

DUBLIN ISD 2025-2026 COMPENSATION PLAN

**Draft
07/28/2025**

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:

- 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 work week 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. Discretionary holidays for 12 month employees are addressed in the District Regulations Manual.

7. Non-exempt employees who work more than 40 hours in any workweek will receive overtime compensation at time-and-a-half rates. See item 8 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.

8. FLSA Non-exempt employees who are employed in dual roles such as bus driver/maintenance worker 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).

9. 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

10. 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:

| Pay Grade | Job Title | Duty Days | FLSA Status | | Minimum Hourly Rate | Minimum Annual Pay | | Maximum Hourly Rate | Maximum Annual Pay |
|-----------|--|-----------|-------------|--|---------------------|--------------------|--|---------------------|--------------------|
| 1A | Rover for District Operation | 170 | Non-exempt | | 10.00 | 8,500 | | 20.00 | 17,000 |
| 1B | Bus Route Driver | 170 | Non-exempt | | 15.88 | 13,500 | | 22.88 | 19,449 |
| 2A | Food Service Worker | 178 | Non-exempt | | 10.00 | 13,600 | | 18.43 | 25,065 |
| 2B | Custodian | 223 | Non-exempt | | 10.50 | 18,732 | | 17.77 | 31,702 |
| 3 | Lead Custodian | 223 | Non-exempt | | 15.00 | 26,760 | | 25.00 | 44,600 |
| 4 | Daycare Caregiver | 188 | Non-exempt | | 11.00 | 16,548 | | 19.31 | 29,046 |
| 5 | Groundskeeper | 223 | Non-exempt | | 9.34 | 16,672 | | 19.72 | 35,184 |
| 6A | General Maintenance Worker | 223 | Non-exempt | | 11.58 | 20,664 | | 24.50 | 43,699 |
| 6B | General Maintenance Foreman | 223 | Non-exempt | | 11.86 | 21,168 | | 26.00 | 46,384 |
| 7 | Mechanic | 223 | Non-exempt | | 12.30 | 21,943 | | 24.27 | 43,298 |
| 8 | Daycare Director | 188 | Non-exempt | | 15.00 | 22,560 | | 31.44 | 47,280 |
| 9 | Food Service Clerk | 198 | Non-exempt | | 10.50 | 16,632 | | 19.82 | 31,395 |
| 10 | Classroom Aide Special Education Aide Special Needs Aide Computer Lab Aide In-School Suspension Aide Library Aide Health Clinic Aide Attendance Clerk | 178 | Non-exempt | | 11.24 | 16,007 | | 24.64 | 35,081 |

| | | | | | | | | | |
|-----|---|-------------------|------------|--|-------|--------|--|-------|--------|
| 11 | Licensed Vocational Nurse | 178 | Non-exempt | | 12.94 | 18,427 | | 22.34 | 31,812 |
| 12A | Campus Secretary: Intermediate School Elementary School Secretary for Special Education | 198 198 198 | Non-exempt | | 15.15 | 24,000 | | 30.00 | 47,520 |
| 12B | Secondary Secretary Administrative Assistant to the Assistant Superintendent | 223 | Non-Exempt | | 15.15 | 27,028 | | 40.00 | 62,440 |
| 13 | Computer Technician I Accounts Payable Administrative Assistant to Superintendent PEIMS Coordinator | 223 | Non-exempt | | 15.70 | 28,000 | | 40.00 | 62,440 |

PROFESSIONAL PERSONNEL POSITIONS:

| Pay Grade | Job Title | Duty Days | FLSA Status | | Minimum Daily Rate | Minimum Annual Pay | | Maximum Daily Rate | Maximum Annual Pay |
|-----------|--|--------------------------|-------------|--|---|--------------------|--|--------------------|--------------------|
| 14A | LVN/RN/Teacher | 178 | Exempt | | 193.63 | 35,000 | | 337.08 | 60,000 |
| 14B | Classroom Instructor (Lion Legacy Program) | 178 | Exempt | | 137.42 | 24,460 | | 167.02 | 29,730 |
| 14C | Food Service Manager | 198 | Exempt | | 143.35 | 28,383 | | 303.03 | 60,000 |
| 14D | Transportation Supervisor/Maintenance Supervisor | 223 | Exempt | | 156.95 | 35,000 | | 313.90 | 70,000 |
| 15A | Classroom Teacher Full-Time Librarian | 178 | Exempt | | <i>As Per District Salary Schedule</i> | | | | |
| 15B | Full-Time Nurse R.N. | 178 | Exempt | | <i>Step as Per District Salary Schedule plus \$8,000</i> | | | | |
| 15C | Campus Counselor | 198 | Exempt | | <i>Step as Per District Salary Schedule plus \$10,000</i> | | | | |
| 15D | Instructional Specialist | 198 | Exempt | | <i>Step as Per District Salary Schedule plus \$2,000</i> | | | | |
| 16A | Assistant Speech Language- Pathologist | 178 | Exempt | | <i>Step as Per District Salary Schedule plus \$3,000</i> | | | | |
| 16B | Speech Language Pathologist Educational Diagnostician VI/OM Teacher Educational Diag./Counselor | 188 188 188 198 | Exempt | | <i>Step as Per District Salary Schedule plus \$10,000</i> | | | | |
| 16C | ARD Facilitator | 188 | Exempt | | <i>Step as Per District Salary Schedule plus \$2,000</i> | | | | |
| 18A | Assistant Principal | 198 | Exempt | | 315.66 | 62,500 | | 454.55 | 90,000 |

| | | | | | | | | | |
|-----|---|-----|--------|--|--------|--------|--|--------|---------|
| 18B | Director of Curriculum/Instru. Director of Special Education | 223 | Exempt | | 336.54 | 75,048 | | 466.35 | 103,996 |
| 18C | Business Manager Technology Director | 223 | Exempt | | 246.64 | 55,000 | | 426.00 | 95,000 |
| 19A | Elementary Principal Intermediate Principal | 208 | Exempt | | 336.54 | 70,000 | | 466.35 | 97,000 |
| 19B | Reserved for future use | | Exempt | | | | | | |
| 20A | Director of Athletics/Coach | 223 | Exempt | | 336.54 | 75,048 | | 465.00 | 103,695 |
| 20B | Secondary Principal | 223 | Exempt | | 340.81 | 76,000 | | 494.61 | 110,297 |
| 20C | Assistant Superintendent | 223 | Exempt | | 350.00 | 78,050 | | 500.00 | 111,500 |
| | | | | | | | | | |

PAY GRADE 15 ONLY:

| <u>TOTAL YEARS EXPERIENCE CREDITED</u> | <u>STATE MINIMUM YEARLY SALARY</u> | <u>DISTRICT YEARLY SALARY</u> | <u>DISTRICT YEARLY SALARY With M.E. or Ed.D.</u> |
|--|--|-----------------------------------|--|
| <u>09/01/25</u> | | | |
| 0 | 33960 | 36460 | 36960 |
| 1 | 34690 | 37190 | 37690 |
| 2 | 35410 | 37910 | 38410 |
| 3 | 36150 | 38650 | 39150 |
| 4 | 37690 | 40190 | 40690 |
| 5 | 39230 | 41730 | 42230 |
| 6 | 40770 | 43270 | 43770 |
| 7 | 42200 | 44700 | 45200 |
| 8 | 43550 | 46050 | 46550 |
| 9 | 44840 | 47340 | 47840 |
| 10 | 46040 | 48540 | 49040 |
| 11 | 47180 | 49680 | 50180 |
| 12 | 48280 | 50780 | 51280 |
| 13 | 49280 | 51780 | 52280 |
| 14 | 50250 | 52750 | 53250 |
| 15 | 51160 | 53660 | 54160 |
| 16 | 52030 | 54530 | 55030 |
| 17 | 52840 | 55340 | 55370 |
| 18 | 53610 | 56110 | 56610 |
| 19 | 54340 | 56840 | 57340 |
| 20 | 55030 | 57530 | 58030 |
| 21 | 55030 | 58130 | 58630 |
| 22 | 55030 | 58730 | 59230 |
| 23 | 55030 | 59330 | 59830 |
| 24 | 55030 | 59930 | 60430 |
| 25 | 55030 | 60530 | 61030 |
| 26+ | 55030 | 61130 | 61630 |

Efficiency Payment

The maximum amount of the conditional efficiency payment would be set annually by the board as part of its annually adopted District compensation plan. Whether the efficiency payment would be paid to employees during the school year at any level up to the maximum set by the board would be conditioned on available funding. Availability of such funding for the efficiency payment would be a matter for board consideration prior to the disbursement of the efficiency payment. The Administration would recommend that the Board consider whether the existing budget could support a conditional efficiency payment during the month of November or December 2025.

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

CLASSROOM TEACHER PER STATE TEACHER RETENTION ALLOTMENT

| <u>ITEM</u> | <u>ANNUAL SUPPLEMENT PAID MONTHLY</u> |
|---|--|
| Classroom Teacher (0 – 2 years Professional Experience) | \$500 |
| Classroom Teacher (3 – 4 years Professional Experience per state Teacher Retention Allotment) | \$4,000 |
| Classroom Teacher (5+ years Professional Experience per state Teacher Retention Allotment) | \$8,000 |

ATHLETICS

| <u>ITEM</u> | <u>ANNUAL SUPPLEMENT PAID MONTHLY</u> |
|---|--|
| Coach Base I [1 sports] | \$2,300 |
| Coach Base II [2 sports] | \$4,600 |
| Coach Base III [3 sports] | \$5,400 |
| Coach Base IV [4 sports] | \$6,200 |
| Assistant Athletic Director | \$5,000 |
| Athletic Trainer | \$10,000 |
| Coach Special Assignment, such as Coordinator | \$1,500 |
| Head Varsity Football Coach | \$4,000 |
| Head Varsity Basketball Coach | \$3,000 |
| Head Varsity Volleyball Coach | \$3,000 |
| Head Varsity Baseball Coach | \$3,000 |

| | |
|----------------------------------|---------|
| Head Varsity Softball Coach | \$3,000 |
| Head Varsity Track Coach | \$1,500 |
| Head Varsity Powerlifting Coach | \$1,500 |
| Head Varsity Cross Country Coach | \$1,500 |
| Head Varsity Tennis Coach | \$1,500 |
| Head Varsity Golf Coach | \$1,500 |
| Varsity Cheer Coach | \$2,500 |
| Junior High Cheer Coach | \$1,500 |

Junior High 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.

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 | \$13,000 |
| Assistant Band Director | \$8,000 |
| Drill Team Director | \$2,500 |
| FFA Advisor | \$8,600 |

Assistant Band Directors will be paid an additional twenty (20) 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> |
|---|---|
| Secondary School | |
| UIL Academic Event Coach | \$300 first event, \$200 per event up to 4 events |
| Yearbook Sponsor | \$1,500 |
| UIL Academic Coordinator | \$500 |
| UIL Academic Coordinator – District | \$1,500 |
| One Act Play Sponsor | \$2,000 HS / \$800 JH |
| One Act Play Assistant Sponsor | \$800 |
| FCCLA Advisor | \$750 |
| National Honor Society Sponsor | \$300 |
| Student Council Sponsor | \$300 |
| Future Problem Solving Coach | \$1,500 |
| Prom Coordinator | \$500 |
| Graduation Coordinator | \$300 |
| Other Extracurricular Assignment Approved by Superintendent | Annual supplement approved by Superintendent |

ITEM**ANNUAL SUPPLEMENT****Intermediate/Elementary School**

| | |
|---|---|
| UIL Academic Event Coach | \$300 first event, \$200 per event up to 4 events |
| UIL Academic Coordinator | \$500 |
| Yearbook Sponsor | \$500 |
| Future Problem Solving Coach | \$1,500 |
| Student Council Sponsor | \$200 |
| Other Extracurricular Assignment Approved by Superintendent | Annual supplement approved by Superintendent |

OTHER ADDITIONAL ASSIGNMENTS**ITEM****ANNUAL SUPPLEMENT**

| | |
|---|---|
| Mentor Teacher for Teacher Certification Program or Other Program | \$1,000 |
| Campus Dyslexia Coordinator with CALT Certification | \$1,500 |
| Special Assignment such as Parental Involvement Coordinator, Gifted/Talented Coordinator, Bilingual/ESL Coordinator | \$2,000 |
| Testing Coordinator | \$2,000 |
| Tarleton Dual Enrollment Teacher | \$1,000 |
| Bilingual Diagnostician, Speech Pathologist, Speech Assistant | \$2,000 |
| District Guardian | \$1,500 |
| Other Additional Assignment Determined/Approved by Superintendent | Annual supplement determined/approved by Superintendent |

EXTRA DUTY**ITEM****HOURLY/OTHER RATE OF PAY**

| | |
|--|--|
| 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**ITEM****SIGNING
BONUS
SUPPLEMENT****ADDITIONAL
MONTHLY
SUPPLEMENT**

| | | |
|--|---------|-------|
| 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- |

1. Acute shortage teaching fields include mathematics, bilingual, science, special education, languages other than English, technology application, and speech-language pathologist.
2. The signing bonus supplement is for a fully certified bilingual education teacher and fully certified 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

| <u>ITEM</u> | <u>AMOUNT</u> |
|--|---|
| Employer Contribution to Employee Group Health Insurance Premium | \$325 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 reimbursed after 6 months of employment with Dublin ISD \$1,000 Annual stipend for active drivers (Driver considered active if they drive at least 5 trips per year. Ex: Field trips, extracurricular trips, bus routes) |
| School Bus Driver Training | \$100 for certification course - reimbursed after 6 months of employment with Dublin ISD \$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 |
| Employer Use of Personal Vehicle of Employees Approved by Superintendent | Amount determined/approved by Superintendent |
| Local Civic/State Professional Organizations for Superintendent | Amount determined by Local Civic/State Professional Organizations |
| MASA Emergency Transportation | One year membership |
| Hospital Indemnity Plan | One year membership |
| 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

| <u>ITEM</u> | <u>HOURLY/OTHER RATE OF PAY</u> |
|---|--|
| Texas Certified Short-Term Substitute Teacher | \$12.00 per hour |
| Noncertified Short-Term Substitute Teacher | \$10.00 per hour |
| Other Substitute/Temporary Job Assignment | Pay rate/amount determined/approved by Superintendent |
| Texas Certified Long-Term Substitute Teacher | \$20.00 per hour |
| Texas Certified Long-Term Substitute Teacher - DAEP | \$20.00 per hour |
| Noncertified Long-Term Substitute Teacher | \$15.00 per hour |
| Other Substitute/Temporary Job Assignment | Pay rate/amount determined/approved by Superintendent |
| Texas Certified Teacher during Summer School | \$25 per hour |
| Classroom Aide during Summer School | \$15 per hour |

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.

LOCAL MATERNITY LEAVE

Under district policy DEC (LOCAL), upon employment with the District, full-time employees shall be eligible for a maximum of 30 leave days of paid local leave to be used for the birth or adoption of the employee's own child. Implementation and application of the maternity/paternity policy will be made by the Superintendent or designee and is not appealable to the board of trustees.

A written request for local maternity leave must be made to the District central office.

REIMBURSEMENT UPON RETIREMENT

An employee who retires from employment with the District shall be eligible for reimbursement of state and local leave under the following conditions:

1. The employee retires under the Teacher Retirement System of Texas (TRS) guidelines or Employees Retirement System of Texas (ERS);
2. The employee provides 90 days' advance written notice of intent to retire from employment;
3. The employee has at least five years of service with the District; and
4. The employee has at least 30 days of available personal leave

The employee shall be reimbursed for each day of unused state and local leave up to a maximum of 100 days at 75% of the employee's daily rate of pay in effect at the time of retirement.

If the employee is reemployed by the District following the employee's retirement and reimbursement of leave, any local leave days for which the employee received payment shall not be available to that employee. State leave days for which such employee received payment shall not be available to that employee to the extent permitted by law.