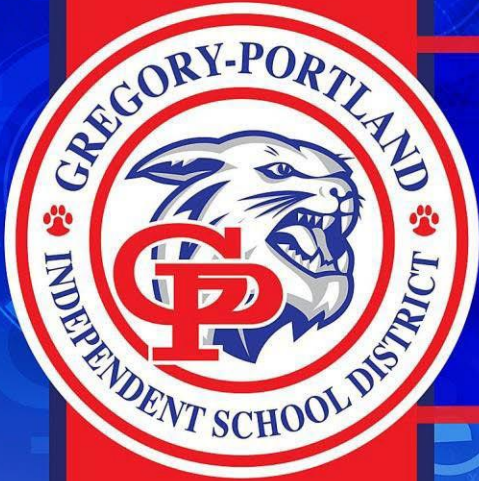


2024 - 2025



GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

# COMPEN\$ATION HANDBOOK

PRIORITY  
1

PRIORITY  
2

PRIORITY  
3

PRIORITY  
4

2024 - 2030

# Balanced Scorecard (BSC)

**MISSION:** The mission of G-PSD is to educate, inspire, and empower our students to succeed in life and become the next generation of leaders.

## PRIORITY 1

### Exceptional Student Performance

- 1.1 Annually increase performance in reading for all students and all student groups
- 1.2 Annually increase performance in math for all students and all student groups
- 1.3 Annually increase performance in college, career, and military readiness for all students and all student groups
- 1.4 Annually increase student engagement for all students and all student groups
- 1.5 Annually increase percentage of students who feel safe at school

## PRIORITY 2

### High Performing and Engaged Workforce

- 2.1 Annually increase the percentage of staff satisfaction
- 2.2 Annually increase the retention rate of highly effective faculty and staff

## PRIORITY 3

### Quality Service and Impactful Community Engagement

- 3.1 Annually increase the percentage of student satisfaction
- 3.2 Annually increase the percentage of parent/family satisfaction and engagement
- 3.3 Annually increase the percentage of community satisfaction and engagement

## PRIORITY 4

### Efficient and Effective District and Campus Operations

- 4.1 Annually improve operational processes
- 4.2 Maintain fiscal viability, stewardship, and improve staff knowledge of sustainable budgeting processes
- 4.3 Ensure strategic alignment of resources
- 4.4 Annually improve safety and security

[g-pisd.org](http://g-pisd.org)

 [gpisdwildcats](https://www.instagram.com/gpisdwildcats) |  [@GPISD1](https://twitter.com/GPISD1)



Educate.  
*Inspire.*  
**EMPOWER!**

# Contents

COMPENSATION STRUCTURE .....	5
Human Resources Roles and Responsibilities as Related to Compensation .....	5
Compensation Policy .....	6
Pay Administration .....	6
Compensation Framework .....	6
Compensatory Pay (Comp Time) .....	7
Scope.....	9
Supervisory Responsibilities .....	9
Responsibility for Resources.....	9
Communications .....	9
“Majority Rule” .....	9
Allowances .....	12
ACADEMIC CALENDAR & PAY DATES .....	15
PAY GRADES & .....	26
PAY RANGES.....	26
2024-2025 G-PISD SALARY HIRING PLAN.....	22
DISTRICT LEVEL ADMINISTRATIVE PROFESSIONALS MIDPOINTS AND PAY RANGES 2024-2025 .....	23
CAMPUS ADMINISTRATIVE PROFESSIONALS MIDPOINTS AND PAY RANGES 2024-2025 .....	24
CLERICAL/TECHNICAL MIDPOINTS AND PAY RANGES 2024-2025.....	25
AUXILIARY MIDPOINTS AND PAY RANGES 2024-2025 .....	26
RETENTION STIPEND.....	27
TEACHER RESIDENTS.....	28
TENURE .....	30
INCENTIVE PAY.....	30
TENURE INCENTIVE PAY 2024-2025 .....	31
District Guidelines.....	31
SUBSTITUTE PAY .....	32
STIPENDS.....	34
Eligibility Criteria.....	34
Interim Professional Assignments .....	35
Non-Exempt Pay Schedules .....	35
Additional Job Responsibilities .....	35
Stipend Payments .....	35
Deductions and Recovery of Funds .....	36
New Stipend Recommendations.....	36
ATHLETIC STIPEND SCHEDULE .....	37

Athletic Stipends.....	38
Positions and Rate of Pay for all Athletic Event Employees.....	39
(except for football) .....	39
G-PISD POSITIONS AND .....	40
RATE OF PAY FOR ATHLETIC EVENT EMPLOYEES FOOTBALL 2024-2025 .....	40
Bilingual Stipends.....	41
District Stipends.....	41
High School Stipends .....	41
Middle School Stipends .....	42
Elementary Campus Stipends .....	43
UIL, Science Fair, Spelling Bee & Olympic Stipends.....	43
Student Workers.....	45
Extra Duty Pay or Additional Pay – Working beyond Normal Number of Annual Days .....	45
FREQUENTLY ASKED QUESTIONS .....	46



# COMPENSATION STRUCTURE

## **Human Resources Roles and Responsibilities as Related to Compensation**

### **Compensation**

The function of the Compensation Handbook of Human Resources is to direct the strategic planning, design, implementation, administration, and communication of all District compensation programs, ensuring the programs are aligned with the District's Balanced Scorecard Priority 2, High Performing and Engaged Workforce.

### **Responsibilities of Compensation within the Human Resources Department include:**

- 1.** Overseeing the design, implementation, and administration of compensation programs including the District's Staffing Guidelines.
- 2.** Recommending and administering policies and procedures to ensure competitive and consistent compensation practices and ensuring adherence to the compensation philosophy and objectives.
- 3.** Researching and evaluating district needs and market trends for the purpose of ensuring the district's compensation programs are competitive and provide the ability to attract, engage, and motivate highly qualified employees.
- 4.** Strategizing and consulting with senior leadership to educate employees related to compensation programs
- 5.** Continually evaluate compensation practices to ensure adherence to the compensation philosophy by conducting market surveys:
  - a.** Pay Scale
  - b.** Texas Association of School Boards (TASB)
  - c.** Other targeted surveys
  - d.** Utilization of TASB new hire salary worksheet
- 6.** Developing and maintaining competitive salary structures
- 7.** Performing job evaluations (in conjunction with TASB as needed) to determinate appropriate pay grade for each job, taking into consideration:
  - a.** Job description(s)
  - b.** Market Data
  - c.** Internal Equity
  - d.** Preservation of consistency between departments
  - e.** Interviews with appropriate department or campus leader and/or other key employees
- 8.** Collaborating with managers/supervisors on reviewing the functions performed by each employee of their staff to provide advice to the manager on the preparation of job descriptions that are to be submitted to the Human Resources Department
- 9.** Considering the various types of pay decisions, and making appropriate pay recommendations based on the district's need, considering:
  - a.** Market Data
  - b.** District needs
  - c.** Individual future potential and likely future jobs
  - d.** Need for a specific, or specialized skill set
  - e.** Pay of others on the same career track
  - f.** Budget requirements and constraints
- 10.** Conducting compensation reviews, as needed. Compensation reviews for individual employees should be initiated through the employee's supervisor.
- 11.** Refer all discrepancies regarding policy and procedures to the Executive Director of Human Resources.

## Compensation Policy

Board Policy *DEA Local*

The Superintendent shall recommend an annual compensation plan for all district employees. The compensation plan may include wage and salary structures, stipends, benefits, allowances, and incentives.

The Superintendent shall administer the compensation plans consistent with the annual approved budget by the board and administrative guidelines.

## Pay Administration

Board Policy *DEA Local*

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

## Compensation Framework

Gregory-Portland Independent School District's compensation plan is made up of salary pay grades with respective ranges and supplemental earnings and benefit programs approved by the Board of Trustees. Salary ranges are determined by market rates for benchmark positions. To ensure that salary ranges are competitive with the market, the Human Resources Department conducts market research to inform current compensation levels for comparable positions. Employees are paid according to the pay range for their respective positions. Gregory-Portland ISD's pay groups are:

- Administrative Professional
- Auxiliary
- Clerical/Technical
- Teachers, Nurses, and Library Media Specialist

The Human Resources Department determines the compensatory value of a position by conducting systematic comparisons of positions to assess relative internal and external value. After the systematic comparison is complete, a position is assigned an associated pay grade. Pay grades are used to group positions that have approximately the same relative internal value based on compensatory factors (job descriptions, market data, internal equity, district consistency, and administrative input are all considered when performing job evaluations).

## Annualized Earnings vs. Annualized Salary

**Annual Earnings** – the actual amount an employee earns in a year. It is figured retroactively or after the earnings have been paid. It differs from annualized earnings as it is NOT an estimate of what may happen it is a record of what did happen.

**Annualized Salary** – The district has implemented an annualized salary payment method for all district employees' base salaries. An annualized salary is useful for employees who do not work a full year, such as teachers, and employees who work part of each year on a salaried basis. Annualization is the process of spreading payments to employees over the entire year (12 months), though the salary is only earned for part of the year. This gives the employee a steady paycheck when they are not working.

## **Compensatory Pay (Comp Time)**

*Board Policy DEAB Local*

At the District's option, nonexempt (hourly) employees may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, in lieu of overtime pay. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt (hourly) employees may not accrue beyond a maximum of 60 hours. If an employee has a balance that exceeds 60 hours, the district shall require them to use it.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of the duty year, the district shall pay the employee for the compensatory time. Compensatory time must be used in accordance with the district's leave policies if such use does not unduly disrupt the operations of the district. The district may require an employee to use compensatory time when it's in the best interest of the district.

## **Non-Exempt Employees Hired After February 1st of Current Year**

All non-exempt employee groups with a working calendar up to 197 days shall not be hired after February 1. They shall be hired as long-term substitutes to finish the current school year and may be hired as permanent staff for the following school year. These inquiries are subject to review and may be modified by the Human Resources Department based on the district's needs.

## **Pay Increases**

*Board Policy DEA Local*

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

## **Compensation Philosophy and Objectives**

Gregory-Portland ISD pay systems shall be designed and managed for the following purposes:

- Provide competitive pay to attract and retain highly qualified personnel
- Provide internal pay equity for job responsibilities
- Reward continued service to the district
- Manage payroll expenses effectively
- Establish and align the district's staffing needs to meet state standards and equitable practices

## **Pay Systems**

Employees pay systems are designed and administered to attract and retain qualified employees to achieve the district's goals. Human Resources is responsible for the development, maintenance, and administration of employee pay systems in accordance with board policies, governmental laws, and regulations. All district jobs will be assigned to a pay grade that establishes the minimum to maximum pay range for the position. Jobs are assigned to pay grades based on the following factors:

- Job qualifications and required skills
- Job duties and responsibilities defined by the district
- Competitive job market prices

Pay ranges are reviewed annually and adjusted periodically. Employee salaries will be adjusted based on the pay increase budget and pay raise guidelines as approved by the Board each year.



## **Job Descriptions**

Job descriptions are an essential function in the administration of a compensation system. Accurate and complete job descriptions will be collected and maintained by the Human Resources Department. This includes complete and up to date job descriptions that address job qualifications, primary purpose, major duties and responsibilities, and working conditions. Job titles will be assigned by Human Resources and will reflect a logical job titling scheme to consistently describe the level and nature of work.

## **Exemption Status**

All jobs will be classified as exempt or nonexempt according to the federal Fair Labor Standards Act (FLSA) requirements and documented in the job description. Human Resources will determine the classification of each position based on the description of the assigned job duties. To be exempt, the employee's primary duties must meet the U.S Department of Labor Fair Labor Standards Act (FLSA) which establishes regulations of the executive, administrative, or professional exemption test or be a teacher; and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as non-exempt or hourly.

## **Job Classification**

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market value. All jobs are classified based on common factors indicating the relative level of knowledge and skill requirements, the 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. The Superintendent or designee has final authority concerning job classifications.

## **Determining Factors in Classifying Jobs**

### **1. Freedom to Act**

- a. Authority, autonomy, independence of action, the degree to which job tasks are dictated by policy, procedures, manuals, supervisor or department head.
  - i. Are your tasks routine and repetitive or are they performed under broad guidelines?
  - ii. Do you independently determine work methods or tasks or is your work performed under established guidelines?
  - iii. Are you closely supervised or are your tasks more general, involving established guidelines and work is reviewed less frequently?
  - iv. Do you take or recommend action under a general supervisor and established policies or take and recommend action under direct, or generally defined objectives?

### **2. Complexity**

- a. The difficulty of problems encountered in work and the types of knowledge needed to solve them measures problem-solving skills along two scales: 1) the types of problems encountered from routine to most difficult and; 2) the knowledge required to solve them from simple recognition and referral to the devising of solutions based on interpretation of policy and understanding of departmental objectives.
  - i. Does your job require special or unique skills?
  - ii. What types of problems do you have to solve?
  - iii. How difficult are the problems you must solve?
  - iv. Does your job require a certain depth of knowledge or expertise?

### **3. Consequences of Error**

- a. Measures the impact of errors made in the course of work and the consequence of errors according to magnitude from those easily rectified to those that cause major unit disruption.
  - i. How do your errors impact those around you?
  - ii. Are your errors easily rectifiable or do they require involvement from others?
  - iii. What degree of impact is there if mistakes are made: Little or no impact on errors?
  - iv. Who is impacted by mistakes? Is it your department, campus, external agencies, or the entire school district?
  - v. Are mistakes reversible?

#### **4. Scope**

- a.** The variety of work assigned, the degree of district skills required to complete the work, the knowledge of district units inside or outside the district and the diversity of deadlines and priorities governing the work.
  - i.** What is the variety of functions assigned?
  - ii.** Is your scope limited and highly specific to the objectives of the department or is your scope broad requiring complete responsibility for a complex department?
  - iii.** Is the coordination of activities diverse in nature?
  - iv.** Do your functions have a significant effect on the department/campus operations?

#### **5. Supervisory Responsibilities**

- a.** Number, types, and level of positions supervised, functions supervised, the degree of supervisory authority, e.g. work leader or full supervisor, complexity and diversity of work supervised.
  - v.** Difficulty of supervision
  - vi.** Number and levels supervised
  - vii.** Variety of functions supervised
  - viii.** Full supervisor or a work leader
  - ix.** The diversity of worksupervised

#### **6. Responsibility for Resources**

- a.** The extent of the resources for which the employee has responsibility including, but not limited to, human, financial, facilities, material, and information systems.
  - x.** Number of employees supervised
  - xi.** Variety of functions supervised
  - xii.** Levels supervised (e.g. professional, technical, administrative, service)
  - xiii.** Space managed (e.g. square footage)
  - xiv.** Type of space managed (e.g. office, labs, classrooms)
  - xv.** Budget size
  - xvi.** Budget sources and amounts (e.g. state, gifts, extramural, contracts & grants, regulation fees, income, recharges, etc.)
  - xvii.** The complexity of the budget - Amount, kind, discretion in spending, and complexity as determined by number and types of accounts, where and who the money comes from.

#### **7. Communications**

- a.** Types of verbal and written communications, who you typically communicate with, what information you typically are responsible for communicating and method of delivery.
  - xviii.** Who do you typically communicate with (e.g. administrative staff, major division heads, and department managers, the Superintendent or Senior Staff)?
  - xix.** What are you communicating about (e.g. routine procedures, diversified procedures, operational policy, long-term planning)?
  - xx.** How often do you communicate with the various constituencies (yearly, quarterly, monthly, weekly, daily)?

#### **8. "Majority Rule"**

- a.** Classification title and level are dependent primarily on where the majority (50% or more) of job duties lie.

## **Classification of New Positions (P-1 FORM SUBMITTAL)**

Prior to posting, approved positions must have a written job description created collaboratively by Human Resources and the hiring manager. Human Resources will determine 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 position is moved to a higher or lower pay range. Jobs may be reclassified because of a significant and sustained change in job duties assigned, a need to improve internal pay equity or a change in the competitive job market. All positions, except teachers, library media specialist, substitutes, part-time temporary employees and student workers, are assigned to pay grades based on the level of skill, effort, and responsibility required for the job assignment. Human Resources will classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the district or in the marketplace.

### **Pay Increase Budget**

The Superintendent will recommend a budget for pay increases as part of the annual budget process. Budget recommendations for pay increases will be based on available revenue, statutory requirements, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the board each fiscal year. Salary schedules or placement guidelines do not imply or assure similar salary increases in subsequent years.

The pay increase budget recommended by the Superintendent may include adjustments to remedy/correct internal or external pay equity problems, to correct an internal pay inequity (e.g. pay compression between supervisor and assigned staff), or to compensate an employee for a significant change in job responsibilities.

### **General Pay Increases and Eligibility**

Employee salaries and wages will be reviewed annually for adjustment. General pay increases (GPI) are based upon the annual budget approved by the Board and given to employees to compensate for 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 for at least 90 days by July 1 of the current year. Exceptions require authorization by the Superintendent or designee.

### **Salary Placement of New Hires**

Employee salaries are based on the total years of relevant work experience as defined at the time of employment. Salary guides are developed and approved annually, and do not imply future pay increases or salary guarantees. The starting salary for each employee is determined individually, based on job related experience and the correlating pay range. No employee will be placed below the minimum of the pay range, and all placements will be made equitably within the range. Human Resources may adjust salary recommendations for new hires in hard to fill positions or to recognize specialized knowledge, skills, qualifications, or technical certifications. Teachers with full certification will be placed at the appropriate step on the Teacher Salary Scale, according to their creditable years of service.

### **Salary Placement of Career & Technical Education (CTE) Teachers**

Uncertified CTE Teachers shall be placed in the appropriate step on the Teacher Salary Scale, in accordance with work experience that is directly related to the career and technical field in which they are assigned. One year of placement credit on the teacher scale for every 1 full year of related experience shall be granted. Step 30 is the maximum step for a newly hired CTE Teacher.

## **Salary Placement of Teachers Certified Under District of Innovation (DOI)**

Teachers hired under a local District of Innovation (DOI) exemption shall be placed at Step 0 on the Teacher Salary Scale their first year with the district. For each subsequent year of continued employment with Gregory-Portland ISD, the DOI designated Teacher shall earn 1 year of creditable service and be placed in the appropriate step on the Teacher Salary Scale.

## **Salary Adjustment Qualifications**

It is the responsibility of the employee to submit original service records and official transcripts at the time of hire. Employees who provide service records with verifiable, creditable experience may receive a review for a potential salary adjustment if the service records are submitted to Human Resources ***no later than 6 months following the date of hire.*** Service records received after this date will not be eligible for a review for salary adjustment.

## **Promotion Defined**

A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of the school year, the standard promotion increase is applied in addition to any general pay increase granted by the school board. A promotion increase for employees is based on the person's current base salary less any stipends paid for supplemental duties.

## **Demotion Defined**

A demotion occurs when an employee is reassigned to a different job with less responsibility at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

A reduction in pay due to a demotion to a new assignment will be effective the following full school year after the new assignment begins. When a pay reduction is made for a demotion, pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. Pay reductions made as a result of a demotion consider the new salary range and comparative equity with other employees currently at that job level.

## **Lateral Transfer (Placements)**

A lateral transfer is defined as movement to another job assigned to the same or equivalent pay grade. Lateral moves may involve a change of days (higher/lower); however, the equivalent daily rate of pay remains the same. Lateral placements can also be classified as voluntary or involuntary. Lateral transfers are not eligible for salary increases, except for adjustments required to reflect the calendar days of the new job, if applicable.

## **Supplemental Pay**

Supplemental pay (stipends and extra duty pay) represents a remuneration in addition to, but separate from, regular base salary. Supplemental pay is authorized on a year-to-year basis. Supplemental pay will be discontinued upon cessation of assignment, or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay. Discontinuation of the employees' performance of supplemental duties.

## **Stipend for Extra-Duty Assignments**

Stipends for extra duty (if eligible) will be assigned accordingly by the supervisor to exempt employees. Non-exempt employees are not eligible to receive stipends. Stipends are provided for performing extra duties beyond the regular campus workday schedule. Individuals may not be assigned extra duties that will overlap. Exceptions may be made on an individual basis by the Executive Director of Human Resources upon receipt of a written recommendation submitted by the individual supervisor. When appropriate, and with the approval of the Executive Director of Human Resources, stipends may be shared. Stipends, including job-related stipends, are not considered part of the Base Salary and are to be removed when employees are no longer assigned extra duty, or while on a leave of absence.

All extra-duty stipend amounts must be approved by the Superintendent or Board of Trustees. Department Chairperson and Section Leader Stipends may not be split. All extra-duty stipends must be approved annually and may change during the school year. They are not part of the employee's base salary.

## **Allowances**

### **Cell Phone Allowance**

A monthly cell phone allowance shall be paid to employees in an authorized position as determined by the Superintendent. A cell phone allowance of \$75.00 per month will be paid via the regularly scheduled pay dates as a taxable benefit. Positions authorized a cell phone allowance are the following:

- Cabinet Members
- Executive Directors/Directors
- Campus Principals

The District shall have the current cell phone number at all times. The employee shall be available via cell phone in accordance with the directives of their immediate supervisor and/or superintendent. In addition, the employee shall review and follow all cell phone allowance procedures/agreement.

### **In District Mileage Allowance**

A monthly in district mileage allowance shall be paid to employees in an authorized position as determined by the Superintendent. An in-district mileage allowance of \$166.67 per month shall be paid via the regularly scheduled pay dates as a taxable benefit. Positions authorized for an in-district mileage allowance are the following:

- Cabinet Members
- Executive Directors/Directors
- Coordinators

### **Procedures for Requesting a Salary Review**

A review of compensation must be initiated by the department supervisor or the Executive Director of Human Resources through an internal "salary analysis review" document. Request should be submitted to the Human Resources Department by January of each year to allow adequate time for review and budget considerations.

- The supervisor may request a salary review during the annual budgeting process, typically beginning in January of each year. The appropriate division/department head must approve the submission of the request.

- The supervisor’s request must include a proposed job description and written explanation of changes in job duties and responsibilities along with the Job Analysis Questionnaire (contact HR for this questionnaire) completed by the incumbent and supervisor. The request must be approved by the appropriate division head, chief human resources officer or superintendent.
- Human Resources will review the request, obtaining additional job information if needed. Additional information may be obtained by a written questionnaire, by interviewing the supervisor and/or employee(s), or by analyzing external job market information.
- Human Resources will evaluate the job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent’s review.

### **Back Payment of Supplemental Earnings**

A back payment will occur if the employee is paid less than the amount they should have been paid for any relevant supplemental pay. If back pay is due to an employee for duties performed, the Human Resources Department will work with the Payroll Department to in correlation with G-PISD’s payroll operating procedures to rectify the issue.

### **Teacher Incentive Allotment**

For any funds received by Gregory-Portland ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The remaining 10 percent will be used for training and support of the system, expansion of the system, and 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.

**Payroll Deductions**  
Policy CFEA (LEGAL)

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

**Employee Health Benefits Contribution**

Based on 2001 law, districts must send a minimum of \$225 per person for each eligible employee that enrolls in TRS-Active Care.

Gregory-Portland ISD will contribute \$325 per month towards health care coverage for each eligible employee that enrolls in TRS-Active Care.

**Pay Information**

Employees have the responsibility of ensuring their pay is accurate by reviewing their pay stub online in Skyward Employee Access under Employee Information and by clicking the “Check History” link each time they get paid. It is important to ensure all information on each paystub is accurate. Reviewing items like name, social security number, pay rates, paid time off balance, and other information.

**Overpayment**

It is each employee’s responsibility to regularly review the accuracy of their pay stub in Skyward Employee Access. An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If discovered and/or reported in the current fiscal year, the Human Resources Department will work with the Payroll Department to rectify the issue by requesting repayment for the current year.

**Local Leave Pay Out for Retirees**

Per Board Policy (DEC LOCAL) - If a retiree has up to 20 days of unused local leave at the end of their contract (in the year they retiree), they will be paid at the rate of a substitute for the 20 days.

POSITION	PAY OUT RATE
Administrator	\$400/Day
Counselor	\$200/Day
Teacher, Library Media Specialist, Registered Nurse	\$150/Day
Paraprofessional, LVN	\$100/Day
Bus Driver (CDL)	Route Pay
Bus Monitors, Cafeteria Employees, Maintenance Employees, Security Entry Monitors	\$15/ Per Hour



# ACADEMIC CALENDAR & PAY DATES





Educate<sup>®</sup>  
Inspire<sup>®</sup>  
EMPOWER!

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

# 2024 - 2025 EMPLOYEE ACADEMIC CALENDAR

Board Adopted: FEBRUARY 26, 2024

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### IMPORTANT DATES

FIRST CLASS DAY .....AUGUST 8  
 LAST CLASS DAY .....MAY 22  
 SUMMER SCHOOL .....JUNE 2 - 20  
 SENIOR CLASS GRADUATION INFO:  
[g-pisd.org/seniors](http://g-pisd.org/seniors)

### STAFF HOLIDAYS\*

SEPT 2 ..... LABOR DAY  
 OCT. 14 ..... COLUMBUS DAY  
 NOV. 25 - 29 ..... THANKSGIVING  
 DEC. 23 - JAN. 3 .... WINTER BREAK  
 JAN. 20 ..... MLK DAY  
 FEB. 17 ..... PRESIDENT'S DAY  
 MARCH 10 - 14 .... SPRING BREAK  
 APR. 18 - 21 ..... EASTER/EXCHANGE  
 MAY 26 ..... MEMORIAL DAY

\*Holidays may be used as make-up days

### REPORTING PERIODS

1st .....AUG. 8 - OCT. 11 (44 DAYS)  
 2nd .....OCT. 15 - DEC. 19(43 DAYS)  
 3rd .....JAN. 8 - MAR. 7 (40 DAYS)  
 4th .....MAR. 18 - MAY 22(46 DAYS)

### 1st SEMESTER

AUG. 8 - DEC. 20 .....(87 DAYS)

### 2nd SEMESTER

JAN. 8 - MAY 22 .....(86 DAYS)

### QUARTER 1:

AUG. 8 ..... QUARTER 1 BEGINS  
 AUG. 28 ..... PROGRESS REPORT  
 SEPT. 20 ..... PROGRESS REPORT /  
 UIL GRADE CHECK  
 SEPT. 27 .....END OF UIL GRACE PERIOD  
 OCT. 11 ... END OF Q1 /UIL GRADE CHECK  
 OCT. 17 ... Q1 REPORT CARDS PUBLISHED  
 OCT. 18 .....END OF UIL GRACE PERIOD

### QUARTER 2:

OCT. 15 ..... QUARTER 2 BEGINS  
 NOV. 1 ..... PROGRESS REPORT  
 NOV. 22 ..... PROGRESS REPORT /  
 UIL GRADE CHECK  
 DEC. 20... END OF Q2/S1/UIL GRADE CHECK  
 JAN. 9 .....S1 REPORT CARDS PUBLISHED  
 JAN. 13 .....END OF UIL GRACE PERIOD

### QUARTER 3:

JAN. 8 ..... QUARTER 3/S2 BEGINS  
 JAN. 24 ..... PROGRESS REPORT  
 FEB. 14 ..... PROGRESS REPORT /  
 UIL GRADE CHECK  
 MAR. 7 .....END OF Q3/UIL GRADE CHECK  
 MAR. 20 .. Q3 REPORT CARDS PUBLISHED  
 MAR. 24 .....END OF UIL GRACE PERIOD

### QUARTER 4:

MAR. 18 ..... QUARTER 4 BEGINS  
 APR. 4 ..... PROGRESS REPORT  
 APR. 25 ..... PROGRESS REPORTS  
 MAY 22 ..... END OF Q3/S2  
 MAY 30... S2 REPORT CARDS PUBLISHED

### STUDENT SCHEDULE

EARLY CHILDHOOD CTR 7:40AM - 3:10PM\*  
 ELEMENTARIES ..... 8AM - 3:30PM\*  
 G-PHS & G-PMS.... 8:30 AM- 4PM\*  
 \*450 MINUTES PER SCHOOL DAY

INSTRUCTIONAL DAYS ..... 173  
 TEACHER CONTRACT DAYS ..... 187

### INSTRUCTIONAL MINUTES:

GPMS - GPMS .....77,850  
 ECC/ELEMENTARIES .....77,850  
 INSTRUCTIONAL MINUTES ..77,850

### LEGEND

- SCHOOL HOLIDAY(S)
- DISTRICT PL/PLANNING/STUDENT HOLIDAY
- LAST DAY OF SCHOOL
- FIRST DAY OF SCHOOL
- CAMPUS PL/STUDENT HOLIDAY
- PROGRESS REPORT/REPORT CARD
- WORKDAY/STUDENT HOLIDAY
- NEW TEACHER TRAINING
- STATE TESTING
- BEGIN & END OF REPORTING PERIODS
- SUMMER SCHOOL

- EXCHANGE DAY (PL)
- GRADUATION CEREMONY
- UIL GRADE CHECK
- END OF GRACE PERIOD



**TUESDAY**  
**NOV. 5th**  
**2024**



# 2024 - 2025 MONTHLY PAYROLL DATES AND REPORTING PERIODS

**PROFESSIONAL & PARAPROFESSIONAL PAYROLL**

**DEADLINE FOR APPROVAL**



September						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WEEK (1) 08/05 - 08/11  
 WEEK (2) 08/12 - 08/18  
 WEEK (3) 08/19 - 08/25  
 WEEK (4) 08/26 - 09/01

09/02/2024 - LABOR DAY

October						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEK (1) 09/02 - 09/08  
 WEEK (2) 09/09 - 09/15  
 WEEK (3) 09/16 - 09/22  
 WEEK (4) 09/23 - 09/29

10/14/2024 - COLUMBUS DAY

November						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEK (1) 09/30 - 10/06  
 WEEK (2) 10/07 - 10/13  
 WEEK (3) 10/14 - 10/20  
 WEEK (4) 10/21 - 10/27  
 WEEK (5) 10/28 - 11/03  
 11/20 - TENURE

11/25 - 11/29 THAKSGIVING BREAK  
 SCHOOL HOLIDAY(S)

December						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEK (1) 11/04 - 11/10  
 WEEK (2) 11/12 - 11/17  
 WEEK (3) 11/18 - 11/24  
 WEEK (4) 11/25 - 12/01

12/23-12/31 WINTER BREAK  
 SCHOOL HOLIDAY(S)

January						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEK (1) 12/02 - 12/08  
 WEEK (2) 12/09 - 12/15  
 WEEK (3) 12/16 - 12/22  
 WEEK (4) 12/23 - 12/29

01/01 - 01/03 WINTER BREAK  
 SCHOOL HOLIDAY(S)  
 01/20 - MLK DAY

February						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

WEEK (1) 12/30 - 01/05  
 WEEK (2) 01/06 - 01/12  
 WEEK (3) 01/13 - 01/19  
 WEEK (4) 01/20 - 01/26  
 WEEK (5) 01/27 - 02/02

02/17 - PRESIDENTS DAY

March						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEK (1) 02/03 - 02/09  
 WEEK (2) 02/10 - 02/16  
 WEEK (3) 02/17 - 02/23  
 WEEK (4) 02/24 - 03/02

03/10 - 03/14 - SPRING BREAK  
 SCHOOL HOLIDAY(S)

April						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

WEEK (1) 03/03 - 03/09  
 WEEK (2) 03/10 - 03/16  
 WEEK (3) 03/17 - 03/23  
 WEEK (4) 03/24 - 03/30  
 WEEK (5) 03/31 - 04/06

04/18 - GOOD FRIDAY

May						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WEEK (1) 04/07 - 04/13  
 WEEK (2) 04/14 - 04/20  
 WEEK (3) 04/21 - 04/27  
 WEEK (4) 04/28 - 05/04

05/26 - MEMORIAL DAY

June						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WEEK (1) 05/05 - 05/11  
 WEEK (2) 05/12 - 05/18  
 WEEK (3) 05/19 - 05/25  
 WEEK (4) 05/26 - 06/01

July						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEK (1) 06/02 - 06/08  
 WEEK (2) 06/09 - 06/15  
 WEEK (3) 06/16 - 06/22  
 WEEK (4) 06/23 - 06/29  
 WEEK (5) 06/30 - 07/06

07/04 - FOURTH OF JULY

August						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEK (1) 07/07 - 07/13  
 WEEK (2) 07/14 - 07/20  
 WEEK (3) 07/21 - 07/27  
 WEEK (4) 07/28 - 08/03



# 2024 - 2025 SEMI-MONTHLY PAYROLL DATES AND REPORTING PERIODS

Food & Nutrition, Custodians, Maintenance, Entry Monitors, Transportation, Auxiliary Subs, Student Workers



PAYROLL FORMS AND DOCUMENTS

**TIMESHEETS ARE TO BE SUBMITTED AND APPROVED BY THURSDAY EACH WEEK.**

September						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

09/05/2024 - WEEKS 07/09-08/04  
08/05-08/11, 08/12-08/18

09/20/2024 - WEEKS 08/19-08/25  
08/26-09/01, 09/02-09/08

09/02/2024 - LABOR DAY  
ALL STAFF

October						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/04/2024 - WEEKS 09/09-09/15  
09/16-09/22

10/18/2024 - WEEKS 09/23-09/29  
09/30-10/06

10/14/2024 - COLUMBUS DAY  
FOOD SERVICE, BUS  
DRIVERS/MONITORS, ENTRY  
MONITORS (NON-WORK HRS)

November						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/05/2024 - WEEKS 10/07-10/13  
10/14-10/20

11/20/2024 - WEEKS 10/21-10/27  
10/28-11/03, 11/04-11/10

11/21/2024 - TENURE

11/25 - 11/29 - THANKSGIVING BREAK,  
F&N, BUS DRIVERS/MONITORS,  
ENTRY MONITORS  
11/24 260 EMPLOYEES

December						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/05/2024 - WEEKS 11/11-11/17  
11/18-11/24

12/16/2024 - WEEKS 11/25-12/01  
12/02-12/08

12/23-12/31 WINTER BREAK, F&N,  
BUS DRIVERS/MONITORS, ENTRY  
MONITORS  
12/24 - 12/25 260 EMPLOYEES

January						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

01/05/2025 - WEEKS 12/09-12/15  
12/16-12/22

01/17/2025 - WEEKS 12/23-12/29  
12/30-01/05

01/01/2025 - NEW YEARS DAY  
ALL STAFF HOLIDAY  
02/06/2025 - WINTER BREAK  
FOOD SERVICE, BUS DRIVERS/MONITORS, ENTRY  
MONITORS (NON-WORK HOURS)  
01/20/2025 - MLK DAY  
NON-WORK DAY  
ALL STAFF

February						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

02/05/2025 - WEEKS 01/06-01/12  
01/13-01/19

02/20/2025 - WEEKS 01/20-01/26  
01/27-02/02, 02/03-02/09

02/17/2025 - PRESIDENTS DAY  
FOOD SERVICE, BUS  
DRIVERS/MONITORS, ENTRY  
MONITORS (NON-WORK HRS)

March						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

03/05/2025 - WEEKS 02/10-02/16  
02/17-02/23

03/20/2025 - WEEKS 02/24-03/02  
03/03-03/09

03/10 -03/14 - SPRING BREAK  
FOOD SERVICE, BUS  
DRIVERS/MONITORS, ENTRY  
MONITORS (NON-WORK HRS)

April						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

04/04/2025 - WEEKS 03/10-03/16  
03/17-03/23

04/17/2025 - WEEKS 03/24-03/30  
03/31-04/06

04/18/2025 - GOOD FRIDAY  
ALL STAFF

May						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

05/05/2025 - WEEKS 04/07-04/13  
04/14-04/20

05/20/2025 - WEEKS 04/21-04/27  
04/28-05/04, 05/05-05/11

05/26/2025 - MEMORIAL DAY  
ALL STAFF

June						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

06/05/2025 - WEEKS 05/12-05/18  
05/19-05/25,

06/20/2025 - WEEKS 05/26-06/01  
06/02-06/08

July						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

07/03/2025 - WEEKS 06/09-06/15  
06/16-06/22

07/18/2025 - WEEKS 06/23-06/29  
06/30-07/06

07/04/2025 - INDEPENDENCE DAY  
ALL STAFF

August						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

08/05/2025 - WEEKS 07/07-07/13  
07/14-07/20

08/20/2025 - WEEKS 07/21-07/27  
07/28-08/03



# 2024 - 2025 MONTHLY PAYROLL DATES AND REPORTING PERIODS

## SUPPLEMENTAL PAYROLL

**DEADLINE FOR APPROVAL**



September						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WEEK (1) 08/05 - 08/11  
 WEEK (2) 08/12 - 08/18  
 WEEK (3) 08/19 - 08/25  
 WEEK (4) 08/26 - 09/01

09/02/2024 - SCHOOL HOLIDAY

October						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEK (1) 09/02 - 09/08  
 WEEK (2) 09/09 - 09/15  
 WEEK (3) 09/16 - 09/22  
 WEEK (4) 09/23 - 09/29

10/14/2024 - SCHOOL HOLIDAY

November						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEK (1) 09/30 - 10/06  
 WEEK (2) 10/07 - 10/13  
 WEEK (3) 10/14 - 10/20  
 WEEK (4) 10/21 - 10/27  
 WEEK (5) 10/28 - 11/03  
 11/20 - TENURE

11/25 - 11/29 THAKSGIVING BREAK  
 SCHOOL HOLIDAY(S)

December						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEK (1) 11/04 - 11/10  
 WEEK (2) 11/12 - 11/17  
 WEEK (3) 11/18 - 11/24  
 WEEK (4) 11/25 - 12/01

12/23-12/31 WINTER BREAK  
 SCHOOL HOLIDAY(S)

January						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEK (1) 12/02 - 12/08  
 WEEK (2) 12/09 - 12/15  
 WEEK (3) 12/16 - 12/22  
 WEEK (4) 12/23 - 12/29

01/01 - 01/03 WINTER BREAK  
 SCHOOL HOLIDAY(S)  
 01/20 - SCHOOL HOLIDAY

February						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

WEEK (1) 12/30 - 01/05  
 WEEK (2) 01/06 - 01/12  
 WEEK (3) 01/13 - 01/19  
 WEEK (4) 01/20 - 01/26  
 WEEK (5) 01/27 - 02/02

02/17 - SCHOOL HOLIDAY

March						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEK (1) 02/03 - 02/09  
 WEEK (2) 02/10 - 02/16  
 WEEK (3) 02/17 - 02/23  
 WEEK (4) 02/24 - 03/02

03/10 - 03/14 - SPRING BREAK  
 SCHOOL HOLIDAY(S)

April						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

WEEK (1) 03/03 - 03/09  
 WEEK (2) 03/10 - 03/16  
 WEEK (3) 03/17 - 03/23  
 WEEK (4) 03/24 - 03/30  
 WEEK (5) 03/31 - 04/06

04/18 - GOOD FRIDAY  
 04/21 - EXCHANGE DAY

May						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WEEK (1) 04/07 - 04/13  
 WEEK (2) 04/14 - 04/20  
 WEEK (3) 04/21 - 04/27  
 WEEK (4) 04/28 - 05/04

05/26 -  
 SCHOOL HOLIDAY

June						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WEEK (1) 05/05 - 05/11  
 WEEK (2) 05/12 - 05/18  
 WEEK (3) 05/19 - 05/25  
 WEEK (4) 05/26 - 06/01

July						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEK (1) 06/02 - 06/08  
 WEEK (2) 06/09 - 06/15  
 WEEK (3) 06/16 - 06/22  
 WEEK (4) 06/23 - 06/29  
 WEEK (5) 06/30 - 07/06

07/04 - STAFF HOLIDAY

August						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEK (1) 07/07 - 07/13  
 WEEK (2) 07/14 - 07/20  
 WEEK (3) 07/21 - 07/27  
 WEEK (4) 07/28 - 08/03



# 2024 - 2025 SUBSTITUTE PAYROLL DATES AND REPORTING PERIODS

PAY DATES

DEADLINE FOR APPROVAL



PAYROLL FORMS AND DOCUMENTS

September						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DAYS INCLUDED FOR PAYROLL DATE 09/23/2024**  
08/01 - 08/31

09/02/2024 - LABOR DAY SCHOOL HOLIDAY

October						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**DAYS INCLUDED FOR PAYROLL DATE 10/23/2024**  
09/01 - 09/30

10/14/2024 - COLUMBUS DAY SCHOOL HOLIDAY

November						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DAYS INCLUDED FOR PAYROLL DATE 11/22/2024**  
10/01 - 10/31

11/25 - 11/29 THAKSGIVING BREAK SCHOOL HOLIDAY(S)

December						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**DAYS INCLUDED FOR PAYROLL DATE 12/23/2024**  
11/01 - 11/30

12/23-12/31 WINTER BREAK SCHOOL HOLIDAY(S)

January						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**DAYS INCLUDED FOR PAYROLL DATE 01/23/2025**  
12/01 - 12/31

01/01 - 01/03 WINTER BREAK SCHOOL HOLIDAY(S)  
01/20 - MLK DAY SCHOOL HOLIDAY(S)

February						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**DAYS INCLUDED FOR PAYROLL DATE 02/21/2025**  
01/01 - 01/31

02/17 - PRESIDENTS DAY SCHOOL HOLIDAY

March						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**DAYS INCLUDED FOR PAYROLL DATE 03/21/2025**  
02/01 - 02/28

03/10 - 03/14 - SPRING BREAK SCHOOL HOLIDAY(S)

April						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**DAYS INCLUDED FOR PAYROLL DATE 04/23/2025**  
03/01 - 03/31

04/18 - GOOD FRIDAY

May						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**DAYS INCLUDED FOR PAYROLL DATE 05/23/2025**  
04/01 - 04/30

05/26 - MEMORIAL DAY SCHOOL HOLIDAY

June						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DAYS INCLUDED FOR PAYROLL DATE 06/23/2025**  
05/01 - 05/31

July						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**DAYS INCLUDED FOR PAYROLL DATE 07/23/2025**  
06/01 - 06/30

07/04 - FOURTH OF JULY

August						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**DAYS INCLUDED FOR PAYROLL DATE 08/23/2025**  
07/01 - 07/31



# PAY GRADES & PAY RANGES

**2024-2025 G-PISD SALARY HIRING PLAN  
TEACHERS, LIBRARY MEDIA SPECIALIST, AND REGISTERED NURSES**

<b>YEARS OF EXPERIENCE</b>	<b>STATE MINIMUM</b>	<b>BACHELOR'S DEGREE</b>	<b>MASTER'S DEGREE</b>
0	\$33,660	\$62,000	\$63,000
1	\$34,390	\$62,185	\$63,185
2	\$35,100	\$63,760	\$64,760
3	\$35,830	\$64,064	\$65,064
4	\$37,350	\$64,088	\$65,088
5	\$38,880	\$64,099	\$65,099
6	\$40,410	\$64,109	\$65,109
7	\$41,830	\$64,426	\$65,426
8	\$43,170	\$66,210	\$67,210
9	\$44,440	\$66,326	\$67,326
10	\$45,630	\$66,854	\$67,854
11	\$46,770	\$66,896	\$67,896
12	\$47,850	\$67,380	\$68,380
13	\$48,850	\$68,383	\$69,383
14	\$49,810	\$68,514	\$69,514
15	\$50,710	\$68,592	\$69,592
16	\$51,570	\$69,183	\$70,183
17	\$52,370	\$69,290	\$70,290
18	\$53,140	\$69,367	\$70,367
19	\$53,860	\$69,443	\$70,443
20	\$54,540	\$69,985	\$70,985
21	\$54,540	\$70,346	\$71,346
22	\$54,540	\$71,570	\$72,570
23	\$54,540	\$72,643	\$73,643
24	\$54,540	\$73,703	\$74,703
25	\$54,540	\$74,712	\$75,712
26	\$54,540	\$75,717	\$76,717
27	\$54,540	\$76,567	\$77,567
28	\$54,540	\$77,409	\$78,409
29	\$54,540	\$78,301	\$79,301
30	\$54,540	\$78,991	\$79,991
30 +	\$54,540	\$79,875	\$80,875

\* The Teacher, Library Media Specialist and Librarians hiring plan includes the 2024-25 General Pay Increase and any targeted adjustments. The above schedule represents the minimum rate of base pay for Gregory-Portland ISD teachers by year of creditable teaching experience. Rates are provided in annual equivalents based on 187-days. Stipends and extra duty pay (if applicable) are not included in these amounts. These are current rates and not a guarantee of future earnings. The Teacher, Nurses, and Librarian Pay Scale will be reviewed and updated on an annual basis. New offers of employment are based on comparable experience, as well as market competitive pay.

It is the policy of Gregory-Portland ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Gregory-Portland ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures contact:

Es norma de distrito escolar de Gregory-Portland no discriminar por motivos de raza, color, origen nacional, sexo, impedimento, o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. El distrito escolar de Gregory-Portland tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos para quejas, comuníquese con:

**DISTRICT LEVEL ADMINISTRATIVE PROFESSIONALS MIDPOINTS AND PAY RANGES 2024-2025**

GRADE	CLASSIFICATION	DAILY MINIMUM	MIDPOINT	DAILY MAXIMUM
100	CENTRAL OFFICE MANAGER/SUPERINTENDENTS SECRETARY (226 DAYS)	\$252	\$315	\$378
	CONSTRUCTION PROJECT SPECIALIST (260 DAYS)			
	HVAC AND ELECTRICAL FOREMAN (260 DAYS)			
	MAINTENANCE FOREMAN (260 DAYS)			
	PAYROLL SUPERVISOR (226 DAYS)			
	TRANSPORTATION FOREMAN (260 DAYS)			
101	NETWORK SPECIALIST (226 DAYS)	\$272	\$340	\$408
102	ACCOUNTANT (226 DAYS)	\$300	\$370	\$444
104	COMMUNICATIONS COORDINATOR (226 DAYS)	\$353	\$441	\$529
	DATABASE/PEIMS ADMINISTRATOR (226 DAYS)			
	DYSLEXIA & SPECIAL EDUCATION COORDINATOR (226 DAYS)			
	HUMAN RESOURCES COORDINATOR (226 DAYS)			
	INSTRUCTIONAL SERVICES COORDINATOR (226 DAYS)			
	PURCHASING COORDINATOR (226 DAYS)			
	SENIOR ACCOUNTANT STATE & FEDERAL PROGRAMS (226 DAYS)			
	MULTILINGUAL & LANGUAGES OTHER THAN ENGLISH (LOTE) COORDINATOR (226 DAYS)			
	STEAM/INSTRUCTIONAL TECHNOLOGY COORDINATOR (226 DAYS)			
105	CONSTRUCTION MANAGER (260 DAYS)	\$374	\$467	\$560
	DIRECTOR OF FOOD SERVICE (226 DAYS)			
	DIRECTOR OF TRANSPORTATION (260 DAYS)			
	ASSISTANT ATHLETIC DIRECTOR (217 DAYS)			
106	DIRECTOR OF MAINTENANCE/OPERATIONS (260 DAYS)	\$392	\$490	\$588
	DIRECTOR OF TECHNOLOGY (226 DAYS)			
	DIRECTOR OF DATA, ACCOUNTABILITY & ASSESSMENT (226 DAYS)			
	DIRECTOR OF COLLEGE, CAREER, MILITARY READINESS & COUNSELING (226 DAYS)			
107	DIRECTOR OF BUSINESS SERVICES (226 DAYS)	\$412	\$515	\$618
	DIRECTOR OF FAMILY & COMMUNITY ENGAGEMENT (226 DAYS)			
	DIRECTOR OF SPECIAL EDUCATION (226 DAYS)			
108	DIRECTOR OF ATHLETICS (226 DAYS)	\$432	\$540	\$648
109	EXECUTIVE DIRECTOR OF SCHOOL LEADERSHIP & ACCOUNTABILITY (226 DAYS)	\$480	\$600	\$720
	EXECUTIVE DIRECTOR OF CURRICULUM & INSTRUCTION (226 DAYS)			
	EXECUTIVE DIRECTOR OF HUMAN RESOURCES (226 DAYS)			
	EXECUTIVE DIRECTOR OF SAFETY & STUDENT SERVICES (226 DAYS)			
110	ASSISTANT SUPERINTENDENT FOR BUSINESS-FINANCE & OPERATIONS (226 DAYS)	\$572	\$715	\$858
	CHIEF COMMUNICATIONS & ENGAGEMENT OFFICER (226 DAYS)			

\*Annual salaries are paid over 12 months



**CAMPUS ADMINISTRATIVE PROFESSIONALS MIDPOINTS AND PAY RANGES 2024-2025**

<b>GRADE</b>	<b>CLASSIFICATION</b>	<b>DAILY MINIMUM</b>	<b>MIDPOINT</b>	<b>DAILY MAXIMUM</b>
102	SOCIAL WORKER	\$300	\$370	\$444
103	BEHAVIOR SPECIALIST (197 DAYS)	\$336	\$400	\$480
	COUNSELOR, ELEMENTARY (197 DAYS)			
	COUSELOR, SECONDARY (MS, 202 DAYS/HS 209 DAYS)			
	DIAGNOSTICIAN (197 DAYS)			
	LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY (LSSP) (197 DAYS)			
	TITLE 1 INSTRUCTIONAL SPECIALIST (212 DAYS)			
104	ASSISTANT PRINCIPAL, ELEMENTARY (212 DAYS)	\$353	\$440	\$528
	ASSISTANT PRINCIPAL, MIDDLE SCHOOL (212 DAYS)			
	HIGH SCHOOL TESTING COORDINATOR (207 DAYS)			
105	ACADEMIC DEAN, MIDDLE SCHOOL (226 DAYS)	\$372	\$465	\$558
	ASSISTANT PRINCIPAL, HIGH SCHOOL (212 DAYS)			
	AT-RISK ADMINISTRATOR (217 DAYS)			
106	PRINCIPAL, ELEMENTARY (217 DAYS)	\$392	\$490	\$588
	ACADEMIC DEAN, HIGH SCHOOL (226 DAYS)			
107	PRINCIPAL, MIDDLE SCHOOL (226 DAYS)	\$412	\$515	\$618
108	PRINCIPAL, HIGH SCHOOL (226 DAYS)	\$432	\$540	\$648

\*Annual Salaries are paid over 12 months

CLERICAL/TECHNICAL MIDPOINTS AND PAY RANGES 2024-2025				
GRADE	CLASSIFICATION	HOURLY MINIMUM	MIDPOINT	HOURLY MAXIMUM
1	CLASSROOM TEACHER AIDE	\$17.00	\$20.66	\$24.79
	SPECIAL EDUCATION ADIE – GENERAL RESOURCE			
	SPECIAL EDUCATION AIDE – SELF CONTAINED			
2	CAMPUS OFFICE CLERK	\$17.96	\$21.86	\$26.23
	STEAM AIDE			
	ISS AIDE			
	LIBRARY AIDE			
	RECEPTIONIST, HIGH SCHOOL			
3	ATTENDANCE CLERK, SECONDARY	\$18.46	\$22.48	\$26.98
	BOOKKEEPER, HIGH SCHOOL			
	DISTRICT RECEPTIONIST/HR SUPPORT			
	PEIMS CLERK, ELEMENTARY			
	PEIMS CLERK, SPECIAL EDUCATION			
	REGISTRAR, SECONDARY			
	SECRETARY, ASSISTANT PRINCIPALS			
	SECRETARY, COUNSELOR			
	SPECIAL EDUCATION CLERK, ELEMENTARY & SECONDARY			
4	PEIMS CLERK, SECONDARY	\$20.41	\$24.94	\$29.93
	SECRETARY TO AEP/DAEP/WLC			
	SECRETARY TO FINE ARTS DEPT.			
	SECRETARY TO PRINCIPAL, ELEMENTARY & SECONDARY			
5	ACCOUNTS PAYABLE CLERK	\$21.70	\$26.54	\$31.85
	PURCHASING CLERK			
	FOOD SERVICE CLERK			
	LICENSED VOCATIONAL NURSE (LVN)			
6	SECRETARY TO EXECUTIVE, ADMINISTRATIVE, COORDINATOR	\$23.66	\$28.99	\$34.79
	COMPUTER TECHNICIAN			
	DISTRICT PEIMS/SIS SPECIALIST			
	FIXED ASSETS/COMPUTER INVENTORY SPECIALIST			
7	SECRETARY TO ASST. SUPERINTENDENT, CHIEF	\$27.60	\$33.94	\$40.73
	HUMAN RESOURCE SPECIALIST			
	PAYROLL SPECIALIST			
	<b>CLASSIFICATION - ADD ON</b>		<b>HOURLY RATE</b>	
1	SPECIAL EDUCATION AIDE – GENERAL RESOURCE		\$0.75	
	SPECIAL EDUCATION AIDE – SELF CONTAINED		\$1.00	
	TRANSLATION SERVICES		\$0.30	

AUXILIARY MIDPOINTS AND PAY RANGES 2024-2025					
GRADE	CLASSIFICATION		HOURLY MINIMUM	MIDPOINT	HOURLY MAXIMUM
1	BUS MONITOR		\$15.00	\$18.29	\$21.95
	FOOD SERVICE WORKER				
	DRIVER, NON CDL				
	WAREHOUSE & DELIVERY SPECIALIST				
	ENTRY MONITORS				
2	CUSTODIAN		\$15.86	\$19.34	\$23.21
	ATHLETICS CUSTODIAN				
	CAFETERIA ASSISTANT MANAGER				
3	LEAD CUSTODIAN		\$16.68	\$20.34	\$24.41
	GROUNDSKEEPER				
	WAREHOUSE ASSISTANT				
	LAUNDRY/CUSTODIAN				
	BUS MECHANIC HELPER				
	CAFETERIA MANAGER, ELEMENTARY				
4	GENERAL MAINTENANCE WORKER		\$18.07	\$22.04	\$26.45
	CAFETERIA MANAGER, MIDDLE SCHOOL				
	CAFETERIA MANAGER, HIGH SCHOOL				
	BUS DRIVER (FLAT RATE - \$26/HR)				
5	VEHICLE MECHANIC		\$20.20	\$24.64	\$29.57
	CAFETERIA STOREROOM MANAGER				
	MAINTENANCE MANAGER				
	MASTER CARPENTER				
	LOCKSMITH				
	GROUNDS MANAGER				
	WAREHOUSE & PURCHASING MANAGER				
6	PLUMBER		\$22.79	\$27.79	\$33.35
	HVAC MECHANIC (FLAT RATE - \$33/HR)				
	CUSTODIAL MANAGER				
7	ASSISTANT FOOD SERVICE DIRECTOR		\$25.66	\$31.29	\$37.55
	SENIOR SAFETY MANAGER				
GRADE	CLASSIFICATION				
2	ATHLETICS CUSTODIAN			\$0.15	
	CAFETERIA ASST. MANAGER MS & HS			\$0.25	
	CUSTODIAN, NIGHT			\$0.25	
3	CAFETERIA MANAGER, ELEMENTARY			\$0.25	
	LEAD CUSTODIAN			\$0.50	
	LEAD CUSTODIAN, DUAL ASSISTANT			\$0.50	
	INTEGRATED PEST MANAGER (IPM)			\$1.00	
4	CAFETERIA MANAGER, HIGH SCHOOL			\$1.00	
	CAFETERIA MANAGER, MIDDLE SCHOOL			\$1.00	
	EVENTING CUSTODIAL MGR NIGHT/LEAD			\$0.75	
5	SCHOOL BUS DRIVER INCENTIVE			\$2.75	
	*CRITICAL SHORTAGE AREA – HVAV, PLUMBER, ELECTRICITON			\$1.45	

\*Critical shortage is no long applicable effective 2024-2025 year beginning in July, unless otherwise directed by the Superintendent.



## RETENTION STIPEND

# RETENTION STIPEND

## Background

Gregory-Portland ISD board of trustees approved a retention stipend for the 2024-2025 school year. This stipend will be funded through applicable local, state, and federal funding sources as a one-time expenditure.

## What is a retention stipend?

Retention stipends are made to incentivize eligible employees to remain employed with the district.

## How much is the Retention Stipend and when will employees receive it?

The District will pay eligible full-time employees a total of \$2,000 for the 2024-2025 school-year based on meeting eligibility requirements below. The stipend will be divided into two (2) installments. The first \$1,000 installment will be added to the October 2024 paycheck, the second installment will be for \$1,000 and will be added to the May 2025 paycheck. Eligible part-time employees will receive 50% (\$1,000) of the \$2,000 and will also be divided into two (2) installments.

## Eligibility Requirement for the Retention Stipend Plan

Applies to all TRS Eligible Full-Time and Part-Time Employees:

- **Installment #1 (October paycheck)**
  - Hired by and actively employed through October 4, 2024
  - Must still be employed when paycheck is processed
- **Installment #2 (May paycheck)**
  - Hired by and actively employed through May 9, 2025
  - Must still be employed when paycheck is processed
  - New employees are not eligible for installment #1

Additionally, must be in good standing (i.e., have not been proposed for non-renewal or termination) on the dates that the retention stipend payments are made. Temporary and seasonal employees such as substitutes, tutors, etc. are not eligible.

*Retention stipends/bonuses are expressly excluded from TRS creditable compensation by Section 25.21(d)(5) of Title 34, Part 3, Texas Administrative Code.*



# TEACHER RESIDENTS

## Gregory-Portland ISD & Texas A&M University Corpus Christi Teacher Residency Program

### Summary:

The Teacher Resident (TR) is a student teacher engaged in a year-long clinical experience under the mentorship of a highly effective Cooperating Teacher (CT). During this period, the TR observes, learns, and practices teaching in preparation for a career in education, while earning a degree (typically a bachelor's, but sometimes a master's) and/or certification from Texas A&M University - Corpus Christi.

Throughout the full school year, the TR works full-time alongside the CT, actively participating in various classroom activities from the outset. As the residency year progresses, the TR gradually assumes greater responsibilities, developing their skills as a teacher. They will engage in co-teaching models that increase in variety and complexity over time.

Teacher residents will be reimbursed for the cost of their tuition in the amount of **\$10,833.00** that will be allotted upon the successful completion of each semester. To be eligible for the program, applicants must be accepted into the Teacher Residency program at Texas A&M University - Corpus Christi and be hired by Gregory-Portland ISD as a Teacher Resident.



# TENURE INCENTIVE PAY



## TENURE INCENTIVE PAY 2024-2025

### District Guidelines

The Tenure Incentive Pay Schedule is reviewed and determined by the Gregory-Portland ISD Board of Trustees annually as part of the school district budget process. The amount, if any, may be raised or lowered at the Board's discretion.

All employees of the district are eligible for the Tenure Incentive Pay if they are:

- On the District payroll November 1 and
- Employed in a permanent position on the date tenure is paid.

Tenure pay will be paid the week before the Thanksgiving Holiday. Student workers, teacher residents and substitutes are not eligible.

The amount of Tenure Incentive Pay for an individual employee is based on the number of creditable years of service that the employee has been continuously employed by the Gregory-Portland ISD. To earn one year of creditable service, the employee must have worked a minimum of 90 days at 100% of the day during a school year, as defined by the Texas Administrative Code, Commissioner's Rules on Creditable Years of Service [19 TAC §153.1021(f)].

For the Tenure Incentive Pay, continuous employment is defined as no separation from employment with the district of more than one calendar year. If an employee quits and is re-employed by the district within one calendar year, they will retain prior years of service to calculate Tenure Incentive Pay.

TENURE SCHEDULE		
*YEARS COMPLETED	FULL-TIME	PART-TIME
0	\$30.00	\$15.00
1	\$60.00	\$30.00
2	\$75.00	\$37.50
3	\$90.00	\$45.00
4	\$105.00	\$52.50
5	\$150.00	\$75.00
6	\$175.00	\$87.50
7	\$200.00	\$100.00
8	\$225.00	\$112.50
9	\$250.00	\$125.00
10	\$300.00	\$150.00
11	\$350.00	\$175.00
12	\$400.00	\$200.00
13	\$450.00	\$225.00
14	\$500.00	\$250.00
15	\$550.00	\$275.00
16	\$600.00	\$300.00
17	\$650.00	\$325.00
18	\$700.00	\$350.00
19	\$750.00	\$375.00
20	\$900.00	\$450.00

\*Consecutive years completed at G-PISD



# SUBSTITUTE PAY

## 2024-2025 SUSBSTITUTE DAILY PAY RATES



	High School Diploma/GED	4-Year College Degree (Any Major)	Certified/Licensed
	Rate	Rate	Rate
Administrator	NA	NA	\$400
Auxiliary	\$15/Hour	NA	NA
Bus Driver (CDL)	NA	NA	Route Pay
Counselor	NA	NA	\$200
Paraprofessional (LVN)	\$100	\$115	\$125
Teacher/Library Media Specialist/Registered Nurse	\$115	\$130	\$150
<b>**FMLA Long Term (20+ days)</b> <small>(Teacher/Library Media Specialist/Registered Nurse)</small>	\$120	\$135	\$160

\*\*Substitutes will be paid the higher rate if substituting consecutive days for the same employee.



# STIPENDS

## ***The following provides the framework for Gregory-Portland ISD Stipend Earnings:***

Stipends are provided for performing extra duties beyond the regular campus workday schedule. Individuals may not be assigned extra duties that may overlap. Exceptions may be made on an individual basis by the Superintendent or designee upon receipt of a written recommendation submitted by the individual's supervisor. When appropriate, and with the approval of the Chief Human Resources Officer, stipends may be shared. Payment for stipends not described in this section of the handbook must be verified and approved by Human Resources before submitting to Payroll for processing.

All stipends and supplemental pay may be recommended by the principal/department manager, but approval is required through Human Resources and Finance before being communicated to the employee.

Employees paid from grant funds will be paid in accordance with the approved rates in this handbook.

Stipend pay represents remuneration in addition to, but separate from, regular base salary, and includes assignment stipends, educational stipends, coaching stipends, auto and cell phone allowances, and others as identified.

1. Stipend earnings are not guaranteed wages and may be amended or eliminated at any time.
2. Stipend earnings are not included in individual base salaries quoted by the Human Resources Department.
3. Authorization to pay approved Stipend compensation requires permission from the campus principal or department head, or designee, prior to actual work being performed.
4. It is the campus/department's responsibility to notify the Human Resources Department when all extra duties have been performed, or if there was a change in duties which would make the employee ineligible/eligible to receive stipend earnings. (i.e. termination, assignment change, transfer, etc.)
5. The employee is responsible for checking their pay statement to ensure they are being adequately compensated for Stipend duties.
6. An employee who has separated from the district (or is no longer active) is not eligible to accrue additional earnings past their effective separation date. A new employee is not eligible to earn Stipend pay prior to their effective start date.
7. All Stipend earnings are subject to the employee and employer's statutory deductions.
8. Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective contract.
9. If an employee fails to meet all criteria stipulated in the Stipend earnings, the earnings may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the recovery terms by the Payroll Department and will communicate this to their supervisor.

### **Eligibility Criteria**

Para-Professional (Hourly and Non-Exempt) employees are **not** eligible for stipends. All other extra duties performed by a para-professional (Hourly and Non-Exempt) employee during the year should be processed according to compensatory guidelines. Assignment differentials are allowed. Para-Professional (Hourly and Non-Exempt) employees may perform defined extra duties at the Para-Professional (Hourly and Non-Exempt) pay rate when the employee is not on their regular payroll calendar during the summer.

Eligibility for stipend compensation at an approved rate must meet all the following criteria:

- The work has been pre-approved, and authorization to pay the Stipend earnings has been secured from the appropriate Department Head and the Human Resources Department before the actual work begins and communicated to the employee.
- The person to perform the duty is a full-time active employee of Gregory-Portland Independent School District.
  - An employee who is separated from the district is not eligible to accrue additional earnings past his or her effective separation date. A new hire is not eligible to earn stipend pay prior to his or her effective start date.
  - A substitute is a part-time employee and is not eligible to receive Stipend pay outside of the exceptions outlined in this handbook.
  - Stipend related duties/responsibilities should be voluntary and distinctly different from the employee's normal job description and take place outside of the employee's normal duty day or calendar contract days. Stipend pay should not be used as an alternative to compensatory pay for nonexempt employees when compensatory payment should be paid or as a strategy to increase the employee's base salary.

### **Interim Professional Assignments**

Interim professional assignment pay rates are designed to compensate individuals performing exempt level duties assigned in various departments of the District. The duties performed are not part of a permanent job duty and the rates are the minimum of the range for the full-time exempt position that is most closely related to the assignment and are paid at a daily rate as aligned with the pay practices of exempt level employees.

### **Non-Exempt Pay Schedules**

Para-Professional (Hourly and Non-Exempt) employees receive time and a half for all hours worked past 40 and should not receive a Stipend pay rate during the calendar contract year outside of the exceptions outlined in this handbook.

### **Additional Job Responsibilities**

Employee job responsibilities are subject to change at any time to meet the district's needs. Such changes do not necessarily warrant a change in salary. Exceptions to this rule require the Superintendent or designee's approval, with the amounts recommended by the Human Resources Department.

### **Stipend Payments**

All stipends are paid on a 12-month basis – September through August. Stipend work that begins or ends outside the twelve-month schedule is prorated accordingly.

## **Deductions and Recovery of Funds**

If an employee does not work the complete payroll schedule, then any recurring stipend will be paid on a prorated basis of the actual days worked. If an employee fails to meet all criteria stipulated, the stipend may be prorated, stopped, or recovered. The employee is responsible for notifying the Human Resources Department if they are no longer performing the duties of the role associated with the stipend or if they are not receiving it. Employees can validate what stipends are being paid to them by reviewing their pay stub in Skyward Employee Access and are encouraged to do so regularly. The employee will then be notified of the terms of recovery, if applicable, by the Payroll Department.

## **New Stipend Recommendations**

Principals or Department Managers must submit requests for new stipends in conjunction with the annual budget cycle, requestors will be notified at the conclusion of the budget process whether the new stipend has been approved for the following school year. This process typically begins in January. The criterion for a new stipend review typically includes:

- Criticality of work being performed
- Equity and Cost associated with the implementation of the stipend across the school District
- Analysis of current duties in conjunction with the inquired supplemental duties

To request a new stipend to be considered, please utilize the following form: [Stipend Request Form](#)

**ATHLETIC STIPEND SCHEDULE  
2024-2025**

STIPEND TYPE	ALLOCATION	ANNUAL AMOUNT
<b>HIGH SCHOOL</b>		
ATHLETICS COMMUNICATIONS WEB REPRESENTATIVE	2	\$1,500.00
CDL/BUS DRIVER/COACH	1	\$1,000.00
HS BASEBALL	1	\$9,000.00
HS BASEBALL ASST	3	\$5,000.00
HS BASKETBALL	2	\$9,000.00
HS BASKETBALL ASST	6	\$5,000.00
HS CHEERLEADING	1	\$9,000.00
HS CHEERLEADING ASST	1	\$5,000.00
HS CROSS COUNTRY	1	\$9,000.00
HS CROSS COUNTRY ASST	2	\$5,000.00
HS DEFENSIVE COORDINATOR	1	\$12,500.00
HS FOOTBALL VARSITY ASST	11	\$8,000.00
HS FOOTBALL VARSITY HEAD ASST	1	\$4,000.00
HS GOLF – FALL	1	\$4,575.00
HS GOLF ASST – FALL	1	\$3,750.00
HS GOLF – SPRING	1	\$4,575.00
HS GOLF ASST – SPRING	1	\$3,750.00
HS OFFENSIVE COORDINATOR	1	\$12,500.00
HS POWERLIFTING	2	\$6,000.00
HS SOCCER	2	\$9,000.00
HS SOCCER ASST	4	\$5,000.00
HS SOFTBALL	1	\$9,000.00
HS SOFTBALL ASST	3	\$5,000.00
HS SWIMMING	1	\$9,000.00
HS TENNIS – FALL	1	\$4,575.00
HS TENNIS – SPRING	1	\$4,575.00
HS TENNIS ASST – FALL	1	\$3,750.00
HS TENNIS ASST – SPRING	1	\$3,750.00
HS TRACK	2	\$9,000.00
HS TRACK ASST	8	\$5,000.00
HS VOLLEYBALL	1	\$9,000.00
HS VOLLEYBALL ASST	3	\$5,000.00
<b>MIDDLE SCHOOL</b>		
ATHLETIC COORDINATOR - BOYS	1	\$3,000.00
ATHLETIC COORDINATOR - GIRLS	1	\$3,000.00
MS BASKETBALL ASST	8	\$2,750.00
MS CHEERLEADING	1	\$4,000.00
MS CHEERLEADING ASST	1	\$2,750.00
MS FOOTBALL ASST	7	\$3,750.00
MS TENNIS – FALL	2	\$2,250.00
MS INTRAMURALS COORDINATOR	1	\$3,000.00
MS TENNIS – SPRING	2	\$2,250.00
MS TRACK	9	\$2,750.00
MS VOLLEYBALL	4	\$3,250.00
<b>HIGH SCHOOL &amp; MIDDLE SCHOOL</b>		
STRENGTH & CONDITIONING COACHING	14	\$1,120.00
STRENGTH & CONDITIONING LEADERS	3	\$1,650.00
SUMMER TRACK	2	\$3,500.00
TRAINER	3	\$10,000.00

\*Stipend earnings are not guaranteed wages and may be amended or eliminated at any time.



## **Athletic Stipends**

### **Athletic Coordinator – High School**

Coordinates all athletic teams and events on the high school campus. Plans and coordinates facility and equipment used by athletic teams and other groups. Oversees compliance with all UIL rules and regulations regarding competition, practice, and student eligibility. May also coach.

### **Athletic Coordinator – Middle School**

Coordinates all athletic teams and events on the middle school campus. Plans and coordinates facility and equipment used by athletic teams and other groups. Oversees compliance with all UIL rules and regulations regarding competition, practice, and student eligibility. May also coach.

### **Offensive/Defensive Coordinator**

Serves as a lead assistant coach for a high school football team. Responsible for the offensive or defensive unit. Oversees skill-development and develops play book elements for assigned unit and athletes. Reports to the head football coach.

### **Varsity Head Assistant Coach**

Serves as the lead assistant coach for the high school football team and makes decisions in the head football coach's absence. Oversees skill-development and develops playbook elements. Reports to the head football coach.

### **Athletic Trainer**

Provide service regarding the prevention, recognition, emergency care, treatment, and rehabilitation of sports injuries to student-athletes and educational and administrative duties.

### **Head Coach**

Serves as head coach for a sports team. Coordinates team activities, contests, practice sessions, travel, equipment, and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.

### **Assistant Coach**

Assists the head coach of a sports team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Assists with the coordination of team activities, contests, practice sessions, travel, equipment, and facilities. Supports the head coach in all necessary aspects and may work with other assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility. Reports to the head coach.

### **Coach/Bus Driver**

CDL certified coach that drives the bus for his/her sport. Safely transport the students from games/competitions/tournaments for the sport that the CDL certified coach coaches during the regular sport season.

Rate of Pay for Coaches who are assigned by the Transportation Director with approval of the Director of Athletics to Drive School Busses for other Sports: If a coach is assigned to drive a bus for an event that is sponsored by another teacher or coach, the rate of pay will be as follows:

Tier	Driving Time (including event)	Amount Paid
Tier 1	1-6 hours	\$100
Tier 2	6-14 hours	\$175
Tier 3	Overnight	\$250

\*Sponsor must provide hotel and per diem for overnight trips.

**Positions and Rate of Pay for all Athletic Event Employees  
(except for football)  
2024-2025**

NUMBER OF POSITIONS	POSITION	START TIME	END TIME	AMOUNT PAID PER GAME
<b>HIGH SCHOOL</b>				
<b>BASKETBALL (3 GAMES, 2 GYMS – PLAYED AT THE SAME TIME)</b>				
3	Ticket Scanners – Online Seller	1-hour before game	Last game at half	\$40.00
1	Clock	30-minutes before game	End of game	\$35.00
1	Bookkeeper	30-minutes before game	End of game	\$35.00
<b>BASEBALL/SOFTBALL (2 GAMES PLAYED AT THE SAME TIME)</b>				
2	Ticket Scanners – Online Seller	1-hour before game	End of 3 <sup>rd</sup> Inning	\$40.00
1	Announcer	30-minutes before game	End of game	\$35.00
1	Scoreboard	30-minutes before game	End of game	\$35.00
1	Pitch Counter – Per UIL Guidelines	30-minutes before game	End of game	\$35.00
<b>CHEER</b>				
1	Ticker Scanners – Online Seller	1-hour before game	End of game	\$40.00
<b>SOCCER (2 VARSITY, 2 JUNIOR VARSITY)</b>				
3	Ticket Scanners – Online Seller	1-hour before game	End of game	\$40.00
1	Clock	30-minutes before game	End of game	\$35.00
<b>TRACK</b>				
1	Ticket Scanners – Online Seller	1 – hour before meet	End of meet	\$80.00
<b>VOLLEYBALL (VARSITY, JUNIOR VARSITY, FRESHMEN IN 2 GYMS)</b>				
3	Ticket Scanners – Online Seller	1-hour before game	Last game at half	\$40.00
1	Clock	30-minutes before game	End of game	\$35.00
1	Scoreboard	30-minutes before game	End if game	\$35.00
1	Libero Tracker	30-minutes before game	End of game	\$35.00
<b>MIDDLE SCHOOL</b>				
<b>BASKETBALL (2 GAMES, 2 GYMS - PLAYED AT THE SAME TIME)</b>				
3	Ticket Scanner – Online Seller	1-hour before game	End of game	\$40.00
2	Announcer/Clock	30-minutes before game	End of game	\$35.00
2	Bookkeeper	30-minutes before game	End of game	\$35.00
<b>CHEER</b>				
1	Ticker Scanners – Online Seller	1-hour before game	End of game	\$40.00
<b>TRACK</b>				
1	Ticket Scanners – Online Seller	1 – hour before meet	End of meet	\$80.00
<b>VOLLEYBALL (2 GAMES, 2 GYMS - PLAYED AT THE SAME TIME)</b>				
3	Ticket Scanner – Online Seller	1-hour before game	End of game	\$40.00
2	Scoreboard	30-minutes before game	End of game	\$35.00
2	Clock	30-minutes before game	End of game	\$35.00
<b>PLAYOFF RENTAL – ALL WORKERS</b>				<b>\$100</b>
<b>PLAYOFF RENTAL ADMINISTRATOR</b>				<b>\$200</b>

**G-PISD POSITIONS AND  
RATE OF PAY FOR ATHLETIC EVENT EMPLOYEES FOOTBALL 2024-2025**

<b>Number of Positions</b>	<b>Position</b>	<b>Location</b>	<b>Start Time</b>	<b>End Time</b>	<b>Amount Paid</b>
<b>Varsity Football</b>					
1	Announcer	Press Box	6:30 PM	10:30 PM (end of game)	\$85
1	Scoreboard	Press Box	6:30 PM	10:30 PM (end of game)	\$70
1	Spotter	Press Box	6:30 PM	10:30 PM (end of game)	\$70
1	Message Board	Press Box	6:30 PM	10:30 PM (end of game)	\$70
2	Parking Lot Attendants	Main Gate	5:00 PM	9:30 PM (end of half time)	\$80
8	Police @ \$50 per hour	Stadium	6:30 PM	10:30 PM (end of game)	\$200
1	Supervisor of Workers	Stadium	5:45 PM	10:30 PM (end of game)	\$80
1	Game Reports/Financial	Gate Area	5:45 PM	9:30 PM (end of half time)	\$80
5	Ticket Scanner/Online Seller	Gate Area	5:45 PM	9:00 PM (beg of half time)	\$65
5	Ticket Scanner/Online Seller	Gate Area	5:45 PM	9:00 PM (beg of half time)	\$65
3	Field Gate Keeper	Gate Area	6:00 PM	10:30 PM (end of game)	\$70
3	Gate Keeper	Gate Area	6:00 PM	9:00 PM (beg of half time)	\$65
5	Stand Worker	Gate Area	6:30 PM	10:30 PM (end of game)	\$70
3	Stand Worker	Gate Area	6:30 PM	10:30 PM (end of game)	\$70
<b>Junior Varsity/Freshman Football (per game)</b>					
1	Announcer	Press Box			\$60
1	Scoreboard/Clock	Press Box			\$60
2	Ticket Scanner/Online Seller	Main Gate			\$60
<b>Middle School Football (per game)</b>					
1	Announcer	Press Box			\$60
1	Scoreboard/Clock	Press Box			\$60
2	Ticket Scanner/Online Seller	Main Gate			\$60

## Bilingual Stipends

Bilingual stipends are designed to compensate employees who are exclusively providing bilingual services to students and/or departments as defined by the district.

STIPEND	ANNUAL AMOUNT
Bilingual Diagnostician, Speech Therapist/Special Education (must serve students enrolled in bilingual programming)	\$3,000.00
Bilingual Teacher	\$5,000.00

## District Stipends

The Superintendent or designee determines requirements for each stipend and partners with campus and department leaders to ensure duties are fulfilled. The Superintendent or designee reserves the right to change the stipend duties for a stipend at any time.

STIPEND	ANNUAL AMOUNT
Administrative In-District Travel	\$2,000.00
After Hours Benefits/Workers Comp Line	\$2,000.00
Cell Phone – Executive Directors	\$900.00
District Head Nurse	\$3,000.00
District Lead LSSP/Diagnostician/SLP	\$1,000.00
District Lead Social Worker	\$1,000.00
Library Media Specialist Book-a-Palooza Coordinator	\$1,000.00
Registered Nurse – Wellness Coordinator	\$500.00
Secondary Metal Detecting (Professional Staff Only)	\$1,500.00
Special Education General/Inclusion Teacher	\$2,500.00
Special Education Self-Contained Teacher	\$3,000.00
Speech Therapist	\$6,000.00
Student After Hours Support Line (Social Worker)	\$2,000.00
Teacher Mentor Stipend	\$1,500.00

## High School Stipends

High School stipends are stipends that are awarded by the high school campus. The campus principal determines the eligibility requirements for each stipend and partners with the Human Resources Department for its implementation including duties and locations of stipends. The principal serves the right to change the stipend duties for a stipend at any time. If more than one person shares duties as a sponsor or coordinator, the stipend amount listed will be divided among the sponsors.

STIPEND	ALLOCATION	ANNUAL AMOUNT
<b>CTE</b>		
HS Agriculture/FFA		\$3,500.00
HS CTE Counselor		\$2,000.00
HS Culinary Arts/Hospitality		\$2,500.00
HS District & Video Production & Live Streaming Sponsor		\$9,000.00
HS Health Sciences		\$3,500.00
HS Robotics Sponsor		\$3,500.00
HS Welding/Manufacturing		\$3,000.00
<b>CLUBS</b>		
HS Debate Sponsor		\$1,800.00
HS Junior Class Sponsor		\$1,000.00

HS KEDTV Challenge Bowl Coach		\$1,500.00
HS National Honor Society Advisor		\$1,250.00
HS Newspaper Advisor/Sponsor		\$1,500.00
HS NOSB Sponsor		\$500.00
HS Student Counsel Sponsor		\$2,500.00
HS Yearbook Sponsor		\$2,000.00
<b>FINE ARTS</b>		
HS Assistant Band Director		\$7,250.00
HS Head Band Director		\$15,000.00
HS Head Choir Director		\$8,000.00
HS Head Theater Arts Director/Fine Arts Chair		\$8,000.00
HS One Act Play Assistant		\$1,500.00
HS Theater – TFA Contest		\$750.00
HS Theater Arts Assistant		\$4,000.00
<b>GENERAL</b>		
HS Communication Web Representative		\$1,500.00
HS Core Content/CTE Department Head/Chair	5	\$1,750.00
HS Dual Credit Teaching Leads	3	\$1,500.00
HS ESL Coordinator		\$750.00
HS Lead Counselor		\$2,000.00
HS Mentor Teacher		\$500.00
HS Non-Core Content Department Head/Chair	4	\$750.00
HS Senior Class Sponsor		\$1,250.00
HS Special Education Department Head/Chair		\$1,750.00

### Middle School Stipends

Middle School stipends are stipends that are awarded by the middle school campus. The campus principal determines the eligibility requirements for each stipend and partners with the Human Resources Department for its implementation including duties and locations of stipends. The principal reserves the right to change the stipend duties for a stipend at any time. If more than one person shares duties as a sponsor or coordinator, the stipend amount listed will be divided among the sponsors.

STIPEND	ANNUAL AMOUNT
<b>CTE</b>	
MS Robotics Sponsor	\$1000.00
<b>CLUBS</b>	
MS Head/UII Choir Coordinator/Director	\$6,250.00
MS National Junior Honor Society Sponsor	\$1,000.00
MS Yearbook Coordinator	\$1000.00
<b>FINE ARTS</b>	
MS Assistant Band Director	\$4,500.00
MS Assistant Choir Director	\$4,500.00
MS Head Band Director	\$6,250.00
MS Summer Band	\$2,250.00
MS Theater Director/Teacher	\$1,250.00
<b>GENERAL</b>	
MS Campus Translator	\$500.00
MS Communication Web Representative	\$1,500.00
MS Core Content Department Head	\$1,250.00

MS Elective Department Head	\$500.00
MS GT Coordinator	\$750.00
MS GT Spring Trip Coordinator	\$500.00
MS Lead Counselor	\$2000.00
MS Mentor Teacher	\$500.00
MS PE Department Head	\$500.00
MS Special Education Department Head	\$1,250.00

### Elementary Campus Stipends

The campus principal determines the eligibility requirements for each stipend and partners with the Human Resources Department for its implementation including duties and locations of stipends. The principal reserves the right to change the stipend duties for a stipend at any time. If more than one person shares duties as a sponsor or coordinator, the stipend amount listed will be divided among sponsors.

STIPEND	ANNUAL AMOUNT
Communication Web Representative	\$1,000.00
Grade Level Team Leader	\$1,000.00
GT Campus Coordinator	\$500.00
Mentor Teacher	\$500.00
Mentor Cooperating Teacher (Resident Teacher Program)	\$1,500.00
Specials Team Leader	\$750.00
Translator (1 per campus)	\$500.00

### UIL, Science Fair, Spelling Bee & Olympic Stipends

UIL Stipends are amounts paid to individuals that sponsor a UIL related activity with the prior approval of their principal to prepare students for UIL competition. The sponsor provides leadership and coaching to students participating in UIL events. Only one sponsor may be assigned per UIL subject/content area. If more than one sponsor is assigned, the amount listed will be divided between the sponsors. Stipend amounts will be paid at the UIL completion's end as submitted on the Supplemental Pay Form and approved by the campus principal and Human Resources.

STIPEND	ALLOCATION	ANNUAL AMOUNT
<b>High School – UIL</b>		
UIL Campus Coordinator	1 per campus	\$2,050.00
UIL Campus Meet Director	1 per campus	\$750.00
UIL Core Subject – Area Coach	5 per campus	\$850.00
UIL Subject Area Coach	9 per campus	\$1,250.00
<b>Middle School - UIL</b>		
Geography Bee Coordinator	2 per campus	\$1000.00
Science Fair Coordinator	2 per campus	\$1000.00
Spelling Bee Coordinator	2 per campus	\$1000.00
UIL Art	1 per grade level	\$750.00
UIL Calculator	1 per grade level	\$750.00
UIL Campus Coordinator	1 per campus	\$1,250.00
UIL Chess	1 per grade level	\$700.00
UIL Dictionary Skills	1 per grade level	\$750.00
UIL Editorial Writing	1 per grade level	\$750.00

UIL General Math	1 per grade level	\$750.00
UIL Impromptu Speaking	1 per grade level	\$750.00
UIL Listening	1 per grade level	\$750.00
UIL Maps, Graphs, Charts	1 per grade level	\$750.00
UIL Modern Oratory	1 per grade level	\$750.00
UIL Music Memory	1 per campus	\$750.00
UIL Number Sense	1 per grade level	\$750.00
UIL One-Act Play	1 per grade level	\$750.00
UIL Oral Reading	1 per grade level	\$750.00
UIL Project Based Art	1 per grade level	\$750.00
UIL Ready Writing	1 per grade level	\$750.00
UIL Science	1 per grade level	\$750.00
UIL Social Studies	1 per grade level	\$750.00
UIL Spelling	1 per grade level	\$750.00
<b>Elementary – UIL</b>		
Geography Bee Coordinator	1 per campus	\$1,000.00
Science Fair Coordinator	1 per campus	\$1,000.00
Spelling Bee Coordinator	1 per campus	\$1,000.00
UIL Art	2 per campus	\$750.00
UIL Campus Coordinator	1 per campus	\$1,000.00
UIL Chess	4 per campus	\$750.00
UIL Creative Writing	1 per campus	\$750.00
UIL Dictionary Skills	1 per campus	\$750.00
UIL Impromptu Speaking	1 per campus	\$750.00
UIL Listening	1 per campus	\$750.00
UIL Maps, Graphs, Charts	1 per campus	\$750.00
UIL Music Memory	3 per campus	\$750.00
UIL Number Sense	2 per campus	\$750.00
UIL Oral Reading	2 per campus	\$750.00
UIL Ready Writing	3 per campus	\$750.00
UIL Social Studies	1 per campus	\$750.00
UIL Spelling	3 per campus	\$750.00
UIL Storytelling	2 per campus	\$750.00
<b>Special Education</b>		
Special Olympics	5	\$2,000.00
<b>Supplemental Pay - Summer/ESY/Intersession</b>		<b>Amount</b>
Athletic Worker - Summer		\$15/HR
Administration		\$50/HR (if not currently on duty)
Certified Teacher		\$40/HR (if not currently on duty)
Certified Tutor* (not permanent employees)		\$30/HR
Counselor/Social Worker		\$40/HR (if not currently on duty)
Homebound Teacher		\$40/HR (must be Texas certified)
Nurse		\$40/HR (if not currently on duty)

Paraprofessional		\$17/HR (if not currently on duty)
Student Worker**		\$15/HR

\*Tutors will be processed by HR (Human Resources) as a substitute and must hold a valid Texas Teaching Certification.

\*\*All Student workers must be processed in the Human Resources office before beginning any work and being eligible for pay.

\*\*\*Training must be a requirement to fulfill the eligibility requirements to teach program courses and which compensation to teach the program is not already provided in the form of a stipend.

\*\*\*\*Training must be a job/duty requirement and must be approved by immediate supervisor prior to attending the workshop.

+Must be approved through Texas A&M University Corpus Christi and Gregory Portland ISD to participate in this program and adhere to guidelines outlined in the written agreement.

**Student Workers**

The following items will be needed to complete prior to beginning work as a student worker:

1. Student Worker Application
2. Copy of ID, or school ID (if sending school ID, we need your date of birth)
3. Copy of Social Security card
4. New hire paperwork (a link with the forms will be emailed to student once we have received steps1-3)

Only after all 4 steps are successfully completed will a student be considered a “student worker” and eligible for compensation.

**Extra Duty Pay or Additional Pay – Working beyond Normal Number of Annual Days**

When an employee’s normal job duties extend beyond the normal number of annual days, directly adjacent to the first or last reporting day for the school year, they are paid their normal daily rate for these extra days if the employee is performing the same duties. Extra duty pay requires the approval of the Superintendent or designee in advance.

If the employee performs duties of a different nature, the summer school, part-time, or tutorial rates will apply.

- Extra duty pay for certified teachers who provide direct instructional services to student’s above and beyond their normal duties and work schedules and obtained principal approval: \$40/hour
- Extra duty pay for non-degreed employees and substitutes who provide tutoring before or after school: \$17/hour
- Extra duty pay for certified employees in non-instructional job classification such as Teacher Development, Curriculum Writing, Instructional Specialist and Program Specialist who provide direct instructional services to student’s above and beyond their normal duties and work schedules:\$40/hour

Any extra duty events in addition to the examples listed above require prior approval of the principal/supervisor and the Human Resources Department. The activity must be required by the district.





# FREQUENTLY ASKED QUESTIONS

## FREQUENTLY ASKED QUESTIONS ABOUT COMPENSATION

1. What are the responsibilities of the Human Resources Department in regard to compensation?
  - a. Among other responsibilities, the human resources department staff classifies positions in Gregory-Portland School District by performing job and salary surveys, salary analyses, job analyses, job classifications, and writing job descriptions.
2. How are salary schedules determined?
  - a. Salary schedules are determined by working with the Texas Association of School Boards (TASB) compensation group. TASB uses compensation data from many school districts specific to the Corpus Christi area and from throughout the state. TASB recommends jobs of similar levels of responsibility grouped together resulting in what we know as salary grades. The average market pay for each job in the salary grade contributes to the midpoint range. Minimums and maximums of each range are typically agreed upon the tolerance of the same percentage.
3. Will someone be hired below the minimum of the range?
  - a. No. We do not hire employees below the minimum of our pay ranges.
4. How do I get to the midpoint of my salary range?
  - a. In our commitment to maintain fair and competitive compensation, it is important for employees to understand how salary progress can be achieved. Salary progression is influenced by tenure, market comparisons, and board-approved compensation adjustments. Longer tenure can lead to incremental salary increases, as continuous service demonstrates experience and growing “steps” within the scale. The board of trustees must approve all salary increases at a District scale, which may include general raises or targeted increases for specific positions. To ensure competitiveness, the district reviews salary ranges annually, comparing them against similar positions in other districts. Adjustments to the salary range, including the midpoint, are made based on these comparisons. Employees are encouraged to pursue professional development and excel in their roles, as outstanding performance can significantly encourage career growth.
5. What market data is used to develop salary ranges?
  - a. TASB uses comparative data from other school districts for similar positions. An emphasis may be applied to school districts of similar size and in proximity to Gregory-Portland ISD.
6. How do I know what my salary will be several years from now without a step schedule?
  - a. The Board of Trustees at Gregory-Portland ISD carefully considers and approves annual across-the-board salary adjustments. The specific percentage of these adjustments may differ from year to year, depending on various factors including budgetary considerations and market conditions. This approach helps ensure that compensation remains competitive and fair, aligning with the district's strategic objectives and financial capabilities. Because of this, it is not feasible to accurately calculate future compensation based on current pay scales.
7. What is a salary analysis?
  - a. An analysis conducted by the Human Resources Department to determine an employee/applicant’s salary range based on the individual’s qualifications (education, experience, etc.), during hiring, promotion, demotion, or other job movements. The actual salary is determined by the Human Resources department or Superintendent and based on the district’s compensation plan.
8. What is the difference between an exempt and non-exempt employee?
  - a. The Fair Labor Standards Act (FLSA) categorizes employees as either exempt or nonexempt based on “tests” contained within the FLSA Guidelines. FLSA exemption status is determined by the compensation department and based on the actual job duties and responsibilities performed. Those duties and responsibilities are then compared to the tests in the FLSA guidelines to decide.

b. Nonexempt employees are eligible to receive overtime (or compensatory time) compensation for all hours worked over 40 in a workweek.

c. Exempt employees are exempt from the overtime provisions of the FLSA and are not entitled to be paid overtime when they work more than 40 hours in a workweek.

9. I'm not eligible for overtime. Why?

a. Whether you are eligible for overtime depends on your duties. HR compares the duties and responsibilities outlined in your job description to tests contained in the Fair Labor Standards Act to determine if a position is nonexempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

10. I believe my position is not graded correctly – how do I get it reviewed?

a. If you believe that your position is not graded properly, please contact your supervisor. If the supervisor agrees, the department or campus head may submit an email to the human resources department at [HRdept@g-pisd.org](mailto:HRdept@g-pisd.org) for review.

11. How do I get a position reclassified based on new responsibilities?

a. The addition of more duties does not necessarily mean a position should be reclassified. A position may be reclassified because the position becomes more complicated: greater responsibility, greater knowledge or training to perform the position, etc. If you believe this is the case, your supervisor can submit a request to review.

12. What is the process of reclassification?

a. The process of reclassification is listed in the Compensation Structure section of the salary handbook.

13. What happens to me after a position is reclassified?

a. Employees who occupy a position at the time of reclassification will be subject to meeting the minimum qualifications of the position whether the job grade is increased or decreased. When a reclassification has resulted in a salary grade change (increase or decrease) a salary analysis will be performed to determine the employee's new salary based on the change in salary grade. The salary grade change may not result in a change of pay.

14. How can I get a copy of my job description?

a. You can review a copy of your job description in Skyward Employee Access and on the Human Resources webpage. If your job is not listed, please send an email to [HRdept@g-pisd.org](mailto:HRdept@g-pisd.org).

15. How are job grades assigned?

a. See the Job Classification section of the salary schedule.

16. Who should I speak to regarding compensation-related questions or concerns?

a. Speak to your manager or immediate supervisor. He or she will obtain the necessary information to answer your questions or concerns. If you are not able to have your question answered through this process, contact the Human Resources Department.

17. Does the teacher salary schedule allow me to determine my future pay rate based on additional experience?

a. The teacher salary schedule posted on the Gregory-Portland ISD website is not a guarantee of future years minimum pay rate per year of service. It applies only to the current contract year. Future increases and adjustments to the teacher pay schedule are dependent upon board approval and/or TEA.

### **Classification of New Positions (P-1 FORM SUBMITTAL)**

Prior to posting, approved positions must have a written job description created collaboratively by Human Resources and the hiring manager. Human Resources will determine 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.

## **Common Misconceptions about Job Classification**

The employee on the line was cordial, clear and direct: “I just got my degree, so when do I get reclassified?” This call represents one of the common misconceptions about the district’s classification system. Classification is based solely upon the duties assigned to a position, not the qualifications of the incumbent. Put simply, we classify the job, not the person. We receive monthly inquiries about classification, with the most common misconception revolving around this person-position distinction. Besides educational attainment, other person-related factors that we do not take into consideration when classifying a position’s job level include:

**Longevity** — The length of time a person has worked at the district may positively affect a person’s performance on the job, however, it is not a factor we use in determining the level of a position.

**Speed** — How fast a person can work or how much they can produce compared to others is a factor in performance. Job reclassifications do not consider an employee’s performance.

**Retention** — “She’s been offered a promotion,” more than one supervisor has commented. “If I can’t match it, I’ll lose my best employee.” While we understand your dilemma, the fear of losing an employee cannot be considered in classification decisions for job level. The Equity Guidelines may be of interest to you and can be discussed with the Human Resources Department.

**Financial Need** — “I just bought a new home, my daughter’s a sophomore at UT, I need a new car and my dog is sick.” Most of us have financial need, and some occasionally have a dire need, but classification cannot take personal financial conditions into consideration.

**Dedication** — We often hear about employees who, “Always arrive early, leave late, never take breaks, work weekends, etc.” Again, this is a performance issue and should be addressed during reviews.

**Personality** — An employee’s unique personality to work in unusual conditions and with difficult co-workers is not a factor that can be considered when classifying a position. Unique skills and/or ability required for a position, however, can be considered and should be spelled out in the job description.

**Future Projects** — We only classify duties being currently performed, not those that might be added to a job down the line. As such, we suggest that reclassification request is delayed until new projects or assignments have begun.

What are some factors considered when making classification decisions? In brief, classification is based upon several factors: the nature, variety, and difficulty of the duties; the responsibility for staff and resources; the knowledge and originality required for the position; and the authority and relative autonomy of the position (see previous section “Determining Factors in Classifying Jobs”)

## **Supplemental Pay/Stipends: Frequently Asked Questions**

1. Why is my stipend amount less than the full amount?
  - a. The amount you see is prorated. This can be the result of starting late in school; or if a stipend was assigned to you recently.
2. What if I don’t see a stipend listed in Skyward Employee Access?
  - a. If you don’t see a stipend that you were assigned, please notify your principal/supervisor immediately.
3. How is my assignment differential paid?
  - a. Assignment differentials are only payable to non-exempt or hourly employees since they are calculated based on the rate of pay per hour. Assignment differential amounts are multiplied by the number of positions hours budgeted for a position and then divided equally amongst the number of remaining paychecks.

Example:

Job Title: *Classroom Assistant – Special Education*

Position Hours for 2020-21: 1,402.5

Compensated Days: 187

# of Paychecks in A Year: 12

SPED – Specialized Programs Differential: *.75 per hour*

$(.75 \times 1,402.5)/12 = \$87.65$  additional pay per paycheck

4. I am an exempt employee and I just graduated with my master's degree, and it is not required for my position. What do

I do to get an educational stipend added to my assignment?

a. To get an educational stipend of \$1,000 added to your assignment, you must submit an official transcript to the Human Resources department. The stipend will be prorated based on the date the official transcript is received by Human Resources.

5. How can I see what stipends I am being paid?

a. Employees can check salary and stipend information through Skyward Employee Access.

6. My pay did not include my stipend, who should I contact?

a. All information for payment of stipends is sent to the Human Resources Department from various sources. There are three reasons why the employee's pay would not include a stipend:

1. The stipend was not properly recommended and/or approved.

2. The employee's name was not included on the stipend list submitted to the Human Resources Department by the campus or department to be paid.

3. The notification of the individual who should receive the stipend was submitted to the Human Resources Department after the Payroll Department's deadline for payroll changes.

If you were expecting to receive a stipend on your pay and did not receive it, you should first contact the Supervisor/Department responsible for submitting the information to Human Resources. You should verify that your name was submitted for payment and the information was submitted prior to the Payroll Department's payroll change deadline as outlined on the Pay Dates and Monthly Reporting Periods document.

7. If my stipend is not correct on payday, when is the earliest I can expect to receive a correction?

a. The first step is to check your pay by reviewing Skyward Employee Access or on your paycheck stub. Once you have verified that you are assigned the stipend then confirm with your principal/manager when the notification was sent to Human Resources. If it was prior to the Payroll Deadline for the month, please contact the Payroll Department. If it was after the deadline, your correction will be on your next paycheck.

8. I work in a non-exempt or hourly role and just earned a bachelor's degree; can I get an educational stipend?

a. educational stipends can only be awarded to exempt level employees, non-exempt or hourly employees are not eligible for educational stipends.