

Administrative Procedures Guide

Table of Contents

A. DISTRICT PAY PLANS	1
B. JOB CLASSIFICATION	1
PURPOSE AND AUTHORITY	1
RECLASSIFICATION OF POSITIONS	1
PAY RATE ADJUSTMENTS FOR JOB RECLASSIFICATION	2
PROCEDURES FOR JOB CLASSIFICATION REVIEW	2
CLASSIFICATION OF NEW POSITIONS	3
C. EXEMPTION STATUS	3
D. GENERAL PAY INCREASES	3
ELIGIBILITY FOR GENERAL PAY INCREASE	3
PAY INCREASE BUDGET	4
GENERAL PAY INCREASE CALCULATION	4
E. PLACEMENT OF EXTERNAL NEW HIRES	4
PROFESSIONAL HIRING GUIDE	4
ADMINISTRATIVE / PROFESSIONAL PAY STRUCTURE	4
CLERICAL / PARAPROFESSIONAL PAY STRUCTURE	5
AUXILIARY TRADES PAY STRUCTURE	6
F. PROMOTION INCREASES	7
PROMOTION DEFINED	7
PROMOTION INCREASE FOR THE ADMINISTRATIVE / PROFESSIONAL PAY STRUCTURE	8
PROMOTION INCREASE FOR THE CLERICAL / PARAPROFESSIONAL AND AUXILIARY PAY STRUCTURES	8
G. DEMOTION	8
DEMOTION DEFINED	8
PAY ADJUSTMENTS FOR DEMOTION	9
H. ADJUSTING PAY-RANGE STRUCTURES	10
ANNUAL REVIEW OF PAY RANGES	10
J. REINSTATEMENT AFTER BREAK-IN-SERVICE	10
BREAK-IN-SERVICE LESS THAN 12 MONTHS	10
BREAK-IN-SERVICE GREATER THAN 12 MONTHS	10

A. District Pay Plans

West Orange-Cove CISD (WOCCISD) will maintain 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 range with hiring schedule for teachers
- Administrative / professional (AP) pay structure
- Clerical / paraprofessional (CP) pay structure
- Auxiliary pay structure

The hiring guide for classroom teachers and librarians is based on the teacher salary range will correlates pay to total creditable years of experience in education up to 25 years. All other jobs will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. 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. Pay ranges are reviewed annually and may 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. There are no automatic pay raises built into the compensation plan.

The District shall not grant any extra compensation, fee or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Tex. Const. Art. III, Sec. 53 (See Policy DEAB (Legal)).

Legal and Local Policies DEA, DEAA, and DEAB address wages and salaries

B. Job Classification

(1) Purpose and Authority

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements, assigned duties, and market value. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Human Resource Department will collect job information, evaluate jobs for classification purposes, 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 within the pay structure. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained increase or

decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related 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 higher or lower pay range and thus, greater or lesser potential for long-term pay advancement. Pay rate adjustments for job reclassification may be made in the following circumstances:

- (a) If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, 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 significant and sustained increase 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 due to a change in the external job market, special market equity adjustments may be made at the direction of the Superintendent.
- (d) If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the Superintendent. In this case, the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion.

(4) Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor or the Human Resource Department. Reviews will be conducted as follows:

- (a) The immediate supervisor may submit a written request for a job classification review to the Human Resource Department. The appropriate division head (assistant superintendent/executive director/superintendent) must approve the submission of the request to the Human Resource Department.
- (b) The supervisor's request must include a proposed job description and written explanation of changes in job duties and responsibilities and his/her rationale for reclassifying the position.
- (c) The Human Resource Department will review the request, obtaining additional job information if needed. Additional information may be

obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), and/or by analyzing external job market information.

- (d) The Human Resource Department will evaluate the job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent's review.
- (e) The Human Resource Department 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 created collaboratively by the Human Resources Department and the administrator/supervisor requesting or responsible for overseeing the new position. The Human Resource Department will recommend to the Superintendent the pay grade classification of new positions based on the job description and consultation with the job supervisor. 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 Human Resource Department 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 meet the requirements of one of the exemption tests 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 and some nonexempt employees are paid on a salary basis. Daily rates of pay are for docking and pay calculations related to mid-year hiring and terminations. Nonexempt employees are paid each hour worked.

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 a paid status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase. 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 will be based on available revenue, changes in minimum pay laws, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the board. Salary placement guidelines and hiring schedules do not imply or promise salary increases for subsequent years.

(3) General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase to the midpoint/control point of each employee's pay range. All employees who are in the same pay range will receive the same general pay increase.

Teacher increases are based on the control rate of the teacher salary range. The control rate of the teacher salary range is the average salary of teachers in school districts in WOCCISD's market comparison group. Pay raises are based on this control rate. In the absence of reliable, updated teacher market information, teacher pay raises are calculated as a midpoint of the teacher salary range.

Example: Range Midpoint x Percent Increase = Pay Increase Rate

Clerical / Paraprofessional

Midpoint (\$11.40) x Percent Increase (4%) = Pay Increase (\$0.46)

Pay Increase (\$0.46) x Hours (8.0) x Duty Days (188) = Annual Increase (\$691.84)

E. Placement of External New Hires

(1) Professional Hiring Guide

Salaries for newly hired teachers will be determined by their total years of creditable experience as defined by state regulations and shown on the employee's service record at the time of hire. The new hire's salary will be determined according to the district's hiring schedule for the year. The maximum experience placement for new hires will be set annually. The hiring schedule is developed and approved annually and does not represent or imply future pay increase amounts or salary levels for any employee.

(2) Administrative / Professional Pay Structure

The initial salary for a new hire in the administrative / professional pay structure is determined on an individual basis based on each person's job-related experience and the prevailing rates being paid to other employees in the same positions with similar experience. Human Resources will determine each person's level of job related experience.

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

- (a) New hires will be placed up to the pay range midpoint based on relevant experience. New hires in pay grades 5 to 8 (Elementary principal-level position and higher) may be placed up to 7 percent above midpoint based on relevant experience or specialized skills or credentials. Exceptions to these hiring limits may be made by the Superintendent in special circumstances.
- (b) Placement of a new hire may not exceed prevailing rates being paid to other employees in the same job title with similar levels of job-relevant experience.
- (c) Recommended placement for new hires will be determined by the Human Resource Department as follows:
 - 1. For positions that require classroom teaching experience as a minimum qualification, 0.25 percent above range minimum for each year of teaching experience up to 10 years (2.5 percent total), plus
 - 2. 1 percent above range minimum for each year of job-relevant or administrative leadership experience up to 15 years or the range midpoint, whichever is lower. Job-relevant experience must have occurred in the previous 20 years. Refer to Section E-(2)(a) for limits on salaries for new hires.
- (d) New hire placement recommendations may be adjusted from the experienced-based guidelines in Section E-(2)(c) as deemed necessary by the Human Resource Department for hard-to-fill positions or to recognize specialized knowledge and skills or technical certifications.
- (e) Market data may be utilized to guide or inform salary determination for single-incumbent leadership or hard-to-fill positions (posted for 20 business days or more without qualified applicant or increased turnover among existing staff).
- (f) No employee may be placed below the minimum of the range.
- (g) No employee may be placed above the hiring limits [See E-(2)(a)] unless approved by the Superintendent.

(3) Clerical / Paraprofessional Pay Structure

The initial salary of a new hire in the CP pay structure will be determined by the minimum requirements of the job or on an individual basis based on each person's job-related experience and the prevailing rates being paid to other employees in the same or like positions with similar experience.

The guidelines for placement on the CP pay structure are as follows:

- (a) New hires will be placed at the range minimum when the position qualifications require no previous job-related work experience and the candidate has no previous job-related experience.
- (b) New hires in pay grades 1 and 2 will be placed 1 percent above the range minimum for each year of direct job-specific experience up to 7 years. To be considered, the job experience must be verifiable and have occurred in the previous 12 years.
- (c) New hires in jobs requiring previous job- or field-specific experience may be placed up to the pay range midpoint based on relevant experience. New hires in pay grades 6 to 8 (specialized/technical) may be placed up to 7 percent above midpoint based on relevant experience. The Human Resource Department will determine each new hire's level of job-related experience. Exceptions to this basic guideline may be made by the Superintendent in special circumstances.
- (d) Placement of a new hire may not exceed prevailing rates being paid to other employees in the same job title or in the same department and pay grade with similar years of job-relevant experience.
- (e) Recommended placement for new hires will be determined by the Human Resource Department as follows:
 - 1. 1 percent above range minimum for each year of verified job-related experience up to 12 years or the range midpoint, whichever is lower. Job-relevant experience must be verifiable and have occurred in the previous 15 years. Refer to Section E-(3)(b) for limits on salaries for new hires.
- (f) New hire placement recommendations may be adjusted from the experienced-based guidelines in Section E-(3)(d) as deemed necessary by the Human Resource Department for hard-to-fill positions, to recognize specialized knowledge and skills or technical certifications.
- (g) No employee may be placed below the minimum of the range.
- (h) No employee may be placed above the hiring limits (b) unless approved by the Superintendent.

(4) Auxiliary Pay Structure

Placement of new hires in the Auxiliary pay structure will be determined by the minimum requirements of the job or on an individual basis based on each person's job-related experience and the prevailing rates being paid to other employees in the same job title with similar experience.

The guidelines for placement on the Auxiliary pay structure are as follows:

- (a) New hires will be placed at the range minimum when the position

qualifications require no previous job-related work experience.

- (b) New hires in pay grades 1 and 2 will be placed 1 percent above the range minimum for each year of direct job-specific experience up to 7 years. To be considered, the job experience must be verifiable and have occurred in the previous 12 years.
- (c) New hires in jobs requiring previous job- or field-specific experience may be placed up to the pay range midpoint based on relevant experience. New hires in pay grades 6 to 7 (journey-level/supervisory) may be placed up to 7 percent above midpoint based on relevant experience. The Human Resource Department will determine each new hire's level of job-related experience.
- (d) Placement of a new hires may not exceed prevailing rates being paid to other employees in the same job title with similar years of job-relevant experience.
- (e) Recommended placement for new hires will be determined by the Human Resource Department as follows:
 - 1. 1 percent above range minimum for each year of job-related experience up to 12 years or the range midpoint, whichever is lower. Job-relevant experience must have occurred in the previous 15 years. Refer to Section E-(4)(b) for limits on salaries for new hires.
- (f) New hire placement recommendations may be adjusted from the guidelines in Section E-(3)(d) as deemed necessary by the Human Resource Department for hard-to-fill positions or to recognize specialized knowledge and skills or technical certifications.
- (g) No employee may be placed below the minimum of the range.
- (h) No employee may be placed above the hiring limits (b) unless approved by the Superintendent.

F. Promotion Increases

(1) Promotion Defined

A promotion occurs when an employee is assigned to a different job with a higher pay range midpoint. 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 standard promotion increase includes any general increase granted by the school board the employee earned for experience in their former job.

(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. Base pay for teachers will include degree stipend, if applicable. Promotion increases will be based on monthly rates of pay for the assigned duty months and will be determined by these guidelines:

- (a) A pay increase for a promotion of one or two pay grade levels may be up to eight percent of the new range midpoint.
- (b) A pay increase for a promotion of three or more pay grade levels may be up to 12 percent of the new range 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 another employee with more experience in the same job title is paid less. The minimum promotion increase is two percent of the monthly rate of pay. Employees moving to positions with longer duty schedules will see an increase in monthly pay, but are not guaranteed an increase in a daily rate of pay.
- (e) A teacher or other professional employee who moves from a different salary structure to the Administrative/Professional pay grade structure will be given credit for experience according to the procedure for Placement of New Hires (See Section E).

(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) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (b) Promotion increases may be reduced if an employee with more experience in the same job title is paid less. The minimum promotion increase is 2.0 percent of the hourly rate. Change in annual salaries may be affected by differences in duty schedules between the original position and the position into which the employee is promoted.

G. Demotion

(1) Demotion Defined

A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. Position

reclassification or general salary structure changes are not considered demotions.

(2) Pay Adjustments for Demotion

A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent and may be made over the course of two budget years. When a pay reduction is made for an involuntary demotion, the employee's base pay rate will generally be set at the same relative position within the lower pay range. This 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 Human Resource Department may adjust this formula when special circumstances warrant.

The pay adjustment for demotion will begin with the effective date of the new assignment or at the start of the next budget year. 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 placement scale, placement will be made on the applicable hiring schedule according to years of experience.

H. Adjusting Pay-Range Structures

(1) Annual Review of Pay Ranges

The Human Resource Department will review pay-range structures annually and recommend adjustments as needed to maintain competitive pay range alignment with external job markets. Adjustment of pay range structures will be considered each year the district considers a general pay increase for staff.

I. Reinstatement After Break-in-Service

(1) Break-in-Service Less than 12 Months

An employee who is rehired following a break-in-service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break-in-service if hired for the same position. If hired at a different pay grade level or in a different position, the employee will be placed according to the procedures for placement of new-to--district hires.

(2) Break-in-Service Greater than 12 Months

An employee who is rehired following a break-in-service that is greater than 12 months shall be reinstated according to the procedures for placement of new-to--district hires.