor	500
UIL Academic Coordinator	200
Future Problem Solving Coach	200
Student Council Sponsor	200
Other Extracurricular Assignment Approved by Superintendent	Annual supplement approved by Superintendent



**Intermediate/Elementary School**

UIL Academic Event Coach	200 per coach not per event
UIL Academic Coordinator	200
Yearbook Sponsor	200
Future Problem Solving Coach	200
Student Council Sponsor	200
Other Extracurricular Assignment Approved by Superintendent	Annual supplement approved by Superintendent

**OTHER ADDITIONAL ASSIGNMENTS [1]**

<u>ITEM</u>	<u>ANNUAL SUPPLEMENT</u>
Master Teacher per TEA Master Teacher Grant	Annual supplement determined by TEA
Clinical Adjunct Faculty Member for Tarleton State University	Annual supplement determined by Tarleton State University
Mentor Teacher for Teacher Certification Program or Other Program	Annual supplement determined/approved by Superintendent or program entity
Teacher Special Assignment such as Parental Involvement Coordinator, Gifted/Talented Coordinator, Bilingual/ESL Coordinator	\$500
Other Additional Assignment Determined/Approved by Superintendent	Annual supplement determined/approved by Superintendent

**EXTRA DUTY**

<u>ITEM</u>	<u>HOURLY/OTHER RATE OF PAY</u>
Other Extra Duties Determined/Approved by Superintendent	Pay rate/amount approved by Superintendent

**EMPLOYEE SUPPLEMENTAL PAY SCHEDULE FOR ACUTE SHORTAGE TEACHING FIELDS AND OTHER SHORTAGE FIELDS**

<u>ITEM</u>	<u>SIGNING BONUS SUPPLEMENT</u>	<u>ADDITIONAL MONTHLY SUPPLEMENT</u>
Mathematics Teacher	-0-	- 0 -
Science Teacher	-0-	- 0 -
Bilingual/English As A Second Language Teacher	\$6,000	-0-
Special Education Teacher	-0-	- 0 -
Languages Other Than English Teacher	-0-	- 0 -
Technology Applications Teacher	-0-	- 0 -
Speech-Language Pathologist	\$6,000	-0-

- Acute shortage teaching fields include mathematics, bilingual, science, special education, languages other than English, technology application, and speech-language pathologist.
- The signing bonus supplement is for a bilingual education teacher and speech pathologist only and does not include an assistant speech pathologist. The signing bonus is for the initial employment contract with the district. Signing bonus will be paid \$1,000 per semester over the first six semesters of employment.

**EMPLOYEE BENEFITS AND OTHER EMPLOYEE RELATED COSTS PAID BY EMPLOYER**

**ITEM**

**AMOUNT**

Employer Contribution to Employee Group Health Insurance Premium	\$250 per month per employee
Breakfast/Lunch for Food Service Employees, but not at Snack Bar	Meal Price determined by School Board
Local Athletic Pass for All Employees and Immediate Family	Ticket price determined by District Executive Committee
District Athletic Pass for Employees and Immediate Family approved by Superintendent	Ticket price determined by District Executive Committee
Physical for School Bus Drivers	Amount determined by health clinic designated by Superintendent
Commercial Driver License (CDL) for School Bus Drivers	Amount determined by Texas Department of Public Safety
School Bus Driver Training	\$100 for certification course \$50 for re-certification course
Employer Use of Personal Cellular Telephones of Employees approved by Superintendent	Amount determined/approved by Superintendent
Superintendent Telecommunications Allowance	\$125 per month
Local Civic/State Professional Organizations for Superintendent	Amount determined by Local Civic/State Professional Organizations
Other	Amount determined/approved by Superintendent

The Employer contribution for health insurance is only for an eligible employee who chooses to take the group health insurance.

For use of the athletic passes immediate family includes spouse and children living at home to age 18 and still in high school.

**SUBSTITUTE/TEMPORARY EMPLOYEE PAY SCHEDULE**

**ITEM**

**HOURLY/OTHER RATE OF PAY**

Texas Certified Short-Term Substitute Teacher	\$10.00 per hour
Noncertified Short-Term Substitute Teacher	\$8.00 per hour
Other Substitute/Temporary Job Assignment	Pay rate/amount determined/approved by Superintendent
Texas Certified Long-Term Substitute Teacher	\$20.00 per hour
Noncertified Long-Term Substitute Teacher	\$12.00 per hour
Other Substitute/Temporary Job Assignment	Pay rate/amount determined/approved by Superintendent

A Long-Term Substitute Teacher is defined as substituting continuously for the same teacher at least fifteen (15) days.

A Substitute/Temporary Employee is nonexempt under the FLSA unless a Texas certified teacher, then exempt under the FLSA.