



# **HISD Compensation Manual**

## **2022 – 2023**

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## **Compensation Terminology**

This section aims to provide definitions for key terms and processes presented in the *Compensation Manual*.

**Acting Pay** – Temporary additional pay for a regular employee assigned to perform duties of a higher-level position temporarily.

**Allowance** – A sum of money that is given regularly for a specific purpose (i.e. car and cell allowances).

**Back Pay** – Payment due to an employee for past performed work that was previously withheld.

**Change in Months** – The movement of an employee from one position to another at the same pay grade, but with a different number of months or duty schedule.

**Creditable Year of Service** – The number of days that determines whether an employee qualifies for base pay increases. 90 days of full-time or 180 days of half-time service earned during a 12-month period 12 months as defined by TRS Guidelines.

**CTE** – Career and Technology Education

**Demotion** – A demotion occurs when an employee moves into a position that is in a lower pay grade than the position s/he was in previously.

**Duty Schedule (work schedule)** – The number of specified days employees are required to work within the position's annual work schedule.

**Exempt Employee** – An employment status that indicates an employee is exempt from the Fair Labor Standards Act (FLSA) provisions regarding payment of overtime wages. Exempt employees are paid on a salaried basis and therefore are ineligible for overtime pay.

**Extended Time** – Employees on the Teacher Placement Table who work beyond the regular contract year (as determined by the principal) shall be paid at their hourly rate of pay. Extended time cannot be used for teaching summer school.

**Extra Duty Pay** – Employees on the Teacher Placement Table who have assignments beyond the regular day during the school year (as determined by the principal) shall be paid at the standard rate of \$25/hour for the additional time worked.

**Fair Labor Standards Act (FLSA)** – A federal law that governs minimum wage, overtime pay, and equal pay for men and women in the same type of jobs, and child labor. The law also has extensive record-keeping requirements.

**Hourly (Regular Status and Temporary Status)** – An employment status indicating that the regular or temporary status employee is compensated with an hourly wage versus a monthly salary. Hourly employees are paid only for hours worked.

**Job Evaluation** – The process used by HISD to review job duties via a Job Analysis Questionnaire (JAQ) for assignment of a pay grade and for determining exempt/non-exempt status.

**Non-exempt Employee** – An FLSA employment status that indicates an employee must receive overtime compensation at a rate of one and one-half times the regular rate of pay for all hours worked over 40 in a work week.

**Overtime** – Working hours over a regular working day or week. Under the Fair Labor Standards Act (FLSA), non-exempt employees must be paid one-and-one-half times their normal wage rates for all hours worked more than 40 in a week

**Pay Grade** – The numeric designation that identifies the range of difficulty and responsibilities of work and the level of qualification requirements for the job which drives pay classification on the appropriate table.

**Pay Period** – A recurring length of time over which employee time is recorded and paid (i.e. 26 pay periods a year).

**Pay Plan** – A compensation and payroll plan that groups people who have similar work schedules and professional attributes. Please see Section XII, Appendix for pay plan codes and definitions.

**Performance Contract** – An agreement between HISD and certain administrators that specifies a predetermined level of compensation in exchange for the district's right to terminate and non-renew said administrators.

**Promotion** – A promotion occurs when an employee moves into a position that is in a higher pay grade than the position s/he was in previously.

**Re-evaluation** – This is the process used for assessing the value of a job when the duties and responsibilities of an existing job have changed substantially.

**Regular status employee** – This status indicates that an employee works for HISD on an open-ended basis, rather than for short periods. Regular status employees can be classified further as either exempt or non-exempt.

**Salary** – A salary is an annual compensation amount paid to exempt employees in exchange for the performance of job duties. Monthly rates for exempt employees are calculated by dividing their annual salary by the number of months in their work schedule. Longevity, allotment pay, and performance contract pay are not used to calculate a salaried employee's base salary.

**Salary Survey** – Provides information concerning outside pay levels for a wide variety of positions. HISD also conducts special surveys which pertain to special competitive situations and other pay practices which are strategically important to the district.

**SBEC** – State Board for Educator Certification

**Service Record** – An official document used by Texas school districts to record service/experience and unused State days.

**Structure Adjustment** – Periodically, the district may choose to increase the minimum, midpoint, and/or maximum of any or all pay grades. When this process occurs, it is a structural adjustment.

**TEA** – Texas Education Agency

**Temporary Status Employee** – This status indicates that an employee works at HISD on an hourly, as-needed basis, rather than on an open-ended basis.

**Transfer / Lateral** - A lateral transfer occurs when an employee moves into a position that is in the same pay grade as the position he/she was in previously. A lateral transfer does not result in a pay adjustment. A change in work schedule only is not considered a lateral transfer.

## Human Capital Philosophy Statement

*The District's greatest strength is its human capital. The personal, face-to-face contact between teacher and child will always be the central event in education. Changes in the district's structure, governance, and policies underscore the importance of this relationship; that is, through reform, they exist to support the relationship. In addition, the District sets high expectations for school leadership to inspire creative thinking and innovative approaches that lead to instructional and operational excellence.*

***Employees of the District shall not discriminate on the basis of or engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, or gender identity, and/or gender expression. A substantiated charge of harassment against a student or employee shall result in disciplinary action.***

# **I. Compensation Management at HISD**

## **Overview**

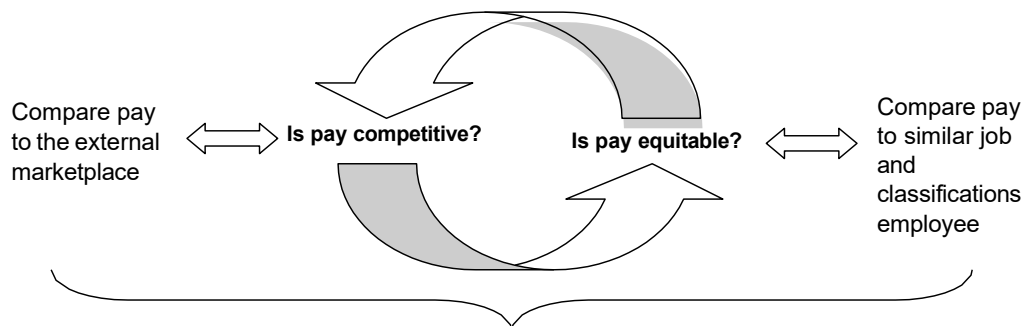
This section provides an overview of the HISD processes used to manage the compensation program and the HISD compensation philosophy, from evaluating positions and establishing pay rates to administering pay programs over the long term.

## **Compensation Philosophy**

The compensation philosophy of HISD has two major components:

- Compensation position: For non-teacher, central administration, and business support positions, HISD targets compensation at market competitive levels for which HISD competes for talent. Compensation for teachers and school-based administrators is targeted at the top quartile for large urban Region IV school districts.
- Labor markets: Primary labor market is the greater Houston metropolitan area with an emphasis on education. HISD may consider general industry pay practices for administrative, business operations, and technology jobs.

**The following diagram shows the relationship between our objectives of external competitiveness and internal equity.**

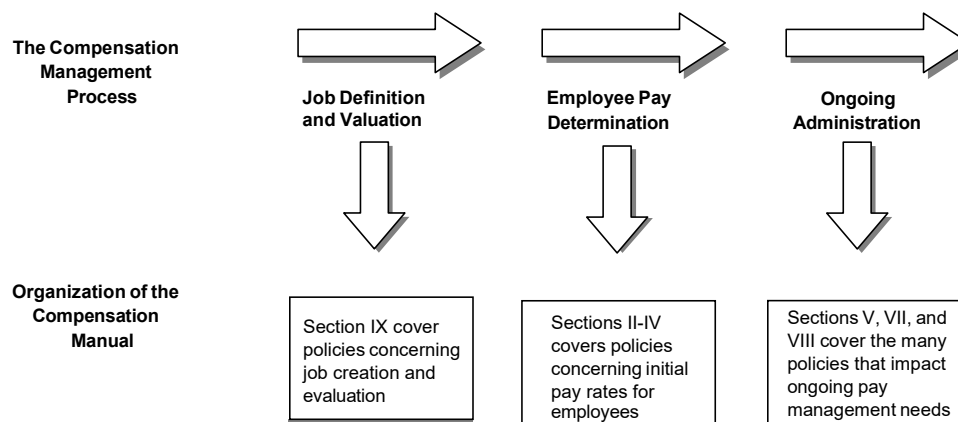


**Strategic Goal:** Maintain a balance between external and internal competitiveness and equity.

## The Compensation Management Process

Compensation management at HISD is a multi-faceted process focused on furthering the organization's compensation philosophy. The major aspects include defining and evaluating jobs, establishing pay rates and ranges for jobs, determining the proper compensation level for employees, and administering various aspects of the pay program over the long term.

### *Overview of the compensation management process*



The following policies reflect the major elements of the compensation management process at HISD.

- **Defining and Evaluating Jobs:** Job evaluation is a systematic process for determining the relative value of various jobs within the district. Once a position has been in use for a period of time, re-evaluation may become necessary if the scope of the job has changed substantially.
- **Determining a Job's Market Value:** Once a position's relative internal value has been established through the HISD job evaluation process, the Compensation Department determines its dollar value in the external marketplace. To accomplish this, the Compensation Department relies on a series of surveys that allow comparisons with numerous types of positions.
  - Through combining the information obtained from both the job evaluation process and the market valuation process, jobs can be assigned to appropriate pay grades. A more detailed discussion of determining a job's market value and pay grade assignment is presented in Section IX. For more details see page 89 of this manual.
- **Determining an Employee's Actual Pay Rate:** Once the position has been assigned a specific pay grade, that grade's pay range can be used to assist in assigning the employee's salary or pay rate.
  - Many other factors can impact an employee's pay rate within a particular pay grade. Sections II & IV on page 10 and 25 present a series of policies used to determine how employees are paid, based on factors such as experience, the length of the work schedule, and even the job family associated with certain positions (such as employees in the Nutrition Services Department).

- **Administering Pay Over the Long Term:** The prior three steps are just the beginning of compensation management at HISD. Over time, any number of changes can be made to an employee's pay rate. From promotions and transfers to periodic adjustments made to pay grades and individual pay, the Compensation Department monitors and occasionally may recommend adjustments to employee pay and the supporting structures to achieve external competitiveness and internal equity. New policies may also be adopted from time to time.

Note: Unless expressly so provided, new compensation policies are not retroactive.

## **II.Determining Employee Pay**

### **Determination of Salaries for New Hires**

#### **Policies Concerning Credit for Prior Experience**

**Teachers:** Salaries are determined through experience credit by placement at the appropriate step of the Teacher Initial Compensation Placement Table. HISD grants one (1) year of teaching experience for everyone (1) year of TEA-approved teaching experience. (See Evaluating Prior Work Experience page 69)

**Nurses (Registered Nurses):** HISD grants Registered Nurses (RN) one (1) year of HISD experience per one (1) year of relevant non-school-based RN experience. School-based experience will be credited based on one (1) year for each year of validated experience. (See page 69 for explanation and exceptions).

**Speech Therapists:** HISD grants speech therapists one (1) year of HISD experience for every one (1) year of relevant non-school-based experience, up to ten (10) years, including up to three (3) years of the internship. No more than ten (10) years of total non-school non-TEA-based experience will be credited toward advanced salary placement on the appropriate Salary Table for speech therapists' roles. School-based experience will be credited based on one (1) year for each year of validated experience. (See HISD Policies for Evaluating Prior Work Experience on page 76 for explanation and exceptions).

**Evaluation Specialists:** Paid at their appropriate pay table. (See page 18)

**Counselors and Librarians:** Paid at their appropriate pay tables. (See page 18)

**Assistant Principals/Deans:** Paid at their appropriate pay tables. (See pages 11 and 22)

**Principals:** Salaries for principals are developed based on a combination of pay components including years of experience as a principal, school level, and campus-based variables. (See page 9)

**Non-Teachers & Associate Nurses (Licensed Vocational Nurses):** Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience. Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary. The chief talent officer has the authority to approve salaries up to midpoint. No salary can exceed the maximum of the salary range. Salaries over midpoint must be reviewed and approved by the Compensation Committee. New Crafts/Trades, Nutrition Services, and Custodian personnel above pay grade 19 may receive credit for related work experience (See page 78). Employees have ninety (90) calendar days from the date of hire to provide their prior experience documentation for the experience credit to be effective on the hire date. Submission after the 90<sup>th</sup> day will not be accepted. Documents should be provided to the HR Business Partner. (See Section VIII, on page 69.) Additional experience credit will not be added if the employee has received a special salary.

Experience in non-managerial jobs will not be considered for salary purposes when the candidate is moving into a managerial role. The non-managerial experience may be used to qualify for the managerial position but not as experience credit to determine salary.

**Rehires/ Transfers:** Employees who transfer or return to HISD employment in the same job code within six months from the effective date of the end of their employment with HISD will be placed at the same salary they were earning on the last date of their employment, not to exceed the maximum of the range. Employees who transfer or return to HISD employment after six months from the effective date of their last date of employment with HISD will be placed in the same manner as listed previously. Teacher allotment and longevity are not restored to rehired employees. For retirees returning to HISD employment, Administrative Regulation DC2, Guidelines and Procedures Regarding Hiring Teacher Retirement Retirees, applies.

## **Additional Compensation Policies**

- Relevant work experience is determined by the Compensation Department and/or the administrator of the applicable area of employment. If no agreement can be reached over relevant experience, the chief talent officer makes the final determination.
- Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary.
- Salaries are determined according to HISD policies, regardless of funding source.
- The salary amount of previous incumbents is not a factor in determining the salaries of their replacements.
- A salary is considered final when assigned and effective. Requests by departments for salary changes will not be considered for new hires or promotions after the effective date.
- The amounts of special salaries approved by the Superintendent, the Compensation Committee, or the chief talent officer are final numbers.
- An employee may not request a review of a salary after one year.
- The superintendent of schools has the authority to authorize retention and sign-on bonuses; departments or schools must fund the cost.

Note: Any request not following standard policy must be submitted to the chief talent officer.

## **Determination of Salaries Due to Transfers**

### **Promotions**

- Promotional opportunities occur based on business needs and align with budgetary requirements.
- A promotion is defined as advancement to a job in a higher-level pay grade which may include increased authority, duties, and/or responsibilities. Lateral transfers are moves to positions that are the same pay grade and are not promotions.
- Career paths are defined as opportunities for employees to advance through the organization on a designated course, based on individual performance, business needs, and available budget. Moving through a career path does not result in an automatic adjustment to base pay. There may be circumstances where a career path provides for lateral movement and therefore, may not be accompanied by a pay increase.
- Promotional increases for internal candidates on the master pay scale and the technology pay scale will be determined by the Compensation Department based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.

- Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary.
  - Experience in non-managerial jobs will not be considered for salary purposes when the candidate is moving into a managerial role. The non-managerial experience may be used to qualify for the managerial position but not as experience credit to determine salary.
- The chief talent officer approves salary exceptions to promotional increases up to the beginning of the 4<sup>th</sup> quartile through grade 27/T8 and up to midpoint for salaries grade 28/T9 and above. All requests must come from the chief of the business area.
- Requests for promotional increases outside of the above calculations must be reviewed by the appropriate direct report and approved by the Compensation Committee.
- If the promotional increase does not bring the employee to the minimum of the pay grade, the employee's pay will be brought to the minimum of the new pay grade. If the promotion brings the employee outside of the maximum of the grade, the employee's pay will be brought to the maximum of the new pay grade.

Teachers, Assistant Principals, Deans, and Principals who are transferred to a position on the master salary schedule must relinquish their contract and agree to the appropriate contract for the new position, - if any.

## **Other Types of Transfers**

### **Transfers Between Tables**

A transfer between tables refers to the movement of an employee from one salary table to a different salary table. This type of transfer stipulates that the employee will be re-evaluated as a new hire using the respective method for the new position.

### **Lateral Transfer**

A lateral transfer refers to the movement of an employee from one position to another at the same pay grade. This type of transfer will not result in a pay change unless there is an adjustment for a change in the work schedule. Requests for exceptions must be submitted to the chief talent officer.

### **Voluntary Transfer to a Position in a Lower Pay Grade**

When an employee voluntarily transfers to a position in a lower pay grade based upon the employee's written voluntary request, the following procedures will apply:

#### **Employees on the Master or Technology Pay Scales**

When an employee voluntarily transfers to a position in a lower grade, their salary will be determined by the Compensation Department based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.

The new salary will be adjusted for any raise approved by the Board for that school year.

#### Employees with a Contract (Teacher, Performance, or Administrative)

The contract employee's pay will be adjusted by policy not to conflict with the terms of the contract or state regulations. If reassigned during the contract period, the employee will be compensated at their current salary for the remainder of the contract period. Thereafter, the employee will be paid a salary commensurate with the position to which they are reassigned. If the position is paid on a step salary scale, the employee will be paid the step amount specified by the placement guidelines for that job. Employees with a performance contract will have their pay adjusted by the performance amount.

#### **Involuntary Transfer, Administrative Transfer, and Transfer Due to Staffing Reductions or Reorganizations**

##### Employees on the Master or Technology Pay Scales

Employees who are reassigned to a lower pay range or transfer due to an administrative transfer, a reorganization, or a reduction in staff will be placed in the new pay range with a salary commensurate with the position and in line with other employees currently in the position to which they are reassigned. If the work schedule changes as part of the reassignment, then the pay is adjusted accordingly.

##### No Additional Increase

If an employee is allowed to retain his or her salary after a transfer to a lower grade, the employee is not entitled to a promotional increase if the former grade is restored due to a transfer, reorganization, or reclassification for one (1) year from the date of prior transfer. Previous pay reductions, however, may be restored.

#### Employees with a Contract (Teacher, Performance, or Administrative)

For employees who have contracts, the employee's pay will be adjusted by policy not to conflict with the terms of the contract or state regulations. If reassigned during the contract period, the employee will be compensated at their current salary for the remainder of the contract period. Thereafter, the employee will be paid a salary commensurate with the position to which they are reassigned. If the position has a fixed rate salary or is paid on a step salary scale, the employee will be paid the step or fixed amount specified by the placement guidelines for that job. Employees with a performance contract will have their pay adjusted by the performance amount.

##### Hourly Status Personnel

The employee who is reassigned to an hourly assignment in a lower pay range will be placed in the new pay range at the appropriate lower hourly rate for that position. The employee will be paid a salary commensurate with the position to which they are reassigned.

#### **Involuntary Reassignment for Performance Reasons**

When an employee is reassigned to a position in a lower pay grade, due to an inability to perform at a satisfactory level, or is reassigned under a performance contract as assessed and documented by the administration, the following procedures will govern pay adjustments:

##### Employees on the Master or Technology Pay Scales

The employee's pay will be placed in the new pay range with a salary commensurate with the position and in line with other employees currently in the position to which they are reassigned. If the work schedule changes as part of the reassignment, then the pay is adjusted accordingly.

If the employee is involuntarily transferred to a position in a lower pay grade after serving less than one full year in the higher position, the employee will be returned to his/her previous salary. The salary will be adjusted for any raise approved by the school board for that school year.

### Employees on a Contract (Teacher, Performance, or Administrative)

For employees who have contracts, the employee's pay will be adjusted by policy not to conflict with the terms of the contract or state regulations. If reassigned during the contract period, the employee will be compensated at their current salary for the remainder of the contract period. Thereafter, the employee will be paid a salary commensurate with the position to which they are reassigned. If the position is paid on a step salary scale, the employee will be paid the step amount specified by the placement guidelines for that job. Employees with a performance contract will have their pay adjusted by the performance amount.

Exceptions to the policies on involuntary transfers must be approved in writing by the chief talent officer before communication to the employee affected by the policy.

### **Changes in Work Schedule**

Due to business needs, employees will at times have their work schedules adjusted by their administration. An employee whose work schedule is changed but who continues to occupy the same job or position will be compensated at his or her current hourly rate of pay, adjusted for the new work schedule.

### **Transfers Involving Hourly Employees**

#### Hourly Employees Transferring to Regular Employment Status

Employees in this transfer situation will be placed at the minimum salary of the assigned pay range. Full-time validated experience may be reviewed as stated in Assessing Education and Experience in this Compensation Manual. Hourly Crafts and Trades food service, and custodian employees transferring to regular employment status will be treated as new hires under Section VIII, page 78 for Salary Placement for Particular Positions - New Crafts/Trades, Nutrition Services, and Custodian Personnel."

#### Regular Status Employees Transferring to the Same Job in an Hourly Status

Administrative support, non-instructional, crafts/trades, food service, or custodial employees changing from a regular position to the same position on an hourly basis will receive an hourly rate equivalent to their current base hourly pay rate.

- For 12-month employees, the annual rate will be divided by the annual hours of the work schedule for the position; or
- If the work schedule is less than 12 months, then the appropriate number of hours for that work schedule will be used.

#### Hourly Status Employees Changing to another Hourly Status Position

Administrative support, non-instructional, crafts/trades, food service, bus driver, or custodial employee changing from one hourly position to another hourly position in the same range or lower will be placed in the new position using the same policy as for hourly employee hires.

## **The Compensation Committee**

The roles and responsibilities of the Compensation Committee are to:

- Direct, guide, and oversee the job evaluations, pay grade assignments, and pay grade appeal processes at HISD, particularly as these processes relate to jobs in pay grades 34/T15 or higher, or with the potential to be placed in pay grades 34/T15 or higher.
- Review and approve new-hire salaries above the authority of the chief talent officer.
- Review and approve promotional increases outside of the authority of the Compensation Department and the chief talent officer.
- Review and approve any salary increase that is outside of board-approved salary increase programs.

The Compensation Committee is composed of the superintendent of the school's cabinet which includes the Chiefs and the General Counsel.

### **III. Pay Administration for Particular Jobs**

#### **Principal PayScale Salary Tables**

##### **High School Principals**

Specialty High Schools	\$124,000
Comprehensive High Schools	\$139,000

**\*\$7,500 Performance Contract Pay is included in the salary amounts.**

<b>Middle School Principals</b>	<b>\$114,000</b>
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**\*\$7,500 Performance Contract Pay is included in the salary amounts**

<b>Elementary School Principals</b>	<b>\$108,500</b>
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Principals will receive an additional component of pay based on their years of principal experience.

<b>Experience</b>	<b>Amount</b>
0 years	\$0
1-3 Years	\$1,000
4-6 Years	\$2,000
7-10 Years	\$3,000
11-15 Years	\$4,000
16+ Years	\$5,000

Principals will receive an additional component of pay based on their school's complexity factors.

<b>Proposed Complexity Factors</b>		
<b>From</b>	<b>To</b>	<b>Amount</b>
0.5	2.0	\$0
0.25	0.49	\$1,000
0.0	0.24	\$2,000
-0.25	-0.01	\$3,000
-0.50	-0.26	\$4,000
-0.75	-0.51	\$5,000
-1.0	-0.76	\$6,000
-2.0	-1.01	\$7,000

#### **Additional Components**

\$1,000 is paid for a Doctorate.

## Rise and Formation Schools

The list of Rise and Formation Schools is determined by data and/or campus needs and approved by the Superintendent. Additional schools may be added after the final release of TEA campus data.

<b>Rise Schools</b>
North Forest HS
Wheatley HS
Attucks MS
Deady MS
Edison MS
Fleming MS
Key MS
Patrick Henry MS
Sugar Grove Academy MS
Thomas MS
Williams MS
Ashford ES
C. Martinez ES
Highland Heights ES
Isaacs ES
Marshall ES
Northline ES
Osborne ES
Robinson ES
Rucker ES
Seguin ES
Smith ES
Whidby ES
Young ES

## Classification and Promotional Adjustments for Assistant Principals and Deans

Salary is based on the following Initial Compensation Placement Table.

An employee who does not earn a creditable year of service is not eligible for a pay increase. Assistant principals or deans who work less than half-time are not eligible to earn a creditable year of experience and will not advance on the Initial Compensation Placement Tables.

Assistant Principal Salary Rates			
	11M (207 Days)	11.5M (217 Days)	12M (227 Days)
ES	\$75,000	\$78,623	\$82,246
MS	\$80,000	\$83,865	\$87,729
HS	\$85,000	\$89,106	\$93,213

### Non-Assistant Principal or Dean Experience

- Experience credit is not given until the minimum requirement for the assistant principal position of five years of teaching experience is met.
- Employees with certified educational experience such as classroom teachers will be given one (1) year of credit for every two (2) years of experience after the minimum five (5) years of teaching experience is met. Maximum placement for this experience is experience level 6, step 1.
- Employees with certified, full-time, non-teaching experience in positions above teacher but not requiring administrative certification, such as a counselor, magnet coordinator, Title I coordinator, school improvement facilitator, etc., will be given one year credit for each year of experience. This experience will be in addition to any steps earned through teacher experience. Maximum placement combining teacher-plus experience and teaching experience is experience level 6, step 1.

### Assistant Principal, Dean, or Equivalent Experience

- Employees holding any position, in or out of the district, requiring administrative certification, will receive one-for-one experience credit up to the maximum of the salary table.
- Experience as a Teacher Development Specialist will be given one for one experience credit up to the maximum on the salary table.

The non-assistant principal or dean experience and assistant principal, dean, or equivalent experience as described above will be combined to determine placement on the salary scale.

Exceptions to the experience credit guidelines in all cases will require the review and approval of the chief talent officer.

### Additional Components

- \$1,000 is paid for a Doctorate. Exception: If an assistant principal's or dean's salary currently exceeds the salary table (pay is grandfathered), the employee is not eligible for the additional payment for a Doctorate.

### Jobs in Administration with Fixed Rates

- Assistant Superintendents
- School Support Officers
- Directors, School Offices

## **Employees in Pay Grades 34/T15 or Higher**

- The superintendent of schools or the designee will approve the level of all jobs assigned pay grades of 34/T15 or higher.
- A salary must only go to the superintendent or compensation committee for approval if it has not already been approved or determined according to regular procedures as stated in the Compensation Manual. Chiefs, direct reports, and school support officers:
  - o Before the contract term begins: Prior to September 1 or the beginning of a contract term, the superintendent of schools has the authority to determine a salary rate for chiefs, direct reports, and school support officers with notice to the board of education after any salary change is made.
  - o After the beginning of the contract term: All salary adjustments or changes in pay grade for chiefs, direct reports, and school support officers made during the contract term based upon need, additional duties, or market conditions require board approval.

## **Teachers**

### **Extra Duty Pay**

Professionals paid on the Teacher Initial Compensation Placement Table who have assignments beyond the regular day during the school year shall be paid at the standard rate of \$25 per hour for the additional time worked. (EXPAY) See page 27 for an explanation of Extra Duty Pay.

Professionals paid on the Teacher Initial Compensation Placement Table providing tutorial beyond the regular day during the school year shall be paid at the standard rate of \$50 per hour for the additional time worked. (EX50) See page 27 for an explanation of Extra Duty Pay – Academic Tutorials.

- The rate for regular summer school teachers is \$40 per hour.
- Extended Time (EXTM) for Teachers
- Extended Time may be authorized by the principal or department head based on available funds in their school budgets.
- Extended time is not a contract extension but is for work performed after the end date of the contract.
- Employees assigned to extended time do not accrue additional sick leave or vacation days for the extended period.
- No property rights to such extensions are given or implied through extended time assignments.
- Extended time is paid at the teacher's hourly rate of pay.

Note: This policy excludes summer school assignments as listed in section III, page 14.

### **Coaching Assignment Extended Time**

In addition to the coaching stipend for extra duties during the school year, extended time will be granted in this category in certain assignments for a specific number of days based on the teacher's current salary. See page 42 for a complete listing.

New coaches may be hired before the beginning of their work schedules on an hourly basis (based on last year's salary schedule).

### **Hourly Teachers**

Hourly Teachers will be placed on a step based on their experience at the time of their hire and will receive Board approved increases thereafter. Their hourly rate will not be reduced due to changes in the number of years included in the steps.

## Associate Teachers

Term	Teaching Position	Rate
Day-to-day AT6 H06254	<b>Non-Degreed Patron Associate Teacher</b> Cannot be placed in a long-term position.	\$15.00 per hour
Day-to-day AT1 H00253	<b>Non-Degreed Associate Teacher</b> Limited to 5 days in the same position. Cannot be placed in a long-term position.	\$15.00 per hour
Day-to-day AT2 H00254	<b>Degreed Associate Teacher</b> Must hold a bachelor's degree or higher	\$16.00 per hour
Day-to-day AT7 H07254	<b>Texas Certified Associate Teacher</b> ( <i>Degreed</i> )	\$16.00 per hour
Day-to-day AT4 H00256	<b>Nurse Associate Teacher</b> ( <i>Degreed and RN</i> )	\$14.24 per hour
Day-to-day AT8 H08254	<b>HISD Retired Certified Associate Teacher</b> ( <i>Degreed</i> )	\$16.00 per hour
AT3 H00247	<b>Dedicated Associate Teacher</b> ( <i>Degreed</i> )	\$18.00 per hour
Long Term	<b>Associate Teacher, Certified, Retired, Nurse</b> ( <i>All must be Degreed</i> )	\$16.43 per hour

Long term is defined as an associate teacher with a four-year bachelor's degree placed in the same position/classroom, for the teacher of record, in the same school for over 10 days.

A dedicated associate teacher is eligible for five (5) state leave days.

**Unused leave days are forfeited upon release or resignation from the assignment.**

Dedicated associate teachers are eligible for health benefits and participate in the Teacher Retirement System of Texas (TRS).

Associate teachers holding Texas teacher certificates must show evidence of completion of the TECAT or TASP requirement to receive pay as Texas-certified associate teachers.

## Hourly Lecturers

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**Hourly Lecturers (should not be used for part-time certified teachers)**

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H00076	Hourly Lecturers – Degreed	\$24.84
H00077	Hourly Lecturers – Non-Degreed	\$16.54
H00075	Hourly Lecturers – Non-Degreed Special Schools Critical Skills	\$24.84

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## Employees Working Summer School Assignments \*\*

Summer school assignments are extra optional assignments performed after completion of the regular or contract work schedule and are not classified as extended time assignments. Employees working an additional authorization during the summer will be paid at the base hourly rate for the additional assignment. These summer assignments are board-approved programs.

Hourly transportation employees are to be paid based on the type of work performed. The rates of pay are the same as used during the normal school year based on the job and employee's rate of pay.

Clerk, Teaching Assistant, Non-Instructional Aide, Custodian	Regular hourly rate based on a regular hourly rate
Food Service	A hourly rate of pay
Speech Therapist and other professional staff were approved by the Board for the summer program	A hourly rate of pay
Regular Summer School Teacher	\$40.00 per hour

The Superintendent of Schools has the authority to approve special rates for summer school programs.

## Summer Temporaries - Audit

Summer temporaries working as Audit Interns shall be placed on the master pay scale.

## Nutrition Services Employees

**Annual Work Schedules:** The following table defines the number of duty days required for the respective number of scheduled months of employment with the district.

Career Area or Position	Months Employed During School Year					
	12	11.5	11	10.5	10	9
Nutrition Services Attendants	-	-	-	-	176	-
Nutrition Service Team Leaders and Nutrition Trainees	-	-	-	-	178	-
Nutrition Services Operation Managers, Café Managers – Secondary, and Driver-Food Delivery	-	-	212	-	-	-

**Daily Work Schedule:** Requires employees to work the number of hours per day shown in the table.

Position	Daily Work Schedule
Nutrition Services Attendant	4 hours daily guaranteed
Nutrition Services Team Leaders Nutrition Services Attendant Trainees	7 ½ hours daily
Café Managers – Secondary	8 hours daily
Hourly Nutrition Services Attendant	hours as needed*

*Note: Assignments vary for Hourly Nutrition Services Attendants as needed.*

### New Nutrition Services Employee

Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience. Their salary or hourly rate will be determined by the Compensation Department based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.

### New Regular or Hourly Nutrition Services Employee

Employees in these positions/areas will be placed at the equivalent hourly rate for the minimum salary of the assigned pay range.

### New Nutrition Services Attendant Team Leaders

Policy Component	Description
Scope of Policy	This policy applies to new Nutrition Services Attendant Team Leaders.
Determination of Placement in Pay Range	Classification of the Nutrition Services Team Leader is determined by the number of regular and hourly Nutrition Services attendants, service hours, service lines, breakfast/lunch participation, and a la carte sales. The table below defines the classifications according to set criteria.
Team Leader Classification and Grade Assignments	<b>Title</b>
	<b>Grade</b>
	Nutrition Services Attendant Team Leader 19

### Rates for Specific Hourly Positions

FS021H	Nutrition Services Attendant, Hourly	\$14.00
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### Differentials and Special Pay

These differences will be paid as extra pay and administered through the Time and Labor System (TRC).

### Nutrition Services Travel Compensation

All Nutrition Services Cafeteria Employees: One-hour regular pay per day instead of mileage reimbursement will be provided to regular and hourly cafeteria employees, trainees, or team leads who are directed to travel from one school to another as part of their job duties. One (1) hour travel pay may also be allocated at the discretion of the general manager of operations for special travel circumstances.

## Other Jobs with Special Rates

**Substitutes and Hourly Personnel:** Employees placed into hourly positions not listed below should be assigned the minimum pay rate for the position's salary grade.

Position	Position Title	Pay Rate
CF019H	Hourly Custodian	\$14.00/hr
TS002H	Hourly Transportation Attendant	\$14.00/hr
TS007H	Bus Driver	\$18.00/hr
PS001H	Crossing Guard	\$18.31/hr
PS012H	Patrol Officer (Certified Police Officer: non-HISD)	\$31.13/hr
	Regular Summer School Teacher	\$40.00/hr
H31785	Hourly Principal – Leadership Development	\$55.00/hr
H31794	Substitute Principal	\$60.00/hr
H31795	Substitute Assistant Principal	\$40.00/hr
CM072H	Parent Tutor – HIPPY Program - Hourly	\$14.00/hr
HM0221	Intern, LSSP – Annually	\$20,720
H00562	Attendant, All Sports Hourly	\$14.00/hr
FS021H	Nutrition Services Attendant, Hourly	\$14.00/hr

## **IV. HISD Compensation Table**

### **Initial Compensation Placement Tables**

<b>Teacher Placement Table</b>					
<b>Yrs Exp</b>	<b>10M (187 Days)</b>	<b>10.5M (197 Days)</b>	<b>11M (207 Days)</b>	<b>11.5M (217 Days)</b>	<b>12M (227 Days)</b>
0	\$61,500	\$64,789	\$68,078	\$71,366	\$74,655
1	\$62,500	\$65,842	\$69,184	\$72,527	\$75,869
2	\$63,000	\$66,369	\$69,738	\$73,107	\$76,476
3	\$63,250	\$66,632	\$70,015	\$73,397	\$76,779
4	\$63,500	\$66,896	\$70,291	\$73,687	\$77,083
5	\$64,500	\$67,949	\$71,398	\$74,848	\$78,297
6	\$65,000	\$68,476	\$71,952	\$75,428	\$78,904
7	\$65,500	\$69,003	\$72,505	\$76,008	\$79,511
8	\$66,000	\$69,529	\$73,059	\$76,588	\$80,118
9	\$66,500	\$70,056	\$73,612	\$77,168	\$80,725
10	\$67,500	\$71,110	\$74,719	\$78,329	\$81,939
11	\$68,000	\$71,636	\$75,273	\$78,909	\$82,545
12	\$68,500	\$72,163	\$75,826	\$79,489	\$83,152
13	\$69,000	\$72,690	\$76,380	\$80,070	\$83,759
14	\$69,500	\$73,217	\$76,933	\$80,650	\$84,366
15	\$70,000	\$73,743	\$77,487	\$81,230	\$84,973
16	\$70,500	\$74,270	\$78,040	\$81,810	\$85,580
17	\$71,000	\$74,797	\$78,594	\$82,390	\$86,187
18	\$71,500	\$75,324	\$79,147	\$82,971	\$86,794
19	\$72,000	\$75,850	\$79,701	\$83,551	\$87,401
20	\$73,000	\$76,904	\$80,807	\$84,711	\$88,615
21	\$73,500	\$77,430	\$81,361	\$85,291	\$89,222
22	\$74,000	\$77,957	\$81,914	\$85,872	\$89,829
23	\$74,500	\$78,484	\$82,468	\$86,452	\$90,436
24	\$75,000	\$79,011	\$83,021	\$87,032	\$91,043
25	\$77,500	\$81,644	\$85,789	\$89,933	\$94,078
26	\$78,000	\$82,171	\$86,342	\$90,513	\$94,684
27	\$78,500	\$82,698	\$86,896	\$91,094	\$95,291
28	\$79,000	\$83,225	\$87,449	\$91,674	\$95,898
29	\$79,500	\$83,751	\$88,003	\$92,254	\$96,505
30	\$80,000	\$84,278	\$88,556	\$92,834	\$97,112
31	\$80,500	\$84,805	\$89,110	\$93,414	\$97,719
32	\$81,000	\$85,332	\$89,663	\$93,995	\$98,326
33	\$81,500	\$85,858	\$90,217	\$94,575	\$98,933
34	\$82,000	\$86,385	\$90,770	\$95,155	\$99,540
35	\$85,000	\$89,545	\$94,091	\$98,636	\$103,182
36	\$85,500	\$90,072	\$94,644	\$99,217	\$103,789
37	\$86,000	\$90,599	\$95,198	\$99,797	\$104,396
38	\$86,500	\$91,126	\$95,751	\$100,377	\$105,003
39	\$87,000	\$91,652	\$96,305	\$100,957	\$105,610
40	\$87,500	\$92,179	\$96,858	\$101,537	\$106,217
Initial Compensation Placement Tables change each year. Employees cannot estimate future salaries based on their gaining a year of experience. Previously approved hold harmless amounts and other components of pay are not increased by annual pay adjustments.					

Counselors will receive a component of \$1,000 in addition to their salary calculated from their respective rate on the teacher table.

**Evaluation Specialists and LSSPs will receive a component of \$3,000 in addition to their salary calculated from their respective rate on the teacher table.**

## Master PayScale Hourly Table

### Master Pay Scale Hourly Table – 2022-2023

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Master Pay Scale Hourly Table			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
37	\$63.28	\$83.85	\$104.42
36	\$57.53	\$76.23	\$94.92
35	\$52.30	\$69.30	\$86.29
34	\$47.54	\$63.00	\$78.45
33	\$43.22	\$57.27	\$71.32
32	\$39.29	\$52.06	\$64.83
31	\$35.72	\$47.33	\$58.94
30	\$32.47	\$43.03	\$53.58
29	\$29.52	\$39.12	\$48.71
28	\$26.84	\$35.56	\$44.28
27	\$24.40	\$32.33	\$40.26
26	\$22.18	\$29.39	\$36.60
25	\$20.16	\$26.72	\$33.27
24	\$18.33	\$24.29	\$30.25
23	\$16.66	\$22.08	\$27.50
22	\$15.36	\$20.35	\$25.34
21	\$15.16	\$20.08	\$25.01
20	\$14.96	\$19.82	\$24.68
19	\$14.76	\$19.56	\$24.35
18	\$14.57	\$19.30	\$24.03
17	\$14.37	\$19.05	\$23.72
16	\$14.19	\$18.80	\$23.41
15	\$14.00	\$18.55	\$23.10
Employees may exceed the maximum of the range due to board approved employee raises with the District			

## Master PayScale Salary Table

### Master Pay Scale Salary Table – 2022-2023

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12 Months Master Pay Scale Salary Table			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
37	\$131,627	\$174,406	\$217,185
36	\$119,661	\$158,551	\$197,440
35	\$108,783	\$144,137	\$179,491
34	\$98,893	\$131,034	\$163,174
33	\$89,903	\$119,121	\$148,340
32	\$81,730	\$108,292	\$134,854
31	\$74,300	\$98,447	\$122,595
30	\$67,545	\$89,498	\$111,450
29	\$61,405	\$81,362	\$101,318
28	\$55,823	\$73,965	\$92,107
27	\$50,748	\$67,241	\$83,734
26	\$46,134	\$61,128	\$76,122
25	\$41,940	\$55,571	\$69,202
24	\$38,128	\$50,519	\$62,911
23	\$34,661	\$45,926	\$57,191
22	\$31,942	\$42,323	\$52,704
21	\$31,522	\$41,767	\$52,012
20	\$31,109	\$41,219	\$51,329
19	\$30,700	\$40,678	\$50,656
18	\$30,297	\$40,144	\$49,991
17	\$29,900	\$39,617	\$49,335
16	\$29,507	\$39,097	\$48,687
15	\$29,120	\$38,584	\$48,048
Employees may exceed the maximum of the range due to board approved employee raises with the District			

## Technology PayScale Salary Table

### Technology Pay Scale Table – 2022-2023

Technology Pay Scale Hourly Table			
Grade	Minimum	Midpoint	Maximum
17	\$59.22	\$78.46	\$97.71
16	\$53.83	\$71.33	\$88.83
15	\$48.94	\$64.84	\$80.75
14	\$44.49	\$58.95	\$73.41
13	\$40.45	\$53.59	\$66.74
12	\$36.77	\$48.72	\$60.67
11	\$33.43	\$44.29	\$55.15
10	\$30.39	\$40.26	\$50.14
9	\$27.63	\$36.60	\$45.58
8	\$25.11	\$33.28	\$41.44
7	\$22.83	\$30.25	\$37.67
6	\$20.76	\$27.50	\$34.25
5	\$18.87	\$25.00	\$31.13
Employees may exceed the maximum of the range due to board approved employee raises with the District			

The placement of jobs in Technology Pay Scale Salary Table must be reviewed by the chief technology officer.

Technology Pay Scale Salary Table			
Grade	Minimum	Midpoint	Maximum
17	\$123,171	\$163,201	\$203,232
16	\$111,973	\$148,365	\$184,756
15	\$101,794	\$134,877	\$167,960
14	\$92,540	\$122,616	\$152,691
13	\$84,127	\$111,469	\$138,810
12	\$76,479	\$101,335	\$126,191
11	\$69,527	\$92,123	\$114,719
10	\$63,206	\$83,748	\$104,290
9	\$57,460	\$76,135	\$94,809
8	\$52,236	\$69,213	\$86,190
7	\$47,488	\$62,922	\$78,355
6	\$43,172	\$57,202	\$71,233
5	\$39,247	\$52,002	\$64,757
Employees may exceed the maximum of the range due to board approved employee raises with the District			

## Police Pay Scale Salary Table

**Police Pay Scale Placement Table – 2022-2023**

<b>Police Officer Hourly Placement Table</b>			
TCOLE Years of experience or Sergeant/Captain Experience	Officer	Sergeant	Captain
0-1	\$28.41	\$40.87	\$50.48
2	\$29.55	\$41.11	\$50.48
3	\$30.68	\$41.35	\$50.48
4	\$31.82	\$41.59	\$50.48
5	\$32.95	\$41.83	\$50.48
6	\$34.09	\$42.07	\$50.48
7	\$34.66	\$42.31	\$52.88
8	\$35.23	\$42.55	\$52.88
9	\$35.80	\$42.79	\$52.88
10	\$36.36	\$43.27	\$52.88
11	\$36.93	\$43.75	\$52.88
12	\$37.50	\$44.23	\$52.88
13	\$38.07	\$44.71	\$52.88
14	\$38.64	\$45.19	\$52.88
15	\$39.20	\$45.67	\$52.88
16+	\$39.77	\$46.15	\$52.88
Employee cannot estimate future salaries based on their gaining a year of experience			
TCOLE certifications will be added to the base pay			

<b>Police Officer Salary Placement Table</b>				
TCOLE Years of experience or Sergeant/Captain Experience	11-Month	12-Month	Sergeant	Captain
0-1	\$50,000	\$59,091	\$85,000	\$105,000
2	\$52,000	\$61,455	\$85,500	\$105,000
3	\$54,000	\$63,818	\$86,000	\$105,000
4	\$56,000	\$66,182	\$86,500	\$105,000
5	\$58,000	\$68,545	\$87,000	\$105,000
6	\$60,000	\$70,909	\$87,500	\$105,000
7	\$61,000	\$72,091	\$88,000	\$110,000
8	\$62,000	\$73,273	\$88,500	\$110,000
9	\$63,000	\$74,455	\$89,000	\$110,000
10	\$64,000	\$75,636	\$90,000	\$110,000
11	\$65,000	\$76,818	\$91,000	\$110,000
12	\$66,000	\$78,000	\$92,000	\$110,000
13	\$67,000	\$79,182	\$93,000	\$110,000
14	\$68,000	\$80,364	\$94,000	\$110,000
15	\$69,000	\$81,545	\$95,000	\$110,000
16+	\$70,000	\$82,727	\$96,000	\$110,000
Employee cannot estimate future salaries based on their gaining a year of experience				
TCOLE certifications will be added to the base pay				

## Assistant Principals and Deans PayScale Salary Tables

Assistant Principal Salary Rates			
	11M (207 Days)	11.5M (217 Days)	12M (227 Days)
ES	\$75,000	\$78,623	\$82,246
MS	\$80,000	\$83,865	\$87,729
HS	\$85,000	\$89,106	\$93,213

Assistant Principals will receive an additional component based on their years of experience

Experience	Amount
0 years	\$0
1-3 Years	\$500
4-6 Years	\$1,000
7-10 Years	\$1,500
11-15 Years	\$2,000
16+ Years	\$2,500

Assistant Principals will also receive an additional component on their school's assigned risk factors

Proposed Complexity Factors		
From	To	Amount
0.5	2	\$0
0.25	0.49	\$500
0	0.24	\$1,000
-0.25	-0.01	\$1,500
-0.5	-0.26	\$2,000
-0.75	-0.51	\$2,500
-1	-0.76	\$3,000
-2	-1.01	\$3,500

## Principal PayScale Salary Tables

### High School Principals

Specialty High Schools \$124,000

Comprehensive High Schools \$139,000

**\*\$7,500 Performance Contract Pay is included in the salary amounts.**

**Middle School Principals** \$114,000

**\*\$7,500 Performance Contract Pay is included in the salary amounts**

**Elementary School Principals** \$108,500

Principals will receive an additional component of pay based on their years of principal experience.

Experience	Amount
0 years	\$0
1-3 Years	\$1,000
4-6 Years	\$2,000
7-10 Years	\$3,000
11-15 Years	\$4,000
16+ Years	\$5,000

Principals will receive an additional component of pay based on their school's complexity factors.

Proposed Complexity Factors		
From	To	Amount
0.5	2.0	\$0
0.25	0.49	\$1,000
0.0	0.24	\$2,000
-0.25	-0.01	\$3,000
-0.50	-0.26	\$4,000
-0.75	-0.51	\$5,000
-1.0	-0.76	\$6,000
-2.0	-1.01	\$7,000

### Additional Components

\$1,000 is paid for a Doctorate.

## **V. Pay Topics**

### **Acting Pay**

A regular employee assigned to perform duties of a higher-level position on a temporary basis will receive temporary additional pay which is equal to the incremental dollar value of the promotional adjustment, as calculated under the promotion policy in Pay Administration in this Compensation Manual. This temporary additional pay is payable each pay period for the length of time assigned.

- Employees serving in an interim role for more than 30 calendar days will receive retroactive pay back to the beginning of taking on the role.
- Employees in nonexempt jobs moving to exempt jobs will not be eligible for overtime pay or hours. Employees will receive a temporary increase by the policy outlined above.
- Nonexempt employees can receive acting pay for another higher-level nonexempt position. The overtime rate for non-exempt employees is calculated according to the acting pay rate calculations defined above.
- For positions requiring certifications, the employee must meet the requirements of the certified position.
- The pay rate will be determined using HISD's policies for determining a promotional increase.
- If the annual pay increase occurs during the interim period, the employee holding the interim position will receive the percentage increase applied to their current salary in the interim position.
- Once the interim period is over, the employee shall return to their previous position and their temporary additional pay shall cease.
- When the interim period is complete, the employee's salary shall be adjusted to their previous salary level plus the annual salary increase based on their regular job.
- The superintendent of schools must approve acting pay for any assignment exceeding one year.

Principal Acting Pay is calculated under the promotion policy in Determining Employee Pay in this Compensation Manual.

Exceptions must be approved by the superintendent of schools.

## Allowances

<u>TYPE</u>	<u>RATE</u>	<u>DESCRIPTION</u>
<b>Car</b>	Up to \$700 a month	The superintendent of schools may authorize a car allowance of up to \$700 a month.
<b>Relocation</b>	Up to \$10,000	The superintendent of schools may authorize the payment of relocation expenses up to \$10,000 for employees hired into principal positions and positions on the Master Salary Schedule and Technology Salary Schedule. If an employee leaves before the completion of one year of service, 50% of this amount must be repaid.
<b>Telecommunication</b>	Up to \$75 per month	With pre-approval from the chief of the business area and based on job type, certain HISD staff needing to use cell phones, pagers, and other electronic devices for district business may be provided with a telecommunication allowance. Employees receiving the telecommunication allowance are not eligible for other district-funded cell phones or pagers. The telecommunication allowance assignment must receive approval from the Chief of the business area and be funded by the department.

### Process for Car Allowance

Car allowances are established when a job is designed. When a position becomes vacant, the assignment of a car allowance can be considered again.

### Process for Cell Allowance

Factors for departments to consider when approving the use of a telecommunication allowance include the need to stay connected with the employee, the critical level of need for immediate communication, and the impact on school operations when the individual cannot be reached.

Telecommunication allowances are limited to exempt employees. Exceptions for some non-exempt employees will be made in circumstances where they are in the field and do not have access to a district phone. All requests to extend this allowance must be approved by the Compensation Department.

Principals are eligible to receive \$75 per month and assistant principals and deans are eligible to receive \$35 per month.

## Bus Driver Supplemental Compensation

- A bus driver assigned to special education or alternative education route will receive a six percent (6%) increase for the duration of the assignment.

## Compensatory Time

Compensatory Time must be **PRE-APPROVED** by an employee's direct supervisor.

### Regular and Hourly Status Non-exempt Staff

- Regular and hourly status non-exempt employees are eligible to earn compensatory time at **the** straight time to forty hours, and time and a half for time worked over forty hours. Compensatory time should be used in the same pay period as earned or within reasonable period or converted to overtime pay as defined by law.

### Regular Status Exempt Staff

- Regular status exempt employees are eligible to earn and accumulate up to five (5) compensatory days up to a maximum of 40 hours each year for work **SIGNIFICANTLY BEYOND THE SCOPE** of the employee's normal duties. The administration of compensatory time is at the discretion of the department manager. Compensatory time must be used by the end of the school year in which it was earned. Unused compensatory time may not be carried over to successive school years.
- In emergencies of the district, the superintendent of schools may grant up to three (3) additional days of compensatory time each year to designated groups for work significantly beyond the scope of an employee's normal duties. These three (3) days are in addition to the up to five (5) compensatory days referenced above.
- By the nature of their positions, exempt employees are often required to work beyond a "typical" forty-hour workweek. Compensatory time is not intended to be used to compensate for each incremental hour worked beyond forty hours per week; rather, compensatory time is intended for use in recognizing work beyond the normal scope of duties required by the position.
- **Exempt employees are not eligible for overtime pay. Central office exempt employees are not eligible for stipends.**

## Creditable Year of Service

An important part of the HISD salary administration process is the determination of a creditable year of service. This measure determines whether an employee qualifies for base pay increases in association with overall pay structure enhancements which may be made. Since the 1998 -1999 school year, the state considers an employee who satisfies one of the criteria below as having earned a creditable year of service:

- 90 days of full-time service or 180 days of half-time service earned during 12 months as defined by TRS Guidelines. Employees who work less than half-time are not eligible to earn a creditable year of service.
- 90 full-time equivalent days at HISD or another school district. Beginning in the 1998 -1999 school year, equivalent full-time days have been calculated by multiplying the total number of days worked by the percentage of time employed in the district.

Note: Experience credit cannot be awarded for experience in current school year even if the 90 days of full-time service is met.

## Differential Compensation

Differential compensation will be paid to an employee who works in the following assignments: non-exempt crafts/trades, non-exempt food service employees, non-instructional or administrative support employees who are regularly assigned to a mid-day, evening, or overnight shift, if the employee works a

minimum of six (6) consecutive hours per shift. Exempt employees are not eligible for differential compensation.

- Differential pay will be paid when an employee performs or is assigned on a regular schedule to work evening or graveyard shifts, lock-up responsibilities, or a lead person position.
- Differential compensation will be prorated based on the time served in the function or position. When employees transfer out of temporary assignments, differential pay associated with the former position will be discontinued. Employees are not eligible for shift pay differential during vacations or other absences.

*Shift differential hourly pay rates*

Shift	Shift Duration	Shift Differential
Evening	3:00 P.M. to Midnight	\$0.40 per hour
Overnight	Midnight to 6:00 A.M.	\$0.65 per hour

Any Crafts/Trades employee who secures the building will receive lockup pay at the rate of \$0.40 per hour. Plant Operators are not eligible for lock-up pay.

See page 32 **Police Officer Pay** for Police Night Shift Differential.

### Exempt Employee's Special Project Pay

Central Office employees are eligible to receive Special Project Pay or stipends only if initiated or approved by the Superintendent of schools and funded by the department.

### Extended Time (EXTM)

Extended Time may be authorized by the principal or department head based on available funds in their school budgets. Extended time is not a contract extension but is for work performed after the end date of the contract. Employees assigned to extended time do not accrue additional sick leave or vacation days for the extended period. No property rights to such extensions are given or implied through extended time assignments. Extended time is paid at the teacher's hourly rate of pay. This policy excludes summer school assignments which are explained on page 14.

### Extra Duty Pay

<b>Extra Duty Pay</b> – Paid through Time and Labor Documentation (timesheets) is required. Will be monitored centrally through monthly reporting.	Rate	Department	Funding
Extra Duty Pay related to Academic Tutorials for those paid on the Teacher Salary Schedule	\$50 /hour		SB
Extra Duty Pay not related to Academic Tutorials for those paid on the Teacher Salary Schedule	\$25 /hour		SB
Hourly teachers and hourly lecturers who work more than 38.75 hours/week are paid overtime Documentation is required.	\$25 /hour		SB

<b>Extra Duty Pay</b> – Paid through Time and Labor Documentation (timesheets) is required. Will be monitored centrally through monthly reporting.	<b>Rate</b>	<b>Department</b>	<b>Funding</b>
Extra Duty Pay for those teachers providing instruction after regular school hours to general education students receiving homebound/hospital services.	\$25 /hour	Community Services 713-636-6066	SB
Tutorials or Curriculars Weekend Supervision – Assistant principals and deans who supervise weekend tutorials or other curricular activities, such as weekend STAAR tutorial.	\$27 /hour		SB
Extra Duty Pay for teacher certified employees in non-instructional job classifications such as teacher development specialist, curriculum specialist, instructional specialist, program specialist, student assessment data specialists (DDIS), and new teacher coach who provide direct instructional services to students beyond their normal duties and work schedules.	\$25 /hour		SB
<b>Extra Duty Pay for Speech Therapists</b>			
Regular Rate	\$25 /hour		
Saturday Rate	\$85 /hour		Dept
Home Visit Rate	\$40 /hour		
Extra Duty Pay to compensate speech therapy assistants for work outside of their normal duties and work schedule. speech therapy assistants will provide compensatory services on Saturdays to students not currently receiving required services from speech therapist.	\$60 /hour		Dept

## Grants

### Grant-funded Positions

- New jobs must go through the normal JAQ Job Evaluation Process.
- Salary amounts budgeted for in the grant application are only approximations until approved by the compensation department.
- Salaries for grant-funded positions will be determined in the same manner as other HISD positions.
- Employment in positions funded through grants will cease when the grant ends.

### Grant-funded Stipends

- Must be comparable to stipends in the Compensation Manual.
- New stipends must follow the stipend policies.
- Stipends amounts, though budgeted for in the grant request, are not finalized until approved by the Stipend Review Committee.
- Stipend's duties must be beyond the exempt employee's normal job duties and normal workday.

## Hazardous Duty Differential

Employees involved with hazardous material removal of asbestos abatement as well as wrecker services will receive a \$1.00 per hour Hazardous Duty Differential over their base hourly rate of pay for actual hours worked. This work is performed in hazardous, uncomfortable, and dangerous conditions. This differential

will be administered through the payroll system as a separate pay item. **Hazardous Duty Differential is a work-based decision and must have management authorization.**

## **Business Operations Pay**

### **Lead Person Pay**

May be earned by any crafts/trades, food production, or administrative support employee temporarily assigned to direct the work activities of other employees for at least 30 days while performing their regular assigned duties. The lead person will receive compensation based on the number of employees supervised. This is a temporary assignment and will be used only in the absence of a supervisor or manager. Although this is a temporary assignment, there is no time limit placed on its usage. Lead Person differential hourly pay rates are:

<b>Number of</b>	
<b>Employees Supervised</b>	<b>Differential</b>
<b>1-10 employees</b>	\$0.40 per hour
<b>11 or more employees</b>	\$0.45 per hour

**Note:** It is the department's responsibility to establish eligibility for these temporary assignments on an annual basis with appropriate notification to Human Resources.

**Note:** Those earning Lead Person pay are also eligible to earn Lock-up Pay.

### **Crafts & Trades Pay**

For employees that have a certification or license that the district is using, the employee will receive \$2,500 per year (\$208.33 per month). This request must be signed by the chief operating officer. (HVAC Master, Electrician Master, Roofing Master, Plumbing Master, and Alarm Communications Master)

## **Leave of Absence**

The following policies apply to the administration of compensation following an employee's return to work at HISD:

- Employees who return to work before the exhaustion of the leave of absence and who return to a position in the same pay range will receive their previous salary, plus any approved annual increment - if a creditable year of service has been earned.
- If the new job assignment has a different pay range, the employee will be assigned to the pay range of that position and receive the greater of the minimum for the new pay range, or the former salary plus any approved annual increment, subject to the following provisions:
- The employee must meet eligibility criteria for the annual increment, as defined by the Creditable Year of Service presented in this Compensation Manual.
- If the former salary exceeds the pay range maximum for the new job assignment, the employee's pay will be reduced to the maximum for the new job assignment.

**Note:** Pay treatment of educators on a contract will follow the terms of their contract.

## **Longevity Pay**

- Beginning with the 2020-2021 school year, employees who have been receiving longevity will have that amount rolled into the base salary, and no longer be a separate component of pay

## Overtime Pay

- Exemption status is a legal determination based on a comparison of job duties to a series of Fair Labor Standards Act (FLSA) tests and the applicable case law. An “exempt” or “non-exempt” designation is then assigned to the job and applies to all employees who perform that job. The Legal department has the final determination of a job’s FLSA status. FLSA status is a legal compliance decision, not a measure of job worth.
- In addition to these federal and local laws, HISD has district and department requirements for advanced approval of overtime hours; regardless of approvals, if a job has been determined to be non-exempt and an employee in that job works overtime, the employee must be compensated or receive compensatory time.
- While paying for overtime is a legal requirement, scheduling overtime is not an entitlement. Employees should not view overtime as a permanent part of base pay and should understand that these earnings are flexible.
- When an employee moves from a non-exempt to an exempt position, through a reclassification of a job, Compensation staff will analyze possible pay loss because of the change and determine if any action is necessary.
- The general rule under the Fair Labor Standards Act is that all covered employees must be paid at least 1.5 times their regular rate of pay, which may be a blended rate, for all hours physically worked over forty in a workweek. A non-exempt employee must receive an overtime premium of one-half their regular rate of pay for all overtime hours worked. Paid time off (sick, personal leave, paid holiday, and vacation) does not count towards the 40-hour calculation except for jury duty. The HISD workweek begins on Monday at 12:01 am and ends on Sunday, at midnight. Non-exempt employees and hourly non-exempt employees may be given 1.5 hours of paid compensatory time off for each hour of overtime worked rather than paying a premium rate for the overtime.
- Managers are responsible for documentation of approval to work overtime and the number of hours each employee worked.
- Earning of either compensatory time or overtime must be approved in advance by the supervisor or designee. All the above compensatory time must be properly reported per procedures in the *Finance Procedures Manual*. **Non-exempt employees are compensated for all hours worked.**
- Exempt employees are not eligible for overtime pay. Administrators and exempt administrative support employees are often expected to work more than a “typical” forty (40) hour workweek. Exempt employees are compensated with a salary, versus an hourly wage. For exempt staff completion of work assignment is a primary emphasis. Since there is no overtime pay for exempt staff, the number of hours is of secondary importance.
- Overtime will be monitored centrally through monthly reporting reviews.

## Paid Time Off for Partial Day Absences for Exempt Employees

HISD may deduct less than a full day from a salaried, overtime-exempt employee’s paid time off bank (state leave, local leave, state sick leave, vacation leave) for absences due to personal reasons, accident, or illness, without causing the loss of the exempt status of the employee. This policy covers exempt employees who are not eligible for extra duty pay.

HISD may reduce an exempt employee’s accrued paid time off hours for either partial or full-day absences. The reduction in the accrued paid time off hours must not result in a reduction of the employee’s guaranteed salary for the week in which the hours are reduced. Payment of the employee’s salary must be made for a partial-day absence for personal reasons or sickness or accident even if the employee has no more vacation, sick leave, or paid time off hours remaining even if there is a negative balance in the employee’s paid time off the account. A manager may not reduce an employee’s final salary to make up for an employee’s taking more paid time off than the employee had accrued. This policy covers exempt employees who are not eligible for extra duty pay.

## **Employee Pay Periods**

HISD employees are paid as follows:

- Salaried employees are paid over 26 pay periods.
- Hourly employees are paid for every pay period in which there are earnings.
- Bus drivers may choose between the bus driver's 26 pay periods or to be paid as hourly employees.

## **General Administration of Performance Contracts**

Administrators promoted to positions with performance contracts will have their base salaries administered in the same manner as other employees, except for school support officers and direct reports.

**Performance Contract** pay will be administered as follows:

- Area superintendents will receive performance contract pay as negotiated and determined by the superintendent of schools, not to exceed an additional \$15,000 for signing a performance contract.
- School support officers will receive performance contract pay as negotiated and determined by the superintendent of schools, not to exceed an additional \$7,500 for signing a performance contract
- The \$7,500 performance contract payment for principals is included in the total compensation package.
- The \$5,000 performance contract payment for assistant principals is included in the total compensation package.
- An employee promoted or hired into a position that is eligible for a performance contract may receive an additional \$7,500 for signing a performance contract. Employees on performance contracts who are reassigned to positions not eligible for performance contracts shall have their performance contract and pay associated with it removed from their salary at the same time of reassignment and then have their other salary components adjusted based upon the procedures in this manual.
- Employees and new hires working under a performance contract may have their salaries exceed the maximum of the salary range up to the value of the performance contract pay.

## **Planning and Preparation Time - Classroom Teachers**

Each classroom teacher is entitled to at least 450 minutes within two weeks for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning. A planning and preparation period may not be less than 45 minutes within the instructional day. During a planning and preparation period, a classroom teacher may not be required to participate in any other activity.

## **Police Officer Pay**

### **Court Appearance Pay**

Police officers who are eligible for overtime compensation will receive a minimum of two (2) hours pay, paid at time and a half of their regular rate of pay, for each authorized court appearance, unless this period overlaps their regular assigned work shift.

### **Dog Handler Pay**

Police Officers who are responsible for the upkeep and maintenance of a police dog will receive \$150 per month.

## **Investigator Pay**

Police Officers who are responsible for managing investigations within the HISD Police Department will receive \$150 per month.

## **Night Differential Pay**

Police officers who are assigned to a night shift (10:00 p.m. To 6:00 a.m.) will receive differential pay at the rate of \$0.40 per hour. Employees are not eligible for shift pay during vacations or other absences.

## **Skilled Crafts Personnel**

Skilled craftsmen may be hired temporarily to supplement the normal workforce. These employees can be paid a competitive rate for their respective craft and such authorizations and approved rates may be made only by the chief operating officer. Skilled craftsmen include:

- Electricians
- Painters
- General maintenance workers
- Roofers
- HVAC Technicians
- Sheet Metal

## **Teacher Adjustment and Teacher Allotment**

Employees who received the teacher adjustment amount assigned to employees on the Teacher Initial Compensation Placement Table at the beginning of the 2014-2015 school year will retain this component as long as if they are continuously in a position on any Initial Compensation Placement Table. Employees who transfer to positions on the Master or Technology Pay Scales or leave the district will not recover the teacher adjustment amount if they move back to any Initial Compensation Placement Table through transfer or rehire. Their compensation would be based on experience.

For the 2020-2021 school year, the former career ladder supplement now carried as teacher allotment will continue. No new career ladder supplements or teacher allotments will be added for new employees or rehires. Grandfathered teachers had an allotment in their salaries at the beginning of the school year 1993. Teacher allotment is not considered to be a component of an employee's base salary and is not used to calculate an employee's position in the salary range. Teacher allotment is deducted from an employee's salary when calculating promotional increases or other adjustment amounts. Teachers who transfer to positions on the Master or Technology Pay Scales or leave the district will not recover the teacher allotment amount if they move back to the Teacher Initial Compensation Placement Table through transfer or rehire. Their compensation would be based on experience.

## **Duty Schedules**

Employees are required to work the number of days specified within the position's annual duty schedule.

Specific duty schedules are published annually and available on HISD's web pages, giving the beginning date and ending date for each classification of employee.

Support and CT employees in assignments of 10, 10 1/2, 11, or 11 ½ months who are approved to work before the scheduled beginning date or beyond the scheduled ending date must:

- Be given comparable time off during the year; or
- Be paid at their current hourly rate on an extended time basis which must be approved in advance by the immediate supervisor.

**Daily Work Schedules: The following policies pertain to daily work schedules in various jobs and job categories within HISD:**

- All HISD contract and regular personnel in the following categories and jobs are required to work an eight (8) hour day, exclusive of the lunch period - unless assigned to a position established for a different number of hours. Applicable categories and jobs include the following: administrators, counselors, evaluation specialists, non-instructional, and administrative support (including, but not limited to teaching assistants, aides, clerks, school secretaries, custodians, crafts and trades, instructional coordinators, and speech therapist assistants).
- All full-time teachers and employees paid on the Initial Placement Table, (including but not limited to librarians, nurses, speech therapists, magnet coordinators, exchange teachers, media services specialist, high school campus testing coordinator and registrars) are required to work a seven-hour and forty-five-minute day. This period includes a thirty-minute duty-free lunch.
- Any duty schedule which requires the teacher to teach a credit course outside of the regular day must be paid at that teacher's hourly rate from campus or regional office funds. For policies regarding extra duty pay for teachers, refer to Sections III, V, and VI, pages 9, 24, and 34 of this Compensation Manual.
- The superintendent of schools has the authority to change the length of the duty day and/or the work schedule for various summer programs as needed and if it is consistent with state law.

## **VI. Stipends**

### **Stipend Information and Policies**

#### **Existing Stipends - (Described in the *Compensation Manual Stipend List*)**

##### **Policies**

- Stipend duties should be beyond the employee's normal job duties.
- A stipend is not part of an employee's salary, and employees are not guaranteed a stipend even if they have received it in the past.
- Schools are expected to ensure teachers assisting students in activities eligible for stipends and extra duty pay have completed CPR/AED (including Anaphylaxis training) and First Aid certification.
- Multiple employees working within the same stipend program must be paid within the same stipend range.
- The minimum and maximum amounts of board approved stipends must be followed.
- Stipend requirements, amounts, and funding sources will be reviewed and approved by the board each year.
- Stipend payments of less than \$500 annually will be paid in a single lump sum at the end of the year.
- Campuses are responsible for funding school-based stipends and should have adequate funding to support them.
- The following are eligible for stipends:
  - Only full-time campus-based exempt employees, are eligible to receive stipends. Retirees should be aware that accepting stipends could jeopardize their annuities.
  - Only employees on Initial Compensation Placement Tables can be paid a stipend for working additional hours beyond the regular workday.
- The following are not eligible for stipends:
  - Assistant Principals/Deans are not eligible for stipends.
  - Hourly employees, including hourly teachers, are not eligible to receive stipends.
  - Non-exempt employees are not eligible for stipends and are compensated for extra duties by overtime.
  - Central office exempt employees are not eligible for stipends.
- Schools may elect not to offer certain stipends.

Note: These stipend policies will remain in effect unless superseded by later administrative action.

##### **Process**

- Campus and Departments will submit Board Approved stipend requests through SAP
- Only users that have taken the required training classes will be able to submit the Stipend requests
- Instructions and guidance are provided on the Employee Portal in the link:  
<https://houstonisd.sharepoint.com/sites/DEPTS/HR>
- For additional questions, please reach out to [Stipends@houstonisd.org](mailto:Stipends@houstonisd.org)

## Prorating Stipends

- If an employee involuntarily transfers into a stipend ineligible position from one that was stipend eligible, the stipend will be prorated.
- No stipend will be given if an employee is:
  - Involuntarily terminated.
  - Voluntarily transfers into a position that is ineligible for a stipend.
  - Voluntarily terminates before the end of the stipend period.

## Ad Hoc Stipends

### New Stipends (Not included in the stipend summary list)

#### Policies

- Paying Extra Duty Pay should be considered first, before creating an Ad Hoc Stipend.
- All Ad Hoc stipends (including those in a proposed grant) **MUST BE** pre-approved by the principal, area superintendent, and the general manager of compensation **BEFORE** the duties can begin.  
**STIPENDS WILL NOT BE PAID IF WORK BEGINS BEFORE A STIPEND IS APPROVED.**
- Before Ad Hoc stipends will be paid, timesheets that document work performed identified in the ad hoc stipend request must be signed by the principal and the area superintendent and submitted to the Compensation Department.
- The Ad Hoc stipend will be in effect for the current school year only and **must be** reviewed and approved annually.
- Stipend duties should be above and beyond the employee's normal job duties.
- Ad Hoc stipends must not duplicate or supplement the annualized amount of existing stipends, even if the stipend is part of a grant.
- Rules regarding employee eligibility for Ad Hoc stipends are the same as those for stipends in the Compensation Manual. (See page 34)
- Assistant principals and deans are not eligible for Ad Hoc Stipends
- These stipend policies will remain in effect unless superseded by later administrative action.

#### Process

- Complete the Stipend Creation Form describing the new stipend duties and payment amount (<https://houstonisd.sharepoint.com/sites/DEPTS/HR>)
- Determine the stipend payment amount and payment frequency. (One-Time Payment or Bi-Annual)
  - Verify the stipend amount is appropriate by comparison to similar stipends.
  - The actual stipend amount depends upon the money available in your budget.
- Obtain necessary pre-approval by area superintendent or designee.
- All Ad Hoc Stipends (single and multiple employee requests) must be submitted via Manager Self Service (MSS).
  - The Stipend Creation Form must be attached to the online request. (Needs to be updated)
  - CPR Certification is required for all Co-Curricular Stipends and must be attached to the online request.
  - Timesheets must be submitted to the Compensation Department that document work performed identified in the ad hoc stipend request and must be signed by the principal and area superintendent.
- Campus/ departments will be notified of the approval or rejection status via email.
  - For Multiple Employees, the Stipend Payment Request File is required to be submitted to [Stipends@houstonisd.org](mailto:Stipends@houstonisd.org) after you have received the approval email.

- Maintain a copy of the signed Stipend Creation Form in the school files.
- Processing of second-half payment at the end of the stipend period (semester or school year-end)
  - Single employee requests are re-submitted via MSS.
  - Multiple employee requests require the Stipend Payment Request File to be submitted to [Stipends@houstonisd.org](mailto:Stipends@houstonisd.org).

### **Performance Standards and Evaluations**

- Achieves a variety of goals rather than one specific goal.
- Measurements such as win/loss records may not be used as performance measures due to regulatory compliance issues.
- For determining eligibility, a stipend cannot be withheld based on student STAAR scores or any other performance metric.

### **Process**

- At the beginning of the school year, identify 3-4 goals/achievements.
- Establish overall performance guidelines using the Performance Standards and Evaluation Worksheet.
- Ensure the goals are meaningful and easily measurable.
- Use the Tier Assignment form to determine the stipend potential.
- Throughout the stipend period, assess the employee's performance relative to the established goals. Achievements, or lack thereof, should be documented and discussed with the employee promptly.
- Timesheets must be maintained as they are required for payment to the employee.
- The principal or supervisor has the authority to end the stipend at any time during the stipend period. The principal or supervisor must notify the employee of his/her decision in writing immediately.
- Determine the percentage of stipend, if any, based on the employee's performance.
- Meet with the employee to discuss their performance.
- Send the Performance Standards and Evaluation Worksheet and Tier Assignment form to the Compensation Department.

## Stipend List by Number

001	Critical Shortage Secondary Math	58
002	Critical Shortage Special Education	58
003	Critical Shortage Secondary Science	58
2	Academic Coach	49
0003	Bilingual	47
300	Sheltered Instruction Coach (SI Coach)	48
11	AP/ IB Lead Teacher	54
13	Teacher, Lead - Secondary School	54
16	Vanguard (G/T) Coordinator	55
18	Title I, Part A Campus Contact Person	53
19	Athletic Coordinator	44
21	Baseball - Assistant Coach Boys + 5 days EXTM	44
22	Baseball - Head Coach Boys + 5 days EXTM	44
23	Basketball -Assistant Coach Boys + 5 days EXTM	44
24	Basketball -Assistant Coach Girls + 5 days EXTM	44
25	Basketball - Freshman Coach Boys	44
26	Basketball –Coach Boys – 7 <sup>th</sup> Grade	44
27	Basketball - Freshman Coach Girls	44
0027	Teacher Leader, Professional Development	56
28	Basketball - Head Coach Boys+ 7 days EXTM	44
0028	Educational Diagnostician Certification Trainer	57
29	Basketball –Coach Boys - 8 <sup>th</sup> grade	45
30	Basketball - Head Coach Girls + 7 days EXTM	44
31	Cheerleader Sponsor HS	44
32	Cheerleader Sponsor MS	45
0033	Graduation Lab Teachers of Record (GLTR)	67
34	Cross Country - Head Coach Boys	44
0034	District or campus required training beyond regular hours of employment	69
35a	Cross Country - Head Coach Boys– 7 <sup>th</sup> grade	45
35b	Cross Country - Head Coach Boys - 8 <sup>th</sup> grade	46
35c	Cross Country - Head Coach Girls – 7 <sup>th</sup> grade	46
35d	Cross Country - Head Coach Girls – 8 <sup>th</sup> grade	46
36	Cross Country - Head Coach Girls	44
37	Drill Squad - Head Coach Girls	44
0037	Career Pathways Teacher Leaders	56
38	Football - Assistant Coach Boys (Fall) + 10 days EXTM*	44
40	Football - Head Coach Boys (Fall) + 25 days EXTM*	44
0040	Teacher Development Specialist Summer Projects	57
41	Football - Assistant Coach Boys (Spring)	44
43	Football - Head Coach Boys (Spring) + 20 days EXTM	44
44	Football - Assistant Coach Boys – 8 <sup>th</sup> grade + 5 days EXTM	46
45	Football –Coach Boys – 7 <sup>th</sup> grade	46
46	Football - Head Coach Boys - 8 <sup>th</sup> grade + 5 days EXTM	46
47	Golf - Head Coach Boys	44

<b>Stipend#</b>	<b>Stipend Name</b>	<b>Pg.#</b>
48	Golf - Head Coach Girls	44
55	Soccer - Head Coach Boys + 5 days EXTM	44
55.1	Soccer - Assistant Coach Boys + 5 days EXTM	44
56	Soccer - Head Coach Girls + 5 days EXTM	44
56.1	Soccer - Assistant Coach Girls + 5 days EXTM	44
57	Softball - Assistant Coach Girls + 5 days EXTM	44
58	Softball - Head Coach Girls + 5 days EXTM	44
60	Swimming –Coach Girls - 7th grade	46
60a	Swimming –Coach Boys - 7th grade	46
61	Swimming –Coach Girls - 8th grade	46
61a	Swimming –Coach Boys - 8th grade	46
62	Swimming - Head Coach Boys	44
63	Swimming - Head Coach Girls	44
64	Tennis - Head Coach Boys	45
65	Tennis - Head Coach Girls	45
66	Track & Field - Assistant Coach Boys HS only + 5 days EXTM	45
67	Track & Field – Assistant Coach Girls + 5 days EXTM	45
68	Track & Field - Head Coach Boys + 5 days EXTM	45
69	Track & Field - Head Coach Girls g+ 5 days EXTM	45
70	Track - Coach Girls - 7th grade	46
70a	Track - Coach Boys - 7 <sup>th</sup> grade	46
71	Track - Coach Girls - 8th grade	46
71a	Track - Coach Boys - 8th grade	46
72A	Track - Freshman Coach Boys	45
72B	Track - Freshman Coach Girls	45
73A	Baseball - Freshman Coach Boys	45
73B	Softball - Freshman Coach Girls	45
74	Volleyball - Assistant Coach Girls + 10 days EXTM	45
75	Volleyball –Coach Girls - 7th grade	46
76	Volleyball - Head Coach Girls + 3 days EXTM	46
77	Volleyball - Freshman Coach Girls + 9 days EXTM	45
78	Volleyball - Head Coach Girls + 15 days EXTM	45
79	Wrestling - Coach Boys + 7 days EXTM School-Based Budget	45
79a	Wrestling – Coach Girls + 7 days EXTM	45
79.1	Wrestling - Assistant Coach Boys + 5 days EXTM	45
79.2	Wrestling – Assistant Coach Girls + 5 days EXTM	45
81	Swimming Coordinator	44
83	Level 1 - Third year of consecutive experience as a Behavior Support Class	60
84	Level 2 - Fourth year of consecutive experience as a Behavior Support Class	60
85	Level 3 - Five or more years of consecutive experience in a Behavior Support Class	60
88.1	Lead Evaluation Specialist (LES)	65
89	Materials Center Evaluation Specialist Coordinator	63
99	Evaluation Specialist Bilingual	63
116	Trainer of Interpreters for sign language/or ARD/IEP	63

<b>Stipend#</b>	<b>Stipend Name</b>	<b>Pg.#</b>
120	Chairperson, Department	49
127	Campus Induction Coach	55
132	Beginning Teacher Campus-Based Mentor	55
135	Mentor - Speech Therapists, Mentor for the Clinical Fellowship Year (CFY)	65
136	Mentor - Speech Therapy Svcs., Mentor Licensed Assistants Speech Therapists	65
137	Mentor - Speech Therapy Svcs., Mentor Graduate Clinicians	65
154	STAAR Coordinator	53
160	Band Director, Assistant HS	49
161	Band Director, Assistant MS	50
162	Choral Director, Assistant	49
163	Athletic Coordinator	45
164	Drama/Theater Director, Assistant HS	50
165	Band or Orchestra Director HS	49
166	Band Director MS	50
167	Choral Director HS	49
168	Choral Director MS	50
170	Dance Director, Assistant HS	49
171	Dance MS	50
172	Orchestra Director	49
173	Dance Director HS	49
174	Drama/Theater MS	50
175	Drama/Theater Director HS	49
179	Newspaper Sponsor HS	49
180	Career & Technical Student Org (CTSO) Teacher Sponsor	48
181	Orchestra MS	50
182	Piano Director	50
183	Speech/Debate Sponsor HS	50
184	Speech/Debate MS	51
185	Student Council Sponsor HS	50
186	Yearbook Sponsor HS	50
187	Yearbook Sponsor MS	51
252	Assistive Technology Team Member	64
253	Bilingual Speech Therapy Assessor	64
256	Chairperson 1 - Special Education, Elementary - less than 60 students	61
257	Chairperson 2 - Special Education, Elementary - 60 to 89	61
260	Lead Speech Therapist	64
263	Therapist (Speech) Retention Bonus	63
267	Special Education Social Workers Leadership	62
268	Special Olympics Coach	62
268a	Special Olympics Chaperone	62
269	Program Specialist or Specialist Evaluation Manager (Speech)	65
271	Therapist (Speech, Occupational, Physical) Retention	66
272	Speech Therapist/Audiologist Retention Bonus	66
275	Therapist (Speech, Occupational, Physical) Sign-on Bonus	66

<b>Stipend #</b>	<b>Stipend Name</b>	<b>Pg.#</b>
277	Visually Impaired Teacher Education	63
278	JROTC Coach	67
303	Curriculum Writing Assignments	54
335	Small Learning Community Coordinator (SLC) or Cluster Leader	49
337	Soccer – Head Coach Girls	46
337a	Soccer – Head Coach Boys	46
345	Chairperson/Team Leader, Grade Level	49
346	Strength & Conditioning – Coach HS	44
347	Strength & Conditioning – Coach MS	46
350	Newspaper MS	50
351	Student Council MS	51
354	Assessment Development	54
374	Licensed Speech Therapist Assistant Sign-On Bonus	67
375	1 <sup>st</sup> and 2 <sup>nd</sup> year. experience as a Behavior Support Class	60
376	Itinerant Teacher – Retention Stipend	61
378	Speech Therapist Assistant Retention Bonus – Second Year	67
379	Robotics	50
380	Field Maintenance Stipend	44
381	e-Teacher Stipend	68
382	Intervention Assistance Team (IAT) District Liaison– Campus Based	52
383	Autism Teacher Retention Bonus	59
390	Section 504 Coordinator	51
393	Speech Therapist Referral Bonus	66
400	Basketball – Coach Girls – 7 <sup>th</sup> grade	45
401	Basketball – Coach Girls – 8 <sup>th</sup> grade	45
406	Recruitment Incentive – Secondary Math, Secondary Science – Year 1	57
407	Recruitment Incentive – Special Education (SpEd) – Year 1	58
SE03	Mentor of Non-certified Educational Diagnosticians	64
-	Extra Duty Pay	68
	Lead Principal Stipend	70

## Stipend List with Annual Amounts

The stipends are listed in alphabetical order by category and can also be identified by referring to the index.

All stipends are stated in annual amounts and represent the minimum/maximum of the range or fixed amounts. Board approved stipends must follow the minimum and maximum amounts. Stipends are funded by the following fund account types: School-Based (SB), Department (Dept), and District-Wide (DW).

If you have questions about a stipend, refer to the Contact column for the appropriate department to contact.

## **Athletics**

All stipend request forms must be sent to the Athletics Department for eligibility determination.

Extended time (EXTM), as indicated below, is a required part of the stipend and must be paid provided that the days are worked and documented. A school that uses Athletic stipends which include Extended time (EXTM) must pay teachers for the extended days.

The following up-to-date certification/training is required for receipt of the stipend:

- First Aid, CPR/AED (including Anaphylaxis training), other required health-related training,
- Coaches Certification Program Certificate (Constitution and Contest Rules, Sports Safety Training, Ethics and Sportsmanship, Steroid Education, and Concussion Education)
- Water Safety Instructor (WSI for Swimming Coaches)
- UIL Concussion Training
- UIL Professional Acknowledgement of Rules
- National Federation of High School Coaches Certification Training (for first year coaches only)
- Best Practices in Tackling Certification (for Football Coaches only)
- All coaches must be registered with RegisterMyAthlete.com to access training modules. This includes cheer and drill sponsors.
- Coaches will be required to have taken the Title IX class prior to coaching

Certification and training requirements will be updated as needed in compliance with state, federal, and UIL guidelines.

The following fully completed paperwork is required for receipt of the stipend:

- Athletic Master sheets to Athletic Department and Athletic Trainers
- UIL Eligibility Form to Athletic Department and UIL
- Completed Athletic Physicals for Athletes Participating in Athletic Trainers
- Athletic Insurance to Athletics Department

Non-exempt employees are not eligible to coach or receive Athletic stipends.

See below for the number of extra days awarded for coaching assignment extended time.

Extended District Closure – if the district is closed for an extended period, coaches will not be receiving a stipend if coaching activities have not begun.

NOTE: Stipends are not contingent on win-loss record.

## **Athletics - High School**

### **Athletic Coordinator (HS)**

The High School Athletic Coordinator must be a Certified Athletic Administrator through the National Interscholastic Athletic Administrators Association. The Athletic Coordinator organizes and coordinates athletic activities on their campus as directed by the principal and the Athletic Department Staff. The Athletic Coordinator must oversee all written athletic documents from their campus as well as accept departmental responsibility for all UIL, National Federation of High Schools, NCAA, and District rules and policies as outlined in the Houston ISD Athletic Coordinator Manual.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
19	Athletic Coordinator	\$6,600	Dec/June	Athletics 713-556-6913	SB
21	Baseball - Assistant Coach Boys + 5 days EXTM	\$3,500	Dec/June		SB
22	Baseball - Head Coach Boys + 5 days EXTM	\$7,000	Mar/May		SB
23	Basketball - Assistant Coach Boys + 5 days EXTM	\$5,500	Dec/Mar		SB
24	Basketball - Assistant Coach Girls + 5 days EXTM	\$5,500	Dec/Mar		SB
25	Basketball - Freshman Coach Boys	\$4,000	Dec/Mar		SB
27	Basketball - Freshman Coach Girls	\$4,000	Dec/Mar		SB
28	Basketball - Head Coach Boys + 7 days EXTM	\$8,000	Dec/Mar		SB
30	Basketball - Head Coach Girls + 7 days EXTM	\$8,000	Dec/Mar		SB
31	Cheerleader Sponsor	\$5,500	Dec/May		SB
34	Cross Country - Head Coach Boys	\$5,000	Nov		SB
36	Cross Country - Head Coach Girls	\$5,000	Nov		SB
37	Drill Squad - Head Coach Girls	\$7,000	Nov/May		SB
380	Field Maintenance Stipend	\$1,000	Dec/May		SB
38	Football - Assistant Coach Boys (Fall) + 10 days EXTM*	\$5,500	Oct/Nov		SB
41	Football - Assistant Coach Boys (Spring)	\$3,500	June		SB
40	Football - Head Coach Boys (Fall) + 20 days EXTM*	\$10,000	Oct/ Nov		SB
43	Football - Head Coach Boys (Spring) + 20 days EXTM* *High School football coaches not participating in spring training are eligible for five (5) additional days of EXTM the next summer. No coach or assistant coach can receive both fall and spring extended days.	\$7,000	June		SB
47	Golf - Head Coach Boys	\$5,000	May		SB
48	Golf - Head Coach Girls	\$5,000	May		SB
55.1	Soccer - Assistant Coach Boys + 5 days EXTM	\$4,500	Feb/Apr		SB
56.1	Soccer - Assistant Coach Girls + 5 days EXTM	\$4,500	Feb/Apr		SB
55	Soccer - Head Coach Boys + 5 days EXTM	\$7,000	Feb/Apr		SB
56	Soccer - Head Coach Girls + 5 days EXTM	\$7,000	Feb/Apr		SB
57	Softball - Assistant Coach Girls + 5 days EXTM	\$3,500	Mar/May		SB
58	Softball - Head Coach Girls + 5 days EXTM	\$7,000	Mar/May		SB
346	Strength & Conditioning – Coach	\$5,700	Dec/May		SB
81	Swimming Coordinator	\$5,000	Dec/May		SB
62	Swimming - Head Coach Boys	\$5,500	Mar		SB
63	Swimming Head Coach Girls	\$5,500	Mar		SB
NEW	Water Polo Head Coach Boys + 5 days EXTM	\$4,000	May		SB
NEW	Water Polo Head Coach Girls + 5 days EXTM	\$4,000	May		SB

Number	Name	Amount	Payment Date	Contact Information	Funding Type
NEW	Water Polo Assistant Coach Boys + 5 days EXTM	\$2,000	May		SB
NEW	Water Polo Assistant Coach Girls + 5 days EXTM	\$2,000	May		SB
64	Tennis - Head Coach Boys	\$3,000	Dec/May		SB
65	Tennis - Head Coach Girls	\$3,000	Dec/May		SB
66	Track & Field - Assistant Coach Boys + 5 days EXTM	\$3,500	Mar/May		SB
67	Track & Field – Assistant Coach Girls + 5 days EXTM	\$3,500	Mar/May		SB
68	Track & Field - Head Coach Boys + 5 days EXTM	\$7,000	Mar/May		SB
69	Track & Field - Head Coach Girls + 5 days EXTM	\$7,000	Mar/May		SB
72A	Track - Freshman Coach Boys	\$3,500	Mar/May		SB
72B	Track - Freshman Coach Girls	\$3,500	Mar/May		SB
73A	Baseball - Freshman Coach Boys	\$3,500	Mar/May		SB
73B	Softball - Freshman Coach Girls	\$3,500	Mar/May		SB
74	Volleyball - Assistant Coach Girls + 10 days EXTM	\$3,500	Sept/Nov		SB
77	Volleyball - Freshman Coach Girls + 9 days EXTM	\$3,500	Sept/Nov		SB
78	Volleyball - Head Coach Girls + 15 days EXTM	\$7,000	Sept/Nov		SB
79.1	Wrestling - Assistant Coach Boys + 5 days EXTM	\$3,500	Dec/Mar		SB
79.2	Wrestling – Assistant Coach Girls + 5 days EXTM	\$3,500	Dec/Mar		SB
79	Wrestling - Coach Boys + 7 days EXTM	\$6,000	Dec/Mar		SB
79a	Wrestling – Coach Girls + 7 days EXTM	\$6,000	Dec/Mar		SB

## Athletics - Middle School

### Athletic Coordinator (MS)

The Middle School Athletic Coordinator must be a Certified Athletic Administrator through the National Interscholastic Athletic Administrators Association. The Athletic Coordinator organizes and coordinates athletic activities on their campus as directed by the principal and the Athletic Department Staff. The Athletic Coordinator must oversee all written athletic documents from their campus as well as accept departmental responsibility for all UIL , National Federation of High Schools, NCAA, and District rules and policies as outlined in the Houston ISD Athletic Coordinator Manual.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
163	Athletic Coordinator	\$2,500	Dec/June	Athletics 713-556-6913	SB
26	Basketball –Coach Boys – 7 <sup>th</sup> Grade	\$3,000	Dec/Mar		SB
400	Basketball – Coach Girls – 7 <sup>th</sup> grade	\$3,000	Dec/Mar		SB
29	Basketball –Coach Boys - 8 <sup>th</sup> grade	\$4,000	Dec/Mar		SB
401	Basketball – Coach Girls – 8 <sup>th</sup> grade	\$4,000	Dec/Mar		SB
32	Cheerleader Sponsor	\$3,000	Dec/May		SB
35a	Cross Country - Head Coach Boys – 7 <sup>th</sup> grade	\$2,000	Nov		SB

Number	Name	Amount	Payment Date	Contact Information	Funding Type
35b	Cross Country - Head Coach Boys - 8 <sup>th</sup> grade	\$2,000	Nov		SB
35c	Cross Country - Head Coach Girls – 7 <sup>th</sup> grade	\$2,000	Nov		SB
35d	Cross Country - Head Coach Girls – 8 <sup>th</sup> grade	\$2,000	Nov		SB
44	Football - Assistant Coach Boys – 8 <sup>th</sup> grade + 5 days EXTM	\$3,500	Nov		SB
45	Football –Coach Boys – 7 <sup>th</sup> grade	\$3,000	Nov		SB
46	Football - Head Coach Boys - 8 <sup>th</sup> grade + 5 days EXTM	\$4,000	Nov		SB
337a	Soccer – Head Coach Boys – 8 <sup>th</sup> grade	\$3,000	April		SB
337	Soccer – Head Coach Girls – 8 <sup>th</sup> grade	\$3,000	April		SB
NEW	Soccer – Head Coach Boys – 7 <sup>th</sup> grade	\$2,000	April		April
NEW	Soccer – Head Coach Girls – 7 <sup>th</sup> grade	\$2,000	April		April
347	Strength & Conditioning – Coach	\$2,700	Dec/May		SB
60a	Swimming –Coach Boys - 7 <sup>th</sup> grade	\$2,000	Mar		SB
60	Swimming –Coach Girls - 7 <sup>th</sup> grade	\$2,000	Mar		SB
61a	Swimming –Coach Boys - 8 <sup>th</sup> grade	\$2,000	Mar		SB
61	Swimming –Coach Girls - 8 <sup>th</sup> grade	\$2,000	Mar		SB
70a	Track - Coach Boys - 7 <sup>th</sup> grade	\$2,500	April		SB
70	Track - Coach Girls - 7 <sup>th</sup> grade	\$2,500	April		SB
71a	Track - Coach Boys - 8 <sup>th</sup> grade	\$2,500	April		SB
71	Track - Coach Girls - 8 <sup>th</sup> grade	\$2,500	April		SB
75	Volleyball –Coach Girls - 7 <sup>th</sup> grade	\$3,000	Nov		SB
76	Volleyball – Coach Girls – 8 <sup>th</sup> grade + 3 days EXTM	\$4,000	Nov		SB

## Bilingual

Administered by the Multilingual Programs Department only

### Bilingual Stipend Requirements

#### Teachers must:

- Hold a current bilingual teaching certificate in the grade level/content assigned or hold a valid permit in bilingual education in the grade level/content assigned. Dual language immersion program teachers for whom a bilingual certification is not offered by TEA must hold a teaching certificate in the grade level/content assigned and hold a LOTE certification in the target language.
- Not have received a first-year recruitment incentive.
- Be on a teacher pay schedule and have been assigned a bilingual major duty job title. Refer to the Bilingual Stipend FAQ document on the Multilingual Programs Department Site.
- Be a full-time teacher of record to students who qualify for and have been placed in a bilingual program by the campus Language Proficiency Assessment Committee (LPAC).
- Complete a total of 40 hours of professional development between June 1st and May 1st that addresses the cognitive, linguistic, and affective needs of bilingual students. A minimum of 6 hours of professional development focused on sheltered instruction provided by the Multilingual Programs Department outside of the regular school day is required. **Refer to the Bilingual Stipend FAQ document on the Multilingual Programs Department Site.**

## Special Considerations

- Teachers must ensure certification records are current and updated in SAP/OneSource (contact HISD Certification Office).
- Campus principals must ensure teacher job title is updated in SAP/OneSource (contact campus Budget Analyst).
- Payment of the bilingual stipend is divided into two equal installments, with the first half (\$2,500) paid in December and the final half (\$2,500) paid in June. The first part of the stipend is paid regardless of the number of professional development hours completed in the fall; however, principals are responsible for ascertaining that the required 40 hours of professional development are taken before approving the final payment.
- A prorated amount will be considered only in adherence to current district policies.
- A prorated amount will be considered for teachers hired after the first workday and for teachers placed on leave or suspension.
- Teacher Specialists are not eligible for the bilingual stipend.
- Teachers under an approved FML are eligible for the stipend.
- A teacher is ineligible for the stipend if the teacher
  - Is terminated.
  - Voluntarily transfers to a position that is ineligible for the stipend.
  - Voluntarily resigns before the end of the stipend period.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0003	Bilingual Stipends	\$5,000	Dec/ June *Two payments if all requirements are met	Multilingual Dept 713-556-6961	DW

- Bilingual Certified Special Ed teachers who meet all Bilingual Stipend Requirements above, but are not the teacher of record, may be eligible to receive \$250 for each Special Ed / Bilingual student they serve (not to exceed \$2,500 per semester). Documentation is required each semester before the first and second payment of the stipend.

Number	Name	Amount	Payment Dates	Contact Information	Funding Type
0003	Bilingual Stipend	\$250 per student per semester  not to exceed \$2,500 per semester or \$5,000 per year	December & June	Multilingual Dept 713-556-6961	DW

## Sheltered Instruction Coach (SI Coach) Stipend Requirements

- Teacher certification is required.
- Facilitate the implementation and oversee the functions and outcomes of the campus EL Instructional Plan, which includes identifying campus EL needs, setting goals for improvement, monitoring gains, and adjusting goals for improvement.
- Collaborate with LPAC Administrator to identify teachers with Bilingual Exceptions and/or ESL Waivers to ensure identified teachers receive and attend required professional development and support students with Sheltered Instruction strategies in the classroom.

- Conduct in-service training on Sheltered Instruction for campus staff and disseminate information regarding Bilingual/ESL programs for Sheltered Instruction to campus administrators, faculty, and other key campus staff.
- Maintain campus EL Instructional Plan district compliance documentation, including documentation of teacher identification, student data, and coaching logs.
- Attend in-service training on sheltered instruction; attend district EL coordinator meetings and participate actively with Multilingual Programs designee.
- Ensure identified teachers attend ESL certification preparation courses and take TeXes ESL Supplemental Certification Exam.
- Stipend requirements must be verified by multilingual programs team leads.
- A Sheltered Instruction Coach is ineligible for the stipend if the campus has not filed
  - an ESL Waiver or
  - a Bilingual Exception with the Multilingual Programs Department

### Special Considerations

Assistant principals/deans are not eligible for the Sheltered Instruction stipend.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
300	Sheltered Instruction Coach (SI Coach)	\$1500	Dec/ June *Two payments if all requirements are met	Multilingual Dept 713-556-6961	DW

### Career Readiness

#### Career & Technical Education Student Organization Sponsorship Stipend Requirements:

- Campus Commitment – The teacher must complete the Commitment to Sponsor CTSO form, obtain the campus principal signature, and submit it to the CTE department by the deadline as posted at the beginning of the school year. The CTSO must be an approved organization per the CTE guidelines.
- CTSO Fall Portfolio – submitted by deadline with all content included and principal signature as per CTE guidelines posted to Career Readiness website and distributed to Sponsors who submitted Commitment Forms.
- CTSO Spring Portfolio – submitted by deadline with all content included and
- Principal signature as per CTE guidelines posted to Career Readiness website and distributed to Sponsors who submitted Commitment Forms.
- The amount of CTSO stipend is defined by CTE guidelines for sponsor requirements posted on the Career Readiness website; stipends will not be less than \$625 per school year and will not exceed \$1250 per school year.
- IMPORTANT REMINDER – CTSO stipend will be split into two payments; fall and spring. A complete CTSO portfolio must be submitted in the fall semester by the deadline if sponsoring a CTSO for the entire school year. CTE Department allocates funds for CTSO stipends paid based on the fall portfolio submissions. Thus, the budget will not have funds to cover the spring portion the of CTSO stipend if a fall portfolio is not received.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
180	CTSO Teacher Sponsor Stipend	\$625	to	\$1,250	Dec/ June	Career and Technical Education 713-556-6981	Dept

## Chairperson, Lead Teacher

Cannot be combined with any other Chairperson stipend

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
120	Chairperson, Department (All department chairs) - Secondary school use only	\$800	\$1,000	\$1,200	Dec/June		SB
345	Chairperson/Team Leader, Grade Level - Elementary school use only	\$300	\$400	\$500	June		SB
335	Small Learning Community Coordinator (SLC) or Cluster Leader – Secondary school use only	\$500	\$1,000	\$1,500	Dec/June		SB
13	Teacher, Lead - Secondary School - Secondary school use only	\$250 /year			June		SB

## Co-Curricular - High School

- These stipends are for work performed beyond the school day and resulting in production or product
- Except where noted the stipends are paid in December and June
- The following up-to-date certification/training is required for receipt of the stipend: CPR/AED (including Anaphylaxis training) and First Aid

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
2	Academic Coach - Principals may elect to pay teachers who work with students in the afternoon and weekends on local, state, and national academic competitions	\$500	\$800	\$1,100	June		SB
165	Band Director	\$12,000			Dec/June	Fine Arts Department 713-556-5638	SB
NEW	Band and Orchestra – Secondary Performance Ensembles (see Stipend Requirements)	\$6,000			June	Fine Arts Department 713-556-5638	SB
172	Orchestra or Guitar Director	\$10,000			Dec/June	Fine Arts Department 713-556-5638	SB
160	Band Director, Assistant	\$10,000			Dec/June	Fine Arts Department 713-556-5638	SB
167	Choral Director	\$10,000			Dec/June	Fine Arts Department 713-556-5638	SB
162	Choral Director, Assistant	\$7,500			Dec/June	Fine Arts Department 713-556-5638	SB
170	Dance/ Color Guard Director, Assistant	\$5,000			Dec/June	Fine Arts Department 713-556-5638	SB
173	Dance/ Color Guard Director	\$7,000			Dec/June	Fine Arts Department 713-556-5638	SB
175	Theater Director	\$7,500			Dec/June	Fine Arts Department 713-556-5638	SB

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
164	Theater Director, Assistant	\$4,500			Dec/June	Fine Arts Department 713-556-5638	SB
179	Newspaper Sponsor	\$800	\$1,120	\$1,440	Dec/June		SB
182	Piano Director	\$4,500			Dec/June	Fine Arts Department 713-556-5638	SB
NEW	Visual Art	\$1,500			Dec/June	Fine Arts Department 713-556-5638	SB
NEW	Visual Art Feeder Representative	\$1,750			Dec/June	Fine Arts Department 713-556-5638	SB
379	Robotics	\$500	\$750	\$1,000	Dec/June		SB
183	Speech/Debate Sponsor Houston Urban Debate League – (\$5,000 max per campus; \$2,500 max per individual)	\$1,360	\$1,930	\$2,500	Dec/June		SB
185	Student Council Sponsor	\$320	\$450	\$575	Dec/June		SB
186	Yearbook Sponsor	\$800	\$1,120	\$1,440	Dec/June		SB

## Co-Curricular - Middle School

- These stipends are for work performed beyond the school day and resulting in a production or product
- Elementary Schools with programs comparable to Middle Schools may pay up to the minimum of the Middle School stipend amount unless specifically denoted in table.
- Except where noted the stipends are paid in December and June
- The following up-to-date certification/training is required for receipt of the stipend:
  - CPR/AED (including Anaphylaxis training)
  - First Aid

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
2	Academic Coach - Principals may elect to pay teachers who work with students in the afternoon and weekends on local, state, and national academic competitions	\$500	\$800	\$1,100	June		SB
166	Band Director	\$8,000			Dec/June	Fine Arts Department 713-556-5638	SB
161	Band Director, Assistant	\$6,000			Dec/June	Fine Arts Department 713-556-5638	SB
168	Choral Director	\$7,500			Dec/June	Fine Arts Department 713-556-5638	SB
171	Dance Director	\$6,000			Dec/June	Fine Arts Department 713-556-5638	SB
174	Theater Director	\$6,000			Dec/June	Fine Arts Department 713-556-5638	SB
350	Newspaper	\$560	\$785	\$1,010	Dec/June		SB
181	Orchestra or Guitar Director	\$7,500			Dec/June	Fine Arts Department 713-556-5638	SB
NEW	Piano, Mariachi, Guitar Director	\$4,000			Dec/June	Fine Arts Department 713-556-5638	SB

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
NEW	Visual Art	\$1,000			De/June	Fine Arts Department 713-556-5638	SB
NEW	Visual Art Feeder Representative	\$1,250			Dec/June	Fine Arts Department 713-556-5638	SB
379	Robotics	\$500	\$750	\$1,000	Dec/June		SB
184	Speech/Debate	\$720	\$1,010	\$1,295	Dec/June		SB
351	Student Council	\$320	\$450	\$575	Dec/June		SB
187	Yearbook Sponsor	\$560	\$785	\$1,010	Dec/June		SB

## Coordinators

- Serves on the IAT as needed Informs and disseminates information to parents regarding procedures, parent and student's rights and services and options available, including Dyslexia Program Parent Education
- Stays in communication with evaluation specialists to begin the referral or re-evaluation process
- Complete all associated 504 forms (i.e., Section 504 Committee Meeting Log, Section 504 Accommodations Plans, Section 504 Accommodations, Section 504 Accommodations Report, etc.)
- Conducts/facilitates all Section 504 meetings
- Works with medical officers and school nurses to complete medical information if necessary.
- Researches and collects all academic information (work samples, teacher surveys, permanent record information, STAAR data, etc.) for the referred student
- Conducts re-evaluation meetings and facilitates the re-evaluation process for students that are coded 504
- Ensures that 504 students are receiving the appropriate accommodations that are created for their individual needs
- Collaborates with dyslexia IST, contact person, and evaluation specialist to ensure data quality and accountability for dyslexia students in Section 504 Writer (EasyIEP)
- Runs a monthly report from Section 504 Writer (EasyIEP)
- Maintains and secures all Section 504 records
- Trains staff on Section 504 procedures including dyslexia referral procedures
- Supports district dyslexia program initiatives and awareness campaigns
- Maintains knowledge of the state and federal laws, Section 504, ADA, IDEA, and HISD dyslexia program policy

Number	Name	Amount	Payment Date	Contact Information	Funding Type
390	Section 504 Coordinator – Campus Based	\$1,000	Dec/June	Dept	SB

## Intervention Assistance Team (IAT)

- Stipend amount is standard across all campuses and distributed upon completion and submission of work products relating to establishing the multidisciplinary team(s), holding regularly scheduled meetings, analyzing universal screening data, problem-solving for individual student needs identified through data, implementing interventions, partnering with parents, and monitoring the progress of interventions to close learning gaps in academics or behavior.
- Support the implementation of an intervention process on campuses for students not meeting expectations in reading, math, and or behavior Conduct in-services on IAT and Response to Intervention (RtI) for campus staff; disseminate information regarding interventions for academics and behavior to campus administrators, faculty, and other key campus staff.
- Maintain IAT program compliance documentation for the campus, including documentation of

students not meeting standards on screeners and other measures, the interventions attempted, their results, and any further recommendations for student success.

- Attend in-service training on IAT and RtI; attend district IAT meetings and participate actively with the district IAT support team on campus Be knowledgeable about dyslexia and related disorders, HISD guidelines and procedures regarding dyslexia and related disorders, program descriptors, and who to consult with on campus and in the district for instructional approaches.
- Collaborate with district and campus-level IAT chairpersons, general education teachers, behavior coordinators, 504 coordinators, referral chairpersons, evaluation specialists, dyslexia instructional support teachers, special education chairpersons, and special education teachers of dyslexic students as needed.
- Support district IAT program initiatives and awareness campaigns.
- Ensure data quality and accountability for students in the IAT/RtI section of the Student Information System (Chancery).

Number	Name	Amount	Payment Date	Contact Information	Funding Type
382	Intervention Assistance Team (IAT) District Liaison– Campus Based	\$1,500	In 2 Payments- December (\$800), May (\$700) based on work completed	Interventions Office 713-556-7122	

## Title I

- Principals will identify the Title I contact for their campuses.
- Attend campus and district Title I, meetings, trainings, (including coding trainings), open labs, and compliance reviews (virtual/in-person).
- Complete online coding training to receive security access to HISD Connect.
- Enter campus Title I, Part A coding into HISD Connect (participation, Parent and Family Engagement activities, and services).
- Regularly monitor and address Title I coding issues.
- Collaborate with school grant administrator , campus student information representative (SIR) and principal to
  - address coding concerns,
  - ensure coding is accurate and up to date, and
  - obtain required Title I compliance documents
- Coordinate the Parent and Family Engagement activities for the campus.
- Conduct a total of 8 Title I Meetings annually – 2 meetings in the Fall (including the Fall Annual Meeting) and 2 meetings in the Spring (including the Spring Annual Meeting).  
Each virtual/in-person meeting must be held at least twice and at various dates and times – a total of 8 meetings during the academic school year.
- Communicate information to the principal and/or other campus personnel about the requirements of the Title I, Part A program in a timely and consistent manner.
- Adhere to scheduled due dates for completing and submitting various items that are required under this program.
- Keep documentation bin and documentation on External Funding SharePoint Site up-to-date. Required documentation for the Title I, Part A program will be reviewed by the school grants administrator throughout the year. TEA/USDE conducts random validations (audits) of the Title I documentation.
- Assist with integrating Title I supplemental services into the School Improvement Plan.
- Become familiar with Title I, Part A Handbook, and, also with the External Funding website ([www.HoustonISD.org/ExternalFunding](http://www.HoustonISD.org/ExternalFunding)) > Employee Content.

### **Stipends for Campus Contacts**

- When considering a campus contact for stipend receipt, the fulfillment of all requirements will be evaluated based on criteria in a rubric developed by the External Funding Department and supported by the Documentation Checklist.
- Payment will be prorated, as applicable and approved by the building principal.
- Payment will be processed through the External Funding Department.
- Stipend amount cannot be split between employees.
- Per the district's guidelines, Assistant Principals and Deans of Instruction are not eligible to receive the Title I Campus Contact stipend.
- First Payment (\$0 - \$1,200) to be paid on or before the last pay period of December 2022.
- Second Payment (\$0 - \$1,200) to be paid on or before the last pay period of May 2023 Summer.
  - NOTE: Stipends will be paid from the campus' school wide Title I funds (2110000000).

Number	Name	Amount	Payment Date	Contact Information	Funding Type
18	<b>Title I, Part A Campus Contact Person:</b> To receive the stipend payment per semester, a Title I campus contact must have teacher certification, and must meet the criteria contained in the rubric (supported by the Documentation Checklist).	\$0 - \$2,400	<b>Dec/May Payment --</b> If all requirements are met, based on rubric criteria and supported by the Documentation Checklist	External Funding 713-556-6928	SB

### **STAAR Coordinator**

- Manages a school's STAAR testing procedures.
- The stipend amount is based on the number of STAAR forms submitted for the spring administration
- If more than one name is submitted from a school the stipend will be equally divided
- Administrators such as assistant principals are not eligible
- Stipend is for work done beyond the school day

Number	Name	Number of Forms			Payment Date	Contact Information	Funding Type
154	STAAR Coordinator	0-400	401-700	>700	June	Student Assessment 713-349-7460	SB
		\$400	\$500	\$600			

### **Curriculum Department**

*Stipends in this section are administered by the Curriculum Department only*

#### **Curriculum Writing Assignments**

The amount paid is negotiated based on the actual services performed. *Payments will be made after each project when the product is in hand and any corrective action has been taken by the developer/writer. Payment for services is negotiated in advance of the work assignment.* Only teachers, teacher specialists, and TDS are eligible for the Curriculum Writing stipend. Requires chief academic officer approval

### **Assessment Development**

The amount paid is negotiated based on the actual services performed. *Payments will be made after each project when the product is in hand and any corrective action has been taken by the developer/writer. Payment for services is negotiated in advance of the work assignment.* Only teachers, teacher specialists, and TDS are eligible for the Assessment Development stipend.

Requires chief academic officer approval

Number	Name	Amount	Contact Information	Funding Type
303	Curriculum Writing Assignments – development of curriculum documents and related materials	\$4000 Maximum	Curriculum 713-556-6823 Maggie Gardea Elementary Curriculum & Development Montra Rogers Secondary Curriculum & Development	Dept
354	Assessment Development - development of assessment documents and related resources	\$4000 Maximum	Curriculum 713-556-6823 Maggie Gardea Elementary Curriculum & Development Montra Rogers Secondary Curriculum & Development	Dept

### **Postsecondary Program Lead Teacher Stipend**

#### **Lead Teachers**

AP/IB Lead Teachers create, edit, and update college-level curriculum documents for their subject area. Lead Teachers will facilitate district trainings, PLCs, and conferences focused on the best college-level instructional practices and exam preparation. Lead Teachers will also conduct frequent monitoring of and participation in the HUB community for the selected course. Lead teachers will mentor and provide coaching for other AP/IB teachers. Lead teachers will also facilitate student study/practice sessions.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
11	AP/ IB Lead Teacher	\$2,000	Dec/June	Innovation and Postsecondary Programming 713-556-7240	Dept

### **Campus Gifted / Talented Coordinator**

The Campus (G/T) Coordinator is responsible for ensuring that each HISD campus has a program to provide support to identified GT students by HISD Board Policy and Texas Education Agency State Plan for Gifted and Talented. Duties include:

- Organizing and leading the facilitation of GT testing, identification, and GT Matrix reviews for their campus in partnership with the HISD GT Department
- Ensuring that every GT faculty/staff member has the necessary Foundational 30-hour and 6-hour annual update district approved GT training
- Communicating with parents and the school community about GT program services and school events as well as GT identification results
- Ensuring the annual establishment and maintenance of the campus GT Committee.
- Serving as the campus liaison for the HISD GT Department

If two Coordinators are at the same campus the amount of the stipend will be divided.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
16	Campus Gifted / Talented Coordinator	\$720	June	Gifted & Talented Department 713-556-6954	SB

## Professional Development Services

### Campus-Based Mentors

Campus based mentors support novice teacher induction. Mentors must meet the requirements published separately on the TEA website in alignment with TAC, Chapter 153.1011. Beginning Teacher Induction and Mentoring Program. In addition, mentor teachers must meet district selection criteria, complete required training, track support using district tools (MAS), and other requirements for stipend eligibility.

Teachers can receive stipends for supporting a maximum of two beginning teachers a year. A stipend may be prorated, as applicable and approved. Administrators are not eligible to receive this stipend.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
132	Beginning Teacher Campus-Based Mentor	\$50	to	\$1,200	Jan or June (depending upon the start date of the beginning teacher)	Teacher Career Development 713-696-0600	Dept

### Campus Induction Coordinators

Campus Induction Coordinators, in conjunction with school leaders, coordinate the support of new teachers and mentors on their campus through skill development, timely communication, problem-solving, and forums. Requirements for the role and stipend are published and provided separately by the Teacher Career Development team. A stipend may be prorated, as applicable and approved.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
127	Campus Induction Coordinator	\$50	to	\$1,600	June	Teacher Career Development 713-696-0600	Dept

### Career Pathways Teacher Leaders

Stipends for the Career Pathways Teacher Leader Program are only for pre-identified teacher leaders on participating schools utilizing specifically identified roles. There are three levels identified in the Career Pathways Program and stipends are commensurate with experience and responsibility.

- Emerging Teacher Leader - \$250 to \$2,500
- Established Teacher Leader - \$500 - \$8,000
- Expert Teacher Leader - \$2,000 - \$13,500

There are eight official Career Pathways roles, focused on improving student outcomes and teacher effectiveness.

1. Instructional Excellence Coach
2. Classroom Culture Specialist

3. Data Tracking & Assessment Specialist
4. Literacy Specialist
5. Effective Practice Specialist
6. Multilingual Specialist
7. Canvas Champion
8. Learning Accommodations Specialist

The stipend amount is determined by the role and may be pro-rated, as applicable and approved. Eligibility, selection, and requirements for the stipend are published and provided separately by the Teacher Career Development team. Administrators are not eligible to receive this stipend (Teacher Development Specialists and Student Assessment Data Specialists would qualify).

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
0037	Career Pathways Teacher Leaders	\$250	to	\$13,500	Dec/May	Teacher Career Development 713-696-0600	DW

### **Teacher Leader, Professional Development**

Teacher Leaders and other professionals create, provide and implement quality Professional Development across HISD so that it is easily accessible, aligned, and meaningful to supported teachers. Teachers eligible for this stipend include, but are not limited to, Mentor of Instruction for New Teachers (MINT), Aspiring to Lead Teacher Leaders, Education Policy Fellows.

They support the successful implementation of New Teacher and Teacher Leader programming events, including, but not limited to New Teacher Academy, Effective Practice Summits, District Wide Professional Development Summits, Virtual Communities, and Teacher Leader Academy. To be eligible for the stipend, recipients must apply and be selected by the Teacher Career Development Team.

The stipend amount may be prorated, as applicable and approved. Eligibility, selection, and requirements for the stipend are published and provided separately by the Teacher Career Development team.

Number	Name	Min	Mid	Max	Payment Date	Contact Information	Funding Type
0027	Teacher Leader, Professional Development	\$50	to	\$5,000	Nov/June	Teacher Career Development 713-696-0600	DW

### **Educational Diagnostician Certification Trainer**

Identified, certified employee in Child Study Services who develops and delivers semester coursework; and supports learning experiences for Houston ISD ACP Educational Diagnostician Interns in preparation to meet the requirements of §239.83 of TAC title 19 (Standards required for the Educational Diagnostician Certificate). Teaches interns the competencies and strategies needed to successfully pass the content exam; Provides trainings to assist interns in mastering the various components that are needed to become a successful diagnostician in Houston ISD. The EDACP trainer will:

- Attend scheduled EDACP check-ins with the ACP team.
- Develop and provide a course syllabus.
- Provide training throughout a semester for learning aligned to the Educational Diagnostician standards and District practices.
- Provide assessment for and feedback to Educational Diagnostician Interns on course content and performance.
- Maintain grades and attendance records for TEA compliance and certification requirements; and
- Provide final overall performance grade to the Intern and input to the certification committee before certification is recommended

- Provide field supervision to interns.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0028	Educational Diagnostician Certification Trainer	\$2,000 per semester course (up to 30 Interns)	Fall/Spring	Alternative Certification Program 713-742-4911	Dept

### Teacher Development Specialist Summer Projects (Projects Beyond Duty Responsibilities)

Teacher Development Specialists will engage in special projects during non-duty weeks in June, July, and December.

Throughout the school year, Teacher Development Specialists support implementation of the Career Pathways Teacher Leader program and serve as facilitators for Problem Solving Communities/Focus Groups after duty hours.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0040	Teacher Development Specialist Summer Projects	\$180 per day Maximum of 25 days	Dec/June/July	Curriculum 713-556-6823	Dept

## Recruitment

### Recruitment Incentive – Secondary Math, Secondary Science – Year 1

- Must commit to offer on or before May 6, 2022 (tentative) or effective hire date, including the signing of a contract
- Must be a member of the Recruitment Services candidate pool & eligible for hire
- Administered by Talent Acquisition (Human Resources) only within the approved budget, subject to funding
- Paid to the first eligible recipients, as determined by Talent Acquisition (Not to exceed 100 Critical Shortage (Math/Science/Special Ed) Incentives for 2022-2023. Must be hired at a high need campus. Not to exceed 3 recipients per campus of the total 100 incentives) Must agree to remain with HISD in a critical shortage position for two (2) complete school years
- Initial Payment (\$1,500) to be paid on/before September 30, 2022
- Installment 2 (\$1,500) will be paid on or before the last pay period of June 2023
- The employee must not be on a Prescriptive Plan for Assistance at the time of Installment 2
- The employee must not have more than 5 days absent during the spring semester, January 1, 2023, to June 5, 2023, of payment, absences associated with approved leave time. Workers Compensation Leave and Family Medical Leave will not be counted
- NOTE: there is documentation that accompanies each of the stipends with the official guidelines outlining the process of eligibility

Number	Name	Amount	Payment Date	Contact Information	Funding Type
406	Recruitment Incentive –Secondary Math, Secondary Science - Year 1	\$3,000	October - 2020 June - 2022	HR Talent Acquisition 713-556-7373	Dept

**Recruitment Incentive - Special Education (Autism, Life Skills, PPCD, Deaf Ed, BSC only) - Year 1**

- Must commit to offering or before August 24, 2022, including the signing of a contract
- Must be a member of the Recruitment Services candidate pool & eligible for hire
- Administered by Talent Acquisition (Human Resources) only within the approved budget, subject to funding
- Only certain Special Ed teaching positions to apply, as determined by the Talent Acquisition department
- Paid to the first eligible recipients, as determined by Talent Acquisition (Not to exceed 100 Critical Shortage (Math/Science/Special Ed) Incentives for 2022-2023. Must be hired at a high need campus. Not to exceed 3 recipients per campus of the total 100 incentives) Must agree to remain with HISD for two (2) complete school years in the specified Special Ed teaching positions
- Initial Payment (\$1,500) to be paid on or before September 30, 2022
- Installment 2 (\$1,500) will be paid on or before the last pay period of June 2023
- The employee must not be on a Prescriptive Plan for Assistance at the time of Installment 2
- The employee must not have more than 5 days absent during the spring semester, January 1, 2023, to June 5, 2023, of payment, absences associated with approved leave time. Workers Compensation Leave and Family Medical Leave will not be counted
- NOTE: there is documentation that accompanies each of the stipends with the official guidelines outlining the process of eligibility

Number	Name	Amount	Payment Date	Contact Information	Funding Type
407	Recruitment Incentive - Special Education (Autism, Life Skills, PPCD, Deaf Ed, BSC only) - Year 1	\$3,000	October - 2020 June - 2022	HR Talent Acquisition 713-556-7373	Dept

**Critical Shortage Teacher (Secondary Math, Special Education, Secondary Science)**

- Teacher must be certified and eligible to teach in the critical shortage area
- Must be in a critical shortage position at the time of payout to be entitled to the stipend: retirees will be prorated
- Critical Shortage stipends will be paid according to the FTE of the recipient.
- Secondary Math or Science must be a required middle or high school course to be considered a "critical shortage" course
- Teachers who received a current school year Recruitment Incentive are not eligible for this stipend; refer to the Recruitment Incentive contract for specific rules
- Teachers who are not in a critical shortage titled position but teach the required courses. Must be teaching equal to 100% and teacher of record
- Critical shortage stipends may not be augmented by new stipends during the 2019-2020 school year
- Administered by Human Resources only within the approved budget, subject to funding

Number	Name	Amount	Payment Date	Contact Information	Funding Type
001	Critical Shortage Secondary Math	\$2,000	March	HR Operations 713-556-7343	DW
002	Critical Shortage Special Education	\$5,000			
003	Critical Shortage Secondary Science	\$2,000			
NEW	Critical Shortage Career and Technical Education	\$2,000			

## Special Education Services

### **Autism Teacher Retention Bonus**

For teachers of autism who have their Behavior Certification Board Analyst certification and Special Education Program Specialists with BCBA certification who provide technical assistance to teachers regarding the integration of applied behavior analysis strategies

Number	Name	Amount	Payment Date	Contact Information	Funding Type
383	Autism Teacher Retention Bonus - BCBA Certification	\$1,000	Dec/June (\$500 per semester)	Special Education 713-556-7025	Dept

### **Behavior Support Class Teacher (BSC)**

Basic Eligibility Requirements:

- Must maintain current Crisis Prevention Institute (CPI) training certification and provide documentation to special education senior manager of programs
- Must use a BSC Review 360 Program at least three (3) times weekly
- Must use the Social Skills Curriculum to provide and document social skills instruction in lesson plans at least three (3) times weekly
- Must have at least 5 students on the class roster and/or maintain documentation of support provided for at least 5 students to maintain them in general education
- Must be assigned to a major duty code as a Behavior Support teacher

### **Structured Learning Class Teacher (SLC)**

Basic Eligibility Requirements:

- Must maintain current Crisis Prevention Institute (CPI) training certification and provide documentation to special education senior manager of programs
- Must be assigned to a major duty code as an SLC teacher

### **Ineligible Teachers**

- Long-term substitute teachers are not eligible for a behavior stipend
- Behavior Support/Structured Learning teachers assigned to a medical facility in which psychiatric support personnel are provided are not eligible for this stipend

Number	Name	Amount	Payment Date	Contact Information	Funding Type
375	1 <sup>st</sup> and 2 <sup>nd</sup> year. experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PSI), Skills for Learning and Living (SLL) or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$500	Dec/June (\$250 per semester)		Dept
83	Level 1 - Third year of consecutive experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PS), Skills for Learning and Living (SLL), or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$750	Dec/June (\$375 per semester)		Dept

84	Level 2 - Fourth year of consecutive experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PSI), Skills for Living and Learning (SLL) or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$1,000	Dec/June (\$500 per semester)		Dept
85	Level 3 - Five or more years of consecutive experience as a Behavior Support Class (BSC), Structured Learning Class (SLC), Preparing Students for Independence (PSI), Skills for Learning and Living (SLL), or Preschoolers Achieving Learning Skills (PALS) Teacher or a nurse serving students with multiple impairments	\$1,250	Dec/June (\$625 per semester)		Dept

Number	Name	Amount	Payment Date	Contact Information	Funding Type
256	Chairperson 1 - Special Education, Elementary and Secondary – 74 or less  Cannot be combined with Department Chairperson stipend #345 or #120 No extended time of 20 days at a hourly rate of pay. Special Education use only	\$500	Feb/June (\$250 per semester)		Dept
257	Chairperson 2 - Special Education, Elementary and Secondary – 75-99  Cannot be combined with Department Chairperson stipend #345 or #120 No extended time of 20 days at a hourly rate of pay. Special Education use only	\$750	Feb/June (\$375 per semester)		Dept

### **Itinerant Teacher – Retention Stipend**

Itinerant teachers who serve low incidence student populations

- Visually Impaired Teacher
- Orientation and Mobility Specialist
- Auditory Impaired Teacher
- Parent Infant Teacher (AI/VI)
- Itinerant Autism Services Teacher
- Adaptive PE Teacher
- Music Therapy

Number	Name	Amount	Payment Date	Contact Information	Funding Type
376	Itinerant Teacher – Retention Stipend	\$2,000	Dec/June (\$1,000 per semester)		Dept

### **Special Education Social Workers Leadership**

Social Worker who provides leadership, consultation, and support to assigned social workers and social work interns

Number	Name	Amount	Payment Date	Contact Information	Funding Type
267	Special Education Social Workers Leadership	\$1,000	Dec/June (\$500 per semester)		Dept

### **Special Olympics Coach**

Teachers and other professional employees serve as Special Olympics coaches in after-school programs and must accompany students to Special Olympics competitions

Basic Eligibility Requirements:

- Approved as coaches by the Special Olympics Regional Office, and the Office of Special Education
- Must coach students for Special Olympics competitions according to criteria specified by the Office of Special Education
- Special Education Teacher Assistants are not eligible for the stipend but receive pay as appropriate to an hourly rate, once basic eligibility requirements are met

Number	Name	Amount	Payment Date	Contact Information	Funding Type
268	Special Olympics Coach	\$350 2-7 athletes \$500 8 or more athletes	June		Dept

### **Special Olympics Chaperone**

Teachers and other professional employees who serve as Special Olympics Chaperones. Chaperones accompany students to events and supervise them during Special Olympics competitions

Basic Eligibility Requirements:

- Approved as chaperones by Special Olympics and the Office of Special Education
- Must pass the General Orientation and Protective Behaviors training provided through Special Olympics
- Teacher assistants or other non-exempt positions are not eligible for the stipend, but receive pay as appropriate to an hourly rate, once basic eligibility requirements are met

Number	Name	Amount	Payment Date	Contact Information	Funding Type
268a	Special Olympics Chaperone	\$150 8-15 hours \$300 16 or more hours	June		Dept

### **Trainer of Interpreters for sign language/or ARD/IEP**

Special Education professional staff that develop and implement training for language interpreters

Number	Name	Amount	Payment Date	Contact Information	Funding Type
116	Trainer of Interpreters for sign language/or ARD/IEP	\$1,000	Dec/June (\$500 per semester)		Dept

### **Visually Impaired Teacher Education**

Teachers who complete coursework resulting in the endorsement as a teacher of visually impaired students

Number	Name	Amount	Payment Date	Contact Information	Funding Type
277	Visually Impaired Teacher Education	\$1,500	June		Dept

### **Special Education – Child Study**

#### **Evaluation Specialist Bilingual (including Sign Language)**

- Assigned to a major duty code as a Bilingual Evaluation Specialist (Including Sign Language)
- Certified by an appropriate agency as an educational diagnostician, or licensed specialist in school psychology
- Maintain a minimum of satisfactory or above rating on the previous year's appraisal instrument

Documentation of approved continuing education in bilingual assessment issues verified by Child Study Department

Number	Name	Amount	Payment Date	Contact Information	Funding Type
99	Evaluation Specialist Bilingual	\$3000 (Begins Year 1)	Dec/June (\$1,500 per semester)	Child Study 713-556-8000	Dept

#### **Materials Center Evaluation Specialist Coordinator**

Identifies and maintains a database of technology used for evaluation

Number	Name	Amount	Payment Date	Contact Information	Funding Type
89	Materials Center Evaluation Specialist Coordinator	\$1,500	Dec/June (\$750 per semester)	Child Study 713-556-8000	DW

**Mentor of Non-certified Educational Diagnosticians**

- Minimum of 3 years continuing experience in the district
- Be a certified Educational Diagnostician or Licensed Specialist in School Psychology
- Maintain an HISD appraisal rating of proficient or above (or the equivalent in district rating system)

Number	Name	Amount	Payment Date	Contact Information	Funding Type
SE03	Mentor of Non-certified Educational Diagnosticians and Licensed Specialists in School Psychology Trainees/Interns	\$1,500	Dec/June (\$750 per semester)	Child Study 713-556-8000	Dept

**Speech Therapy, Occupational and Physical Therapy, Assistive Technology, and Licensed Specialist in School Psychology ( LSSP)****Assistive Technology Team Member**

Staff who are assigned to lead the Assistive Technology Team to complete Assistive Technology evaluations will be paid this stipend; must maintain AT inventory and keep current with AT practices

Number	Name	Amount	Payment Date	Contact Information	Funding Type
252	Assistive Technology Team Member	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept

**Bilingual Speech Therapy Assessor**

Assigned to a major duty code as a Speech Therapist – Bilingual. Conducts evaluations in Spanish for student's district-wide

Number	Name	Amount	Payment Date	Contact Information	Funding Type
253	Bilingual Speech Therapy Assessor	\$3,000	Dec/June (\$1,500 per semester)	Special Education 713-556-7025	Dept

**Lead Speech Therapist**

A master's level professional with a Certificate of Clinical Competence (CCC) who will help other therapists and maintain a student caseload

Number	Name	Amount	Payment Date	Contact Information	Funding Type
260	Lead Speech Therapist	\$1,500	Dec/June (\$750 per semester)	Special Education 713-556-7025	Dept

**Lead Evaluation Specialist (LES)**

- Appointed by OSES Director (Evaluations)
- Audits/reviews evaluation and eligibility folders
- Presents problem cases for review
- Follows evaluation guidelines

Number	Name	Amount	Payment Date	Contact Information	Funding Type
88.1	Lead Evaluation Specialist (LES)	\$1,500	Dec/June (\$750 per semester)	Special Education 713-556-7025	Dept/SB

### **Program Specialist or Specialist Evaluation Manager (Speech)**

Additional responsibilities beyond the normal workday, such as monitoring and supervising the district's Saturday Speech Therapy Compensatory Program and other Saturday training responsibilities

Number	Name	Amount	Payment Date	Contact Information	Funding Type
269	Program Specialist or Specialist Evaluation Manager (Speech)	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept

### **Mentor - Speech Therapists, Mentor for the Clinical Fellowship Year (CFY)**

The supervision cycle must be totally completed each semester for this stipend to be paid. Supervisors that cease supervision of the intern before the cycle is completed will be ineligible to receive this stipend. Supporting documentation must be provided with the stipend request form.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
135	Mentor - Speech Therapists, Mentor for the Clinical Fellowship Year (CFY)	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept

### **Mentor - Speech Therapy Svcs., Mentor Graduate Clinicians**

Speech Therapists that provide mentoring and clinical support to their assigned graduate clinician that is actively enrolled in a program recognized by the American Speech and Hearing Association – ASHA. Supporting documentation must be provided with the stipend request form.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
137	Mentor - Speech Therapy Svcs., Mentor Graduate Clinicians	\$500	Dec/June (\$250 per semester)	Special Education 713-556-7025	Dept

### **Mentor - Speech Therapy Svcs., Mentor Licensed Assistants**

Speech Therapists that provide Testing/ARD responsibility and Assistant supervision and provide written documentation required by the state. This stipend will be paid out as \$1,500 per assistant mentored. Maximum is 4 mentees per semester. Licensed Assistants Supervisors that cease supervision of the assigned Assistant will be ineligible for this stipend. Supporting documentation must be provided with the stipend request form. Requires chief academic officer approval

Number	Name	Amount	Payment Date	Contact Information	Funding Type
136	Mentor - Speech Therapy Svcs., Mentor Licensed Assistants Speech Therapists	\$12,000 (Max for year)	Dec/June (\$6,000 per semester)	Special Education 713-556-7025	Dept

### **Speech Therapist/Audiologist Retention Bonus**

Certificate of Clinical Competence- For those Speech Therapists and Audiologists who possess the Certificate of Clinical Competence and with two or more years of experience with the district

Number	Name	Amount	Payment Date	Contact Information	Funding Type
272	Speech Therapist/Audiologist Retention Bonus	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept/SB

### **Therapist (Speech, Occupational, Physical, and LSSPs) Retention**

Retention Bonus - Second Year - Any therapist or Licensed Specialist in School Psychology receiving a sign-on bonus who leaves prior to two years of service may not receive an additional sign-on bonus if they return in three years or less

Number	Name	Amount	Payment Date	Contact Information	Funding Type
271	Therapist (Speech, Occupational, Physical, Assistive Technology (CCE), Evaluation Specialist and LSSPs) Retention Bonus	\$2,000	Dec/June (\$1,000 per semester)	Special Education 713-556-7025	Dept/SB

### **Therapist (Speech, Occupational, Physical, and LSSPs) Sign-On Bonus**

The stipend will be prorated for therapists and LSSPs hired after January. Any therapist or LSSP receiving a sign-on stipend who leaves prior to two years of service may not receive an additional sign-on stipend if they return in three years or less

Number	Name	Amount	Payment Date	Contact Information	Funding Type
275	Therapist (Speech, Occupational, Physical, Assistive Technology (CCE), Evaluation Specialist, and LSSPs) Sign-On Bonus	\$3,000	1x at Hire		Dept

### **Therapist (Speech and Assistive Technology) Retention Bonus**

For those Speech Therapists and Audiologists who are TEA Certified

Number	Name	Amount	Payment Date	Contact Information	Funding Type
263	Therapist (Speech and Assistive Technology) Retention Bonus	\$1,000	Dec/June (\$500 per semester)	Special Education 713-556-7025	Dept

### **Speech Therapist, LSSP, Assistive Technology, and Evaluation Specialist Referral Bonus**

Eligible HISD employees who refer qualified Speech Therapists, Assistive Technologists, Evaluation Specialists, or LSSPs to HISD receive this incentive. The Speech Therapist, Assistive Technologist, Evaluation Specialist, or LSSP candidate must receive a job offer and begin employment with HISD

Number	Name	Amount	Payment Date	Contact Information	Funding Type
393	Speech Therapist and LSSPs Assistive Technology, and Evaluation Specialist Referral Bonus	\$675	Paid within 60 days after hire	Special Education 713-556-7025	Dept

### **Licensed Speech Therapist Assistant Sign-On Bonus**

The stipend will be prorated for licensed assistants hired after January; Any licensed assistant receiving a sign-on stipend who leaves prior to two years of service may not receive an additional sign-on stipend if they return in three years or less

Number	Name	Amount	Payment Date	Contact Information	Funding Type
374	Speech Therapist Assistant Occupational Therapist Assistant, and Physical Therapist Assistant Sign-On Bonus	\$1,500	1x at Hire	Special Education 713-556-7025	Dept

### **A Second Year Retention bonus is awarded following the second year of service to HISD and each year thereafter**

Number	Name	Amount	Payment Date	Contact Information	Funding Type
378	Speech Therapist Assistant Occupational Therapist Assistant, and Physical Therapist Assistant Retention Bonus	\$1,000	Dec/June (\$500 per semester)	Special Education 713-556-7025	Dept

## **Support Services**

### **Graduation Lab Teachers of Record (GLTR)**

Manage students participating in electronic credit recovery programs (original credit and credit recovery) and perform those duties beyond the regular school day. The template to request a stipend payment can be located on the portal under Human Resources/Stipends. A student who withdraws from a course, whether before attempting graded unit exams or once the grading unit exams have begun will not count as a participating student for stipend purposes. In order to avoid unnecessary course withdrawals, it is important for the GLTR to fully inform and prepare participating students for electronic coursework and to carefully monitor and support them as they progress.

NOTE: This is the only compensation method authorized for Grad Lab Teachers of record.

Number	Name	Amount	Payment Date	Contact Information	Funding Type
0033	Graduation Lab Teachers of Record (GLTR)	\$50 for every participating student who completes a course			SB

## **JROTC**

Number	Name	Amount	Payment Date	Contact Information	Funding Type
278	JROTC Coach	\$3,000	Dec/June		SB

## Virtual School

### e-Teacher Stipend

E-Teachers are the assigned teachers for online courses taken by students of HISD's Virtual School Department and are required to communicate regularly with their students, providing online guidance, feedback and grades

Number	Name	Amount	Payment Date	Contact Information	Funding Type
381	e-Teacher Stipend	\$125 for every participating student who completes a regular-ed course \$150 for every participating student who completes an AP course			Dept

### Extra Duty Pay

	Rate	Contact Information	Funding Type
Extra Duty Pay for those paid on the Teacher Salary Schedule Hourly teachers and hourly lecturers who work more than 38.75 hours/week are paid overtime  Will be monitored centrally through monthly reporting.	\$25 /hour		SB
Extra Duty Pay for those teachers providing instruction after regular school hours to general education students receiving homebound/hospital services		Community Services 713-636-6066	SB
Tutorials or Curriculars Weekend Supervision - Assistant Principals and Deans who supervise weekend tutorials or other curricular activities, such as weekend STAAR tutorial	\$27 /hour		SB
Extra Duty Pay for teacher certified employees in non-instructional job classifications such as Teacher Development Specialist, Curriculum Specialist, Instructional Specialist, Program Specialist, Student Assessment Data Specialists (DDIS), and New Teacher Coach who provide direct instructional services to students beyond their normal duties and work schedules	\$25 /hour		SB
Extra Duty Pay related to Academic Tutorials for those paid on the Teacher Salary Schedule	\$50 /hour		SB

## Speech Therapists

	Rate	Contact Information	Funding Type
Extra Duty Pay for Speech Therapists	\$25 /hour	Special Education 713-556-7025	Dept
Regular Rate	\$35 /hour		
Saturday Rate	\$85 /hour		
Home Visit Rate	\$40 /hour		
Extra Duty Pay to compensate Speech Therapist Assistants for work outside of their normal duties and work schedule. Speech Therapist Assistants will provide compensatory services on Saturdays to students not currently receiving required services from Speech Therapist	\$60 /hour		

## Teacher Training

Number	Name	Amount	Contact Information	Funding Type
0034	District or campus required training beyond regular hours of employment during the school year or any required training after the contract period designated for payment. District or campus required training should be done in whole or half day sessions and do not include afterschool training that is part of faculty meetings, optional training, or training that is less than three hours.	\$125 for full day (above 8-10 hours) <i>during Summer modified schedule only</i>		SB
	For after-school training only – Two hours of face-to-face classroom training plus one hour of pre-work and/or post-work related to the training session is required to satisfy the 3-hour minimum for a \$50 stipend payment.  During the summer:  Returning HISD teachers attending training will be paid a training stipend(s) as soon as practical after the training has been successfully completed.	\$100 for full day (5-8 hours)		SB
	New teacher hires can voluntarily attend a professional development training, approved for payment of a training stipend, prior to their hire/start date. However, new teacher hires will not be eligible for training stipend payment until they have begun their work schedule in their assigned job role for the academic year. In addition, the employee must be active in the system when the training stipend is processed beginning a pay period in September or after.  During the school year, HISD teachers attending training will be paid approved training stipend(s) as soon as practical after the training has been successfully completed.	\$50 for half day (3-4.5 hours)		
	Teachers must sign or scan-in and sign or scan-out on the training registration forms to be eligible for payment <u>and</u> be active employees at time of payment processing.			

## Principals Only

### Lead Principal Stipend

Stipends for Principals in Lead Principal roles

Number	Name	Amount	Payment Date	Contact Information	Funding Type
1757	Lead Principal Stipend	\$12,500	Annual		DW

## **VII. Policies for Assessing Education**

### **Assessing Education**

For many positions at HISD, an employee's initial pay rate depends on an evaluation of certain educational credentials. These credentials determine many aspects of pay, including whether a candidate would be eligible for employment in a particular job (e.g., a Bachelor's degree requirement for a particular administrative position).

Because of the importance of establishing the validity of educational credentials, HISD employs a formal process of evaluating an employee's educational background and a formal process for granting advanced pay placement for prior work experience as outlined below.

### **Evaluating Education Credentials**

An element important to the pay determination process concerns evaluation of educational credentials, especially where credentials are required by a position. Several important rules apply to the credential evaluation process:

- Each employee in a position which requires a Bachelor's, Master's, or a Doctorate degree must furnish an official transcript showing conferral of the required degree(s).
- Official transcripts submitted become the property of HISD and will not be released to the employee or a third party. Copies of transcripts are available to employees from HISD for a nominal charge.

### **Policy Concerning Acceptable Degrees:**

- The only degrees acceptable are those conferred by institutions of higher learning which were accredited or otherwise approved by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred.
- "Accredited Institutions of Post-Secondary Education" will be used to determine an institution's accreditation status.
- Recognized regional accrediting agencies include:
  - Southern Association of Colleges and Schools
  - Middle States Association of Colleges and Schools
  - North Central Association of Colleges and Schools
  - New England Association of Schools and Colleges
  - Western Association of Schools and Colleges
  - Northwestern Association of Schools and Colleges
  - Commission on International and Trans-regional Accreditation
  - International Baccalaureate Organization
  - National Council for Private School Accreditation
  - European Council of International Schools/Council of International Schools

## **VIII. Policies for Evaluating Prior Work Experience**

### **Evaluating Prior Work Experience**

To maintain consistency and equity, HISD may consider past experience of its new employees in determining the initial pay rate assignment. Because of the importance of establishing the validity of credentials, HISD employs a formal process for granting advanced pay placement for prior work experience as outlined below.

### **Policies Concerning Credit for Prior Experience**

#### **Teachers**

HISD grants one (1) year of teaching experience for every one (1) year of TEA-approved teaching experience. (See TEA approved accrediting agencies on page 68.) Experience credit is granted by placement at the appropriate step of the Teacher Initial Compensation Placement Table.

- A certified teacher aide who subsequently attains teacher certification on or after July 1, 2004, may count to two years of full-time equivalency of direct student instruction for salary increment purposes. Such an experience must be verified on the teacher service record or other similar form containing the same information.
- Beginning the start of the 2012-2013 school year, teachers who were formerly HISD Sr. Apollo Academic Tutors or HISD Camp Leaders may count up to two years of full-time equivalency of direct student instruction on the teacher salary schedule for camp or tutor service earned prior to the attainment of teacher certification.
- Experience from foreign schools, colleges, and universities may be recognized for salary increment purposes provided the guidelines and minimum requirements of subsection (f), Chapter 153-School District Personnel, Subchapter CC-Commissioner's Rule on Creditable Years of Service, listed below, are met. The accreditation status must be verified in the same manner as for public or private schools in the United States. The district or charter school is not liable for any previously non-compensated salary related to such experience.
- Private schools, colleges, and universities must be accredited by a recognized accrediting agency on page 68.
- Public schools, colleges, and universities must be accredited by a recognized agency of the foreign country or by a recognized accrediting agency as listed in Section VII on page 68.
- HISD grants one (1) year of teaching experience for every one creditable year of HISD professional experience in pay grades 28 (exempt) or above.

#### **Nurses**

HISD grants nurses one year of HISD experience for every one year of relevant non-school based RN experience.

#### **Speech Therapists**

HISD grants speech therapists one year of HISD experience for every one year of relevant non-school based experience, as well as up to three years of experience credit for work in internships and experience leading to the speech therapy license, up to a total of ten years. No more than ten years of total non-

school non-TEA based experience will be credited toward advanced salary placement on the appropriate Initial Compensation Placement Table for speech therapists' positions. See page 76 for explanation and exceptions.

### **Non-Teachers**

For non-teachers, starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience. Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary. The chief talent officer has the authority to approve salaries up to the midpoint of the salary range. No salary can exceed the maximum of the salary range. Employees have 90 calendar days from the date of hire and/ or transfer to a higher pay grade to document the prior experience for experience credit to be effective on the hire date. Submissions after the 90<sup>th</sup> day will not be accepted. Documents should be provided to the HR Business Partner. See section II, page 3. Additional experience credit will not be added if the employee has received a special salary.

Experience in non-managerial jobs will not be considered for salary purposes when the candidate is moving into a managerial role. The non-managerial experience may be used to qualify for the managerial position but not as experience credit to determine salary.

### **Submission of Service Records and Other Pay Placement Provisions**

A service record validating prior service must be received by the Office of Talent and date stamped by the Office of Talent no later than 4:30 p.m. on the last day of the first semester employed as a teacher or other employee paid on an Initial Compensation Placement Table.

The employee will receive retroactive salary placement at the appropriate pay step for the first semester of the employee's first school year as an employee with HISD if the employee provides a valid service record that is deemed to be both relevant and verifiable no later than 4:30 p.m. on the last day of the first semester the of hire with the district. Those employees who do not submit their service record information before this deadline will receive advanced salary placement credit as of the pay period in which the service record is received and date stamped by HISD Office of Talent.

Salary placement based on prior experience that is determined to be both relevant and verifiable, will be effective from the date of employment, assuming submission no later than 4:30 p.m. on the last day of the first semester employed at HISD. All submissions after this deadline will be made effective as of the pay period in which the service record is date stamped in the HISD Office of Talent.

If the prior service record is not received on or before 4:30 p.m. on the last day of the first semester of the school year, any advanced salary placement based on such experience will be rescinded and the employee's pay will be reduced to the confirmed experience level, retroactive to the date of hire.

Should prior service record information received by the HISD Office of Talent reflect different information than was reported by the employee at the time of application, an investigation may be initiated. Depending on the results of the investigation, disciplinary action may be utilized, up to and including reporting to the State Board of Educator Certification, and termination of employment.

For any former contract teacher who was placed as an associate teacher due to a lapse in certification, the promotion back to contract status will require a hire memo from a principal and/or proof of certification. Any pay adjustments to be made will be effective on the closest pay period to the dates on the hire memo and/or the certification credentials presented.

In all cases, the Texas Education Agency guidelines for crediting experience and degree levels will be followed, where applicable.

Exceptions to this policy are not permitted without documentation of extenuating circumstances and written approval by the chief talent officer.

## Salary Placement for Specific Positions

### New Teachers

<b>Determination of Placement on the Teacher Salary Schedule</b>	<p>Teachers new to the district will be placed on the appropriate step of the Teacher Initial Compensation Placement Table according to creditable years of teaching experience.</p> <p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p>
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### New CTE Teachers

#### Career and Technical Education Teachers – Work Experience Required

<b>Scope of Policy</b>	<p>This policy applies to Career and Technical Education teachers who are in CTE assignments with the following certifications: Marketing Education, non-core academic credit Health Science, and Trade and Industrial Education.</p> <p>Only Trade and Industrial Education and Health Science positions do not require a four-year degree; Health Science positions require an associate degree.</p>
<b>Salary Placement</b>	Based on the determination of creditable experience, one year of teaching experience will be granted for two years of related work experience, not to exceed four additional teaching years.
<b>Experience Credit</b>	Work experience in the amount of two years (wage-earning) will be granted in accordance with State policy on Vocational Certification requirements.
<b>Working</b>	
<b>Teaching</b>	Based on the determination of creditable teaching experience and work experience, the instructor will be placed on the appropriate step of the Teacher Initial Compensation Placement Table.
<b>Review and Approval Process</b>	<p>Relevant work experience is determined by the Compensation Department. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.</p> <p>TEA guidelines for CTE teacher certification requirements will be followed.</p>

## High Market Demand CTE Teachers - Work Experience Required

<b>Scope of Policy</b>	<p>This policy applies to Career and Technical Education teachers who are in high market demand assignments identified by the Office of Talent. High market demand courses are reviewed annually. The high market demand assignments for 2022-2023 school year are:</p> <ol style="list-style-type: none"> <li>1. CTE: Health Science</li> <li>2. CTE: Transportation: Auto Technology</li> <li>3. CTE: Arch &amp; Const.: Const. Tech.-Electrical</li> <li>4. CTE: Manufacturing: Machining</li> <li>5. CTE: Arch &amp; Const.: Const. Tech.-HVAC</li> <li>6. CTE: Transportation: Maritime</li> <li>7. CTE: Law: Firefighting</li> <li>8. CTE: Manufacturing: Welding</li> <li>9. CTE: Arch &amp; Const: Plumbing</li> <li>10. CTE Energy: Process Technology</li> <li>11. CTE: Arch &amp; Const.: Architectural Design</li> <li>12. CTE: Distribution &amp; Logistics: Logistics and Global Supply</li> </ol> <p>Instructors may retain the additional years awarded for high market demand areas even if the area is no longer designated high market demand as long as they remain in that assignment. Instructors would lose additional credit years upon moving to a different CTE or CTE or other teaching position.</p>
<b>Determination of Placement on the Teacher Salary Schedule</b>	<p>Starting the 2014-2015 school year, teacher salaries for high market demand teachers will start at the step for five years teaching experience.</p>
<b>Experience Credit</b>	<p>Work experience in the amount of two years (wage-earning) will be granted in accordance with State policy on Vocational Certification requirements.</p> <p>One year of teaching experience will be granted for one year of relevant work experience, not to exceed ten additional teaching years.</p>
<b>Review and Approval Process</b>	<p>Relevant work experience is determined by the appropriate human resources business partner and/or the administrator of the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief human resources officer.</p> <p>TEA guidelines for CTE teacher certification requirements will be followed.</p>

### New Career and Technical Education Teachers – No Work Experience Required

<b>Scope of Policy</b>	<p>This policy applies to Career and Technical Education instructors who are in CTE assignments with the following certifications:</p> <p>Agriculture Food &amp; Natural Resources Business &amp; Finance</p> <p>Family and Consumer Science, Composite Human Development and Family Studies Hospitality, Nutrition, and Food Sciences Technology Education</p>
<b>Determination of Placement on the Teacher Salary Schedule</b>	<p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p> <p>Please see <i>Policies for Assessing Education</i> in this <i>Compensation Manual</i> for complete details concerning the process for gaining experience and educational credits.</p>
<b>Experience Credit</b>	<p>Based on the determination of creditable teaching experience, the instructor will be placed on the appropriate step of the Teacher Initial Compensation Placement Table.</p>
<b>Review and Approval Process</b>	<p>TEA guidelines for CTE teacher certification requirements will be followed.</p>

### New School-Based Counselors

<b>Placement on the Counselor Placement Table</b>	<p>School-based counselors are paid on the Counselor Placement Table.</p>
<b>Experience Credit</b>	<p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p>
<b>Advanced Salary Placement</b>	<p>Based on the determination of creditable experience, a new school-based counselor will be placed on the appropriate step of the Counselor Placement Table.</p>

### New School Nurses

<b>Determination of Placement on the Initial Compensation Placement Table</b>	<p>Nurses are paid on the Teacher Initial Compensation Placement Table.</p>
<b>Experience Credit</b>	<p>Relevant non-school based experience is credited in accordance with Section VII, page 68, above, in this chapter of the Compensation Manual. The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p>

	<ul style="list-style-type: none"> <li>Validated, relevant non-school non-TEA R.N. nursing experience will be credited on a one for one year basis.</li> <li>Validated school-based experience will be credited based on one year for each year of validated experience. Placement will be on the appropriate step of the Placement Table based on verified and approved experience.</li> </ul>
<b>Salary Placement</b>	Based on the determination of creditable experience
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department and/or the administrator of the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.

#### **New Associate Nurses (Licensed Vocational Nurses)**

<b>Determination of Placement on the Initial Compensation Placement Table</b>	Associate Nurses are paid on the Master PayScale.
<b>Experience Credit</b>	Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience.
<b>Salary Placement</b>	Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department.

#### **New Social Workers**

<b>Determination of placement on the Initial Compensation Placement Table</b>	Social workers are paid on the Teacher Initial Compensation Placement Table.
<b>Experience Credit</b>	Social Workers with the following validated experience will be given one year credit for every one year of experience.

<b>Salary Placement</b>	No more than ten years total non-school non-TEA based experience will be credited toward advanced salary placement for a maximum of 10 years.
<b>Review and Approval Process</b>	<p>Relevant work experience is determined by the Compensation Department and/or the administrator of the applicable area of employment. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.</p> <p>Non-school experience is required to be submitted as VOE on company letterhead. If the company is no longer in operation the employee may submit W2's providing the wages earned per year. This is only used as a very last resort.</p>

#### **New Evaluation Specialists and Licensed Specialists in School Psychology (LSSPs)**

<b>Scope of Policy</b>	This policy applies to new hires or transfers who are new to the evaluation specialist or LSSP classification.
<b>Determination of Placement on the Evaluation Specialist Placement Table</b>	New employees will be placed on the appropriate step on the Evaluation Specialist Placement Table according to creditable years of experience.
<b>Experience Credit</b>	<p>The Texas Education Agency guidelines for crediting experience and degree levels will be followed.</p> <ul style="list-style-type: none"> <li>• Evaluation specialists or LSSPs with the following validated experience will be given one year credit for every one year of experience:</li> <li>• providing evaluation services to children, adolescents, and/or families in school settings</li> <li>• consultation with school personnel in the school setting including teaching experience verified by the Office of Talent</li> <li>• non-school related evaluation services or employment</li> </ul>
<b>Salary Placement</b>	<p>Based on the determination of creditable experience, an evaluation specialist or LSSP will be placed on the appropriate step of the Evaluation Specialist Placement Table.</p> <p>Evaluation specialists and LSSPs are not eligible for longevity or allotment pay, or a retention bonus.</p>
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.

## New Speech Therapists

<b>Scope of Policy</b>	This policy applies to new employees or current employees who are new to the speech therapist classification.
<b>Determination of Placement on the Placement Table</b>	<p>New employees will be placed on the appropriate step on the Placement Table according to creditable years of experience.</p> <p>Starting 2014-2015 school year, salaries for new speech therapists will start at step five on the appropriate Placement Table.</p>
<b>Experience Credit</b>	<p>Non-school, non-TEA-based experience is credited in accordance with Section VII, page 68, above, in this chapter of the Compensation Manual.</p> <ul style="list-style-type: none"> <li>Validated and relevant non-school speech therapist experience will be credited on a one for one year basis, and up to three years of experience credit for work in internships experience leading to the speech therapy license can be awarded. The maximum non-school experience awarded is ten years, including internship/ assistant and work experience.</li> <li>Validated school-based professional experience (refer to pg.69) will be credited on the basis of one year for each year of validated experience.</li> </ul>
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.

## New Speech Therapy Assistants

<b>Scope of Policy</b>	This policy applies to new Speech Therapy Assistants.
<b>Determination of Placement in Pay Range</b>	The minimum starting salary for new grade 26 Speech Therapy Assistants is \$44,580.80.
<b>Experience Credit</b>	Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience. Relevant and equivalent work experience is determined by the Compensation Department. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.

### New JROTC Instructors

<b>Scope of Policy</b>	This policy applies to all JROTC instructors.
<b>Determination of Placement in Pay Range</b>	The department head for the JROTC program determines the appropriate placement for JROTC instructors.

### New Police Officers and Police Dispatchers

<b>Scope of Policy</b>	This policy applies to new employees.										
<b>Determination of Placement in Pay Range</b>	In the 2015-2016 SY, Police Officers, Dispatchers, and Sr. Dispatchers' salaries were aligned with the number of years of experience with the Texas Commission on Law Enforcement (TCOLE). These alignments are recommended for hiring placement. All other salary policies for new hires and rehires in the Compensation Manual will not apply to Police Officers, Dispatchers, and Sr. Dispatchers. Police Officers cannot estimate future salaries based on these recommendations.										
<b>Experience Credit</b>	<p>Police Officers and Dispatchers new to the district will be placed based on the Texas Commission on Law Enforcement (TCOLE) experience. General Salary calculations do not apply.</p> <p>The HISD Police Dispatcher must obtain the Basic Telecommunicator Proficiency Certificate within 1 year of the hire date.</p>										
<b>Salary Placement</b>	<p>Special salary increases will be provided as officers and police dispatchers increase the level of TCOLE certification, in \$1,100 increments added to base salary as follows:</p> <table> <tr> <th><b>TCOLE Certification Level</b></th><th><b>Pay Increase</b></th></tr> <tr> <td><b>Basic</b></td><td><b>Required</b></td></tr> <tr> <td><b>Intermediate</b></td><td><b>\$1,100</b></td></tr> <tr> <td><b>Advanced</b></td><td><b>\$1,100</b></td></tr> <tr> <td><b>Masters</b></td><td><b>\$1,100</b></td></tr> </table>	<b>TCOLE Certification Level</b>	<b>Pay Increase</b>	<b>Basic</b>	<b>Required</b>	<b>Intermediate</b>	<b>\$1,100</b>	<b>Advanced</b>	<b>\$1,100</b>	<b>Masters</b>	<b>\$1,100</b>
<b>TCOLE Certification Level</b>	<b>Pay Increase</b>										
<b>Basic</b>	<b>Required</b>										
<b>Intermediate</b>	<b>\$1,100</b>										
<b>Advanced</b>	<b>\$1,100</b>										
<b>Masters</b>	<b>\$1,100</b>										
<b>Promotion to Sergeant</b>	In the 2015-2016 SY, Police Officers, Dispatchers, and Sr. Dispatchers' salaries were aligned with number of years of experience with Texas Commission on Law Enforcement (TCOLE). Just as general salary calculations and other salary policies no longer apply to new hire and rehire Police Officers, they will not apply when Police Officers are promoting to Sergeant.										

### **New Crafts/Trades, Nutrition Services, and Custodian Personnel**

<b>Scope of Policy</b>	This policy applies to new employees at or above grade 19.
<b>Determination of Placement in Pay Range</b>	Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience.
<b>Experience Credit and Salary Placement</b>	Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department.

### **New Hourly Personnel**

<b>Scope of Policy</b>	This policy applies to new employees.
<b>Determination of Placement in Pay Range</b>	Employees will be placed at the equivalent hourly rate for the minimum salary of the pay range to which their position is assigned, or they will be assigned an hourly rate listed in Section III, page 9. Other Jobs with Special Rates. Hourly employees are paid only for hours worked. Hourly employees will be paid a minimum of \$14.00 per hour.
<b>Experience Credit and Salary Placement</b>	Those at or above grade 19 may receive advanced pay placement, based on a review of their experience. Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department.

### **New Hourly Crafts/Trades, Nutrition Services, and Custodian Personnel**

<b>Scope of Policy</b>	This policy applies to new employees.
<b>Determination of Placement in Pay Range</b>	Employees new to the district will be placed at the minimum salary of the assigned pay range for the current school year. Those at or above grade 19 may receive advanced pay placement, based on a review of their experience. Hourly employees are paid only for hours worked. Hourly employees will be paid a minimum of \$14.00 per hour.

<b>Experience Credit and Salary Placement</b>	Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience..
<b>Review and Approval Process</b>	Relevant work experience is determined by the Compensation Department.

#### **New Wraparound Resource Specialists**

<b>Scope of Policy</b>	This policy applies to new Wraparound Resource Specialists.
<b>Determination of Placement in Pay Range</b>	The minimum starting salary for new grade 27 Wraparound Resource Specialists is \$46,192.64.
<b>Experience Credit</b>	<p>Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.</p> <p>Relevant and equivalent work experience is determined by the Compensation Department. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.</p>

#### **New Teacher Development Specialists**

<b>Scope of Policy</b>	This policy applies to new Teacher Development Specialists.
<b>Determination of Placement in Pay Range</b>	The minimum starting hourly rate for new grade 30 Teacher Development Specialists is \$58,805.76.
<b>Experience Credit</b>	<p>Starting pay for an employee who is new to the district will be determined individually based on each person's job-related experience and current salaries paid to employees in the same job title with similar experience.</p> <p>Relevant and equivalent work experience is determined by the Compensation Department. If no agreement can be reached over relevant experience, the final determination is made by the chief talent officer.</p>

## **IX. Job Evaluation Process**

### **Overview**

The purpose of this section is to describe the objectives of the job evaluation program. The process of evaluating a job (including responsibilities of both the requesting department and the Compensation Department) and the authority delegated pertaining to job recommendation and approval while adhering to district policies.

### **Determining A Job's Market Value**

- An internal job evaluation is an assessment of the market-rate to a comparable position within a competitively similar environment.

### **Objectives of the Valuation Process**

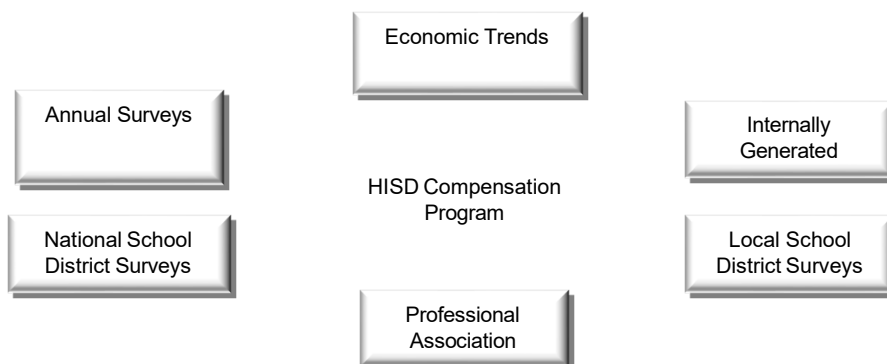
The major objectives of the valuation process are as follows:

- To maintain parity between the going rate in the marketplace for a job and the pay range assignment for that job generated by the internal departmental grading structure.
- To assess the accuracy of external compensation survey data.
- To ensure that our evaluation processes capture key dimensions of the position that's being assessed.

### **Valuation Techniques Used at HISD**

- It is the goal of HISD to utilize various resources to ensure that our compensation levels remain competitive with the external marketplace.
- To ensure compliance with this objective, the Compensation Department utilizes compensation surveys which enable us to match numerous positions at HISD with corresponding jobs outside our organization.

#### *Market Information Used by the Compensation Department*



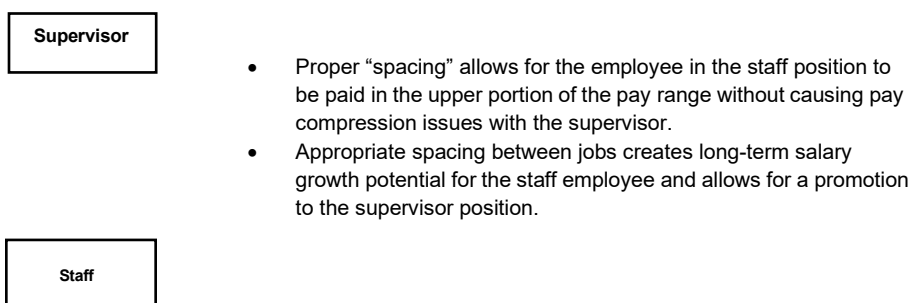
## Job Evaluation Program Objectives

The major objectives of the job evaluation program pertain to the appropriate assignment of a position, pay grade, and compliance with the Fair Labor Standards Act (FLSA). FLSA determines whether a job is exempt or non-exempt. The purpose of this section is to specify HISD policies concerning job evaluation objectives.

**Relative to other Internal Positions within HISD:** As important as the job's market rate is the relationship amongst positions within the organization itself.

The job evaluation process at HISD is focused not only on defining a job's internal value to the organization; it is also concerned with maintaining equity with all other positions. The following table demonstrates the consideration of relationships between jobs:

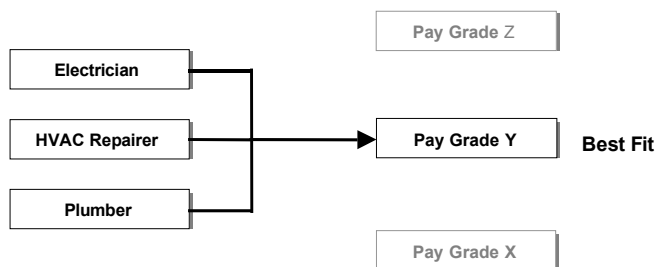
### *Achieving proper value relationships between jobs*



**Assignment of a Job to an Appropriate Pay Grade:** A job's internal value, and its relationship to all other jobs at HISD, is quantified and assigned a “grade” on one of the district's salary schedules.

The following diagram shows how several jobs of similar value are often combined into a single pay grade.

### *Combining similar jobs into a pay grade*



**Exemption Status Determination and FLSA Compliance:** Another important objective of the job evaluation process is the determination of whether a job is subject to the requirements of the Fair Labor Standards Act in terms of eligibility for overtime pay past 40 hours during a workweek. The Compensation Department analyzes each job submitted for evaluation with this issue in mind.

## The Job Evaluation Process

The job evaluation process at HISD typically involves employees and management from both the department requesting a job evaluation/re-evaluation as well as staff from the Human Resources and Compensation Department. The purpose of this section is to specify HISD policies and procedures concerning the job evaluation process.

### **Job Family Governance:**

- Jobs at HISD are organized into job families. All non-teaching jobs at HISD have been assigned to a job family.
- A job family is a group of jobs that perform similar work functions regardless of level, department, or organizational structure. As of current, there are nineteen job families.
- Job family governance within each of the nineteen job families is the responsibility delegated to either a Chief or a direct report to the Superintendent and has assumed “ownership” of one or more job families. New positions or significant changes to existing positions must be reviewed and approved by the job family owner.
- Job families and their respective owners are as follows:
  - Academics – *Chief Academic Officer*
  - Administration – *Chief of Staff*
  - Communications & Marketing – *Chief Communications Officer*
  - Customer Service – *Chief Talent Officer*
  - Finance & Accounting – *Chief Financial Officer*
  - Nutrition Services – *Chief Operating Officer*
  - Health, Medical, Social Services, Student Support – *Chief Academic Officer*
  - Human Resources – *Chief Talent Officer*
  - Information Technology – *Chief Technology Information Officer*
  - Legal and Policy Administration – *General Counsel*
  - Construction & Facilities Services – *Chief Operating Officer*
  - Board Services - *Chief of Staff*
  - Public Safety – *Chief of Police*
  - Research & Accountability – *Chief Academic Officer*
  - Risk Management – *Chief Financial Officer*
  - School-Based Programs – *Chief Academic Officer*
  - Training – *Chief Academic Officer*
  - Transportation – *Chief Operating Officer*
  - Warehouse – *Chief Operating Officer*

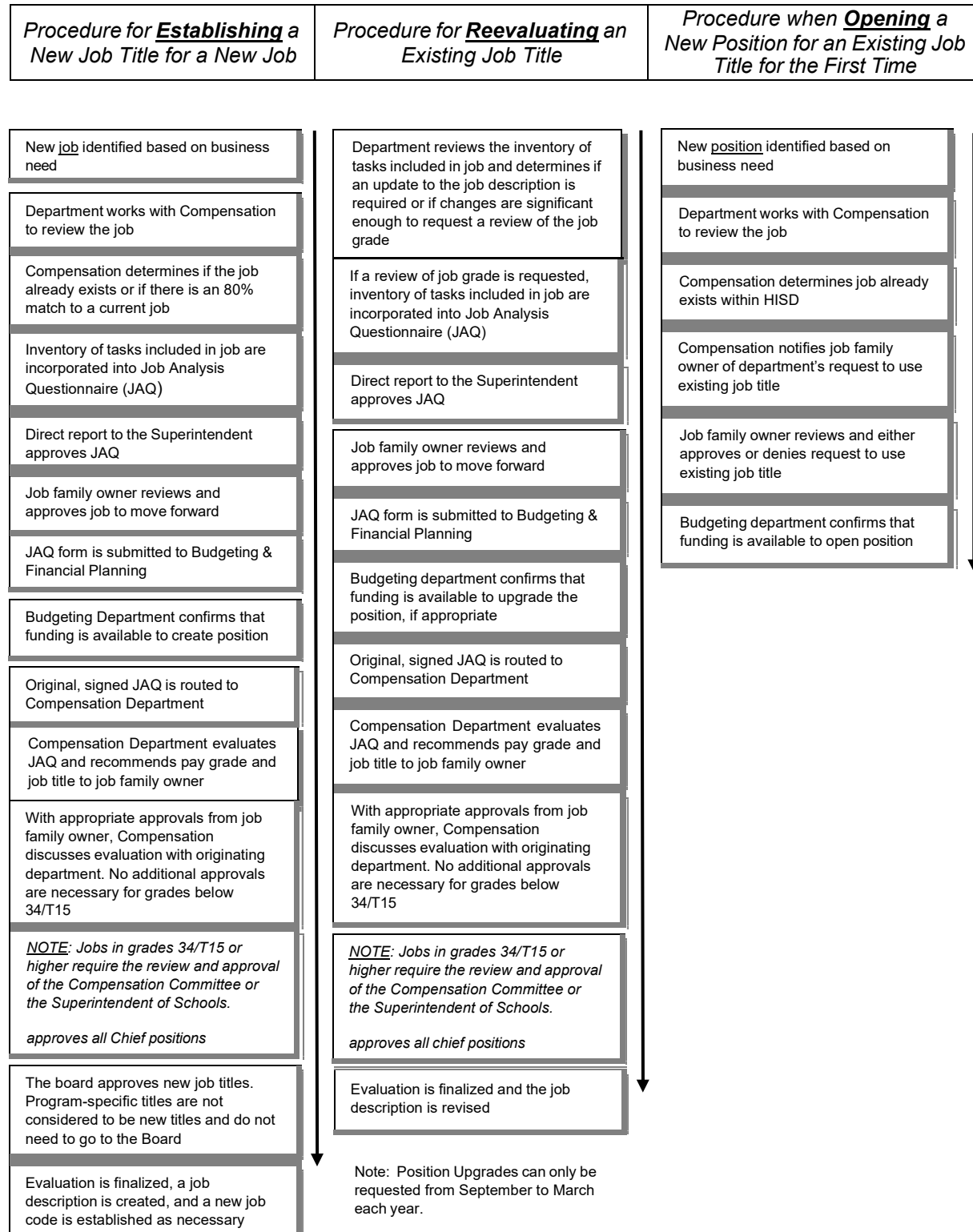
### **Job Evaluation Procedure:**

- New positions will be established according to business needs. When a department identifies a need to develop a new job, department leadership will work with the Compensation Department to review the job, including determining if the job already exists. If there is an 80% match to a current position, HISD will not pursue developing a new job. If there is not an 80% match, the department prepares a Job Analysis Questionnaire (JAQ) and obtains approval for the evaluation by the direct report to the superintendent.
- Consideration of position upgrades is restricted to the period from September to March each year. Upgrades will be effective the next budget year. Job descriptions can be modified at any time during the year.
- To move forward with the evaluation process, new jobs must be reviewed and approved by the job family owner if it is content or program-specific.
- Once the Job Analysis Questionnaire (JAQ) is approved for evaluation by the direct report to the Superintendent, and by the job family owner, it is forwarded to the general manager, Budgeting and Financial Planning for confirmation that funding is available to create a position.
- Original, signed JAQ is routed to Compensation Department for analysis.
- Compensation staff will prepare a pay grade recommendation using a combination of a market-based approach and an internal value review.
- Compensation develops and finalizes the job description.
- Use of the "Director" title must be approved by the chief human resources officer/designee and the Chief of the business area.
- New positions or upgrades to grades 34/T15 and above require approval from the Compensation Committee or the superintendent of schools/designee.
- All new positions must tie into the budget process and recognize the dual practice of budget and the Human Resources Department.
- Board approval is required only for new job titles. Program-specific titles are not considered to be new titles and do not need to go to the Board.

### **When Existing Jobs Are Re-Evaluated:**

- All job reclassification requests must be submitted in writing to the Compensation Department by a direct report to the Superintendent of Schools. When a position is vacated, department leadership will review the position and has the option to request that the position be re-evaluated by the Compensation Department, if it is found that the job has changed substantially based on business needs.
- If a new job is created from an existing job title, the job family owner must be involved to determine need, level of skill set, titling, etc., if the job is content or program specific.
- Re-evaluation of the superintendent's direct reports and their direct reports must be approved by the Superintendent of Schools. In addition, jobs in grade 34/T15 or higher will require approval from the Compensation Committee or approval from the Superintendent of Schools' designee.
- If, in the judgment of a direct report to the Superintendent of Schools and the Human Resources department, it is deemed that a position has changed significantly:
  - The Job Analysis Questionnaire (JAQ) process will be initiated by the requesting department. Using the JAQ, Compensation will develop an updated job description using HISD's standard format and titling guidelines. If the job is in a job family with governance outside of the requesting department, the Compensation staff will facilitate further reviews and approvals.
  - Once approved and after funding has been confirmed by the Budget, the job will be evaluated by Compensation staff and assigned the appropriate pay grade based on both internal equity and the market. Evaluation results are communicated back to the originating department.
  - If the department does not agree with the job evaluation results, the Compensation Committee will make the final determination of the salary grade.

## The Job Evaluation Process at HISD



## **Process to Review and Update Job Descriptions**

- Job descriptions will be sent by the Compensation Department to the hiring manager for review.
- If changes to the job description are requested, they will be sent up the chain of command for final approval from the Chief of the job family and then forwarded to the Compensation Department for final review and approval.
- If the Compensation Department believes the changes requested will affect the grade or exemption status of the job, they will contact the chief for budget approval.
- Once approved, the Compensation Department will make the changes to the job description and provide it to the Hiring Manager for distribution to the employee(s).

## **Pay Grade Assignments and Maintaining Pay Data**

- Compensation staff will use a combined approach of internal equity and external market value to assign jobs to pay grades.
- As directed, the Compensation Department will research external pay practices and present findings/recommendations.
- Teacher pay is evaluated annually for competitiveness in the local and large urban school district marketplace. All other job families will be reviewed as directed.
- Job reviews will be tied to the budget

## **Approval Authorities for Job Evaluations**

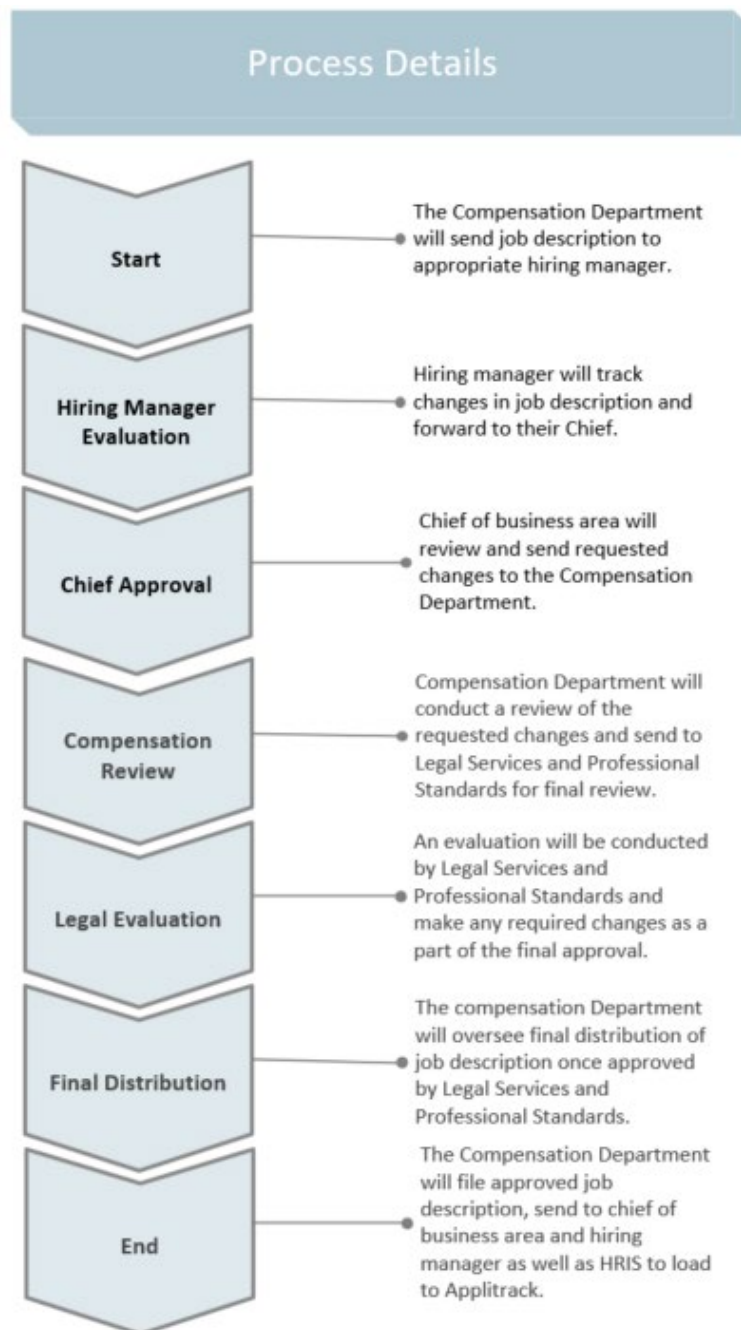
### *Approval Authorities for Types of Job Evaluations\**

<b>Level of Position</b>	<b>Evaluation and Approval Process</b>
All jobs below Grade 34/T15	<ul style="list-style-type: none"><li>• Compensation staff evaluates the job, determines market value if available, and recommends the pay grade.</li><li>• Compensation manager approves the evaluation.</li></ul>
Jobs Grade 34/T15 and above	<ul style="list-style-type: none"><li>• Compensation staff evaluates the job, determines market value if available, and recommends salary grade.</li><li>• Compensation Committee reviews evaluation results and makes a recommendation to the Superintendent of Schools. Final approval rests with the Superintendent of schools or the Compensation Committee.</li></ul>
Appeals Process	<ul style="list-style-type: none"><li>• Compensation staff re-evaluates the job.</li><li>• Compensation Committee reviews evaluation results and makes the final determination of salary grade.</li></ul>

**\* Note:** The table above is representative of the process used for most evaluations. Based on the position in question, higher organizational levels may be involved in the final evaluation decision.

## Job Description Review Process:

**Executive Summary:** Per the Legislative Budget Board (LBB) audit, recommendation #45 was to “develop a process to review and update job descriptions regularly and mandate the use of job descriptions in the evaluation process”. It is best practice to provide a job description to an employee new to a job, so that they understand what is required of them and what they will be evaluated or appraised on. As changes to the organization structure are made throughout the district, we need to continually review and update job descriptions appropriately, so they properly reflect the job functions being performed. Due to the number of job descriptions currently being used in the district, below is a schedule for reviewing job descriptions starting in the 2022-2023 SY.



## **Job Description Regular Review Schedule:**

**2022-2023 SY** - Job Families and Chief or direct report to the Superintendent who has assumed “ownership” of the job family.

- Communications & Marketing – Chief Community Engagement Officer
- Customer Service – Chief Talent Officer
- Office of Talent – Chief Talent Officer
- Information Technology – Chief Technology Information Officer
- Research & Accountability – Chief Academic Officer
- Public Safety – Chief of Police

**2023-2024 SY** - Job Families and Chief or direct report to the Superintendent who has assumed “ownership” of the job family.

- Academics – Chief Academic Officer
- Health, Medical, Social Services, Student Support – Chief Academic Officer
- School Based Programs – Chief School Officer
- Training – Chief Academic Officer

**2024-2025 SY** - Job Families and Chief or direct report to the Superintendent who has assumed “ownership” of the job family.

- Construction and Facilities Services – Chief Operating Officer
- Nutrition Services – Chief Operating Officer
- Transportation – Chief Operating Officer
- Warehouse – Chief Operating Officer

**2025-2026 SY** - Job Families and Chief or direct report to the Superintendent who has assumed “ownership” of the job family.

- Administration – Chief Community Engagement Officer
- Board Services – Chief Community Engagement Officer
- Legal & Policy Administration – General Counsel
- Finance & Accounting – Chief Financial Officer
- Risk Management – Chief Financial Officer

**2026-2027 SY** - The rotation will start over with those that were reviewed in 2022-2023.

## **X. Questions**

The following table is intended to assist client department management in initiating contact on the issues presented in the HISD 2022-2023 Compensation Manual. In most cases, employees should first direct questions to their immediate supervisor before contacting Human Resources. Generally, each area's Human Resources Business Partner is the most appropriate initial contact for your compensation questions; however, the Compensation Department staff members are available to help clients who may need further assistance.

**Note: Questions on paycheck issues should be directed to Employee Services at 713-556-7400 option 6.**

<b>Question or Issue</b>	<b>Initial Suggested Contact</b>
Compensatory Time	Immediate Supervisor
Contracts, Teacher Performance, and other administrative inquiries	Compensation Analyst
The exception to Pay Placement	HR Business Partner
Experience or Education	HR Business Partner
Job Analysis Questionnaire (JAQ)	Compensation Analyst
Overtime Pay	HR Business Partner or Compensation Analyst
Pay Adjustments after return from Leave of Absence	Leave Administration Analyst
Pay Placement in range	HR Business Partner
Pay Rates for Specific Jobs	HR Business Partner or Compensation Analyst
Performance Incentive Programs	HR Business Partner or Compensation Analyst
Promotion or Transfer Pay Adjustments	HR Business Partner
Recruitment Incentive Bonus	HR Business Partner
Stipends and other Supplemental Compensation	Compensation Analyst
Variable Pay Programs	HR Business Partner or Compensation Analyst
Work Schedule	HR Business Partner

## **XI. Payroll Calendar, Duty Schedules and Personnel Subareas/Salary Plans**

### **Bi-weekly Payroll Calendar**

<b>FROM (MONDAY)</b>	<b>TO (SUNDAY)</b>	<b>PAYDAY (WEDNESDAY)</b>	<b>PAY PERIOD</b>
07/11/22	07/24/22	08/03/22	01
07/25/22	08/07/22	08/17/22	02
08/08/22	08/21/22	08/31/22	03
08/22/22	09/04/22	09/14/22	04
09/05/22	09/18/22	09/28/22	05
09/19/22	10/02/22	10/12/22	06
10/03/22	10/16/22	10/26/22	07
10/17/22	10/30/22	11/09/22	08
10/31/22	11/13/22	11/23/22	09
11/14/22	11/27/22	12/07/22	10
11/28/22	12/11/22	12/21/22	11
12/12/22	12/25/22	01/04/23	12
12/26/22	01/08/23	01/18/23	13
01/09/23	01/22/23	02/01/23	14
01/23/23	02/05/23	02/15/23	15
02/06/23	02/19/23	03/01/23	16
02/20/23	03/05/23	03/15/23	17
03/06/23	03/19/23	03/29/23	18
03/20/23	04/02/23	04/12/23	19
04/03/23	04/16/23	04/26/23	20
04/17/23	04/30/23	05/10/23	21
05/01/23	05/14/23	05/24/23	22
05/15/23	05/28/23	06/07/23	23
05/29/23	06/11/23	06/21/23	24
06/12/23	06/25/23	07/05/23	25
06/26/23	07/09/23	07/19/23	26
07/10/23	07/23/23	08/02/23	

Pay period begins on Monday and ends on Sunday

Payday will occur every other Wednesday for

all Employees according to the above Schedule

# Duty Schedules

Holiday Schedule COSPC10=Z2,  
TCHRS10 = Z2

2022-2023 DUTY SCHEDULE

Work Schedule  
COSPC10, TCHRS10

## 10 MONTH TEACHERS (Counselors, Eval Specialists)

187 DAYS

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	187
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

### LEGEND

**8** DUTY SCHEDULE BEGIN DATE


Aug 08, 2022

**DATE** Non-work Days

Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023

 TEACHER PREPARATION DAY

Aug 15, 2022  
Jan 05, 2023  
Jun 01, 2023

 TEACHER SERVICE DAYS

Aug 8-12, 2022  
Aug 16-19, 2022  
Oct 04, 2022  
Jan 06, 2023  
Feb 20, 2023

**1** DUTY SCHEDULE END DATE

Jun 01, 2023

PSA

ES1, EV1 = COSPC10

AT1-AT8 = TCHRS10

RT1, VT1, RO1 =TCHRS10

# ADMINISTRATIVE SUPPORT EMPLOYEES

187 DAYS

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	78
DECEMBER	28	29	30	1	2	83
	5	6	7	8	9	88
	12	13	14	15	16	91
	19	20	21	22	23	91
	26	27	28	29	30	93
JANUARY	2	3	4	5	6	98
	9	10	11	12	13	102
	16	17	18	19	20	107
	23	24	25	26	27	112
FEBRUARY	30	31	1	2	3	117
	6	7	8	9	10	122
	13	14	15	16	17	127
	20	21	22	23	24	132
MARCH	27	28	1	2	3	137
	6	7	8	9	10	137
	13	14	15	16	17	142
	20	21	22	23	24	146
	27	28	29	30	31	150
APRIL	3	4	5	6	7	155
	10	11	12	13	14	159
	17	18	19	20	21	164
	24	25	26	27	28	169
MAY	1	2	3	4	5	174
	8	9	10	11	12	179
	15	16	17	18	19	184
	22	23	24	25	26	187
JUNE	29	30	31	1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
8	DUTY SCHEDULE BEGIN DATE
Aug 08, 2022	
DATE	Non-work Days
Sep 05, 2022	
Oct 05, 2022	
Nov 21, 2022 to Nov 25, 2022	
Dec 22, 2022 to Jan 4, 2023	
Jan 16, 2023	
Mar 13, 2023 to Mar 17, 2023	
Mar 31, 2023	
Apr 07, 2023	
Apr 21, 2023	
May 29, 2023	
1	DUTY SCHEDULE END DATE
Jun 01, 2023	

**10 MONTH BUS DRIVERS**  
**183 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	0
	8	9	10	11	12	4
	15	16	17	18	19	9
	22	23	24	25	26	14
SEPTEMBER	29	30	31	1	2	19
	5	6	7	8	9	23
	12	13	14	15	16	28
	19	20	21	22	23	33
	26	27	28	29	30	38
OCTOBER	3	4	5	6	7	41
	10	11	12	13	14	46
	17	18	19	20	21	51
	24	25	26	27	28	56
NOVEMBER	31	1	2	3	4	61
	7	8	9	10	11	66
	14	15	16	17	18	71
	21	22	23	24	25	71
DECEMBER	28	29	30	1	2	76
	5	6	7	8	9	81
	12	13	14	15	16	86
	19	20	21	22	23	89
	26	27	28	29	30	89
JANUARY	2	3	4	5	6	91
	9	10	11	12	13	96
	16	17	18	19	20	100
	23	24	25	26	27	105
FEBRUARY	30	31	1	2	3	110
	6	7	8	9	10	115
	13	14	15	16	17	120
	20	21	22	23	24	124
MARCH	27	28	1	2	3	129
	6	7	8	9	10	134
	13	14	15	16	17	134
	20	21	22	23	24	139
	27	28	29	30	31	143
APRIL	3	4	5	6	7	147
	10	11	12	13	14	152
	17	18	19	20	21	156
	24	25	26	27	28	161
MAY	1	2	3	4	5	166
	8	9	10	11	12	171
	15	16	17	18	19	176
	22	23	24	25	26	181
JUNE	29	30	31	1	2	183
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
DATE	Driver Annual Physicals (UNPAID)
	05/31/2022 - Barnett MP
	06/01/2022 - Butler MP
	06/02/2022 - Central MP
	06/03/2022 - Northwest MP
DATE	Motor Pool Training
	08/03-08/04/2022- Route Review
	08/08/2022 - Route Selection
1	DUTY SCHEDULE BEGIN DATE
	Aug 01, 2022
DATE	Motor Pool Training (PAID)
	Aug 9, 2022 - Barnett MP
	Aug 10, 2022 - Butler MP
	Aug 11, 2022 - Central MP
	Aug 12, 2022 - Northwest MP
Each employee will receive 5 hours paid	
DATE	First Day For Driving Students
	Aug 22, 2022
DATE	Practice Driving Days (PAID)
	Aug 15-19, 2022 1st Dry Run-All Motor Pools
DATE	Non-Work Days
	Aug 01, 2022 to Aug 5, 2022
	Sep 05, 2022
	Oct 04, 2022
	Oct 05, 2022
	Nov 21, 2022 to Nov 25, 2022
	Dec 22, 2022 to Jan 4, 2023
	Jan 16, 2023
	Feb 20, 2023
	Mar 13, 2023 to Mar 17, 2023
	Mar 31, 2023
	Apr 07, 2023
	Apr 21, 2023
	May 29, 2023
31	DUTY SCHEDULE END DATE
	May 31, 2023

**10 MONTH FOOD SERVICE ATTENDANT REGULAR**  
**176 Days at 7 Hours Per Day**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	1
	22	23	24	25	26	6
SEPTEMBER	29	30	31	1	2	11
	5	6	7	8	9	15
	12	13	14	15	16	20
	19	20	21	22	23	25
	26	27	28	29	30	30
OCTOBER	3	4	5	6	7	33
	10	11	12	13	14	38
	17	18	19	20	21	43
	24	25	26	27	28	48
NOVEMBER	31	1	2	3	4	53
	7	8	9	10	11	58
	14	15	16	17	18	63
	21	22	23	24	25	65
DECEMBER	28	29	30	1	2	70
	5	6	7	8	9	75
	12	13	14	15	16	80
	19	20	21	22	23	83
	26	27	28	29	30	83
JANUARY	2	3	4	5	6	83
	9	10	11	12	13	88
	16	17	18	19	20	92
	23	24	25	26	27	97
FEBRUARY	30	31	1	2	3	102
	6	7	8	9	10	107
	13	14	15	16	17	112
	20	21	22	23	24	116
MARCH	27	28	1	2	3	121
	6	7	8	9	10	126
	13	14	15	16	17	126
	20	21	22	23	24	131
	27	28	29	30	31	135
APRIL	3	4	5	6	7	139
	10	11	12	13	14	144
	17	18	19	20	21	148
	24	25	26	27	28	153
MAY	1	2	3	4	5	158
	8	9	10	11	12	163
	15	16	17	18	19	168
	22	23	24	25	26	173
JUNE	29	30	31	1	2	176
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
<b>8</b>	<b>DUTY SCHEDULE BEGIN DATE</b> Aug 08, 2022
<b>DATE</b>	<b>In-service Days</b> Aug 19, 2022
<b>DATE</b>	<b>WORK BEGIN DATE</b> Aug 19, 2022
<b>DATE</b>	<b>Clean-Up Days</b> Jun 01, 2023
<b>DATE</b>	<b>PAID HOLIDAYS</b> Nov 24, 2022 Nov 25, 2022
<b>DATE</b>	<b>Non-Work Days</b> Aug 08 to Aug 18, 2022 Sep 05, 2022 Oct 05, 2022 Nov 21, 2022 to Nov 23, 2022 Dec 22, 2022 to Jan 6, 2023 Jan 16, 2023 Feb 20, 2023 Mar 13, 2023 to Mar 17, 2023 Mar 27, 2023 Apr 07, 2023 Apr 21, 2023 May 29, 2023
<b>1</b>	<b>DUTY SCHEDULE END DATE</b> Jun 01, 2023

**10 MONTH FOOD SERVICE TRAINEE & TEAM LEAD**






**178 Days at 7.5 Hours Per Day**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	2
	22	23	24	25	26	7
SEPTEMBER	29	30	31	1	2	12
	5	6	7	8	9	16
	12	13	14	15	16	21
	19	20	21	22	23	26
	26	27	28	29	30	31
OCTOBER	3	4	5	6	7	34
	10	11	12	13	14	39
	17	18	19	20	21	44
	24	25	26	27	28	49
NOVEMBER	31	1	2	3	4	54
	7	8	9	10	11	59
	14	15	16	17	18	64
	21	22	23	24	25	66
DECEMBER	28	29	30	1	2	71
	5	6	7	8	9	76
	12	13	14	15	16	81
	19	20	21	22	23	84
	26	27	28	29	30	84
JANUARY	2	3	4	5	6	85
	9	10	11	12	13	90
	16	17	18	19	20	94
	23	24	25	26	27	99
FEBRUARY	30	31	1	2	3	104
	6	7	8	9	10	109
	13	14	15	16	17	114
	20	21	22	23	24	118
MARCH	27	28	1	2	3	123
	6	7	8	9	10	128
	13	14	15	16	17	128
	20	21	22	23	24	133
	27	28	29	30	31	137
APRIL	3	4	5	6	7	141
	10	11	12	13	14	146
	17	18	19	20	21	150
	24	25	26	27	28	155
MAY	1	2	3	4	5	160
	8	9	10	11	12	165
	15	16	17	18	19	170
	22	23	24	25	26	175
JUNE	29	30	31	1	2	178
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
8	DUTY SCHEDULE BEGIN DATE Aug 08, 2022
DATE	In-service Days Aug 19, 2022
DATE	WORK BEGIN DATE Aug 18, 2022
DATE	Clean-Up Days Aug 17, 2022 Aug 18, 2022 Jun 01, 2023
DATE	PAID HOLIDAYS Nov 24, 2022 Nov 25, 2022
DATE	Non-Work Days Aug 08 to Aug 17, 2022 Sep 05, 2022 Oct 4, 2022 to Oct 5, 2022 Nov 21, 2022 to Nov 23, 2022 Dec 22, 2022 to Jan 5, 2023 Jan 16, 2023 Feb 20, 2023 Mar 13, 2023 to Mar 17, 2023 Mar 31, 2023 Apr 07, 2023 Apr 21, 2023 May 29, 2023
1	DUTY SCHEDULE END DATE Jun 01, 2023

**10.5 MONTH TEACHERS (Admin Support, Counselors, Eval Specialists)**  
**197 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	197
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
	<b>DUTY SCHEDULE BEGIN DATE</b> Aug 08, 2022
	<b>DATE</b> Non-work Days Sep 05, 2022 Oct 05, 2022 Nov 21, 2022 to Nov 25, 2022 Dec 22, 2022 to Jan 4, 2023 Jan 16, 2023 Mar 13, 2023 to Mar 17, 2023 Mar 31, 2023 Apr 07, 2023 Apr 21, 2023 May 29, 2023
	<b>TEACHER PREPARATION DAY</b> Aug 15, 2022 Jan 05, 2023 Jun 01, 2023
	<b>TEACHER SERVICE DAYS</b> Aug 8-12, 2022 Aug 16-19, 2022 Oct 04, 2022 Jan 06, 2023 Feb 20, 2023
	<b>DUTY SCHEDULE END DATE</b> Jun 15, 2023

**TEACHERS (Admin Support, Counselors, Eval Specialists)**  
**207 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	78
DECEMBER	28	29	30	1	2	83
	5	6	7	8	9	88
	12	13	14	15	16	91
	19	20	21	22	23	91
	26	27	28	29	30	93
JANUARY	2	3	4	5	6	98
	9	10	11	12	13	102
	16	17	18	19	20	107
	23	24	25	26	27	112
FEBRUARY	30	31	1	2	3	117
	6	7	8	9	10	122
	13	14	15	16	17	127
	20	21	22	23	24	132
MARCH	27	28	1	2	3	137
	6	7	8	9	10	137
	13	14	15	16	17	142
	20	21	22	23	24	146
	27	28	29	30	31	150
APRIL	3	4	5	6	7	155
	10	11	12	13	14	159
	17	18	19	20	21	164
	24	25	26	27	28	169
MAY	1	2	3	4	5	174
	8	9	10	11	12	179
	15	16	17	18	19	184
	22	23	24	25	26	188
JUNE	29	30	31	1	2	193
	5	6	7	8	9	198
	12	13	14	15	16	202
	19	20	21	22	23	207
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

**LEGEND**

**8** DUTY SCHEDULE BEGIN DATE  
Aug 08, 2022

**DATE** Non-work Days

Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 19, 2023

**TEACHER**  
**PREPARATION DAY**

Aug 15, 2022  
Jan 05, 2023  
Jun 01, 2023

**TEACHER**  
**SERVICE DAYS**

Aug 8-12, 2022  
Aug 16-19, 2022  
Oct 04, 2022  
Jan 06, 2023  
Feb 20, 2023

**30** DUTY SCHEDULE END DATE  
Jun 30, 2023

**ASSISTANT PRINCIPAL/DEAN (ADM SUP)**

**207 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	198
	19	20	21	22	23	202
	26	27	28	29	30	207
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

**LEGEND**

**8 DUTY SCHEDULE BEGIN DATE**

Aug 08, 2022

**DATE Non-work Days**

Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 19, 2023

**30 DUTY SCHEDULE END DATE**

Jun 30, 2023

**11 MONTH EMPLOYEES (TDS)**  
**208 Days**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	86
	19	20	21	22	23	86
	26	27	28	29	30	86
JANUARY	2	3	4	5	6	88
	9	10	11	12	13	93
	16	17	18	19	20	97
	23	24	25	26	27	102
FEBRUARY	30	31	1	2	3	107
	6	7	8	9	10	112
	13	14	15	16	17	117
	20	21	22	23	24	122
MARCH	27	28	1	2	3	127
	6	7	8	9	10	132
	13	14	15	16	17	132
	20	21	22	23	24	137
	27	28	29	30	31	141
APRIL	3	4	5	6	7	145
	10	11	12	13	14	150
	17	18	19	20	21	154
	24	25	26	27	28	159
MAY	1	2	3	4	5	164
	8	9	10	11	12	169
	15	16	17	18	19	174
	22	23	24	25	26	179
JUNE	29	30	31	1	2	183
	5	6	7	8	9	183
	12	13	14	15	16	183
	19	20	21	22	23	183
	26	27	28	29	30	184
JULY	3	4	5	6	7	188
	10	11	12	13	14	193
	17	18	19	20	21	198
	24	25	26	27	28	203
AUGUST	31	1	2	3	4	208
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

**LEGEND**

**8** **DUTY SCHEDULE BEGIN DATE**  
Aug 8, 2022

**DATE** **Non-work Days**  
Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 15, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 5, 2023 to June 29, 2023  
Jul 04, 2023

**4** **DUTY SCHEDULE END DATE**  
Aug 4, 2023

**11 MONTH EMPLOYEES (ADM SUP)**  
**208 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	198
	19	20	21	22	23	202
	26	27	28	29	30	207
JULY	3	4	5	6	7	208
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

**LEGEND**

**8** DUTY SCHEDULE BEGIN DATE  
Aug 08, 2022

**DATE** Non-work Days

Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 19, 2023

**3** DUTY SCHEDULE END DATE  
Jul 03, 2023

**11 MONTH FOOD SERVICE OPERATION MANAGERS & CAFE MANAGERS**  
**212 Days at 8 Hours Per Day**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	2
	8	9	10	11	12	7
	15	16	17	18	19	12
	22	23	24	25	26	17
SEPTEMBER	29	30	31	1	2	22
	5	6	7	8	9	26
	12	13	14	15	16	31
	19	20	21	22	23	36
	26	27	28	29	30	41
OCTOBER	3	4	5	6	7	45
	10	11	12	13	14	50
	17	18	19	20	21	55
	24	25	26	27	28	60
NOVEMBER	31	1	2	3	4	65
	7	8	9	10	11	70
	14	15	16	17	18	75
	21	22	23	24	25	77
DECEMBER	28	29	30	1	2	82
	5	6	7	8	9	87
	12	13	14	15	16	92
	19	20	21	22	23	95
	26	27	28	29	30	95
JANUARY	2	3	4	5	6	97
	9	10	11	12	13	102
	16	17	18	19	20	106
	23	24	25	26	27	111
FEBRUARY	30	31	1	2	3	116
	6	7	8	9	10	121
	13	14	15	16	17	126
	20	21	22	23	24	131
MARCH	27	28	1	2	3	136
	6	7	8	9	10	141
	13	14	15	16	17	141
	20	21	22	23	24	146
	27	28	29	30	31	150
APRIL	3	4	5	6	7	154
	10	11	12	13	14	159
	17	18	19	20	21	163
	24	25	26	27	28	168
MAY	1	2	3	4	5	173
	8	9	10	11	12	178
	15	16	17	18	19	183
	22	23	24	25	26	188
JUNE	29	30	31	1	2	192
	5	6	7	8	9	197
	12	13	14	15	16	202
	19	20	21	22	23	206
	26	27	28	29	30	211
JULY	3	4	5	6	7	212
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
<b>2</b>	<b>DUTY SCHEDULE BEGIN DATE</b>
Aug 02, 2022	
<b>DATE</b>	<b>Work Beginning Date</b>
Aug 04, 2022	
<b>DATE</b>	<b>In-service Days</b>
Aug 05, 2022	
Aug 10, 2022	
Aug 11, 2022	
Aug 19, 2022	
<b>DATE</b>	<b>Clean-Up Days</b>
Jun 01, 2023	
<b>DATE</b>	<b>PAID HOLIDAYS</b>
Nov 24, 2022	
Nov 25, 2022	
<b>DATE</b>	<b>Non-Work Days</b>
Aug 02 to Aug 03, 2022	
Sep 05, 2022	
Oct 05, 2022	
Nov 21, 2022 to Nov 23, 2022	
Dec 22, 2022 to Jan 4, 2023	
Jan 16, 2023	
Mar 13, 2023 to Mar 17, 2023	
Mar 31, 2023	
Apr 07, 2023	
Apr 21, 2023	
May 29, 2023	
Jun 19, 2023	
<b>3</b>	<b>DUTY SCHEDULE END DATE</b>
Jul 03, 2023	

**11 MONTH CUSTODIANS  
215 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	5
	8	9	10	11	12	10
	15	16	17	18	19	15
	22	23	24	25	26	20
SEPTEMBER	29	30	31	1	2	25
	5	6	7	8	9	30
	12	13	14	15	16	35
	19	20	21	22	23	40
	26	27	28	29	30	45
OCTOBER	3	4	5	6	7	49
	10	11	12	13	14	54
	17	18	19	20	21	59
	24	25	26	27	28	64
NOVEMBER	31	1	2	3	4	69
	7	8	9	10	11	74
	14	15	16	17	18	79
	21	22	23	24	25	81
DECEMBER	28	29	30	1	2	86
	5	6	7	8	9	91
	12	13	14	15	16	96
	19	20	21	22	23	98
	26	27	28	29	30	99
JANUARY	2	3	4	5	6	104
	9	10	11	12	13	109
	16	17	18	19	20	114
	23	24	25	26	27	119
FEBRUARY	30	31	1	2	3	124
	6	7	8	9	10	129
	13	14	15	16	17	134
	20	21	22	23	24	139
MARCH	27	28	1	2	3	144
	6	7	8	9	10	149
	13	14	15	16	17	151
	20	21	22	23	24	156
	27	28	29	30	31	160
APRIL	3	4	5	6	7	164
	10	11	12	13	14	169
	17	18	19	20	21	173
	24	25	26	27	28	178
MAY	1	2	3	4	5	183
	8	9	10	11	12	188
	15	16	17	18	19	193
	22	23	24	25	26	198
JUNE	29	30	31	1	2	203
	5	6	7	8	9	208
	12	13	14	15	16	213
	19	20	21	22	23	215
	26	27	28	29	30	215
JULY	3	4	5	6	7	215
	10	11	12	13	14	215
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
18	DUTY SCHEDULE BEGIN DATE
Jul 18, 2022	
DATE	PAID HOLIDAYS
Sep 05, 2022	
Nov 24 to Nov 25, 2022	
Dec 22 to Dec 23, 2022	
Dec 30, 2022	
Jan 16, 2023	
Mar 16 to Mar 17, 2023	
May 29, 2023	
DATE	Non-Work Days
July 18- July 29, 2022	
Oct 05, 2022	
Nov 21 to Nov 23, 2022	
Dec 19 to Dec 21, 2022	
Dec 26 to Dec 29, 2022	
Mar 13 to Mar 15, 2023	
Mar 31, 2023	
Apr 07, 2023	
Apr 21, 2023	
Jun 19, 2023	
June 22-30, 2023	
July 3- July 14, 2023	
14	DUTY SCHEDULE END DATE
July 14, 2023	

**ASSISTANT PRINCIPAL/DEAN (ADM SUP)**  
**217 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	78
DECEMBER	28	29	30	1	2	83
	5	6	7	8	9	88
	12	13	14	15	16	91
	19	20	21	22	23	96
	26	27	28	29	30	101
JANUARY	2	3	4	5	6	106
	9	10	11	12	13	111
	16	17	18	19	20	116
	23	24	25	26	27	121
FEBRUARY	30	31	1	2	3	126
	6	7	8	9	10	131
	13	14	15	16	17	136
	20	21	22	23	24	141
MARCH	27	28	1	2	3	146
	6	7	8	9	10	151
	13	14	15	16	17	156
	20	21	22	23	24	161
	27	28	29	30	31	166
APRIL	3	4	5	6	7	171
	10	11	12	13	14	176
	17	18	19	20	21	181
	24	25	26	27	28	186
MAY	1	2	3	4	5	191
	8	9	10	11	12	196
	15	16	17	18	19	201
	22	23	24	25	26	206
JUNE	29	30	31	1	2	211
	5	6	7	8	9	216
	12	13	14	15	16	221
	19	20	21	22	23	226
	26	27	28	29	30	231
JULY	3	4	5	6	7	236
	10	11	12	13	14	241
	17	18	19	20	21	246
	24	25	26	27	28	251
AUGUST	31	1	2	3	4	256
	7	8	9	10	11	261
	14	15	16	17	18	266
	21	22	23	24	25	271
SEPTEMBER	28	29	30	31	1	276

**LEGEND**

**8 DUTY SCHEDULE BEGIN DATE**

Aug 08, 2022

**DATE Non-work Days**






Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 19, 2023  
Jul 04, 2023

**17 DUTY SCHEDULE END DATE**

July 17, 2023

**TEACHERS (Admin Support, Counselors, Eval Specialists)**  
**217 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	198
	19	20	21	22	23	202
	26	27	28	29	30	207
JULY	3	4	5	6	7	211
	10	11	12	13	14	216
	17	18	19	20	21	217
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
	<b>DUTY SCHEDULE BEGIN DATE</b> Aug 08, 2022
	<b>DATE</b> Non-work Days Sep 05, 2022 Oct 05, 2022 Nov 21, 2022 to Nov 25, 2022 Dec 22, 2022 to Jan 4, 2023 Jan 16, 2023 Mar 13, 2023 to Mar 17, 2023 Mar 31, 2023 Apr 07, 2023 Apr 21, 2023 May 29, 2023 Jun 19, 2023 Jul 04, 2023
	<b>TEACHER PREPARATION DAY</b> Aug 15, 2022 Jan 05, 2023 Jun 01, 2023
	<b>TEACHER SERVICE DAYS</b> Aug 8-12, 2022 Aug 16-19, 2022 Oct 04, 2022 Jan 06, 2023 Feb 20, 2023
	<b>DUTY SCHEDULE END DATE</b> Jul 17, 2023

**11.5 MONTH EMPLOYEES (ADM SUP)**  
**218 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	78
DECEMBER	28	29	30	1	2	83
	5	6	7	8	9	88
	12	13	14	15	16	91
	19	20	21	22	23	96
	26	27	28	29	30	101
JANUARY	2	3	4	5	6	106
	9	10	11	12	13	111
	16	17	18	19	20	116
	23	24	25	26	27	121
FEBRUARY	30	31	1	2	3	126
	6	7	8	9	10	131
	13	14	15	16	17	136
	20	21	22	23	24	141
MARCH	27	28	1	2	3	146
	6	7	8	9	10	151
	13	14	15	16	17	156
	20	21	22	23	24	161
	27	28	29	30	31	166
APRIL	3	4	5	6	7	171
	10	11	12	13	14	176
	17	18	19	20	21	181
	24	25	26	27	28	186
MAY	1	2	3	4	5	191
	8	9	10	11	12	196
	15	16	17	18	19	201
	22	23	24	25	26	206
JUNE	29	30	31	1	2	211
	5	6	7	8	9	216
	12	13	14	15	16	221
	19	20	21	22	23	226
	26	27	28	29	30	231
JULY	3	4	5	6	7	236
	10	11	12	13	14	241
	17	18	19	20	21	246
	24	25	26	27	28	251
AUGUST	31	1	2	3	4	256
	7	8	9	10	11	261
	14	15	16	17	18	266
	21	22	23	24	25	271
SEPTEMBER	28	29	30	31	1	276

LEGEND	
8	DUTY SCHEDULE BEGIN DATE Aug 08, 2022
DATE	Non-work Days
	Sep 05, 2022
	Oct 05, 2022
	Nov 21, 2022 to Nov 25, 2022
	Dec 22, 2022 to Jan 4, 2023
	Jan 16, 2023
	Mar 13, 2023 to Mar 17, 2023
	Mar 31, 2023
	Apr 07, 2023
	Apr 21, 2023
	May 29, 2023
	Jun 19, 2023
	Jul 04, 2023
18	DUTY SCHEDULE END DATE July 18, 2023

**11 MONTH CLASSIFIED EMPLOYEES POLICE**  
**220 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	5
	8	9	10	11	12	10
	15	16	17	18	19	15
	22	23	24	25	26	20
SEPTEMBER	29	30	31	1	2	25
	5	6	7	8	9	29
	12	13	14	15	16	34
	19	20	21	22	23	39
	26	27	28	29	30	44
OCTOBER	3	4	5	6	7	48
	10	11	12	13	14	53
	17	18	19	20	21	58
	24	25	26	27	28	63
NOVEMBER	31	1	2	3	4	68
	7	8	9	10	11	73
	14	15	16	17	18	78
	21	22	23	24	25	79
DECEMBER	28	29	30	1	2	84
	5	6	7	8	9	89
	12	13	14	15	16	94
	19	20	21	22	23	97
	26	27	28	29	30	97
JANUARY	2	3	4	5	6	99
	9	10	11	12	13	104
	16	17	18	19	20	109
	23	24	25	26	27	114
FEBRUARY	30	31	1	2	3	119
	6	7	8	9	10	124
	13	14	15	16	17	129
	20	21	22	23	24	134
MARCH	27	28	1	2	3	139
	6	7	8	9	10	144
	13	14	15	16	17	144
	20	21	22	23	24	149
	27	28	29	30	31	153
APRIL	3	4	5	6	7	157
	10	11	12	13	14	162
	17	18	19	20	21	166
	24	25	26	27	28	171
MAY	1	2	3	4	5	176
	8	9	10	11	12	181
	15	16	17	18	19	186
	22	23	24	25	26	191
JUNE	29	30	31	1	2	195
	5	6	7	8	9	200
	12	13	14	15	16	205
	19	20	21	22	23	209
	26	27	28	29	30	214
JULY	3	4	5	6	7	214
	10	11	12	13	14	214
	17	18	19	20	21	214
	24	25	26	27	28	219
AUGUST	31	1	2	3	4	220
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
1	DUTY SCHEDULE BEGIN DATE Aug 01, 2022
DATE	Non-work Days Sep 05, 2022 Oct 05, 2022 Nov 21, 2022 to Nov 23, 2022 Nov 25, 2022 Dec 22, 2022 to Jan 4, 2023 Jan 16, 2023 Mar 13, 2023 to Mar 17, 2023 Mar 31, 2023 Apr 07, 2023 Apr 21, 2023 May 29, 2023 Jun 19, 2023
DATE	PAID HOLIDAYS Nov 24, 2022 Jan 16, 2023
DATE	Unpaid Off Days July 03-21, 2023
31	DUTY SCHEDULE END DATE Jul 31, 2023

**11 MONTH CLASSIFIED EMPLOYEES POLICE (ALTERNATIVE)  
220 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	5
	8	9	10	11	12	10
	15	16	17	18	19	15
	22	23	24	25	26	20
SEPTEMBER	29	30	31	1	2	25
	5	6	7	8	9	29
	12	13	14	15	16	34
	19	20	21	22	23	39
	26	27	28	29	30	44
OCTOBER	3	4	5	6	7	48
	10	11	12	13	14	53
	17	18	19	20	21	58
	24	25	26	27	28	63
NOVEMBER	31	1	2	3	4	68
	7	8	9	10	11	73
	14	15	16	17	18	78
	21	22	23	24	25	79
DECEMBER	28	29	30	1	2	84
	5	6	7	8	9	89
	12	13	14	15	16	94
	19	20	21	22	23	97
	26	27	28	29	30	97
JANUARY	2	3	4	5	6	99
	9	10	11	12	13	104
	16	17	18	19	20	109
	23	24	25	26	27	114
FEBRUARY	30	31	1	2	3	119
	6	7	8	9	10	124
	13	14	15	16	17	129
	20	21	22	23	24	134
MARCH	27	28	1	2	3	139
	6	7	8	9	10	144
	13	14	15	16	17	144
	20	21	22	23	24	149
	27	28	29	30	31	153
APRIL	3	4	5	6	7	157
	10	11	12	13	14	162
	17	18	19	20	21	166
	24	25	26	27	28	171
MAY	1	2	3	4	5	176
	8	9	10	11	12	181
	15	16	17	18	19	186
	22	23	24	25	26	191
JUNE	29	30	31	1	2	195
	5	6	7	8	9	195
	12	13	14	15	16	195
	19	20	21	22	23	195
	26	27	28	29	30	200
JULY	3	4	5	6	7	204
	10	11	12	13	14	209
	17	18	19	20	21	214
	24	25	26	27	28	219
AUGUST	31	1	2	3	4	220
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
1	DUTY SCHEDULE BEGIN DATE
Aug 01, 2022	
DATE	Non-work Days
Sep 05, 2022	
Oct 05, 2022	
Nov 21, 2022 to Nov 23, 2022	
Nov 25, 2022	
Dec 22, 2022 to Jan 4, 2023	
Jan 16, 2023	
Mar 13, 2023 to Mar 17, 2023	
Mar 31, 2023	
Apr 07, 2023	
Apr 21, 2023	
May 29, 2023	
Jul 04, 2023	
DATE	PAID HOLIDAYS
Nov 24, 2022	
Jan 16, 2023	
DATE	Unpaid Off Days
June 05-23, 2023	
31	DUTY SCHEDULE END DATE
July 31, 2023	

# TEACHERS (Admin Support, Counselors, Eval Specialists)

227 DAYS

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	198
	19	20	21	22	23	202
	26	27	28	29	30	207
JULY	3	4	5	6	7	211
	10	11	12	13	14	216
	17	18	19	20	21	217
	24	25	26	27	28	222
AUGUST	31	1	2	3	4	227
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
<div></div>	8 DUTY SCHEDULE BEGIN DATE
	Aug 08, 2022
<div></div>	DATE Non-work Days
	Sep 05, 2022
	Oct 05, 2022
	Nov 21, 2022 to Nov 25, 2022
	Dec 22, 2022 to Jan 4, 2023
	Jan 16, 2023
	Mar 13, 2023 to Mar 17, 2023
	Mar 31, 2023
	Apr 07, 2023
	Apr 21, 2023
	May 29, 2023
	Jun 19, 2023
	Jul 04, 2023
<div></div>	TEACHER PREPARATION DAY
	Aug 15, 2022
	Jan 05, 2023
	Jun 01, 2023
<div></div>	TEACHER SERVICE DAYS
	Aug 8-12, 2022
	Aug 16-19, 2022
	Oct 04, 2022
	Jan 06, 2023
	Feb 20, 2023
<div></div>	4 DUTY SCHEDULE END DATE
	Aug 04, 2023

# ASSISTANT PRINCIPAL/DEAN (ADM SUP)

227 DAYS

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	198
	19	20	21	22	23	202
	26	27	28	29	30	207
JULY	3	4	5	6	7	211
	10	11	12	13	14	216
	17	18	19	20	21	217
	24	25	26	27	28	222
AUGUST	31	1	2	3	4	227
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

## LEGEND

8 DUTY SCHEDULE BEGIN DATE  
Aug 08, 2022

DATE Non-work Days  
Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 19, 2023  
Jul 04, 2023

4 DUTY SCHEDULE END DATE  
Aug 04, 2023

**12 MONTH EMPLOYEES (TDS)**  
**227 Days**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	188
	5	6	7	8	9	193
	12	13	14	15	16	198
	19	20	21	22	23	202
	26	27	28	29	30	207
JULY	3	4	5	6	7	211
	10	11	12	13	14	216
	17	18	19	20	21	217
	24	25	26	27	28	222
AUGUST	31	1	2	3	4	227
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

LEGEND	
8	DUTY SCHEDULE BEGIN DATE
Aug 08, 2022	
DATE	Non-work Days
Sep 05, 2022	
Oct 05, 2022	
Nov 21, 2022 to Nov 25, 2022	
Dec 22, 2022 to Jan 4, 2023	
Jan 16, 2023	
Mar 13, 2023 to Mar 17, 2023	
Mar 31, 2023	
Apr 07, 2023	
Apr 21, 2023	
May 29, 2023	
Jun 19, 2023	
Jun 22, 2023 to July 4, 2023	
4	DUTY SCHEDULE END DATE
Aug 04, 2023	

**JROTC EMPLOYEES**  
**227 DAYS**

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
SEPTEMBER	29	30	31	1	2	2
	5	6	7	8	9	6
	12	13	14	15	16	11
	19	20	21	22	23	16
	26	27	28	29	30	21
OCTOBER	3	4	5	6	7	25
	10	11	12	13	14	30
	17	18	19	20	21	35
	24	25	26	27	28	40
NOVEMBER	31	1	2	3	4	45
	7	8	9	10	11	50
	14	15	16	17	18	55
	21	22	23	24	25	55
DECEMBER	28	29	30	1	2	60
	5	6	7	8	9	65
	12	13	14	15	16	70
	19	20	21	22	23	73
	26	27	28	29	30	73
JANUARY	2	3	4	5	6	75
	9	10	11	12	13	80
	16	17	18	19	20	84
	23	24	25	26	27	89
FEBRUARY	30	31	1	2	3	94
	6	7	8	9	10	99
	13	14	15	16	17	104
	20	21	22	23	24	109
MARCH	27	28	1	2	3	114
	6	7	8	9	10	119
	13	14	15	16	17	119
	20	21	22	23	24	124
	27	28	29	30	31	128
APRIL	3	4	5	6	7	132
	10	11	12	13	14	137
	17	18	19	20	21	141
	24	25	26	27	28	146
MAY	1	2	3	4	5	151
	8	9	10	11	12	156
	15	16	17	18	19	161
	22	23	24	25	26	166
JUNE	29	30	31	1	2	170
	5	6	7	8	9	175
	12	13	14	15	16	180
	19	20	21	22	23	184
	26	27	28	29	30	185
JULY	3	4	5	6	7	188
	10	11	12	13	14	193
	17	18	19	20	21	198
	24	25	26	27	28	203
AUGUST	31	1	2	3	4	208
	7	8	9	10	11	213
	14	15	16	17	18	218
	21	22	23	24	25	223
SEPTEMBER	28	29	30	31	1	227

**LEGEND**

**1 DUTY SCHEDULE BEGIN DATE**

Sep 01, 2022

**DATE Non-Scheduled Work Days**

Sep 05, 2022  
Nov 21 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023  
Jun 19, 2023  
Jun 27 to Jun 30, 2023  
Jul 03 to Jul 04, 2023

**DATE JROTC Mandatory Events (trade days)**

\* October 19, 2022  
\* March 11, 2023  
\* March 25, 2023  
\* April 24, 2023  
\* June 09 to June 10, 2023  
\* June 16, 2023

**31 DUTY SCHEDULE END DATE**

Aug 31, 2023

## 12 MONTH EMPLOYEES 2022-2023 School Year

MONTH	MON	TUE	WED	THU	FRI	Date of Paid Holidays
July	18	19	20	21	22	Sep 05, 2022 Oct 05, 2022 Nov 21, 2022 to Nov 25, 2022 Dec 22, 2022 to Jan 4, 2023 Jan 16, 2023 Mar 13, 2023 to Mar 17, 2023 Mar 31, 2023 Apr 07, 2023 Apr 21, 2023 May 29, 2023 Jun 19, 2023 Jul 04, 2023
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
SEPTEMBER	29	30	31	1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
OCTOBER	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
NOVEMBER	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
DECEMBER	28	29	30	1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JANUARY	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
FEBRUARY	30	31	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
MARCH	27	28	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
APRIL	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
MAY	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
JUNE	29	30	31	1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

# HOURLY EMPLOYEES

MONTH	MON	TUE	WED	THU	FRI	PAID
July	18	19	20	21	22	
	25	26	27	28	29	
AUGUST	1	2	3	4	5	
	8	9	10	11	12	5
	15	16	17	18	19	10
	22	23	24	25	26	15
SEPTEMBER	29	30	31	1	2	20
	5	6	7	8	9	24
	12	13	14	15	16	29
	19	20	21	22	23	34
	26	27	28	29	30	39
OCTOBER	3	4	5	6	7	43
	10	11	12	13	14	48
	17	18	19	20	21	53
	24	25	26	27	28	58
NOVEMBER	31	1	2	3	4	63
	7	8	9	10	11	68
	14	15	16	17	18	73
	21	22	23	24	25	73
DECEMBER	28	29	30	1	2	78
	5	6	7	8	9	83
	12	13	14	15	16	88
	19	20	21	22	23	91
	26	27	28	29	30	91
JANUARY	2	3	4	5	6	93
	9	10	11	12	13	98
	16	17	18	19	20	102
	23	24	25	26	27	107
FEBRUARY	30	31	1	2	3	112
	6	7	8	9	10	117
	13	14	15	16	17	122
	20	21	22	23	24	127
MARCH	27	28	1	2	3	132
	6	7	8	9	10	137
	13	14	15	16	17	137
	20	21	22	23	24	142
	27	28	29	30	31	146
APRIL	3	4	5	6	7	150
	10	11	12	13	14	155
	17	18	19	20	21	159
	24	25	26	27	28	164
MAY	1	2	3	4	5	169
	8	9	10	11	12	174
	15	16	17	18	19	179
	22	23	24	25	26	184
JUNE	29	30	31	1	2	187
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
JULY	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
AUGUST	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
SEPTEMBER	28	29	30	31	1	

## LEGEND

### 8 DUTY SCHEDULE BEGIN DATE

Aug 08, 2022

### DATE Non-Work Days

Sep 05, 2022  
Oct 05, 2022  
Nov 21, 2022 to Nov 25, 2022  
Dec 22, 2022 to Jan 4, 2023  
Jan 16, 2023  
Mar 13, 2023 to Mar 17, 2023  
Mar 31, 2023  
Apr 07, 2023  
Apr 21, 2023  
May 29, 2023

### 1 DUTY SCHEDULE END DATE

Jun 01, 2023

PSA

H10D = Z2 (10HR Crossing Guard,

H10B = Z2 (35 HR FS)

H10A = Z2(40HR)

## Personnel Subareas/Salary Plans

<u>Personnel Subareas</u>	<u>Description</u>
<u>AE1</u>	<u>10M Admin Exempt</u>
<u>AE2</u>	<u>10.5M Admin Exempt</u>
<u>AE3</u>	<u>11M Admin Exempt</u>
<u>AE4</u>	<u>11M Admin Exempt</u>
<u>AE5</u>	<u>12M Admin Exempt</u>
<u>AS1</u>	<u>10M Admin Support Non-Exempt</u>
<u>AS2</u>	<u>10.5M Admin Support Non-Exempt</u>
<u>AS3</u>	<u>11M Admin Support Non-Exempt</u>
<u>AS4</u>	<u>11.5M Admin Support Non-Exempt</u>
<u>AS5</u>	<u>12M Admin Support Non-Exempt</u>
<u>AS6</u>	<u>Admin Support 11M 220Day</u>
<u>AS7</u>	<u>Admin Support 11M 220Day Alt</u>
<u>AT1</u>	<u>Non-Degreed Associate</u>
<u>AT2</u>	<u>Degreed Associate</u>
<u>AT3</u>	<u>Dedicated Assoc. Teacher</u>
<u>AT4</u>	<u>Nurse Associate</u>
<u>AT6</u>	<u>Patron Associate</u>
<u>AT7</u>	<u>Texas Certified Associate</u>
<u>AT8</u>	<u>HISD Retired Certified Associate</u>
<u>AT9</u>	<u>Critical Shortage Assoc. Teach</u>
<u>AX5</u>	<u>12Month Administrators - 254 D</u>
<u>BU1</u>	<u>Bus Driver</u>
<u>CT3</u>	<u>11 M Food Service CAFÉ Manager</u>
<u>CT5</u>	<u>Crafts/Trades 12 Months</u>
<u>CT6</u>	<u>12M Food Service CAFÉ Manager</u>
<u>CTA</u>	<u>Crafts/Trades 1296 Hrs 9M8H</u>
<u>CTB</u>	<u>Crafts/Trades 1336 Hrs 9M8Hr</u>
<u>CTC</u>	<u>Crafts/Trades 930 Hrs 10Mos</u>
<u>CTD</u>	<u>Crafts/Trades 1295 Hrs 10M7Hr</u>
<u>CTE</u>	<u>Crafts/Trades 1387 Hr 10M7.5Hr</u>
<u>CTF</u>	<u>Crafts/Trades 1395Hrs 10M7.5Hr</u>
<u>CTG</u>	<u>Crafts/Trades 1488 Hrs 10M8Hr</u>
<u>CTI</u>	<u>Warehouse Drivers 212 Days</u>
<u>CTJ</u>	<u>Food Service 149 Days / 10 Hrs</u>
<u>CU3</u>	<u>Crafts/Trades 1720 Hrs 11M8Hr</u>
<u>ES1</u>	<u>Counselor 10 Months</u>
<u>ES2</u>	<u>Counselor 10.5 Month</u>
<u>ES3</u>	<u>Counselor 11 Months</u>
<u>ES4</u>	<u>Counselor 11.5 Month</u>
<u>ES5</u>	<u>Counselor 12 Months</u>
<u>EV1</u>	<u>Evaluation Specialist/LSSP 10M</u>
<u>EV2</u>	<u>Evaluation Specialist/LSSP 10.5M</u>
<u>EV3</u>	<u>Evaluation Specialist/LSSP 11M</u>
<u>EV4</u>	<u>Evaluation Specialist/LSSP 11.5M</u>
<u>EV5</u>	<u>Evaluation Specialist/LSSP 12M</u>

<u>H10A</u>	Hourly
<u>H10B</u>	Hourly Food Services
<u>H10D</u>	Hourly Crossing Guards
<u>PE5</u>	Principal, ES 12 Months
<u>PH5</u>	Principal, HS 12 Months
<u>PM5</u>	Principal, MS 12 Months
<u>PS5</u>	Principal, Specialty School 12 Months
<u>RO1</u>	JROTC 10 Months
<u>RO5</u>	JROTC 12 Months
<u>RT1</u>	Regular Teacher 10 Months
<u>RT2</u>	Regular Teacher 10.5 Months
<u>RT3</u>	Regular Teacher 11 Months
<u>RT4</u>	Regular Teacher 11.5 Months
<u>RT5</u>	Regular Teacher 12 Months
<u>SE3</u>	Assistant Principal, ES 11 Months
<u>SE4</u>	Assistant Principal, ES 11.5 Months
<u>SE5</u>	Assistant Principal, ES 12 Months
<u>SH3</u>	Assistant Principal, HS 11 Months
<u>SH4</u>	Assistant Principal, HS 11.5 Months
<u>SH5</u>	Assistant Principal, HS 12 Months
<u>SM3</u>	Assistant Principal, MS 11 Months
<u>SM4</u>	Assistant Principal, MS 11.5 Months
<u>SM5</u>	Assistant Principal, MS 12 Months
<u>SS3</u>	Assistant Principal, Specialty School 11 Months
<u>SS4</u>	Assistant Principal, Specialty School 11.5 Months
<u>SS5</u>	Assistant Principal, Specialty School 12 Month
<u>TDS</u>	Teacher Development Specialist
<u>TDS5</u>	Teacher Development Specialist 12 Month
<u>VT1</u>	Vocational Teacher 10 Months
<u>VT2</u>	Vocational Teacher 10.5 Month
<u>VT3</u>	Vocational Teacher 11 Months
<u>VT4</u>	Vocational Teacher 11.5 Months
<u>VT5</u>	Vocational Teacher 12 Months

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## **D**

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<b>Evaluation Specialist Stipend</b>	
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