



# **2020-2021**

# **SALARY**

# **SCHEDULE**

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# COMPENSATION

## Compensation Roles and Responsibilities

The function of the Compensation Department 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 strategy and district culture.

Responsibilities of Compensation Department include:

1. Overseeing the design, implementation, and administration of compensation programs
2. Recommending and administering policies and procedures to ensure competitive and consistent compensation practices and ensuring adherence to the compensation philosophy.
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 pricing surveys:
  - a. Pay Scale
  - b. Texas Association of School Boards (TASB)
  - c. Other targeted surveys
6. Developing and maintaining competitive salary structures
7. Performing job evaluations (in conjunction with TASB as needed) to determine the appropriate 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 on reviewing the functions performed by each employee of their staff to provide advice to the manager on the reparation of job descriptions that are to be submitted to the Compensation 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 issue/need
  - c. Individual future potential and likely future jobs
  - d. Need for 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 manager.
11. Referring all policy and procedure exceptions to the Assistant Superintendent of Human Resources.

# COMPENSATION STRUCTURE

## 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, 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

Arlington Independent School District's compensation plan is made up of salary paygrades with respective ranges as well as supplemental earnings and benefit programs that are 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 Compensation Department conducts market research to inform current compensation levels for comparable positions. Employees are paid according to the pay range for their respective positions. Arlington ISD pay groups are:

- Auxiliary
- Administrative Professional
- Administrative Support
- Educational Aides
- Teacher and Librarians
- Technology

The Compensation Department, with TASB's support, 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 – An annualized salary is useful for employees who do not work a full year, such as

teachers, and for employees who work part of each year on a salaried basis. Annualization is the process of spreading the payments to the employee out over the entire year, 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*

Non-exempt (hourly) employees may receive compensatory time off, at a rate of no less than one and one-half hours for each overtime hour worked, instead of overtime pay. Supervisors of nonexempt (hourly) employees shall ensure there is an agreement or an understanding with the employees working approved overtime regarding the form of compensation (pay or compensatory time) prior to the performance of the work occasioning the overtime duty.

Compensatory time earned by nonexempt (hourly) employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time.

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 time shall be carried over until the following December and must be scheduled, or, at the District's option, the employee shall receive overtime pay. 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 in the best interest of the District.

## **Classroom Assistants Hired After January 1 of Current Year**

Classroom Assistants hired after January 1 have an option, at the time of hire, to have their pay end at the end of June rather than have their assignment pay end in August. This option is also applicable to elect benefit coverage at the time of hire or the beginning of the next school year.

## **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**

Arlington 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



## Pay Systems

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve goals of the district. 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 on the basis of 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 Compensation Department. This included 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 in accordance with their requirements of the federal Fair Labor Standards Act (FLSA) and documented in the job description. Human Resources will determine the classification of each position based on the description of the assigned job duties. In order to be exempt, the employee's primary duties must meet the requirements defined by the federal 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 nonexempt 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 on the basis of common factors that indicate 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 the course of work and the types of knowledge needed to solve them. Measures problem-solving skills along two scales; one, the types of problems encountered from routine to most difficult and two, the knowledge required to solve them from simple recognition and referral to the devising 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 have to 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 error according to magnitude from those easily rectified to those that cause major until 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.

- i. Difficulty of supervision
  - ii. Number and levels supervised
  - iii. Variety of function supervised
  - iv. Full supervisor or a work leader
  - v. The diversity of work supervised
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.
    - i. Number of employees supervised
    - ii. Variety of functions supervised
    - iii. Levels supervised (e.g. professional, technical, administrative, service)
    - iv. Space managed (e.g. square footage)
    - v. Type of space managed (e.g. office, labs, classrooms)
    - vi. Budget size
    - vii. Budget sources and amounts (e.g. state, gifts, extramural, contracts & grants, regulations fees, income, recharges, etc.)
    - viii. The complexity of the budget – Amount, kind, discretion on 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.
    - i. Who do you typically communicate with (e.g. administrative staff, major division heads, and department managers, the Superintendent or Senior Staff)?
    - ii. What are you communicating (e.g. routine procedures, diversified procedures, operational policy, long-term planning)?
    - iii. 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 a job duties lie.

## Classification of New Positions

Prior to posting, new 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 daily 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 take into account 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 Compensation 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 skill 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, then, are some of the factors taken into consideration 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”)

## Job Reclassification

A job reclassification occurs when a position is moved to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity or change in the competitive job market.

All positions, with the exception of teachers, librarians, substitutes, and part-time temporary employees are assigned to pay grades based on the level of skill, effort, and responsibility required for the job assignment. Compensation 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 requirement, competitive job markets, and district compensation objections. 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 increase (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 Superintendent or designee.

The General Pay Increase is reflected on the first paycheck of the school year for each pay group. Employees will be able to view their 2020-21 pay rates in the Employee Self Service function of TEAMS 1-2 weeks prior to their first paycheck of the school year.

## Salary Placement of New Hires

Salaries are determined by an employee's total years of relevant work experience as defined at the time of employment. Salary guides are developed and approved annually and do not represent or imply future pay increases or salary guarantees.

The starting salary is determined individually based on each person's job-related experience and salaries paid to peer employees in the same position with similar experience. No employee will be placed below the minimum of the pay range. Salary recommendations for new hires may be adjusted by Human Resources for hard-to-fill positions or to recognize knowledge and skills, qualifications, or technical certifications.

## 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

## Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay grade and 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 as a result of a demotion will be made effective with the new assignment. 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. Reductions in pay made as a result of a demotion take into consideration the new salary range as well as comparative equity with other employees currently in that job level.

## Lateral Transfer (Placements)

A lateral transfer is defined as movement into another job assigned to the same or equivalent pay grade. Lateral moves may involve a change of days (higher/lower); however, the equivalent daily pay rate 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 work 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 employee's performance of supplemental duties.

## Procedures for Requesting a Salary Review

Review of compensation must be initiated by the job supervisor or Human Resources. Jobs previously submitted within the last 12 months and new jobs (1 year or less) are not eligible for review. Requests should be submitted to the Compensation Department in January of each year to allow adequate time for 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 completed by the incumbent and supervisor. The request must be approved by the appropriate division head, assistant superintendent 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 that the employee should have been paid for any relevant supplemental pay. If it is determined the back pay is due to an employee for duties performed then the Compensation Department will rectify the issue by paying the difference for the current fiscal year.

## Overpayment

It is each employee's responsibility to regularly review the accuracy of their pay stub. 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 Compensation Department will rectify the issue by requesting repayment for the current year.

## Payroll Deduction

Policy CFEA (LEGAL)

### Required Deductions:

- Federal Withholding – Figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W-4 Form.
- Medicare – 1.45% of the gross salary will be deducted each pay period for any person hired after March 31, 1986
- Teacher Retirement – 7.7% of total gross salary deducted each pay period. Deductions are on a pre-tax basis
- TRS Retirement Insurance – 0.65% of gross salary deducted each pay period
- FICA Alternative Plan – Substitute/Temporary Staff Only – Effective 8/14/2004, 7.5% of total gross salary deducted each pay period on a pre-tax basis. Applicable only to those staff members who are not eligible for Teacher Retirement System (TRS) membership. The staff member will contribute to their own personal retirement saving account.

Other payroll deductions staff members may elect include deductions for the staff members' share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans.

Staff members also may request payroll deduction for payment of membership dues for District recognized organizations and specific charitable groups. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Pay Information**

Employees have the responsibility of ensuring their pay is accurate by reviewing their pay stub online in the Employee Service Center each time they get paid. It is important to ensure all information on each pay stub is accurate. Reviewing items like name, social security number, pay rates, paid time off balance, and other information.



**2020-2021  
ACADEMIC  
CALENDAR AND PAY  
DATES**



AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3 <sup>#</sup>	4	5	6 <sup>^</sup>	7 <sup>^</sup>	8
9	10 <sup>^</sup>	11 <sup>^</sup>	12 <sup>^</sup>	13 <sup>^</sup>	14 <sup>^</sup>	15
16	{17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	T	F	S
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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 2020						
S	M	T	W	T	F	S
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4	5	6	7	8	9 <sup>◆</sup>	10
11	12	13	14	15	16 <sup>&gt;</sup>	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	T	F	S
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13	14	15	16 <sup>ⓐ</sup>	17 <sup>ⓐ</sup>	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
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3	4 <sup>^</sup>	{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						

## Legend

- Student/Staff Holiday ..... ○
- First/Last Day of School..... —
- Semester Start/End..... { }
- Exams/Early Dismissal (secondary students)..... @
- Begin/End Grading Period..... ( )
- Teachers New to Profession Report..... •
- Teachers New to AISD Report..... #
- Student Holiday..... ◆
- Teacher Prep./Student Holiday..... ^
- Staff Exchange Days..... ∙ ∙
- Inclement Weather Makeup for Staff..... \*
- Early Dismissal (elementary students)..... >

## Important Dates

- July 30..... Teachers New to Profession Report
  - August 3..... Teachers New to AISD Report
  - August 6..... All Teachers Report
  - August 6 – 14..... Teacher Prep./Staff Dev.
  - August 17..... First Day of Classes
  - September 7..... Holiday
  - October 9..... Student Holiday/Staff Exchange
  - October 12..... Holiday
  - November 23 – 27..... Holidays
  - December 16 – 17..... Exam Days – Jr. & Sr. highs
  - December 17..... End of First Semester
  - December 18 – January 1..... Winter Break
  - January 4..... Teacher Prep. Day
  - January 5..... Second Semester Begins
  - January 18..... Holiday
  - February 15..... Holiday
  - March 15 – 19..... Spring Break
  - April 2..... Holiday
  - April 12..... Student Holiday/Staff Exchange
  - May 25 – 26..... Exam Days – Jr. & Sr. highs
  - May 26..... Last Day of Classes
  - May 27..... Teacher Work Day
  - May 28 – June 1..... Staff Exchange/Weather Makeup
  - May 31..... Holiday
- If school cancellations aren't needed, students' last day will be May 24, and May 25 and 26 will become teacher work days.*

## School Hours

- Prekindergarten..... 8:10 a.m. – 11:16 a.m. or 12:29 p.m. – 3:35 p.m.
- Elementary (K–6)..... 8:10 a.m. – 3:35 p.m.
- Junior High (7–8)..... 8:45 a.m. – 4:10 p.m.
- High School (9–12)..... 7:35 a.m. – 3 p.m.

## Early Release Hours

- Prekindergarten..... 8:10 a.m. – 10:10 a.m. or 10:10 a.m. – 12:10 p.m.
  - Elementary (K–6)..... 8:10 a.m. – 12:10 p.m.
  - Junior High (7–8)..... 8:45 a.m. – 12:45 p.m.
  - High School (9–12)..... 7:35 a.m. – 11:35 a.m.
- First Semester Instructional Days..... 81*  
*Second Semester Instructional Days..... 93*  
*Total Instructional Days..... 174*

FEBRUARY 2021						
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						

MARCH 2021						
S	M	T	W	T	F	S
	1 <sup>&gt;</sup>	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 2021						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12 <sup>◆</sup>	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
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 <sup>ⓐ</sup>	26 <sup>ⓐ</sup>	27 <sup>^</sup>	28 <sup>*</sup>	29
30	31					

JUNE 2021						
S	M	T	W	T	F	S
		1 <sup>*</sup>	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			

JULY 2021						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 2020-2021 Pay Dates

Teacher Payroll - 12 Pay		
Pay Period Start	Pay Period End	Check Date
9/1/2020	9/30/2020	9/30/2020
10/1/2020	10/31/2020	10/30/2020
11/1/2020	11/30/2020	11/30/2020
12/1/2020	12/31/2020	12/17/2020
1/1/2021	1/31/2021	1/22/2021
2/1/2021	2/28/2021	2/26/2021
3/1/2021	3/31/2021	3/31/2021
4/1/2021	4/30/2021	4/30/2021
5/1/2021	5/31/2021	5/28/2021
6/1/2021	6/30/2021	6/30/2021
7/1/2021	7/31/2021	7/30/2021
8/1/2021	8/31/2021	8/31/2021

Para-Professional Payroll - 12 Pay		
Pay Period Start	Pay Period End	Check Date
7/27/2020	8/30/2020	9/30/2020
8/31/2020	9/27/2020	10/30/2020
9/28/2020	10/25/2020	11/30/2020
10/26/2020	11/29/2020	12/17/2020
11/30/2020	12/27/2020	1/22/2021
12/28/2020	1/24/2021	2/26/2021
1/25/2021	2/21/2021	3/31/2021
2/22/2021	3/28/2021	4/30/2021
3/29/2021	4/25/2021	5/28/2021
4/26/2021	5/30/2021	6/30/2021
5/31/2021	6/27/2021	7/30/2021
6/28/2021	7/25/2021	8/31/2021

Maintenance Payroll - 26 Pay		
Pay Period Start	Pay Period End	Check Date
8/17/2020	8/30/2020	9/11/2020
8/31/2020	9/13/2020	9/25/2020
9/14/2020	9/27/2020	10/9/2020
9/28/2020	10/11/2020	10/23/2020
10/12/2020	10/25/2020	11/6/2020
10/26/2020	11/8/2020	11/20/2020
11/9/2020	11/22/2020	12/4/2020
11/23/2020	12/6/2020	12/17/2020
12/7/2020	12/20/2020	12/30/2020
12/21/2020	1/3/2021	1/15/2021
1/4/2021	1/17/2021	1/29/2021
1/18/2021	1/31/2021	2/12/2021
2/1/2021	2/14/2021	2/26/2021
2/15/2021	2/28/2021	3/12/2021
3/1/2021	3/14/2021	3/26/2021
3/15/2021	3/28/2021	4/9/2021
3/29/2021	4/11/2021	4/23/2021
4/12/2021	4/25/2021	5/7/2021
4/26/2021	5/9/2021	5/21/2021
5/10/2021	5/23/2021	6/4/2021
5/24/2021	6/6/2021	6/18/2021
6/7/2021	6/20/2021	7/2/2021
6/21/2021	7/4/2021	7/16/2021
7/5/2021	7/18/2021	7/30/2021
7/19/2021	8/1/2021	8/13/2021
8/2/2021	8/15/2021	8/27/2021

Transportation/ Food Service Payroll		
Pay Period Start	Pay Period End	Check Date
8/10/2020	8/23/2020	9/4/2020
8/24/2020	9/6/2020	9/18/2020
9/7/2020	9/20/2020	10/2/2020
9/21/2020	10/4/2020	10/16/2020
10/5/2020	10/18/2020	10/30/2020
10/19/2020	11/1/2020	11/13/2020
11/2/2020	11/15/2020	11/27/2020
11/16/2020	11/29/2020	12/11/2020
11/30/2020	12/13/2020	12/24/2020
12/14/2020	12/27/2020	1/8/2021
12/28/2020	1/10/2021	1/22/2021
1/11/2021	1/24/2021	2/5/2021
1/25/2021	2/7/2021	2/19/2021
2/8/2021	2/21/2021	3/5/2021
2/22/2021	3/7/2021	3/19/2021
3/8/2021	3/21/2021	4/1/2021
3/22/2021	4/4/2021	4/16/2021
4/5/2021	4/18/2021	4/30/2021
4/19/2021	5/2/2021	5/14/2021
5/3/2021	5/16/2021	5/28/2021
5/17/2021	5/30/2021	6/11/2021
5/31/2021	6/13/2021	6/25/2021
6/14/2021	6/27/2021	7/9/2021
6/28/2021	7/11/2021	7/23/2021
7/12/2021	7/25/2021	8/6/2021
7/26/2021	8/8/2021	8/20/2021

The General Pay Increase is reflected on the first paycheck of the school year for each pay group. Employees will be able to view their 2020-21 pay rates in the Employee Self Service function of TEAMS 1-2 weeks prior to their first paycheck of the school year.

# 2020-2021 PAY GRADES AND RANGES

# TEACHERS and LIBRARIANS

## AISD 2020-21 TEACHER/LIBRARIAN MINIMUM PAY SCHEDULE

Years of Experience	Minimum Salary
0	\$56,500
1	\$57,000
2	\$57,400
3	\$57,800
4	\$58,200
5	\$58,600
6	\$59,000
7	\$59,400
8	\$59,800
9	\$60,200
10	\$60,600
11	\$61,000
12	\$61,400
13	\$61,800
14	\$62,200
15	\$62,600
16	\$63,000
17	\$63,400
18	\$63,800
19	\$64,200
20	\$64,600
21	\$65,000
22	\$65,400
23	\$65,800
24	\$66,200
25	\$66,600
26	\$67,000
27	\$67,700
28	\$68,300
29	\$68,900
30+	\$70,600

The Teacher/Librarian Pay Schedule includes the 2020-21 General Pay Increase and any targeted adjustments. The above schedule represents the minimum rate of base pay for AISD teachers by year of creditable teaching experience. Rates are provided in annual equivalents. 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/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.

# ADMINISTRATIVE PROFESSIONALS

**2020-2021 Administrative Professional Pay Plan**  
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1*</b>							
	1	Accountant I	243	Daily	\$220.96	\$266.22	\$311.48
	1	Administrative Asst - Superintendent	243	212 Days	46,844	56,439	66,034
	1	Manager/Foreman - PDC Facility Services	212, 243	243 Days	53,693	64,691	75,690
	1	Security - Lieutenant	260	260 Days	57,450	69,217	80,985
	1	Senior Specialist - Purchasing	260				
	1	Specialist - Bond Communications	260				
	1	Specialist - Energy Management	243				
	1	Specialist - Internal Communications	260				
	1	Supervisor - Building Maintenance	260				
	1	Supervisor - Custodian	260				
	1	Supervisor - Catering Chef	260				
	1	Supervisor - Food and Nutrition	212,243				
	1	Supervisor - Grounds	260				
	1	Supervisor - HVAC/Refrigeration	260				
<b>2</b>							
	2	Accountant II	243	Daily	\$267.18	\$319.98	\$372.78
	2	Asst Manager - Payroll	243	187 Days	49,963	59,836	69,710
	2	Asst Speech Pathologist	187	193 Days	51,566	61,756	71,947
	2	Attendance Navigator	198	198 Days	52,902	63,356	73,810
	2	Campus Testing Facilitator - Elem	198	202 Days	53,970	64,636	75,302
	2	Campus Testing Facilitator - High School	212	212 Days	56,642	67,836	79,029
	2	Campus Testing Facilitator - Junior High	202	243 Days	64,925	77,755	90,586
	2	Coordinator - Communications	243	260 Days	69,467	83,195	96,923
	2	Coordinator - Food Service Compliance	243				
	2	Coordinator - Food Service Maintenance	260				
	2	Coordinator - Food Service Personnel	243				
	2	Coordinator - Food Service Warehouse	260				
	2	Coordinator - HR Substitute Services and Temporary Workforce	243				
	2	Coordinator - Nutrition Education	243				
	2	Coordinator - Purchasing Food Service	243				
	2	Coordinator - School Age Parent	243				
	2	District Attendance Officer - At Risk	202				
	2	District Attendance Officer - Student	202				
	2	Field Observer	260				
	2	Liaison - Transition	212				
	2	Manager - Social Media Marketing	243				
	2	Nurse	187				
	2	Senior Graphic Designer	243				
	2	Social Worker	193, 198				
	2	Social Worker - Families in Transition	202				
	2	Specialist - Budget Control	260				
	2	Staff Auditor	243				
	2	Supervisor - Electrical/Plumbing	260				
	2	Technician - Media Production	243				
	2	Title I Parent Facilitator - Parent Outreach	212				
	2	Transportation - Systems and Technical Analyst	243				
<b>3</b>							
	3	Coordinator - The Primary Years Programme IB	202	Daily	\$301.92	\$361.58	\$421.24
	3	Counselor - Arlington College and Career HS	243	193 Days	58,271	69,785	81,299
	3	Counselor - Arlington Collegiate HS	243	202 Days	60,988	73,039	85,090
	3	Counselor - Career and Technical Center	243	207 Days	62,497	74,847	87,197
	3	Counselor - Elem	202	212 Days	64,007	76,655	89,303
	3	Counselor - High School	212, 226, 243	217 Days	65,517	78,463	91,409
	3	Counselor - Itinerant Secondary	207	226 Days	68,234	81,717	95,200
	3	Counselor - Junior High	207	243 Days	73,367	87,864	102,361
	3	Counselor - PEP/FIT	202	260 Days	78,499	94,011	109,522
	3	Counselor - PRS	202				
	3	Counselor - Special Education	202				
	3	Counselor - Special Education ES SEAS	202				
	3	Diagnostician	202				
	3	Diagnostician - Dyslexia	202				
	3	District Best Practices Coach	202				
	3	Facilitator - Pathways To Success	193, 202				
	3	Instructional Specialist - Advanced Academics	212				
	3	Instructional Specialist - Bilingual/ESL	212				
	3	Instructional Specialist - Dyslexia	212				
	3	Instructional Specialist - In Home and Parent Training	212				
	3	Instructional Specialist - Kindergarten Behavior Support	212				
	3	Instructional Specialist - Language Arts	212				
	3	Instructional Specialist - LOTE	212				
	3	Instructional Specialist - Mathematics	212				
	3	Instructional Specialist - Science	212				
	3	Instructional Specialist - Science (Secondary)	212				
	3	Instructional Specialist - Social Studies	212				

The minimum, midpoint, and maximum of the \*grade has been modified, as recommended by TASB, to align with competitive market pay.



**2020-2021 Administrative Professional Pay Plan**  
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
	3	Instructional Specialist- Special Education	212			
	3	Instructional Specialist - Special Education -Autism	212			
	3	Instructional Specialist - Special Education - Speech	212			
	3	Instructional Specialist - World Languages	212			
	3	Instructional Specialist - Writing - Language Arts	212			
	3	Intervention Specialist - Drug Free Schools Programs	217			
	3	LSSP	202			
	3	Manager - Adult Education and Literacy Liaison	243			
	3	Manager- Marketing	243			
	3	Music Therapist	193			
	3	Program Liaison Student Outreach Services	202			
	3	Project Manager	260			
	3	SCE Support Interventionist	193			
	3	SDSS Facilitator - Elementary	202			
	3	SDSS Facilitator - Secondary	202			
	3	Senior Internal Auditor	243			
	3	Specialist - Advanced Academics	212			
	3	Specialist - AVID	212			
	3	Specialist - Bilingual Dyslexia	212			
	3	Specialist - Budget	243			
	3	Specialist - Career & Tech Center Practicum	202			
	3	Specialist - Career & Tech Ed Dual Credit/ HS Academy	243			
	3	Specialist - Career & Tech Education	243			
	3	Specialist - Dropout Prevention	243			
	3	Specialist - Environmental and Safety	260			
	3	Specialist - Guidance and Counseling	243			
	3	Specialist - Immigrant and Secondary Native Speakers	212			
	3	Specialist - Immigrant Family/School Outreach	212			
	3	Specialist - Media Production	243			
	3	Specialist - Orientation and Mobility	193			
	3	Specialist - Professional Learning	212			
	3	Specialist - Program Controls	260			
	3	Specialist - Safety & Security	260			
	3	Specialist - State and Federal Programs	212			
	3	Specialist - Student Behavioral Support Systems	243			
	3	Specialist - Student Outreach Services	243			
	3	Specialist - Student Discipline	243			
	3	Specialist - Title I Family Involvement	212			
	3	Specialist - Title I Family Engagement	212			
	3	Specialist - Title I Family Literacy	212			
	3	Specialist - Title I Program Compliance	212			
	3	Title III ELL Support Interventionist	212			

4		
4	Asst Director- Food Service Finance and Compliance	243
4	Asst Principal - Dual Languages/Fine Arts	222
4	Asst Principal - Elementary	202
4	Asst Principal - Itinerant Elem	202
4	Audiologist	212
4	Coordinator - Fine Arts	243
4	Coordinator - Fund Development	243
4	Coordinator - Health Services	243
4	Coordinator - Library Media Services	243
4	Coordinator - School Leadership	226
4	Coordinator - State and Federal Programs	243
4	Coordinator - World Languages	243
4	HR Specialist - Benefits and Wellness Services	243
4	Human Resources Generalist	243
4	Manager - Energy	260
4	Manager - Image Processing	260
4	Manager - Warehouse	260
4	Occupational Therapist	193
4	Physical Therapist	193
4	Specialist - Restorative Services	202
4	Specialist - Transportation	243
4	Speech Pathologist	187
4	Title I School Support Dean - Elementary	202
4	Treasurer	243

Daily	\$323.05	\$386.89	\$450.73
187 Days	60,410	72,348	84,287
193 Days	62,349	74,670	86,991
202 Days	65,256	78,152	91,047
212 Days	68,487	82,021	95,555
222 Days	71,717	85,890	100,062
243 Days	78,501	94,014	109,527
260 Days	83,993	100,591	117,190

5		
5	Asst Director - Food Service Operations	260
5	Asst Director - Purchasing	243
5	Asst Principal - Junior High	217
5	Coordinator - 504/Dyslexia/RTI Services	243
5	Coordinator - Accountability	243
5	Coordinator - Accounts Payable	243

Daily	\$345.66	\$413.97	\$482.28
217 Days	75,008	89,831	104,655
243 Days	83,995	100,595	117,194
260 Days	89,872	107,632	125,393

**2020-2021 Administrative Professional Pay Plan**  
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
	5	Coordinator - Advanced Academics	243			
	5	Coordinator - Career and Technical Education	243			
	5	Coordinator - Instructional Design Support	243			
	5	Coordinator - Language Arts and Reading	243			
	5	Coordinator - PBIS	243			
	5	Coordinator - Professional Learning	243			
	5	Coordinator - Safety	260			
	5	Coordinator - Secondary Educational Operations				
	5	Curriculum Coordinator - Language Arts and Reading	243			
	5	Curriculum Coordinator - Math	243			
	5	Curriculum Coordinator - Science and Health	243			
	5	Curriculum Coordinator - Social Studies	243			
	5	Curriculum Coordinator - Special Educator	243			
	5	Manager - Fleet Services	260			
	5	Manager - HR Customer Service	243			
	5	Manager - Staffing	243			
	5	Manager - Transportation	243			
	5	Research Analyst	243			
	5	Staff Architect	260			
	5	Title 1 School Support Dean - Junior High	217			

**6**

6	Asst Director - Fine Arts	243
6	Asst Principal - Alternative	222
6	Asst Principal - Career and Technical Center	243
6	Asst Principal - High School	222
6	Coordinator - Student Outreach Services	243
6	Coordinator - High School Athletics	222
6	Coordinator - Student Behavioral Support Systems	243
6	Coordinator - Aquatics	243
6	Dean of Instruction - High School	243
6	Manager - Payroll	243
6	Senior Manager - Building Maintenance	260
6	Senior Manager - Plant Operations	260
6	Senior Project Manager	260

Daily	\$369.86	\$442.95	\$516.04
217 Days	80,260	96,120	111,981
222 Days	82,109	98,335	114,561
243 Days	89,876	107,637	125,398
260 Days	96,164	115,167	134,170

**7**

7	Asst Director - Boys Athletics	243
7	Asst Director - Girls Athletics	243
7	Director - Assessment and Accountability	243
7	Director - Research and Analysis	243
7	Principal - Elementary	220
7	Principal - Elementary Dual/Fine Arts	243
7	Principal - World Language Academy	243

Daily	\$395.76	\$473.96	\$552.16
220 Days	87,067	104,271	121,475
243 Days	96,170	115,172	134,175

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8	Associate Principal - High School	243
8	Chief Internal Auditor	243
8	Director - Accounting	243
8	Director - Advanced Academics	243
8	Director - World Languages	243
8	Director - Budget/Cash Management	243
8	Director - Career & Technical Education	243
8	Director - Drop Out Prevention	243
8	Director - Facility Planning and Construction	260
8	Director - Finance	243
8	Director - Guidance and Counseling	243
8	Director - Human Resources Compensation and Benefits	243
8	Director - Human Resources Customer Service	243
8	Director - Human Resources Development & Emp Relations	243
8	Director - Human Resources Recruiting & Sourcing	243
8	Director - Innovation and Operations	243
8	Director - Parent and Community Engagement	243
8	Director - Professional Learning	243
8	Director - Purchasing	243
8	Director - Security	260
8	Director - State and Federal Programs	243
8	Director - Transportation	260
8	Head Football Coach	217
8	Principal - Alternative School	243
8	Principal - Junior High	243

Daily	\$431.07	\$507.14	\$583.21
243 Days	104,750	123,235	141,720
260 Days	112,078	131,856	151,635

**9**

9	Director - Athletics	243
9	Director - Curriculum & Instruction	243
9	Director - Fine Arts	243
9	Director - Food Service	243
9	Director - Special Education	243
9	Senior Director - Social Emotional Learning	243

Daily	\$461.24	\$542.64	\$624.04
243 Days	112,081	131,862	151,642

**2020-2021 Administrative Professional Pay Plan**  
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>10</b>				<b>Daily</b>	<b>\$493.53</b>	<b>\$580.62</b>	<b>\$667.71</b>
	10	Executive Director - Communications and Marketing	243	243 Days	119,928	141,091	162,254
	10	Executive Director - Educational Support Services	243	260 Days	128,318	150,961	173,605
	10	Executive Director - Finance	243				
	10	Executive Director - Plant Services	260				
	10	Executive Director - Teaching and Learning	243				
	10	Executive Director - Transformational Learning	243				
	10	Principal - Career and Technical Center	243				
	10	Principal - Arlington Collegiate High School	243				
	10	Principal - High School	243				
	10	Principal - Arlington Career and College High School	243				
<b>11</b>				<b>Daily</b>	<b>\$552.75</b>	<b>\$650.29</b>	<b>\$747.83</b>
	11	Area Superintendent	243	243 Days	134,318	158,020	181,723
<b>12*</b>				<b>Daily</b>	<b>\$591.44</b>	<b>\$695.81</b>	<b>\$800.18</b>
	12	Assistant Superintendent - Administration	243	243 Days	143,720	169,082	194,444
	12	Assistant Superintendent - Human Resources	243				
	12	Assistant Superintendent - Research & Accountability	243				
	12	Assistant Superintendent - School Leadership	243				
	12	Assistant Superintendent - Technology & Telecommunications	243				
<b>13*</b>				<b>Daily</b>	<b>\$680.15</b>	<b>\$800.18</b>	<b>\$920.21</b>
	13	Chief Academic Officer	243	243 Days	165,276	194,444	223,611
	13	Chief Financial Officer	243				

*The minimum, midpoint, and maximum of the \*grade has been modified, as recommended by TASB, to align with competitive market pay.*

# ADMINISTRATIVE SUPPORT

2020-21 Administrative Support Pay Plan  
Arlington ISD

Current		Calendars	Minimum	Midpoint	Maximum	
Pay Grade	Grade					
<b>1</b>			<b>Hourly</b>	<b>\$12.20</b>	<b>\$15.25</b>	<b>\$18.30</b>
1	Attendance Clerk - Elementary	198				
1	Attendance Clerk - High School	193				
1	Attendance Clerk - Junior High	198				
1	Copy Clerk	193				
1	Clerk - Pregnancy Related Services	243				
1	Clerk - Special Education - High School	193				
1	Clerk - Translator	193				
1	Data Clerk - Adult Education & Literacy	217				
<b>2</b>			<b>Hourly</b>	<b>\$14.40</b>	<b>\$18.00</b>	<b>\$21.60</b>
2	Clerk - Adult Education and Literacy	243				
2	Clerk - Attendance Officers	202				
2	Clerk - Audiology Support	198				
2	Clerk - Career and Technical Education	243				
2	Clerk - Drop off Prevention	243				
2	Clerk - Families In Transition	243				
2	Clerk - Family Literacy	198				
2	Clerk - Food Service	243				
2	Clerk - Food Service Maintenance	243				
2	Clerk - High School Counselor	202				
2	Clerk - Library Services	243				
2	Clerk - Library Services - Technical Services	243				
2	Clerk - Mailroom/ Receptionist	243				
2	Clerk - Media Materials	217				
2	Clerk - PEIMS - High School	222				
2	Clerk - Records Management	243				
2	Clerk - Special Education ARD Support	187				
2	Clerk - Special Education - District	193, 243				
2	Clerk - Special Education Preschool Testing	193				
2	Clerk - Special Education SHARS	217				
2	Data Clerk - High School	202, 222				
2	Data Clerk - Junior High	202				
<b>3</b>			<b>Hourly</b>	<b>\$16.13</b>	<b>\$20.16</b>	<b>\$24.19</b>
3	Clerk - Bilingual/ESL	243				
3	Clerk - Bilingual/ESL Testing	202				
3	Clerk - Food and Nutrition Compliance	243				
3	Clerk - Food Service Maintenance	243				
3	Clerk - Health Services	243				
3	Clerk - Lunch Programs	212				
3	Clerk - Language Placement Center	243				
3	Clerk - Public Information	243				
3	Clerk - Special Trips	260				
3	Clerk - Title I Compliance	243				
3	Clerk - Title I Family Engagement	212				
3	Clerk - Title III Compliance	243				
3	Clerk - Office of Student Behavior Support System	243				
3	Family Engagement Liaison	183				
3	Guidance Technician - Elementary	198				
3	Guidance Technician - High School	198				
3	Guidance Technician - Junior High	198				
3	Receptionist / PBX	243				
3	Registrar - High School	217				
3	Secretary - Curriculum and Instruction	243				
3	Secretary - Curriculum Coordinator	243				
3	Secretary - Secondary and Elementary Coordinator	243				
3	Secretary - Special Education Curriculum Coordinators	243				
3	Secretary - Special Education Support Services	243				
3	Secretary - Special Populations	243				
3	Secretary - Student Outreach Services	243				
3	Title III Family Engagement Liaison	212				
<b>4</b>			<b>Hourly</b>	<b>\$17.25</b>	<b>\$21.57</b>	<b>\$25.89</b>
4	Bookkeeper - High School	217				
4	Clerk - Athletics/PE	243				
4	Clerk - Data Community Engagement Programs	243				
4	Clerk - Energy Management	260				
4	Clerk - Fine Arts	243				
4	Clerk - Fleet Maintenance	260				
4	Clerk - Food Service Operations	243				
4	Clerk - HR Customer Services and Employee Records	243				
4	Clerk - Maintenance	260				
4	Clerk - Operations	260				
4	Clerk - Room Reservations & Course Management	243				
4	Clerk - State & Federal Programs Accounting	243				
4	Clerk - Transportation Payroll/Certification	260				
4	Clerk - Transportation Routing	243				
4	Parent Instructor - Title I	212				
4	Secretary - Director of State & Federal Programs	243				
4	Secretary - Director Career & Technical Education	243				
4	Secretary - Director Facility Planning & Construction	260				
4	Secretary - Director Instructional Technology	243				
4	Secretary - Director Information & Instructional Systems	243				

**2020-21 Administrative Support Pay Plan**  
Arlington ISD

Current Pay Grade	Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
4		Secretary - Director Innovation & Operations	243				
4		Secretary - Director of Drop Out Prevention	243				
4		Secretary - Director of World Languages	244				
4		Secretary - Elementary	243				
4		Secretary - Junior High	243				
4		Secretary - Security	260				
4		Secretary - Transportation	260				
4		Secretary - Warehouse	260				
4		Specialist - HR Customer Service/Employee Records	243				
4		Specialist - Special Education Accounting	243				
<b>5</b>				<b>Hourly</b>	<b>\$18.46</b>	<b>\$23.08</b>	<b>\$27.70</b>
5		Bookkeeper - Payroll	243				
5		Clerk - Accounts Payable	243				
5		Clerk - Administration	243				
5		Clerk - Administrative Food Service	202, 243				
5		Clerk - Budget Control	243				
5		Clerk - Food Service	202				
5		Clerk - Instructional Materials	243				
5		Clerk - Purchasing	243				
5		Intern - LSSP	183				
5		Secretary - Student Services	243				
5		Secretary - Career and Technical Center	243				
5		Secretary - Director of Accounting	243				
5		Secretary - Director of Athletics/PE	243				
5		Secretary - Director of Budget/Cash Management	243				
5		Secretary - Director of Curriculum and Instruction	243				
5		Secretary - Director of Fine Arts	243				
5		Secretary - Director of Guidance/Counseling	243				
5		Secretary - Director of Parent and Community Engagement	243				
5		Secretary - Director of Special Education	243				
5		Secretary - High School	243				
5		Secretary - Professional Learning	243				
5		Secretary - Purchasing	243				
5		Specialist - Records Management	243				
5		Specialist - Food Service Lunch Office	202				
5		Specialist - HR SR Customer Service/Employee Records	243				
5		Specialist - HR Staffing Support	243				
5		Specialist - Library Srv Cataloger/Supervisor	243				
<b>6*</b>				<b>Hourly</b>	<b>\$20.86</b>	<b>\$26.08</b>	<b>\$31.30</b>
6		Records Management Senior Specialist	243				
6		Secretary - Area Superintendent	243				
6		Secretary - Assistant Superintendent of Administration	243				
6		Secretary - Assistant Superintendent of Human Resources	243				
6		Secretary - Assistant Superintendent of Research and Accountability	243				
6		Secretary - Executive Director of Finance	243				
6		Secretary - Executive Director of Plant Services	260				
6		Secretary - Executive Director Specialized Learning Services	243				
6		Secretary - Executive Director of Teaching and Learning	243				
6		Secretary - Executive Director of Transformational Learning	243				
6		Secretary - Executive Director Marketing & Communications	243				
6		Secretary - Legal	243				
6		Secretary - Senior Director of Technology Support and Integration	243				
6		Specialist - Purchasing	243				
6		Specialist - Accounts Payable	243				
6		Specialist - Grants Facilitator	243				
6		Specialist - HR Administrative Projects	243				
6		Specialist - Food Nutrition Services/Admin Support	243				
6		Specialist - Risk Management	260				
<b>7*</b>				<b>Hourly</b>	<b>\$23.58</b>	<b>\$29.47</b>	<b>\$35.36</b>
7		Secretary - Assistant Superintendent of Technology and Telecom	243				
7		Secretary - Chief Academic Officer	243				
7		Secretary - Chief Financial Officer	243				
7		Specialist - SNE Payroll	243				
7		Specialist - Teacher/Monthly Payroll	243				
7		Specialist - Assessment	243				
7		Specialist - HR Leaves and Retirement	243				
7		Specialist - HR Staffing	243				
7		Specialist - HR Substitute Services	243				

The minimum, midpoint, and maximum of the \*grade has been modified to align with competitive market pay. On TASB's recommendation, some pay grades have been consolidated.

# AUXILIARY

2020-21 Auxiliary Pay Plan  
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>				<b>Hourly</b>	<b>\$11.05</b>	<b>\$13.48</b>	<b>\$15.91</b>
	1	Bus Attendant	182				
	1	Cafeteria Monitor	178				
	1	Cafeteria Monitor Substitute, TRS Eligible	178				
	1	Cafeteria Monitor Substitute	178				
	1	Custodian	260				
	1	Food Service Specialist	182				
	1	Laundry Helper	260				
	1	Student Worker, Internal Auditor	243				
<b>2</b>				<b>Hourly</b>	<b>\$12.36</b>	<b>\$15.08</b>	<b>\$17.80</b>
	2	Groundskeeper	260				
	2	Helper - Building Maintenance	260				
	2	Helper - Warehouse Furniture and Salvage	260				
	2	Operator - Laundry	260				
<b>3</b>				<b>Hourly</b>	<b>\$14.23</b>	<b>\$17.34</b>	<b>\$20.45</b>
	3	Assistant Head Custodian	260				
	3	Campus Security Officer	260				
	3	Floor Technician	260				
	3	Food Service Lead	185				
	3	Grounds Equipment Operator	260				
	3	Mechanic - HVAC/Refrigerator and Air Filtration	260				
	3	Non-CDL Driver	182				
	3	Technician - Irrigation	260				
	3	Technician - Sewer	260				
	3	Warehouse Worker	260				
<b>4</b>				<b>Hourly</b>	<b>\$15.21</b>	<b>\$18.55</b>	<b>\$21.89</b>
	4	Crew Lead - Grounds Maintenance	260				
	4	Dispatcher - Security	260				
	4	Driver - Instructional Materials Warehouse	260				
	4	Driver - Laundry	260				
	4	Driver - Warehouse	260				
	4	Food Service Manager IV	185				
	4	Head Custodian	260				
	4	Image Processing Associate I	260				
	4	Parts Person	260				
	4	Security - Corporal	260				
	4	Technician - Preventive Maintenance Vehicle	260				
	4	Technician - Transportation Fleet	260				
	4	Technician - Warehouse Furniture and Salvage	260				
	4	Warehouse Driver - Food and Nutrition Services	260				
<b>5</b>				<b>Hourly</b>	<b>\$17.51</b>	<b>\$21.33</b>	<b>\$25.15</b>
	5	Dispatcher - Transportation	260				
	5	Food Service Manager V	185				
	5	Manager - Catering	243				
	5	Router - Transportation	260				
	5	Security - Sergeant	260				
	5	Technician - Building Maintenance	260				
	5	Technician - Custodial Equipment Repair	260				
<b>6</b>				<b>Hourly</b>	<b>\$19.24</b>	<b>\$23.46</b>	<b>\$27.68</b>
	6	Building Maintenance - Skilled Maintenance General Painter	260				
	6	Building Maintenance - Skilled Maintenance General	260				
	6	Bus Driver	182				
	6	Food Service Manager VI	185				
	6	Foreman - Laundry	260				
	6	Image Processing Associate II	260				
	6	IPM Certified Applicator	260				
	6	Lead - Floor Technician	260				
	6	Lead - Food Service Warehouse	260				
	6	Leads - Parts Clerk	260				
	6	Driver - Paid Busing/Driver	260				
<b>7</b>				<b>Hourly</b>	<b>\$21.54</b>	<b>\$26.27</b>	<b>\$31.00</b>
	7	Crew Lead - General Maintenance	260				
	7	Crew Lead - Paint	260				
	7	Foreman - Custodian	260				
	7	Foreman - Grounds	260				
	7	Foreman - Parts	260				
	7	Foreman - Regular Ed Router	260				
	7	Foreman - Special Education Router	260				
	7	Foreman - Trips	260				
	7	Foreman - Warehouse	260				
	7	Heating and Air Conditioning Zone Lead	260				
	7	IPM Coordinator	260				



**2020-21 Auxiliary Pay Plan**  
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars
7		Journeyman Electrician	260
7		Journeyman Plumber	260
7		Lead - Equipment Technician	260
7		Lead - Locksmith	260
7		Mechanic - Grounds	260
7		Mechanic - HVAC/Refrigeration	260
7		Mechanic - Vehicle	260
7		Technician - Audio/Visual	260
7		Technician - Fire Alarm	260
7		Technician - HVAC EMS	260
7		Technician - Safety Transportation	260
7		Technician - Transportation, Preventative Maintenance/Video	260

Minimum	Midpoint	Maximum
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<b>8</b>
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Hourly	Minimum	Midpoint	Maximum
	\$26.94	\$32.84	\$38.74

8		Food Service Manager VIII	185
8		Foreman - Building Maintenance	260
8		Foreman - Energy Management Systems	260
8		Foreman - Fire Systems	260
8		Foreman - Food Service Maintenance	260
8		Foreman - Telecommunications	260
8		Foreman - Vehicle Maintenance	260
8		Lead Electrician	260
8		Lead Plumber	260
8		Lead Vehicle Mechanic	260
8		Specialist - Chiller	260
8		Vehicle Maintenance Technical Advisor/Trainer	260

# EDUCATIONAL AIDES

2020-21 Educational Aides Pay Plan  
Arlington ISD

Current		Calendars	Minimum	Midpoint	Maximum	
Pay Grade	Grade					Job Title
<b>1</b>			<b>Hourly</b>	<b>\$12.23</b>	<b>\$14.93</b>	<b>\$17.63</b>
1		Classroom Asst - ADA	183			
1		Classroom Asst - Elem - Athletics/PE	183			
1		Classroom Asst - Elem - Bilingual	183			
1		Classroom Asst - Elem - Bilingual Kindergarten	183			
1		Classroom Asst - Elem - Bilingual Pre-K	183			
1		Classroom Asst - Elem - Dual Language	183			
1		Classroom Asst - Elem - Fresh Start	183			
1		Classroom Asst - Elem - Kindergarten	183			
1		Classroom Asst - Elem - Pre K	183			
1		Classroom Asst - Elem - Title I	183			
1		Classroom Asst - Elem - Turning Point	183			
1		Classroom Asst - Elementary	183			
1		Classroom Asst - Family Literacy	183			
1		Classroom Asst - High School	183			
1		Classroom Asst - High School ESL	183			
1		Classroom Asst - Junior High	183			
1		Classroom Asst - Junior High - At Risk	183			
1		Classroom Asst - SCE	183			
<b>2</b>			<b>Hourly</b>	<b>\$13.10</b>	<b>\$15.97</b>	<b>\$18.84</b>
2		Classroom Asst - Community Based Transition	183			
2		Classroom Asst - Elem SPED - ABLE	183			
2		Classroom Asst - Elem SPED - Alt Curriculum/ ISPD	183			
2		Classroom Asst - Elem SPED - Deaf Education	183			
2		Classroom Asst - Elem SPED - Gap Inclusion	183			
2		Classroom Asst - Elem SPED - Inclusion	183			
2		Classroom Asst - Elem SPED - PPCD	183			
2		Classroom Asst - Elem SPED - SEAS	183			
2		Classroom Asst - Elem SPED - Speech	183			
2		Classroom Asst - High School SPED - ABLE	183			
2		Classroom Asst - High School SPED - Alt Curriculum/ ISPD	183			
2		Classroom Asst - High School SPED - Deaf Education	183			
2		Classroom Asst - High School SPED - Inclusion	183			
2		Classroom Asst - High School SPED - SEAS	183			
2		Classroom Asst - High School SPED - VAC	183			
2		Classroom Asst - Junior High SPED - ABLE	183			
2		Classroom Asst - Junior High SPED - Alt Curriculum/ISPD	183			
2		Classroom Asst - Junior High SPED - Deaf Education	183			
2		Classroom Asst - Junior High SPED - Inclusion	183			
2		Classroom Asst - Junior High SPED - PREVOC	183			
2		Classroom Asst - Junior High SPED - SEAS	183			
2		Classroom Asst - Special Education Vision	183			
2		Clinic Asst	183			
2		Health Asst - Elementary	183			
2		Health Asst - Elementary - Skills	183			
2		Health Asst - High School	183			
2		Health Asst - Junior High - Skills	183			
2		Library Asst - High School	183			
<b>3</b>			<b>Hourly</b>	<b>\$14.16</b>	<b>\$17.26</b>	<b>\$20.36</b>
3		Campus Technology Manager - Elementary	202			
3		Campus Technology Manager - Junior High	202			
3		Computer Lab Manager - High School	183			
3		Stem Lab Manager - Elementary	183			
<b>4</b>			<b>Hourly</b>	<b>\$16.71</b>	<b>\$20.37</b>	<b>\$24.03</b>
4		Brailist	193			
<b>5</b>			<b>Hourly</b>	<b>\$20.87</b>	<b>\$25.46</b>	<b>\$30.05</b>
5		Deaf Interpreter - Elementary	183			
5		Deaf Interpreter - High School	183			
5		Deaf Interpreter - Junior High	183			

# TECHNOLOGY

**2020-2021 Technology Pay Plan**  
Arlington ISD

Current				Calendars	Minimum	Midpoint	Maximum	
Pay Grade	Grade	Job Title						
<b>1</b>					<b>Hourly</b>	<b>\$21.86</b>	<b>\$26.66</b>	<b>\$31.46</b>
	1	LAN Technician		217				
	1	Security - Technician		260				
	1	Specialist - Building Technology		217				
	1	Specialist - PEIMS Attendance		243				
	1	Specialist - Transfer		243				
	1	Technician - Research and Accountability		243				
<b>2</b>					<b>Hourly</b>	<b>\$26.67</b>	<b>\$32.53</b>	<b>\$38.39</b>
	2	Specialist - Help Desk		243				
	2	Specialist - Information Systems		243				
	2	Specialist - Professional Learning Technology Support		243				
	2	Specialist - Software Support		243				
	2	Specialist - Technology Support		243				
	2	Specialist - Website		243				
<b>3</b>					<b>Daily</b>	<b>\$266.75</b>	<b>\$325.30</b>	<b>\$383.85</b>
	3	Applications and Systems Administrator		243	243 Days	64,820	79,048	93,276
	3	Coordinator - Structured Cabling		243	260 Days	69,355	84,578	99,801
	3	Lead Specialist - PEIMS		243				
	3	Manager - Software and Systems Support		243				
	3	Manager - Software Support - Food Services		243				
	3	Manager - Teams Support		243				
	3	Manager - Technology Asset		243				
	3	Network Specialist		243				
	3	Network Specialist - Server		243				
	3	Production Manager		243				
	3	Specialist - Blended Learning		243				
	3	Specialist - Database		260				
	3	Specialist - Instructional Technology		243				
	3	Specialist - Library Media Services		243				
	3	Specialist - Technology Integration		243				
	3	Specialist - Telecommunications		243				
<b>4</b>					<b>Daily</b>	<b>\$314.76</b>	<b>\$383.85</b>	<b>\$452.94</b>
	4	Analyst - Network Security		243	243 Days	76,487	93,276	110,064
	4	Coordinator - Instructional Materials		243	260 Days	81,838	99,801	117,764
	4	Coordinator - Web Services		260				
	4	Data Warehouse Senior Programmer		243				
	4	Manager - Technology Support		243				
	4	Research and Project Programmer		243				
	4	Senior Programmer Analyst		243				
	4	Senior Programmer Analyst - Food Services		243				
	4	Specialist - Systems Integration		243				
<b>5</b>					<b>Daily</b>	<b>\$336.79</b>	<b>\$410.72</b>	<b>\$484.65</b>
	5	Coordinator - Blended Learning		243	243 Days	81,840	99,805	117,770
	5	Coordinator - Project Management		243				
	5	Database Administrator - Research and Accountability		243				
	5	Network Administrator		243				
	5	Network Manager - Communications		243				
	5	Network Manager - Systems		243				
	5	Network Server Manager		243				
	5	TEAMS Technical Manager		243				
<b>6*</b>					<b>Daily</b>	<b>\$370.47</b>	<b>\$451.79</b>	<b>\$533.11</b>
	6	Director - Information and Instructional Systems		243	243 Days	90,024	109,785	129,546
	6	Director - Network Services		243				
	6	Director - Technology Integration and Innovation		243				
	6	Manager - PEIMS		243				
	6	Project Manager - Data Reports		243				
<b>7*</b>					<b>Daily</b>	<b>\$407.52</b>	<b>\$496.97</b>	<b>\$586.42</b>
	7	Senior Director - Technology Operations		243	243 Days	99,027	120,764	142,500

The minimum, midpoint, and maximum of the \*grade has been modified, as recommended by TASB, to align with competitive market pay.

## Frequently Asked Questions about Compensation

1. **What are the responsibilities of the Compensation Department?**
  - a. Among other responsibilities, the compensation department staff classifies positions in Arlington Independent 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 in conjunction with the Texas Association of School Boards compensation group. TASB utilizes compensation data from large number of school districts both specific to the Dallas-Fort Worth area and from throughout the state. TASB recommends jobs of similar levels of responsibility are grouped together resulting in what we know as salary grades. The average market pay for each job in the salary grade contributes to the range midpoint. 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. 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. There is not a formula or methodology to achieve midpoint of the range. Upward movement in the salary range is generally dependent upon the value of the across-the-board salary adjustment compared to the movement of the range midpoint (based on the market in the same year). We reassess the market compatibility of our ranges on an annual bases. The District's commitment is to compensate all employees within their respective salary range.
  
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 Arlington ISD.
  
6. **Does the teacher salary schedule allow me to understand my future pay rate based on additional experience?**
  - a. The teacher salary schedule posted on the Arlington 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 or adjustments to the teacher pay schedule are dependent upon board approval.

**7. What is a salary analysis?**

- a. An analysis conducted by the Compensation Division of 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 Compensation Department or Recruiting Department.

**8. What is the difference between an exempt and nonexempt 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 actual job duties and responsibilities performed. Those duties and responsibilities are then compared to the tests in the FLSA guidelines to make a determination.
- 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. What is my pay grade and how do I find out what it is?**

- a. Find your pay grade and range in the current year's salary schedule found on the HR Compensation page.

**10. I'm not eligible for overtime. Why?**

- a. Whether or not you are eligible for overtime depends on your duties and responsibilities. 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).

**11. 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 compensation department at [hrcompensation@aisd.net](mailto:hrcompensation@aisd.net) for review.

**12. 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.

**13. What is the process of a reclassification?**

- a. The process of a reclassification is listed in the compensation structure section of the salary handbook.

**14. What happens to me after a position is reclassified?**

- a. Employees who occupy a position at the time of a 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.

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

- a. Please send an email with your request to the compensation department at [hrcompensation@aisd.net](mailto:hrcompensation@aisd.net).

**16. How are job grades assigned?**

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

**17. 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 answer your questions through this process, contact the Compensation Department.

**18. What if my pay is below the minimum of my pay range?**

- a. If your pay is below the minimum rate of pay for your pay range you will receive an additional adjustment to increase your pay to the minimum of your corresponding range.



# STIPEND HANDBOOK

## 2020-2021 School Year

*The following provides the framework for Arlington ISD Stipend Earnings:*

Payment for stipends not described in this section of the handbook must be verified and approved by Compensation before submitting to Payroll for processing.

All unapproved rates submitted will be deleted or adjusted by Payroll and/or Compensation. Exceptions will require the approval of the Superintendent or designee. All stipends and supplemental pay may be recommended by the principal/department manager, however, approval is required through Human Resources and Finance prior to 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 Compensation 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 responsibility of the campus/department to notify the Compensation Department when all extra duties have been performed or if there is a change in duties which would make the employee ineligible/eligible to receive Stipend earnings. (i.e. termination, assignment change, transfer, etc.)
5. It is the responsibility of the employee to check their pay statement to ensure they are being adequately compensated for Stipend duties. Back payments owed will be retroactively paid at a maximum of two paychecks.
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 by the stipend owner the earnings may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the terms by the Compensation Department or communicated through their supervisor.

## Eligibility Criteria

Para-Professional (Hourly and Non-Exempt) employees are not eligible for stipends or extra duty pay at a stipend rate outside of what has been defined in this handbook. 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, however, annualized lump sum payments are not available to hourly employees. 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 of 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 Compensation Department before the actual work begins and communicated to the employee.
- The person to perform the duty is a full time, an active employee of Arlington 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.

## Extra duty 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.

## 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 needs of the District. Such changes do not necessarily warrant a change in salary. Exceptions to this rule require the approval of the Superintendent or designee with the amounts being recommended by the Compensation 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 of the criteria stipulated the stipend may be prorated, stopped, or recovered. It is the responsibility of the employee to notify the Compensation Department if they are no longer performing the duties of the role associated with the stipend or if they are not receiving the stipend.

Employees can validate what stipends are being paid to them by reviewing their pay stub in the Employee Service Center 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 or not 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 include:

- Criticality of work being performed
- Equity and Cost associated with the implementation of the stipend across the school district

## Athletic Stipends\*

Athletic Stipends (Other)	Annual Amount
Athletic Coordinator – HS	\$5000
Athletic Coordinator - JH	\$1050
Athletic Trainer	\$8331
Game Administrator	\$3474
Network PE Coordinator	\$1500

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

Coordinates all athletic teams and events on a 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 – Junior High**

Coordinates all athletic teams and events on a junior 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 Trainer**

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

### **Game Administrator – High School**

The Game Administrator is responsible for enacting and enforcing a crowd management policy for athletic contests. They will also be the point of contact for the officials of the athletic contest for any issues that may occur. They will arrive before the contest starts and stay until both teams, officials, and spectators have left the venue.

### **Network PE Coordinator**

Provides leadership and coordination for planning, implementation, and assessment of academic initiatives related to improvements in K-12 Physical Education within their assigned network.

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

Head Coach – High School	Annual Amount
Archery	\$4959
Baseball	\$4959
Basketball, Girls	\$4959
Basketball, Boys	\$4959
Cheerleading	\$4959
Cross Country, Boys	\$4959
Cross Country, Girls	\$4959
First Assistant	\$4959
Football	\$4959
Golf	\$4959
Golf, Girls	\$4959
Gymnastics, Girls	\$4959
Soccer, Boys	\$4959
Soccer, Girls	\$4959
Softball	\$4959
Swimming	\$4959
Tennis	\$4959
Track, Boys	\$4959
Track, Girls	\$4959
Volleyball	\$4959
Wrestling, Boys	\$4959
Wrestling, Girls	\$4959

**Head Coach – Archery**

Serves as head coach for the archery 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.

**Head Coach – Baseball**

Serves as head coach for the baseball 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.

**Head Coach – Basketball**

Serves as head coach for the basketball 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.

**Head Coach – Cheerleading**

Serves as head coach for the cheerleading 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.

**Head Coach – Cross Country**

Serves as head coach for the cross country 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.

**Head Coach - Football**

Serves as head coach for the high school football team. Manages and coordinates football activities, contests, practice sessions, travel, equipment, and facilities. Ensures compliance with all UIL rules and regulations regarding competition, practice, and student eligibility. Supervises assigned assistant coaches during practices and contests.

**Head Coach – Golf**

Serves as head coach for the golf 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.

**Head Coach – Gymnastics**

Serves as head coach for the gymnastics 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.

**Head Coach – Soccer**

Serves as head coach for the soccer 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.

**Head Coach – Softball**

Serves as head coach for the softball 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.

**Head Coach – Swimming**

Serves as head coach for the swimming 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.

**Head Coach – Tennis**

Serves as head coach for the tennis 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.

**Head Coach – Track**

Serves as head coach for the track 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.

**Head Coach – Volleyball**

Serves as head coach for the volleyball 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.

**Head Coach – Wrestling**

Serves as head coach for the volleyball 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 – High School	Annual Amount
Archery	\$3474
Baseball	\$3474
Basketball, Girls	\$3474
Basketball, Boys	\$3474
Cheerleading	\$3474
Cross Country, Boys	\$3474
Cross Country, Girls	\$3474
Football	\$3474
Golf	\$3474
Golf, Girls	\$3474
Gymnastics, Girls	\$3474
Soccer, Boys	\$3474
Soccer, Girls	\$3474
Softball	\$3474
Swimming	\$3474
Tennis	\$3474
Track, Boys	\$3474
Track, Girls	\$3474
Volleyball	\$3474
Wrestling, Boys	\$3474
Wrestling, Girls	\$3474



**Head Coach – Junior High – Basketball**

Serves as a coach for the junior high basketball 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.

**Head Coach – Junior High – Sports**

Serves as a coordinator for the junior sports teams. 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.

**Head Coach – Junior High – Cross Country**

Serves as a coach for the junior high cross country 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.

**Head Coach – Junior High – Football**

Serves as a coach for the junior high football 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.

**Head Coach – Junior High – Soccer**

Serves as a coach for the junior high soccer 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.

**Head Coach – Junior High – Track**

Serves as a coach for the junior high track 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.

**Head Coach – Junior High – Volleyball**

Serves as a coach for the junior high volleyball 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.

## 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.

Bilingual Position	Annual Amount
Bilingual Diagnostician	\$3000
Bilingual SPED	\$3000
Bilingual Teacher	\$4000

## Campus Stipends\*

Campus Stipend	Annual Amount
Behavior Interventionist	\$1717
Credit Recovery Leader	\$1500
Department Leader – Diagnostician	\$1800
Department Leader – High School	\$1717
Department Leader – Junior High	\$1091
Department Leader – Other	\$1717
Department Leader – Workforce Pathway	\$1717
Family Engagement Stipend	\$750
Lead Teacher – Elementary	\$1000
Level Leader – High School	\$355
Level Leader – Junior High	\$355
PBIS	\$750
Post-Secondary Facilitator	\$1717
SOAR HS Coordinator	\$1000
SOAR JH Coordinator	\$600
SOAR Sponsor	\$500

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

## Departmental Stipends\*

Departmental stipends are stipends that are awarded by a particular department. The department assigned as the stipend owner determines the eligibility requirements and are approved by the department. The authorized department leader/manager partners with the Human Resources Compensation Department for the implementation of the stipend including duties and locations of stipends. The department reserves the right to change the Stipend duties for a stipend at any time.

Departmental Stipends	Owner	Annual Amount
Behavior Interventionist	Special Education	\$1717
Department Leader – SPED	Special Education	\$3000
Destination Imagination	Advanced Academics	\$355
Diagnostician – Dyslexia	Special Education	\$3000
Entrepreneurship Contest Coord.	Curriculum	\$5000
Instructional Coach	Curriculum	\$1500
Lead Counselor	Counseling	\$1717
Lead Nurse	Nursing	\$1717
Lone Star Challenge	Advanced Academics	\$355
Mandt System Trainer	Special Education	\$2000
Post-Secondary Facilitator	Special Education	\$1717
Special Olympics Coach	Special Education	\$1250
SPED – Specialized Programs	Special Education	\$1350
STEM Academy Co-Coordinator	Curriculum Leaders	\$7000
Wellness Coordinator	Human Resources	\$750

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

## Educational Stipends

Educational stipends are designed to compensate exempt level employees who possess an advanced educational degree that is beyond the requirement for their role. If the degree is a requirement of the job they perform in the district then the employee is ineligible for an advanced degree stipend.

Education/Certification	Annual Amount
Doctoral Degree	\$1500
Master's Degree	\$1500

## Fine Arts Stipends\*

These stipends are designed to compensate employees providing services to the fine arts department. These stipends are contingent upon fulfillment of department requirements.

Band Position	Annual Amount
Band Assistant Director – High School	\$7046
Band Assistant Director – Junior High School	\$2324
Band Director – High School	\$11967
Band Director – Junior High	\$6675

### **Band Assistant Director – High School**

Assists the director in the supervision of the instrumental music and band program at a high school campus.

### **Band Assistant Director – Junior High School**

Assist the director in the supervision of the instrumental music and band program at a junior high school campus.

### **Band Director – High School**

Directs the instrumental music and band program at a high school campus. Provides students with an opportunity to participate in extracurricular band activities which may include marching band, concert band, soloists, ensembles, and other instrumental music groups. Coordinates rehearsals, music selection, instruments and performance opportunities.

### **Band Director – Junior High**

Directs the instrumental music and band program at a junior high campus. Provides students with an opportunity to participate in extracurricular band activities which may include marching band, concert band, soloists, ensembles, and other instrumental music groups. Coordinates rehearsals, music selection, instruments and performance opportunities.

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

Orchestra Position	Annual Amount
Orchestra Assistant Director – High School	\$5500
Orchestra Assistant Director – Junior High School	\$2440
Orchestra Director – High School	\$6000
Orchestra Director – Junior High	\$3625

**Orchestra Assistant Director – High School**

Assist the director in the supervision of the orchestra program at a high school campus.

**Orchestra Assistant Director – Junior High School**

Assist the director in the supervision of the orchestra program at a junior high school campus.

**Orchestra Director – High School**

Directs the vocal music program at a high school campus. Provides students with an opportunity to participate in extracurricular orchestra activities which may include orchestra instrumental music or small group ensembles. Coordinates, rehearsals, music selection, and performance opportunities.

**Orchestra Director – Junior High School**

Directs the orchestra program junior high campus. Provides students with an opportunity to participate in extracurricular orchestra activities with may include orchestra instrumental music or small group ensembles. Coordinates rehearsals, music selection, and performance opportunities.

Vocal	Annual Amount
Elementary Choir	\$500
Vocal Music Director – High School	\$6000
Vocal Music Director – Junior High School	\$3000
Vocal Music Assistant Director – High School	\$3500
Vocal Music Assistant Director – Junior High School	\$2080

**Elementary Choir**

Provides leadership and coordination at the elementary campus music teachers. Coordinates all music activities and facilitates programs that provide students with worthwhile learning experiences.

**Vocal Music Director – High School**

Directs the vocal music program at a high school campus. Provides students with an opportunity to participate in extracurricular choir activities which may include chorus, small group ensembles or solo training and performance. Coordinates rehearsals, music selection, and performance opportunities.

**Vocal Music Director – Junior High School**

Directs the vocal music program at a junior high campus. Provides students with an opportunity to participate in extracurricular choir activities which may include chorus, small ensembles or solo training and performance. Coordinates rehearsals, music selection, and performance opportunities.

**Vocal Music Assistant Director – High School**

Assists the director in the supervision of the vocal music instruction program at a high school campus.

**Vocal Music Assistant Director – Junior High School**

Assists the director in the supervision of the vocal music instruction program at a junior high school campus.

Drill Team	Annual Amount
Drill Team Assistant Director – High School	\$1146
Drill Team Sponsor – High School	\$4930

**Drill Team Assistant Director – High School**

Directs the overall dance and choreographed dance program at a high school campus. Provides students with an opportunity to participate in extracurricular dance/drill team activities which may include performing dance team, cultural dance ensembles, or other dance training.

Coordinates rehearsals, competitions, routine selection, and performances.

**Drill Team Sponsor – High School**

Assist the high school sponsor with the supervision of the high school drill team.

**Junior ROTC\***

Stipend earning is designed to compensate ROTC Instructors for extracurricular activities that are required by the demands of the job. Demands include developing competitive teams, participation in the team competition, chaperone field trips and other activities that contribute to the academic growth of the cadets and that require the instructor’s presence after a normal duty day.

ROTC Instructor	Annual Amount
ROTC Instructor	\$2500

**ROTC Instructor**

Oversees ROTC activities such as military ceremonies, honor guard, rifle team, and other

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

JROTC community service and leadership activities. Serves as liaison between the military and students.

### Student Activities\*

Student Activity	Annual Amount
Academic Decathlon – High School	\$4152
Academic Decathlon Assistant – High School	\$1263
Debate – High School	\$2464
Destination Imagination	\$355
Key Club Sponsor	\$1000
Lone Star Challenge	\$355
Mock Trial Assistant – High School	\$871
Mock Trial Lead – High School	\$435
National Honor Society – High School	\$1250
National Honor Society – Junior High	\$537
Newspaper Sponsor – High School	\$2202
Newspaper Sponsor – Junior High	\$355
Oral Interpretation – High School	\$2254
Quiz League Coordinator	\$500
Quiz League Sponsor	\$871
Robotics	\$3000
Roboboat Lead Sponsor	\$2500
Roboboat Sponsor	\$2000
Solar Car Lead	\$2500
Solar Car	\$2000
Special Olympics – Coach	\$1250
Step Team Assistant – High School	\$1146
Step Team - Elementary	\$750
Step Team – High School	\$4930
Step Team – Junior High	\$1500
Student Council Sponsor – High School	\$1760
Student Council Sponsor – Junior High	\$750
TSA Technology Student Association Sponsor	\$2000
U.I.L A+ Academics	\$355
U.I.L. Campus Coordinator – High School	\$1000
U.I.L. Campus Coordinator – Junior High School	\$603

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

U.I.L Coach – High School	\$871
U.I.L. Coach – Junior High	\$450
Yearbook Sponsor – High School	\$2050
Yearbook Sponsor – Junior High	\$1010

**Academic Decathlon – High School**

Coaches and prepares high school students to participate in Academic Decathlon competitions at the regional, state, and national level.

**Academic Decathlon Assistant – High School**

Assist the Academic Decathlon leader with activities related to the coordination of participation in the campus's competitions.

**Debate – High School**

Oversees, prepares, and assists with preparing students for debate competitions and tournaments. May also serve as Speech Advisor.

**Destination Imagination**

Serves as a Team Manager which requires recruiting, coaching, and directing students for the Destination Imagination Tournaments or serve as the Destination Imagination liaison communicating all campus DI team information with the Student Activities Department. Supervises preparation and practice with students for participation in tournaments.

**Key Club Sponsor**

Serves as the employee responsible for all duties of organizing, providing, and promoting activities and events for the Key Club activities at a campus.

**Lone Star Challenge**

Guide officers and members through the appropriate execution of club-related procedures and activities (e.g. Meetings, events). Answer general questions regarding the method in which the club is run.

**Mock Trial Assistant – High School**

Assists Mock Trial Lead in supervising students are participating in the Mock Trial Team.

**Mock Trial Lead – High School**

Supervises all students who are participating on the Mock Trial team. Promotes greater understanding and appreciation for the law, court procedures, and the American judicial system. Develops students' life skills, such as critical thinking, reading, speaking, and advocacy.

**National Honor Society – High School**

Organizes and supervises the National Honor Society chapter on a high school campus. Coordinates meetings, community service projects, membership, and selection of



officers.

**National Honor Society – Junior High School**

Organizes and supervises the National Honor Society chapter on a junior high school campus. Coordinates meetings, community service projects, membership, and selection of officers.

**Newspaper Sponsor – High School**

Oversees and guides students in the production, promotion, sale, and distribution of the student newspaper on a high school campus. Advises students on writing, information gathering, proof-reading, and editing and design skills.

**Newspaper Sponsor – Junior High**

Oversees and guides students in the production, promotion, sale, and distribution of the student newspaper on a junior high campus. Advises students on writing, information gathering, proof-reading, and editing and design skills.

**Oral Interpretation – High School**

Responsible for developing the skills needed for effective presentations. Maintain records of student attendance and accomplishments. Coordinates all rehearsals, performances, and competitions.

**Quiz League Coordinator**

The league coordinator will orient the teams, oversee quiz matches, and gather statistics. The coordinator will also settle any disputes that the guidelines do not cover.

**Quiz League Sponsor**

Beyond fundamental activities of basic duties of acquiring equipment and practice questions, running practices, registering for tournaments, assigning players to teams, guiding teams during tournaments, and coordinating fundraising the sponsor will coach students to solve the more intricate task of maximizing their teams' knowledge, skill, and tournament performance.

**Robotics – High School**

Responsible for competition preparation, practice sessions, and coaching of robotics team. Coaches and prepares high school students to participate in UIL sanctioned competitions. Responsibilities also include travel preparations, inventory maintenance, facilities and equipment maintenance.

**Special Olympic – Coach**

Responsible for helping athletes with intellectual disabilities find their own strengths and abilities. They bring enthusiasm, commitment and a positive attitude to each practice, event, and competition.

**Step Team Assistant – High School**

Assist Step Team Sponsor in striving to bring step culture to different events on the high school campus and to provide its members with a fun, collaborative, and meaningful experience while promoting school pride.

**Step Team – Elementary**

Responsible for bringing step culture to different events on the elementary school campus and to provide students with a fun, collaborative, and meaningful experience while promoting school pride.

**Step Team – High School**

Responsible for bringing step culture to different events on the high school campus and to provide students with a fun, collaborative, and meaningful experience while promoting school pride.

**Step Team – Junior High School**

Responsible for bringing step culture to different events on the junior high school campus and to provide students with a fun, collaborative, and meaningful experience while promoting school pride.

**Student Council Sponsor – High School**

Oversees organization membership and class officer selection at the high school level. Facilitates student meetings, Para-Professional (Hourly and Non-Exempt)s student leadership development and coordinates student council activities and service projects.

**Student Council Sponsor – Junior High School**

Oversees organization membership and class officer selection at the junior high level. Facilitates student meetings, Para-Professional (Hourly and Non-Exempt)s student leadership development and coordinates student council activities and service projects.

**U.I.L A+ Academics**

Coordinates UIL academic program contests on an elementary school campus. Responsible for budget oversight, scheduling, and transportation arrangements.

**U.I.L. Campus Coordinator – High School**

Coordinates UIL academic program contests on a high school campus. Responsible for budget oversight, scheduling, and transportation arrangements.

**U.I.L. Campus Coordinator – Junior High School**

Coordinates UIL academic program contests on a junior high school campus. Responsible for budget oversight, scheduling, and transportation arrangements.

**U.I.L Coach – Elementary**

Coaches and prepares students for subject-area UIL competitions at the elementary school level. Leads and supervises practice sessions and advises students.

**U.I.L. Coach – High School**

Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.

**U.I.L. Coach – Junior High School**

Coaches and prepares students for subject-area UIL competitions at the junior high school level. Leads and supervises practice sessions and advises students.

**Yearbook Advisor – Junior High School**

Oversees and guides students in the production, promotion, sale, and distribution of the annual junior high school yearbook.

**Yearbook Advisor – High School**

Oversees and guides students in the production, promotion, sale, and distribution of the annual high school yearbook.

**Technology Stipends\***

Technology Stipends	Annual Amount
Info Systems Certification (One)	\$600
Info Systems Certification (Two)	\$1500
Project Leader	\$2000

**Info Systems Certification (One Certification)**

Reserved for employees in the technology pay grade who have obtained the A+ Certification or N+ Certification with confirmation that the certification relates to the employee’s job role by leadership in the Technology Department prior to the stipend payout.

**Info Systems Certification (Two Certifications)**

Awarded to employees in the technology pay grade who have obtained the A+ Certification or the N+ Certification AND an additional certification of either MCSE, CCNP, CCVP, CCSP, CCNA. Leadership within the Technology Department will confirm the relevance of the certification to the employee’s role prior to stipend payout.

**Project Leader – Technology**

Paid to an employee who is responsible for creating and updating technical specifications and documentation related to all queries, views, and stored procedures related to TEAMS. The employee will also help manage professional learning opportunities for the rest of the programming staff. Also responsible for developing, documenting, and updating the code

\*Descriptions included above are intended to be a general summary of role, other duties may also apply.

library that is shared among all programmers.

## Assignment Differentials (Non-Exempt and Hourly Employees Only)

Differential	Pay Amount
FNS Level I – Technician	.10/hour
FNS Level II – Specialist	.10/hour + .10/hour from Level I
FNS Level III – Specialist	.10/hour + .20/hour from Level I & II
Night Pay	.20/hour
Special Duty – Auxiliary	.50/hour
SPED – Specialized Programs	.50/hour
Zone Lead Pay – HVAC/Heating	\$2.50/hour
Zone Lead Pay – General Maintenance	\$2.50/hour

### **FNS Level I – Technician**

Awarded to employees who have completed training to obtain Food Handler’s card. Certifies that employee understands the basics of food production and service to include recognition of reimbursable meals according to USDA regulations.

### **FNS Level II – Specialist**

Awarded to employees who have completed Level II training. Certifies that employee understands the expectations of practicing safe food handling and how to prevent food borne illness and infection to include time, temperature, and sanitation practices. Know the importance and expectations of following the established receiving and storage procedures. Know accident prevention, first aid procedures, accident/injury reporting and organization of kitchen. Understand proper use, cleaning, and storage of equipment. Learn food preparation, reading, and calculating recipe conversions and recordkeeping requirements. Advance knowledge of food presentation and customer service.

### **FNS Level III – Specialist**

Awarded to employees who have completed Level III training. Certifies that the employee understands how to operate POS units, digital menu boards, and department software systems. Know how each required record Para-Professional (Hourly and Non-Exempt)s food production and operations.

Understand how marketing and programs improve campus participation and performance ratings. Understand the federal, state, and local regulations for free and reduced meal benefits, production records, and required records for financial accountability. Understand cost control at all levels of the organization.

**Night Pay**

Paid to employees who work a fixed, additional, or temporary shift assignment consecutively with more than 50% of the work time between the hours of 7:00 PM and 5:00 AM.

**Special Duty – Auxiliary**

Paid to Auxiliary employees who perform work Stipend to their daily duties or responsibilities for special assignments/projects as defined by departmental leadership with the approval of Human Resources and Finance in advance. i.e. summer paint crew

**SPED – Specialized Programs**

Paid to classroom assistants who work a consistent schedule in one of the three areas of Special Education as defined by the Special Education Department: SEAS, ABLE, Alternate Curriculum, and Deaf Education.

**Zone Lead Pay – HVAC/Heating**

Paid to HVAC/Heating employees who are consistently assigned duties or supervise employees within their assigned zone.

**Zone Lead Pay – General Maintenance**

Paid to general maintenance employees who are consistently assigned duties or supervise employees within their assigned zone.

## 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.

- Required Professional Development Training Days beyond Exchange Time (only on non-contract work days): \$90/day, \$45/half day
- Tutoring by Degreed/Certified Employees and Subs before or after school (During the contract period for those teachers providing instruction after school hours to general education students not assigned to their class): \$25/hour
- Tutoring by Non-Degreed employees and Substitutes before or after school: \$12.50/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 : \$25/hour

- Salaried non-exempt (SNE) employees working beyond their normally scheduled work hours in any capacity related to their current job function: Compensatory Time

Any extra duty events in addition to the examples listed above require prior approval of the principal/manager and compensation department. The activity must be one that is required by the district.

# Supplemental Pay Frequently Asked Questions

## Supplemental Pay: Frequently Asked Questions

### 1. Why is my stipend amount less than the full amount?

The amount you are seeing is a prorated amount. This can be the result of starting late in the school; or if a stipend was assigned to you recently.

### 2. What if I don't see a stipend listed in my Employee Service Center?

If you don't see a stipend that you were assigned, please notify your principal/manager immediately.

### 3. How is my assignment differential paid?

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 position hours budgeted for a position and then divided equally amongst the number of remaining paychecks.

Example:

Job Title: *Classroom Assistant – SPED - SEAS*

Position Hours for 2017-18: *1,281*

Compensated Days: *183*

# of Paychecks In A Year: *12*

SPED – Specialized Programs Differential: *.50 per hour*

$$(.50 \times 1,281) / 12 = \$53.38 \text{ additional pay per paycheck}$$

### 4. I'm an exempt employee and I just graduated with my Master's/Doctoral degree, and it is not required for my position. What do I do to get an educational stipend added to my assignment?

In order to get an educational stipend added to your assignment, you must bring an official transcript down to the central administration building and give it to HR Customer Service 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?

Employees can check salary and stipend information through the employee service center, for step by step instructions please click [here](#).

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

All information for payment of stipends is sent to the Payroll 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 Compensation Department by the campus or department to be paid.
3. The notification of the individual who should receive the stipend was submitted to the Compensation 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 Department responsible for submitting the information to Payroll. You should verify that your name was submitted for payment and the information was submitted prior to the Payroll Department's payroll change deadline of the 10<sup>th</sup> of each month.

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

The first step is to check your pay by reviewing the employee service center 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 10<sup>th</sup> of the month, please contact the Payroll Department. If it was after the 10<sup>th</sup> of the month, 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?**

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