

Administrative Guidelines – Employee Compensation Plan

DEVINE ISD

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Compensation Policy

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all district policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all district employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and designees shall administer the compensation plans consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

Description of Pay Systems

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. Human resources is responsible for the maintenance and administration of employee pay systems. Teachers will be paid according to a salary schedule that correlates salaries with total years of creditable service in education. Other district jobs will be assigned to a pay grade and range structure that sets the range of pay for the position.

The district pay plan includes:

- Teachers
- Administrative Professional Exempt Staff
- Clerical Paraprofessional Nonexempt Staff
- Auxiliary Nonexempt Staff

Pay ranges and salary schedules are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually.

Job Description

Job documentation is an essential function in the administration of the compensation system. Accurate and complete job documentation will be collected and maintained by human resources with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by human resources to accurately reflect the level and nature of work and the organizational structure of the district.

Job descriptions will be updated by human resources with input from supervisor at least every 2 years and at each vacancy. Employees and their supervisor will sign off on their job description annually at the employee's annual review, acknowledging and agreeing to the general responsibilities of the job.

Duty Calendars

Duty calendars are determined based on the business needs of the district and will align with pay cycles. The district will strive to maintain few duty calendar variations. When an employee's duty calendar must be changed to meet new or adjusted needs of the district, the employee's current total annual salary should not be reduced if days are being reduced. Instead, the current daily rate or hourly rate should be adjusted to arrive at the same annual salary as the employee began the year.

Pay Cycles

Salaried, professional jobs and nonexempt hourly positions are paid semi-monthly. The time in which employees receive pay will align with when the work is completed. Specific pay calendars will be distributed each year by the district.

- **Monthly.** Employees are paid on the ____ day of each month. Optional: Pay for nonexempt employees is annualized based on duty days and duty hours assigned for the role. Time worked beyond the expected schedule will be calculated and reflected in the next scheduled check.
- **Semi-monthly.** Employees are paid twice per month on the 15th and the 30th.
- **Bi-weekly.** Nonexempt employees are paid every other week on Friday. Employees will receive a total of 26 checks throughout the year.
- **Weekly.** Nonexempt employees are paid each Friday for work performed the preceding week.

Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. Human resources will determine the classification of each position based on a description of assigned job duties and weekly pay. In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, and the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

Job Classification

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

Classification of New Positions

Prior to posting, new positions must have a written job description created collaboratively by human resources and the hiring supervisor. Human resources will recommend to the superintendent the pay grade classification of new positions based on the job description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

Job Reclassification

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

Procedures for Job Reclassification

Review of job reclassifications must be initiated by the cabinet-level supervisor or by human resources. Jobs previously submitted for review or FTEs added within the last school year are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the cabinet-level supervisor before submitting to human resources.

Human resources will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

Human resources will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

Salary Adjustments for Job Reclassification

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Salary changes for contract employees are prohibited during the contract term. Human resources should evaluate the need for salary adjustment for reclassified employees and use appropriate demotion or promotion procedures.

Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees.

- If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in level of assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

General Pay Increases and Eligibility

Employee pay will be reviewed annually for adjustment. The general pay increase (GPI) will be recommended to the board by the superintendent each year. They are based on the annual amount budgeted for pay raises and approved by the board. General pay increases provide the same dollar amount of increase to employees in the same pay grade. Teachers will be granted a GPI and reflected in the hiring schedule for the next year. Pay increases that result in pay that exceeds the maximum rate of the pay range must be specifically authorized by the board each year.

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 the first pay cycle reflecting the pay increase. Eligible employees must have received satisfactory evaluation in the preceding year.

Employees on Salary Schedules

Pay increases for jobs on salary schedules are calculated by applying the percent increase approved by the board each year to the market rate.

Annual Increase Example:

Market Rate:	\$55,000
% Increase	.02
Annual Increase	\$1,100

Employees on Pay Ranges

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the board each year to the midpoint rate of the pay range. Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percent of midpoint, unless the employee's pay is close to or exceeds the maximum of the pay range. Pay increases for employees in the educator career path on pay ranges (e.g., Counselor, Assistant Principal) must be at least equal to the pay increase for teachers on a daily rate basis and pay after the increase should be at least 3 percent above what the employee would be paid as a teacher.

<u>Hourly Rate Increase</u> (midpoint x %)		<u>Annual Increase</u> (hourly rate increase x duty hours x duty days)	
Pay Range Midpoint:	\$15.00	Duty Hours:	8.0
% Increase:	.02	Duty Days:	226
Hourly Rate Increase:	\$0.30	Annual Increase:	\$542.40

Placement of New Hires

Salary Placement – Schedules for Teachers

Salaries for teachers who are new to the district will be determined by total creditable years of service in education and the district's salary schedule for the current year.

Creditable years of service will be determined by human resources as defined by state regulation at the time of employment (TAC Title 19, part II, 153.1021). New hires will receive salary credit for years of service up to a maximum of 5 years.

Salary Placement – Career and Technical Education Teachers

Career and technical education teachers may be granted additional years of placement credit for work experience that is directly related to the career and technology field in which they are currently teaching. Experience credit will be documented and verified by human resources.

Credit above the two years of work experience requirement as defined by state regulation may be granted in the following manner:

- 1 year of placement credit on the teacher scale for every 1 full year of related experience up to 5 years (“1 for 1” credit); and
- 1 year of placement credit on the teacher scale for every 2 full years of related experience for more than 10 years up to the hiring schedule maximum years (“1 for 2” credit).

Example: Salary placement for health sciences teacher with experience credit of 12 full years of previous nursing experience:

1 for 1 credit up to 10 years	= 10 years
1 for 2 credit for years 11 and 12	= 1 year
<hr/>	
= 11 years of credit	

For personnel whose employment is split between career and technology and non-career and technology positions, the years granted shall apply to both the career and technology and the non-career and technology positions.

Salary Placement – JROTC Instructors

JROTC instructors will be paid the higher of the Minimum Instructor Pay (MIP) amount provided to the district by the military or the standard teacher salary for his or her creditable years of experience. Pay for JROTC instructors will be increased annually as needed to comply with the MIP statements provided directly to the district by the military, and increases may occur at a different time than other employees to align with the timing of military salary adjustments. JROTC instructors should receive either the increase dictated by the military or the school district general pay increase, but not both.

Salary Placement – Exempt and Nonexempt

Starting pay for a new hire in a pay range plan will be determined individually based on each person’s job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

Peer equity. In multi-incumbent positions (e.g., classroom aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

Midpoint limit. Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and qualifications, and the salary of peer employees. With approval from the superintendent, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.

Placement credit for prior experience. Starting pay for exempt and nonexempt jobs that require prior experience may utilize the following guidelines for calculation, but will still be evaluated against peer equity and midpoint limits before a final amount is determined.

- Percent increase. Pay is calculated at 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 5 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative Professional pay schedule.
- Placement scale. Salary placement scales may be used to determine rates of pay for newly hired employees on the clerical paraprofessional / instructional support / auxiliary scale. Individual employee placement may be based on job-related experience approved by the district. Credit will be given for years of experience granted by human resources based on the district's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.

Reassignments

Pay Adjustments for Reassignment to a Higher Pay Grade

A promotion occurs when an employee is moved to a different job in a higher pay grade.

Salary placement for an employee who is promoted to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience.

The base pay for promoted employees should be at least a 3 percent salary increase applied to the employee's base daily or hourly rate for the required duty days of the new assignment, less any stipends paid for supplemental duties.

In the case of teachers paid additional incentives, base pay will include incentives paid for the teaching assignment, such as advanced degree, certification field, career ladder, etc., only when teachers are being promoted to another certified educator position. If the educator is promoted to a position in a pay range, additives will then be rolled into the base starting pay for the new position and no longer be paid as stipends. Coaching or other extracurricular stipends should not be included in base pay.

Example of promotion from paraprofessional pay grade 1 to pay grade 2:

<u>New Hire Pay Rate in PG 2</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$10.37	Employee Current Rate	\$10.37
Credited Experience	3 years	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$12.00	Employee New Rate	\$10.68

The higher of the two calculations becomes the new hourly rate: \$12.00

Example of promotion from paraprofessional pay grade 3 to pay grade 4:

<u>New Hire Pay Rate in PG 4</u>		<u>Minimum 3% Increase</u>	
Employee Current Rate	\$15.59	Employee Current Rate	\$15.59
Credited Experience	7 years	3 Percent Increase	<u>x 1.03</u>
Calculated Hourly Rate	\$16.26	Employee New Rate	\$16.06

The higher of the two calculations becomes the new hourly rate: \$16.26

Pay Adjustments for Reassignment to a Lower Pay Grade

A reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result if approved by the superintendent.

Contract employees. A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the district in writing and in consultation with a school attorney. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day of instruction for the next school year). Pay reductions for contract employees are made at the direction of the superintendent and may follow the same guidelines as pay reductions for noncontract employees.

Noncontract employees. Subject to approval by the superintendent, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be calculated the same as a new hire's pay in the lower pay grade, with peer equity factored into the final determination, or a reduction reduced to the same percent of midpoint (rate divided by midpoint) in the lower pay range, whichever is less.

Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

Review and Adjustment of Pay Ranges

Human resources will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the board, no pay range adjustments will be made. Salary schedules will be adjusted only to update the years of service associated with a pay rate.

Reinstatement Following Break in Service

An employee who is rehired for the same position 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, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 12 months, the employee's pay will be placed according to the procedures for placement of new hires.

Extracurricular Stipends

The board will approve a schedule of salary stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends. Stipends and incentives are reviewed and modified periodically.

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week.

Payment of extra-duty stipends for exempt employees are annualized and paid monthly over the course of the school year. Certain stipends such as UIL and Class Sponsors may be paid as a lump sum (at the end of the semester/school year).

Performance Pay: Teacher Incentive Allotment

Performance pay will be reviewed and adopted by the board in conjunction with the compensation plan and budget adoption process. For the teacher incentive allotment (TIA), districts may choose to create a local optional teacher designation system or districts may employ teachers who hold a current designation.

TIA funding is calculated for the district based on the designation of the teacher (e.g., recognized, exemplary, master) and the TIA formula for campuses. Districts must create a spending plan for funds received from TIA with at least 90 percent of TIA funds allocated to teacher compensation on the campus where the designated teacher works.

For any funds received for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The other 10 percent will be used for (training and support of the system, expansion of the system, and/or professional development.

Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable.

Request for Job Classification Review

General Guidelines: Job Classification Review

Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs

Administrative procedures should provide a process for reviewing job reclassifications. The procedures should identify:

- Who has authority to initiate a request for job reclassification
- What supporting information needs to be provided
- Who is responsible for analyzing the request and making a recommendation
- What is the timeline for receiving and completing reviews
- When is the effective date of a job reclassification
- Who has final approval authority and if there will be an option to appeal

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should be based only on a review of job duties relative to other jobs in the district and market data.

Review of job reclassifications must be initiated by the cabinet-level supervisor or by human resources. Jobs previously submitted for review within the last 18 months and newly created jobs are usually not eligible for review.

A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the cabinet-level supervisor before submitting to human resources.

Human resources will evaluate the job reclassification and prepare a recommendation for review by the superintendent or designee.

Request for Job Classification Review

Request Date: _____ Job Title to Review: _____

Current Pay Grade: _____ Requesting Supervisor: _____

Requested Pay Grade: _____ Supervisor Job Title: _____

Job classification groups jobs of similar value into pay grades and pay ranges, and is based on the requirements of the job with the following factors taken into consideration:

- ◆ Knowledge (education and specialized experience)
 - ◆ Effort (decision-making, complexity, communication responsibility)
 - ◆ Responsibility (scope of impact, financial accountability, supervisory responsibility)
 - ◆ Environment (exposure to hazardous working conditions)
 - ◆ External Job Market Value
-

Requests should include a copy of the current job description and organizational chart.

1. Why do you feel that this job is assigned to the wrong pay grade level?

2. How has the job changed? What led to the change in job duties and responsibilities?

3. List core job responsibilities and percent time required for each (use additional pages if needed).

% time: _____

% time: _____

% time: _____

% time: _____

% time: _____

Signature of Supervisor

Date

Signature of Cabinet-Level Supervisor

Date