

How HISD Determines Salaries for Nurses

Thank you for considering Houston ISD as your choice of employers. This information is provided to help you understand how HISD determines the salary for school nurses. While the exact pay can not be determined until you have submitted the proper supporting documentation and that documentation has been evaluated, these guidelines should give you the tools to understand how the salary is determined.

All nurses are paid based on the HISD Teacher Salary Schedule. This schedule is attached, but can also be found on-line at www.houstonisd.org, or may be obtained from your HR Generalist. Three critical components are used to determine where you are placed on the salary scale:

1. Highest degree completed and awarded;
2. Numbers of months you will work on your assigned duty schedule. Most school nurses work 10 months;
3. Years of verifiable work experience as an RN.

When considering nursing experience to satisfy the third component above, the following rules apply:

1. All experience must be verified with supporting documentation. The type of documentation is outlined below.
2. Experience must be as an RN. Other nursing experience, including experience as an LVN or Nursing Assistant, will not be counted towards your years of experience for salary placement.
3. A working year for the purpose of service credit is defined as 90 days of full time work (8 hours per day).
4. In situations where there are multiple jobs at the same time (overlapping experience), the time may be combined. However, no more than one year of experience may be awarded per year. For example, two part time jobs may be combined to equal one year of full time experience. However, a concurrent full time and part time job will only be counted as one year.

All creditable nursing experience falls under two categories: experience counted under the policies of the Texas Education Agency (TEA) and experience counted under HISD local policy.

TEA Policy

1. TEA recognizes RN experience obtained while working in a TEA approved university hospital, a school, or the Peace Corp. Examples include M.D. Anderson Hospital or work at a public school in Texas. Work at Memorial Hermann, for example, would not count in this category.
2. All TEA recognized experience is credited “**one for one**”, meaning that one year of nursing experience will equate to one year on the scale.

HISD Policy

1. HISD will recognize any qualifying RN experience that is **not** recognized by TEA.
2. All HISD recognized experience is credited “**two for one**”, meaning that two years of nursing experience will equate to one year on the scale; three years would equate to 1 year as only full years are awarded.
3. No more than twenty (20) years of total outside experience will be credited toward advanced salary placement.

EXAMPLE:

A nurse has worked at three institutions: MD Anderson Hospital for three years as an RN, Memorial Hermann Hospital for five years (3 as an RN, 2 as an LVN), and Jones High School for one year. In this example, four years of service would be counted for placement on the Teacher’s Salary Scale.

Institution	Actual Yrs	Credited by Whom	Years Counted
MD Anderson	3	TEA	3
Memorial Hermann – LVN	2	n/a	0
Memorial Hermann -- RN	3	HISD	1
Jones High School	1	TEA	1
TOTAL Years of Experience for Placement on Scale:			5

How to Submit Documentation for Work Experience Credit:

1. All work experience must be submitted to your HR Generalist, the person with whom you have been working to facilitate your employment.
2. TEA approved experience (university hospital, school, or peace corps) **must** be submitted on an official Service Records form (attached). By state rules, the form must be fully completed with all the requested information, including the number of days worked and the percentage of time worked. Instructions are found on the form. By state rules, incomplete forms can not be considered for experience credit.
3. HISD approved experience may be submitted on employer letterhead or the official Service Record form – most people find the letterhead to be easier. The letter must include the following information:
 - a. Dates of employment
 - b. Position(s) held
 - c. Employment status (full time or part time)
4. If your employer is no longer in business, other documentation may be submitted for consideration. Examples include W-2 forms, documentation from the Social Security Administration, etc. **Important:** These other methods of obtaining proof of experience are considered to be alternative methods and should not be used unless there is absolutely no other way to verify the experience. These documents often do not provide all of the information required, so it is up to the evaluator to determine if enough information can be gleaned from the document for credit to be awarded.

A chart has been included to help you estimate your years of experience and alert your Generalist as to what you believe you should receive.