

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC _____ Discussion/Action to Delete Language on UISD Compensation Plan allowing for only a 3%

Salary Decrease for Demotions _____

SUBMITTED BY: _____ Mr. Juan Cruz _____ **OF:** _____ School Attorney _____

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____ September 17, 2008 _____

RECOMMENDATION:

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

United Independent School District
Compensation Plan Administration, 2008-2009

Pay Plan

The pay plan is for one year and no future expectations of salary increases can be drawn from the schedules

Job Descriptions

Every position must have a written job description and job title approved by the Human Resources Department. Human Resources will ensure that job descriptions are created and maintained in a uniform and complete manner throughout the district. Each supervisor will review and update job descriptions annually as part of each employee's performance review. Changes made to job descriptions do not necessarily justify a change in job classification.

Pay Determination for Newly Hired Employees

Pay determination should reflect what the district values in recruiting and selection of new personnel. These values may include: Job-related skills and abilities, experience in the position, teaching experience and internal equity.

Teachers will be placed on the salary schedule according to total years of creditable service. Other positions will be placed according to each person's job-specific qualifications. Human Resources will recommend salary placement of new hires within the compensation plan. New employees will not be placed above current employees who have more experience in the same position. New hires with outside experience in an equivalent position may be placed at one percent above minimum for each year of experience not to exceed the range midpoint. The superintendent may approve exceptions to the placement procedure of new hires.

Promotion

Promotions recognize an individual employee's selection to a position of greater job responsibility. As such, a promotional salary increase shall be determined in the following manner:

The daily or hourly rate of pay shall normally be increased by six percent (6%) of the midpoint of the new pay grade. Exceptions: If the salary calculated is less than the minimum of the new pay grade then the salary is placed at the minimum of the new pay grade. If the new salary is higher than the maximum of the new pay grade, the salary is placed at the maximum of the pay grade. If a salary is already higher than the maximum of the new pay grade before applying promotion increase then the salary will remain the same. Consideration shall be given to maintaining internal equity with other employees in the same position. The minimum rate increase for a promotion shall be three percent (3%) of midpoint. Stipends and supplemental duty pay are not included in the calculation of promotion increases.

Release to New Position

An employee who is being promoted, transferred or reassigned must be released to the receiving position no later than 10 working days after the approval of the personnel action by the Superintendent or designee.

Voluntary Transfer or Reassignment to a Lower Pay Grade

The salary of an employee who is transferred/reassigned at the employee's own request to a lower pay grade shall be treated in the following manner: A salary adjustment shall be made to reflect the minimum duty days of the position. Then the adjusted annual salary shall be decreased by three percent (3%) of the employee's salary for every drop in pay grade with a maximum decrease of nine percent (9%) or reduced to the maximum of the pay grade whichever is greater. The employee's rate shall not be reduced below the minimum pay rate for the new grade.

Involuntary Reassignment to a Lower Pay Grade

An involuntary reassignment is a reassignment that is initiated by the administration and not by the employee. Involuntary reassignments will be in accordance with the best interests of the District. For the following school year a salary adjustment shall be made to reflect the minimum duty days of the new position. Then the adjusted annual salary shall be decreased by three percent (3%) of the employee's salary for every drop in pay grade with a maximum decrease of nine percent (9%) or reduced to the maximum of the pay grade whichever is greater. When an employee is involuntarily reassigned to a position at a lower pay grade, no immediate salary reduction will occur. Any reduction in salary will be made for the following school year. Salary changes for contract employees will take effect beginning with a new contract year.