

HISD



HOUSTON ISD _____
COMPENSATION PLAN
_____ **2024-2025**

HOUSTON ISD
COMPENSATION PLAN
2024–2025

This Compensation Plan serves as an effective guide and recruitment and retention tool grounded in clarity of compensation processes aligned with Destination 2035, which also showcases HISD’s commitment to strategic staffing and performance assessment through competitive compensation.

*– F. Mike Miles
Superintendent of Schools*



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Houston ISD is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).



COMPENSATION MANAGEMENT PROCESS

This Compensation Plan may be amended or updated as necessary to align with the mission of the district.

Job Evaluation & Market Valuation

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.

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 conducts internal/external surveys that allow comparisons with various 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, which are tied to specific pay ranges.

Over time, any number of changes can be made to an employee's pay rate. From cost-of-living adjustments to performance-based increases to promotions and demotions.

The Compensation Department also 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, which are not retroactive unless expressly so provided.

Reclassifications

A reclassification may be required when there is a substantive change in the duties and responsibilities of a job that may occur due to changes in the organization, type of work, staffing requirements, technology or when the classification (title, job grade, or status) assigned to the job is incorrect based on the actual job duties. The primary goal of a reclassification is to ensure that the work being performed corresponds with the job description. As such, reclassification may or may not result in an increase or decrease in salary grade. An employee's pay after the reclassification must fall within the newly determined salary range. Any changes in pay will be considered in relation to internal equity and external market equity; the complexity and/or scope of duties and responsibility; and how critical the skills are to the completion of department or division goals.

NEW HIRE PAY DETERMINATION

Recommending a Salary (Minimum to Midpoint)

This section applies to positions whose pay is not determined by a pay placement table (for example, it does not apply to Teachers or Police Officers). Hiring managers will have the discretion to select and recommend a salary to Human Resources to include in the offer letter. Upon selecting a candidate, hiring managers will provide Human Resources with a salary recommendation and a completed Salary Recommendation Checklist, which may be found in HISD's Compensation site.



Recommending a Salary (Above Midpoint)

This section applies to positions whose pay is not determined by a pay placement table (for example, it does not apply to Teachers or Police Officers). All salary recommendations that are above the midpoint of a pay range require that a completed Salary Recommendation Checklist be submitted by the requesting hiring manager's chief to the Chief Human Resources Officer or designee for final approval, and informing Finance for budgetary purposes.



NEW HIRE PAY DETERMINATION (continued)

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.



Creditable Years 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.

- 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. Equivalent full-time days have been calculated by multiplying the total number of days worked by the percentage of time employed in the district.

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

To receive service credit for prior work experience, new hires under a Teacher Placement Table must submit service records within 30 calendar days of start date to receive a retroactive starting pay adjustment. Otherwise, the effective date of change is the date upon which the Compensation Department receives the official service record. It is the responsibility of the employee to provide all official documentation.

SALARY ADJUSTMENTS

Promotions

A promotion occurs when an employee moves to a different position with a higher salary grade. This move acknowledges the employee's enhanced skills and responsibilities, ensuring their pay aligns with market standards and internal fairness. To qualify for a promotion, an employee must:

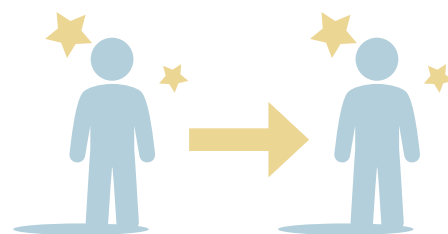
- Be a regular full-time or part-time employee (not temporary).
- Meet the minimum qualifications of the new position.

Promoted employees will be placed at the minimum of the pay range of the higher grade, or keep their current pay, whichever amount is higher. Exceptions may be allowed by the Superintendent.



Lateral Transfers

Not all job changes result in a salary increase. A lateral transfer occurs when an employee competitively moves to a vacant position within the same pay grade. Competitive lateral moves may consider a salary increase only if the new duties significantly differ. Exceptions require additional justification and approval by the superintendent.





SALARY ADJUSTMENTS (continued)

Voluntary and Involuntary Demotions

A voluntary demotion happens when an employee applies for and is selected for a position with a lower pay grade. Effective the date of change, the employee's salary shall be decreased to the minimum of the pay range of the new role. If the position falls under a pay placement table (for example, Non-NES Teacher Pay Placement Table or Police Officer Placement Table), the salary shall be adjusted based on years of experience.

For Chapter 21 employees, an involuntary demotion that is performance based will not impact the employee's salary for the current school year. Effective the start of the new school year, the employee's salary shall be decreased to the minimum of the pay range of the new role. If the position falls under a pay placement table (e.g., Non-NES Teacher Pay Placement Table or Police Officer Placement Table), the salary shall be adjusted based on years of experience.

For a performance based involuntary demotion of a non-Chapter 21 employee, effective the date of change, the employee's salary shall be decreased to the minimum of the pay range of the new role. If the position falls under a pay placement table (e.g., Non-NES Teacher Pay Placement Table or Police Officer Placement Table), the salary shall be adjusted based on years of experience.

Any involuntary demotion that is non-performance based will not impact an employee's salary for the current school year. Effective the start of the new school year, the employee's salary shall be decreased to the minimum of the pay range of the new role. If the position falls under a pay placement table (e.g., Non-NES Teacher Pay Placement Table or Police Officer Placement Table), the salary shall be adjusted based on years of experience.

Exceptions may be allowed by the Superintendent.

Equity Pay Adjustments

The Human Resources Department periodically audits pay rates within classifications to identify potential pay problems. It is also the responsibility of the department or division to bring to the attention of Human Resources any significant pay problems that may exist in their organization structure. A department or division Chief may initiate a pay equity adjustment whenever he or she determines that the present level of compensation of an employee or group of employees is at a level that:

1. it results in an unusual level of turnover of employees in the group; or,
2. it results in the affected department experiencing significant difficulty in recruiting candidates to fill vacant positions; or,
3. it results in a disparity in current paid rates for similarly classified employees in that unit; or,
4. the level of compensation is substantially below the comparable level of compensation for similar employment outside the HISD; and,
5. the present level of compensation has substantially reduced the districts' ability to deliver services.

Individual equity increases shall be based on one or more of the following: Internal equity, external competitiveness, years of service, and quartile within the salary range. All equity pay adjustments are subject to review to ensure compliance with applicable policy and procedures, and approval by the department or division Chief and the Compensation Department. Funds for any approved equity pay adjustment must come from the authorized budget of the affected department or division and needs review and approval from Finance's Budget department

All equity pay adjustments are subject to review to ensure compliance with applicable policy and procedures, and approval by the department or division Chief and the Compensation Department. Funds for any approved equity pay adjustment must come from the authorized budget of the affected department or division.



SALARY ADJUSTMENTS (continued)

Work Schedule Changes

Due to business needs, employees may 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.

Pay Above Maximum

If for any reason, an incumbent's base pay exceeds the maximum of the grade, the employee's pay will be "red circled." This means that all base pay rate increases will be withheld until the base pay rate falls within the range, at which time the incumbent will be eligible for future increases. Any exception to this policy requires prior approval by the director of the Human Resources Department.

Teacher Adjustment

Employees who receive the teacher adjustment amount assigned to employees on the Teacher Initial Compensation Placement Table will retain this component as long as they are continuously in a position on any Teacher Initial Compensation Placement Table.

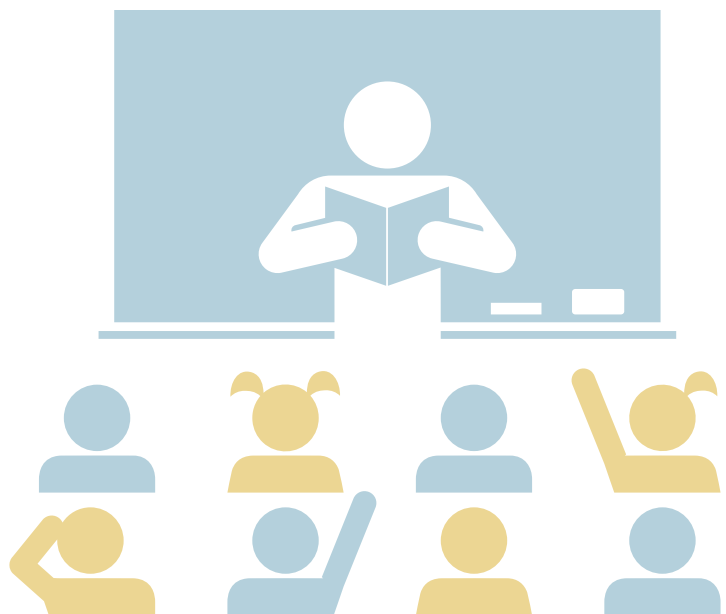
Employees who transfer to positions on the Master or Technology Pay Scales or leave the district will not recover the teacher adjustment amount if they move back to any Initial Compensation Placement Table through transfer or rehire. Their compensation would be based on experience.

Teacher Allotment

The former career ladder supplement now carried as teacher allotment will continue. No new teacher allotments will be added for new employees or rehires. 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 Non-NES Teacher Salary Table through transfer or rehire. Their compensation would be based on experience.

Employees currently under the Teacher Adjustment or Teacher Allotment programs will be grandfathered in. No new employees are eligible for these programs effective 24-25.





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.

▶ View HISD's 2024-2025 Payroll Calendar at www.HoustonISD.org/PayrollCalendar

WORK CALENDARS

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

- Employees who work 227 days or more during a school year are considered 12-month employees.
- Employees who work between 198 to 226 days during a school year are considered 11-month employees.
- Employees who work 197 days or less during a school year are considered 10-month employees.

▶ Specific work calendars are published at www.HoustonISD.org/WorkCalendars





2024-2025 SALARY TABLES

Master Salary Tables

MASTER HOURLY TABLE			
Grade	Minimum	Midpoint	Maximum
37	\$64.22	\$85.10	\$105.98
36	\$58.39	\$77.37	\$96.34
35	\$53.08	\$70.33	\$87.58
34	\$48.25	\$63.94	\$79.62
33	\$43.86	\$58.12	\$72.38
32	\$39.87	\$52.84	\$65.80
31	\$36.25	\$48.03	\$59.82
30	\$32.95	\$43.67	\$54.38
29	\$29.96	\$39.70	\$49.44
28	\$27.24	\$36.09	\$44.94
27	\$24.76	\$32.81	\$40.86
26	\$22.51	\$29.83	\$37.14
25	\$20.46	\$27.12	\$33.76
24	\$18.60	\$24.65	\$30.70
23	\$17.65	\$22.41	\$27.91
22	\$16.45	\$20.65	\$25.72
21	\$16.24	\$20.38	\$25.38
20	\$16.03	\$20.11	\$25.05
19	\$15.81	\$19.85	\$24.71
18	\$15.61	\$19.58	\$24.39
17	\$15.40	\$19.33	\$24.07
16	\$15.21	\$19.08	\$23.76
15	\$15.00	\$18.82	\$23.44

MASTER SALARY TABLE (12 MONTHS)			
Grade	Minimum	Midpoint	Maximum
37	\$133,577.60	\$177,008.00	\$220,438.40
36	\$121,451.20	\$160,929.60	\$200,387.20
35	\$110,406.40	\$146,286.40	\$182,166.40
34	\$100,360.00	\$132,995.20	\$165,609.60
33	\$91,228.80	\$120,889.60	\$150,550.40
32	\$82,929.60	\$109,907.20	\$136,864.00
31	\$75,400.00	\$99,902.40	\$124,425.60
30	\$68,536.00	\$90,833.60	\$113,110.40
29	\$62,316.80	\$82,576.00	\$102,835.20
28	\$56,659.20	\$75,067.20	\$93,475.20
27	\$51,500.80	\$68,244.80	\$84,988.80
26	\$46,820.80	\$62,046.40	\$77,251.20
25	\$42,556.80	\$56,409.60	\$70,220.80
24	\$38,688.00	\$51,272.00	\$63,856.00
23	\$36,712.00	\$46,612.80	\$58,052.80
22	\$34,216.00	\$42,952.00	\$53,497.60
21	\$33,779.20	\$42,390.40	\$52,790.40
20	\$33,342.40	\$41,828.80	\$52,104.00
19	\$32,884.80	\$41,288.00	\$51,396.80
18	\$32,468.80	\$40,726.40	\$50,731.20
17	\$32,032.00	\$40,206.40	\$50,065.60
16	\$31,636.80	\$39,686.40	\$49,420.80
15	\$31,200.00	\$39,145.60	\$48,755.20

MASTER SALARY TABLE (11 MONTHS)			
Grade	Minimum	Midpoint	Maximum
37	\$106,862.08	\$141,606.40	\$176,350.72
36	\$97,160.96	\$128,743.68	\$160,309.76
35	\$88,325.12	\$117,029.12	\$145,733.12
34	\$80,288.00	\$106,396.16	\$132,487.68
33	\$72,983.04	\$96,711.68	\$120,440.32
32	\$66,343.68	\$87,925.76	\$109,491.20
31	\$60,320.00	\$79,921.92	\$99,540.48
30	\$54,828.80	\$72,666.88	\$90,488.32
29	\$49,853.44	\$66,060.80	\$82,268.16
28	\$45,327.36	\$60,053.76	\$74,780.16
27	\$41,200.64	\$54,595.84	\$67,991.04
26	\$37,456.64	\$49,637.12	\$61,800.96
25	\$34,045.44	\$45,127.68	\$56,176.64
24	\$30,950.40	\$41,017.60	\$51,084.80
23	\$29,369.60	\$37,290.24	\$46,442.24
22	\$27,372.80	\$34,361.60	\$42,798.08
21	\$27,023.36	\$33,912.32	\$42,232.32
20	\$26,673.92	\$33,463.04	\$41,683.20
19	\$26,307.84	\$33,030.40	\$41,117.44
18	\$25,975.04	\$32,581.12	\$40,584.96
17	\$25,625.60	\$32,165.12	\$40,052.48
16	\$25,309.44	\$31,749.12	\$39,536.64
15	\$24,960.00	\$31,316.48	\$39,004.16

MASTER SALARY TABLE (10 MONTHS)			
Grade	Minimum	Midpoint	Maximum
37	\$99,669.44	\$132,075.20	\$164,480.96
36	\$90,621.28	\$120,078.24	\$149,519.68
35	\$82,380.16	\$109,152.16	\$135,924.16
34	\$74,884.00	\$99,234.88	\$123,570.24
33	\$68,070.72	\$90,202.24	\$112,333.76
32	\$61,878.24	\$82,007.68	\$102,121.60
31	\$56,260.00	\$74,542.56	\$92,840.64
30	\$51,138.40	\$67,775.84	\$84,397.76
29	\$46,497.92	\$61,614.40	\$76,730.88
28	\$42,276.48	\$56,011.68	\$69,746.88
27	\$38,427.52	\$50,921.12	\$63,414.72
26	\$34,935.52	\$46,296.16	\$57,641.28
25	\$31,753.92	\$42,090.24	\$52,395.52
24	\$28,867.20	\$38,256.80	\$47,646.40
23	\$27,392.80	\$34,780.32	\$43,316.32
22	\$25,530.40	\$32,048.80	\$39,917.44
21	\$25,204.48	\$31,629.76	\$39,389.76
20	\$24,878.56	\$31,210.72	\$38,877.60
19	\$24,537.12	\$30,807.20	\$38,349.92
18	\$24,226.72	\$30,388.16	\$37,853.28
17	\$23,900.80	\$30,000.16	\$37,356.64
16	\$23,605.92	\$29,612.16	\$36,875.52
15	\$23,280.00	\$29,208.64	\$36,378.88

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.



2024-2025 SALARY TABLES (continued)

Central Office Salary Table

POSITION	Minimum	Midpoint	Maximum
Chief of a Division	\$215,000	\$235,000	\$255,000
Division Superintendent	\$215,000	\$235,000	\$255,000
Deputy Chief	\$200,000	\$215,000	\$235,000
Senior Executive Director	\$190,000	\$215,000	\$235,000
Executive Director	\$170,000	\$182,500	\$195,000
Director 2 of a Department	\$150,000	\$162,500	\$175,000
Director 1 of a Department	\$130,000	\$142,500	\$155,000
Cross-Functional Team Member (CTM)	\$110,000	\$122,500	\$135,000
Curriculum Designer 2	\$100,000	\$110,000	\$120,000
Curriculum Designer 1	\$90,000	\$100,000	\$110,000
Coordinator 2	\$85,000	\$95,000	\$105,000
Coordinator 1	\$75,000	\$85,000	\$95,000
Senior Manager	\$70,000	\$80,000	\$90,000
Senior Analyst	\$70,000	\$80,000	\$90,000
Project/Program Manager 2	\$65,000	\$75,000	\$85,000
Analyst 2	\$65,000	\$75,000	\$85,000
Executive Assistant (Chief/Division)	\$65,000	\$75,000	\$85,000
Executive Assistant (Unit)	\$60,000	\$70,000	\$80,000
Office Manager 3	\$60,000	\$70,000	\$80,000
Project/Program Manager 1	\$60,000	\$70,000	\$80,000
Analyst 1	\$60,000	\$70,000	\$80,000
Office Manager 2	\$55,000	\$65,000	\$75,000
Specialist 2	\$50,000	\$55,000	\$60,000
Office Manager 1	\$50,000	\$60,000	\$70,000
Specialist 1	\$45,000	\$50,000	\$55,000
Assistant Office Manager 3	\$40,000	\$47,500	\$55,000
Assistant Office Manager 2	\$35,000	\$42,500	\$50,000
Assistant Office Manager 1	\$30,000	\$37,500	\$45,000
Clerk 2	\$30,000	\$35,000	\$40,000
Clerk 1	\$30,000	\$32,500	\$35,000

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.



PAY STRUCTURE

2024-2025 SALARY TABLES (continued)

Technology Salary Tables

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.

TECHNOLOGY 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

TECHNOLOGY SALARY TABLE (12 MONTHS)			
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

Facilities, Maintenance, & Operations (FMO) Salary Tables

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.

FMO HOURLY TABLE			
Grade	Minimum	Midpoint	Maximum
17	\$36.25	\$48.03	\$59.82
16	\$32.95	\$43.67	\$54.38
15	\$29.96	\$39.70	\$49.44
14	\$27.24	\$36.09	\$44.94
13	\$24.76	\$32.81	\$40.86
12	\$22.51	\$29.83	\$37.14
11	\$20.46	\$27.12	\$33.76
10	\$18.60	\$24.65	\$30.70
9	\$17.65	\$22.41	\$27.91
8	\$16.45	\$20.65	\$25.72
7	\$16.24	\$20.38	\$25.38
6	\$16.03	\$20.11	\$25.05
5	\$15.81	\$19.85	\$24.71
4	\$15.61	\$19.58	\$24.39
3	\$15.40	\$19.33	\$24.07
2	\$15.21	\$19.08	\$23.76
1	\$15.00	\$18.82	\$23.44

FMO SALARY TABLE (12 MONTHS)			
Grade	Minimum	Midpoint	Maximum
17	\$75,400.00	\$99,902.40	\$124,425.60
16	\$68,536.00	\$90,833.60	\$113,110.40
15	\$62,316.80	\$82,576.00	\$102,835.20
14	\$56,659.20	\$75,067.20	\$93,475.20
13	\$51,500.80	\$68,244.80	\$84,988.80
12	\$46,820.80	\$62,046.40	\$77,251.20
11	\$42,556.80	\$56,409.60	\$70,220.80
10	\$38,688.00	\$51,272.00	\$63,856.00
9	\$36,712.00	\$46,612.80	\$58,052.80
8	\$34,216.00	\$42,952.00	\$53,497.60
7	\$33,779.20	\$42,390.40	\$52,790.40
6	\$33,342.40	\$41,828.80	\$52,104.00
5	\$32,884.80	\$41,288.00	\$51,396.80
4	\$32,468.80	\$40,726.40	\$50,731.20
3	\$32,032.00	\$40,206.40	\$50,065.60
2	\$31,636.80	\$39,686.40	\$49,420.80
1	\$31,200.00	\$39,145.60	\$48,755.20

FMO FIXED HOURLY RATES	
Position	Pay Rate
Building Service Manager I	\$23.00
Building Service Manager II	\$25.00
Building Service Manager III	\$30.00
Custodian	\$15.00



PAY STRUCTURE

2024-2025 SALARY TABLES (continued)

Transportation Salary Tables

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.

TRANSPORTATION HOURLY TABLE			
Grade	Minimum	Midpoint	Maximum
16	\$32.95	\$43.67	\$54.38
15	\$29.96	\$39.70	\$49.44
14	\$27.24	\$36.09	\$44.94
13	\$24.76	\$32.81	\$40.86
12	\$22.51	\$29.83	\$37.14
11	\$20.46	\$27.12	\$33.76
10	\$18.60	\$24.65	\$30.70
9	\$17.65	\$22.41	\$27.91
8	\$16.45	\$20.65	\$25.72
7	\$16.24	\$20.38	\$25.38
6	\$16.03	\$20.11	\$25.05
5	\$15.81	\$19.85	\$24.71
4	\$15.61	\$19.58	\$24.39
3	\$15.40	\$19.33	\$24.07
2	\$15.21	\$19.08	\$23.76
1	\$15.00	\$18.82	\$23.44

TRANSPORTATION SALARY TABLE (12 MONTHS)			
Grade	Minimum	Midpoint	Maximum
16	\$32.95	\$43.67	\$54.38
15	\$29.96	\$39.70	\$49.44
14	\$27.24	\$36.09	\$44.94
13	\$24.76	\$32.81	\$40.86
12	\$22.51	\$29.83	\$37.14
11	\$20.46	\$27.12	\$33.76
10	\$18.60	\$24.65	\$30.70
9	\$17.65	\$22.41	\$27.91
8	\$16.45	\$20.65	\$25.72
7	\$16.24	\$20.38	\$25.38
6	\$16.03	\$20.11	\$25.05
5	\$15.81	\$19.85	\$24.71
4	\$15.61	\$19.58	\$24.39
3	\$15.40	\$19.33	\$24.07
2	\$15.21	\$19.08	\$23.76
1	\$15.00	\$18.82	\$23.44

TRANSPORTATION FIXED HOURLY RATES	
Position	Pay Rate
Bus Driver Trainee	\$15.00
Transportation Attendant	\$15.00
Bus Driver (0-1 year)	\$20.00
Bus Driver (2-5 years)	\$25.00
Bus Driver (6+ years)	\$30.00

Nutrition Services Salary Tables

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.

NUTRITION SERVICES HOURLY TABLE			
Grade	Minimum	Midpoint	Maximum
14	\$27.24	\$36.09	\$44.94
13	\$24.76	\$32.81	\$40.86
12	\$22.51	\$29.83	\$37.14
11	\$20.46	\$27.12	\$33.76
10	\$18.60	\$24.65	\$30.70
9	\$17.65	\$22.41	\$27.91
8	\$16.45	\$20.65	\$25.72
7	\$16.24	\$20.38	\$25.38
6	\$16.03	\$20.11	\$25.05
5	\$15.81	\$19.85	\$24.71
4	\$15.61	\$19.58	\$24.39
3	\$15.40	\$19.33	\$24.07
2	\$15.21	\$19.08	\$23.76
1	\$15.00	\$18.82	\$23.44

NUTRITION SERVICES SALARY TABLE (12 MONTHS)			
Grade	Minimum	Midpoint	Maximum
14	\$56,659.20	\$75,067.20	\$93,475.20
13	\$51,500.80	\$68,244.80	\$84,988.80
12	\$46,820.80	\$62,046.40	\$77,251.20
11	\$42,556.80	\$56,409.60	\$70,220.80
10	\$38,688.00	\$51,272.00	\$63,856.00
9	\$36,712.00	\$46,612.80	\$58,052.80
8	\$34,216.00	\$42,952.00	\$53,497.60
7	\$33,779.20	\$42,390.40	\$52,790.40
6	\$33,342.40	\$41,828.80	\$52,104.00
5	\$32,884.80	\$41,288.00	\$51,396.80
4	\$32,468.80	\$40,726.40	\$50,731.20
3	\$32,032.00	\$40,206.40	\$50,065.60
2	\$31,636.80	\$39,686.40	\$49,420.80
1	\$31,200.00	\$39,145.60	\$48,755.20

NUTRITION FIXED HOURLY RATE	
Position	Pay Rate
Nutrition Services Attendant	\$15.00



PAY STRUCTURE

2024-2025 SALARY TABLES (continued)

NES Salary Tables - Elementary School

2024-2025 BASE SALARIES - ELEMENTARY SCHOOL NES			
POSITION	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
PreKindergarten	\$70,000	\$74,000	\$76,000
Kindergarten	\$70,000	\$74,000	\$76,000
1st Grade	\$70,000	\$74,000	\$76,000
2nd Grade ELA	\$73,000	\$77,000	\$79,000
2nd Grade Science of Reading	\$73,000	\$77,000	\$79,000
2nd Grade Math	\$70,000	\$74,000	\$76,000
2nd Grade Science/Social Studies	\$70,000	\$74,000	\$76,000
3rd Grade ELA	\$83,000	\$87,000	\$89,000
3rd Grade Science of Reading/Social Studies	\$83,000	\$87,000	\$89,000
3rd Grade Math	\$75,000	\$79,000	\$81,000
3rd Grade Science	\$75,000	\$79,000	\$81,000
3rd Grade Art of Thinking	\$80,000	\$84,000	\$86,000
4th Grade ELA	\$80,000	\$84,000	\$86,000
4th Grade Science of Reading/Social Studies	\$80,000	\$84,000	\$86,000
4th Grade Math	\$75,000	\$79,000	\$81,000
4th Grade Science	\$75,000	\$79,000	\$81,000
4th Grade Art of Thinking	\$80,000	\$84,000	\$86,000
5th Grade ELA	\$80,000	\$84,000	\$86,000
5th Grade Science of Reading/Social Studies	\$80,000	\$84,000	\$86,000
5th Grade Math	\$75,000	\$79,000	\$81,000
5th Grade Science	\$75,000	\$79,000	\$81,000
5th Grade Art of Thinking	\$80,000	\$84,000	\$86,000
Elective teachers	\$64,000	\$68,000	\$70,000
Learning Coach	\$53,000	\$56,000	\$58,000
Teacher Apprentice	\$68,000	NA	NA
Special Education	\$86,000	\$90,000	\$92,000
Special Education Support	\$65,000	\$69,000	\$71,000
Special Education Paraprofessionals	\$35,000	\$39,000	\$41,000
PreK TA	\$35,000	\$39,000	\$41,000
Principal	*see LEAD System	*see LEAD System	*see LEAD System
Asst. Principal	*see LEAD System	*see LEAD System	*see LEAD System
Counselor	\$80,000	\$84,000	\$86,000
Nurse	\$70,000	\$74,000	\$76,000
Office Manager	\$55,000	\$59,000	\$61,000
Asst. Office Manager	\$45,000	\$49,000	\$51,000
Copy Clerk	\$35,000	\$39,000	\$41,000

AVERAGE SALARIES		
0-2 years	3-4 years	5+ years
\$75,478	\$79,478	\$81,478

2024-2025 BASE SALARIES -- NES ES BILINGUAL			
POSITION	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
Pre-Kindergarten (BIL)	\$75,000	\$79,000	\$81,000
Kindergarten (BIL)	\$75,000	\$79,000	\$81,000
1st Grade (BIL)	\$75,000	\$79,000	\$81,000

Bilingual Education teachers working at NES campuses are also eligible for a \$5,000 stipend during the 2024-2025 school year.

- The salaries above reflect starting salaries or salaries before the evaluation rating. NES teachers evaluated in the 2023-2024 school year will receive a stipend for their performance rating. A person's base salary may increase every two years by the average of the two stipends. See *incentive pay plan*.)
- The formally "NES aligned" schools will now be NES schools and therefore will be placed on the salary plan outlined above.
- The retention incentive for working in an NES school for the 2024-2025 school year is \$4,000 and only applies to the returning Chapter 21 instructional employees of the original 28 NES schools. Principals, APs, Teachers, and Counselors are eligible for the \$4,000 retention incentive if returning to their original NES campus. Nurses are eligible for \$1,000 retention incentive if returning to their original NES campus.
- NES teachers may earn district-level stipends outlined in the 2024-2025 Compensation Plan.



2024-2025 SALARY TABLES (continued)

NES Salary Tables - Middle School

2024-2025 BASE SALARIES - MIDDLE SCHOOL NES			
POSITION	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
6th Grade ELA	\$86,000	\$90,000	\$92,000
6th Grade Art of Thinking	\$83,000	\$87,000	\$89,000
6th Grade Math	\$81,000	\$85,000	\$87,000
6th Grade Science	\$81,000	\$85,000	\$87,000
6th Grade Social Studies	\$74,000	\$78,000	\$80,000
7th Grade ELA	\$84,000	\$88,000	\$90,000
7th Grade Art of Thinking	\$83,000	\$87,000	\$89,000
7th Grade Math	\$81,000	\$85,000	\$87,000
7th Grade Science	\$81,000	\$85,000	\$87,000
7th Grade Social Studies	\$74,000	\$78,000	\$80,000
8th Grade ELA	\$84,000	\$88,000	\$90,000
8th Grade Art of Thinking	\$83,000	\$87,000	\$89,000
8th Grade Math	\$81,000	\$85,000	\$87,000
8th Grade Science	\$81,000	\$85,000	\$87,000
8th Grade Social Studies	\$74,000	\$78,000	\$80,000
Elective teachers	\$65,000	\$69,000	\$71,000
ELD interventionist	\$85,000	\$89,000	\$91,000
Learning Coach	\$55,000	\$58,000	\$60,000
Teacher Apprentice	\$68,000	NA	NA
Special Education	\$86,000	\$90,000	\$92,000
Special Education Support	\$65,000	\$69,000	\$71,000
Special Education Paraprofessionals	\$35,000	\$39,000	\$41,000
Principal	*See LEAD System	*See LEAD System	*See LEAD System
Asst. Principal	*See LEAD System	*See LEAD System	*See LEAD System
Counselor	\$88,000	\$92,000	\$94,000
Nurse	\$70,000	\$74,000	\$76,000
Office Manager	\$60,000	\$64,000	\$66,000
Asst. Office Manager/SIR/Registrar	\$50,000	\$54,000	\$56,000
Copy Clerk	\$35,000	\$39,000	\$41,000

AVERAGE SALARIES		
0-2 years	3-4 years	5+ years
\$80,059	\$84,059	\$86,059

- The salaries above reflect starting salaries or salaries before the evaluation rating. NES teachers evaluated in the 2023-2024 school year will receive a stipend for their performance rating. A person’s base salary may increase every two years by the average of the two stipends. (See incentive pay plan.)
- The formally “NES aligned” schools will now be NES schools and therefore will be placed on the salary plan outlined above.
- The retention incentive for working in an NES school for the 2024-2025 school year is \$4,000 and only applies to the returning Chapter 21 instructional employees of the original 28 NES schools. Principals, APs, Teachers, and Counselors are eligible for the \$4,000 retention incentive if returning to their original NES campus. Nurses are eligible for \$1,000 retention incentive if returning to their original NES campus.
- NES teachers may earn district-level stipends outlined in the 2024-2025 Compensation Plan.



2024-2025 SALARY TABLES (continued)

NES Salary Tables - High School

2024-2025 BASE SALARIES - HIGH SCHOOL NES			
POSITION	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
AA Studies/AP Human Geography	\$76,000	\$80,000	\$82,000
Algebra II/PreAP	\$83,000	\$87,000	\$89,000
Algebra/Strategic Math/PreAP	\$90,000	\$94,000	\$96,000
Anatomy/Chemistry	\$83,000	\$87,000	\$89,000
AP Bio/Anatomy	\$83,000	\$87,000	\$89,000
AP Bio/Forensic Science/AP Env Sys	\$83,000	\$87,000	\$89,000
AP US HIST/World Hist	\$83,000	\$87,000	\$89,000
Art of Thinking	\$85,000	\$89,000	\$91,000
Biology/ PreAP Biology	\$83,000	\$87,000	\$89,000
Chemistry/PreAP/Env Systems	\$83,000	\$87,000	\$89,000
CTE (Non-Foundational Programs of Study)	\$76,000	\$80,000	\$82,000
CTE (Foundational Programs of Study)*	\$81,000	\$85,000	\$87,000
ENG I and II ESOL	\$88,000	\$92,000	\$94,000
ENG III/AP	\$88,000	\$92,000	\$94,000
ENG IV/AP	\$88,000	\$92,000	\$94,000
English I/PreAP/Reading I	\$90,000	\$94,000	\$96,000
English II/PreAP/Reading II	\$90,000	\$94,000	\$96,000
English II/Reading II	\$90,000	\$94,000	\$96,000
English III ESL	\$88,000	\$92,000	\$94,000
Env Systems/ AP Env Sys	\$83,000	\$87,000	\$89,000
Environmental Science	\$83,000	\$87,000	\$89,000
Environmental Science & Bio	\$83,000	\$87,000	\$89,000
Environmental Systems	\$83,000	\$87,000	\$89,000
Environmental/BIO PreAP	\$83,000	\$87,000	\$89,000
ESOL & Interventions	\$88,000	\$92,000	\$94,000
ESOL 1/LDA	\$88,000	\$92,000	\$94,000
ESOL 2/LDA	\$88,000	\$92,000	\$94,000
Fine Arts, ROTC, Electives, Health	\$70,000	\$74,000	\$76,000
Geometry	\$83,000	\$87,000	\$89,000
Geometry ESL	\$83,000	\$87,000	\$89,000
Geometry/PreAP	\$83,000	\$87,000	\$89,000
Geometry/PreAP/Algebraic Reasoning	\$83,000	\$87,000	\$89,000
Geometry/Pre-Cal	\$83,000	\$87,000	\$89,000
Government/Economics/AP	\$76,000	\$80,000	\$82,000
IPC/BIO PreAP	\$83,000	\$87,000	\$89,000
LOTE	\$85,000	\$89,000	\$91,000
LOTE (Computer Science)	\$85,000	\$89,000	\$91,000
LOTE (Span 1)	\$76,000	\$80,000	\$82,000
LOTE (Span 1/2)	\$76,000	\$80,000	\$82,000
LOTE (Span 1/2/AP)	\$85,000	\$89,000	\$91,000
LOTE (Span 2/ Native Speakers)	\$85,000	\$89,000	\$91,000
Physics/PreAP	\$83,000	\$87,000	\$89,000
Physics/PreAP/Env Systems	\$83,000	\$87,000	\$89,000
Pre-Cal/Adv Math	\$83,000	\$87,000	\$89,000
Pre-Cal/Adv Math/Algebraic Reasoning	\$83,000	\$87,000	\$89,000
Pre-Cal/PreAP/AP Calculus	\$83,000	\$87,000	\$89,000
Psychology/Sociology/AA/MA	\$76,000	\$80,000	\$82,000
Reconnect/Grad Lab	\$70,000	\$74,000	\$76,000
World Geography/PAP W. Geo	\$76,000	\$80,000	\$82,000
World History/AP	\$76,000	\$80,000	\$82,000
Learning Coach	\$55,000	\$58,000	\$60,000
Teacher Apprentice	\$68,000	NA	NA

AVERAGE SALARIES		
0-2 years	3-4 years	5+ years
\$82,780	\$86,780	\$88,780

Continued



2024-2025 SALARY TABLES (continued)

NES Salary Tables - High School (continued)

2024-2025 BASE SALARIES - HIGH SCHOOL NES (continued)			
POSITION	Salaries for Years of Experience Completed		
	0-2 years	3-4 years	5+ years
Special Education	\$86,000	\$90,000	\$92,000
Special Education Chair	\$86,000	\$90,000	\$92,000
Special Education Support	\$65,000	\$69,000	\$71,000
Special Education Paraprofessionals	\$35,000	\$39,000	\$41,000
Principal	*See LEAD System	*See LEAD System	*See LEAD System
Asst. Principal	*See LEAD System	*See LEAD System	*See LEAD System
Counselor	\$90,000	\$94,000	\$96,000
Lead Counselor	\$95,000	\$99,000	\$101,000
Nurse	\$70,000	\$74,000	\$76,000
Office Manager	\$65,000	\$69,000	\$71,000
Asst. Office Manager/Data Controller - PEIMS (SAR)	\$55,000	\$59,000	\$61,000
Copy Clerk	\$35,000	\$39,000	\$41,000
HS Registrar	\$70,000	\$74,000	\$76,000
Testing Coordinator	\$64,000	\$68,000	\$70,000
Athletic Coordinator	\$64,000	\$68,000	\$70,000
Magnet Coordinator*	\$64,000	\$68,000	\$70,000

- The salaries above reflect starting salaries or salaries before the evaluation rating. NES teachers evaluated in the 2023-2024 school year will receive a stipend for their performance rating. A person’s base salary may increase every two years by the average of the two stipends. (See *incentive pay plan*.)
- The formally “NES aligned” schools will now be NES schools and therefore will be placed on the salary plan outlined above.
- The retention incentive for working in an NES school for the 2024-2025 school year is \$4,000 and only applies to the returning Chapter 21 instructional employees of the original 28 NES schools. *Principals, APs, Teachers, and Counselors are eligible for the \$4,000 retention incentive if returning to their original NES campus. Nurses are eligible for \$1,000 retention incentive if returning to their original NES campus.*
- NES teachers may earn district-level stipends outlined in the 2024-2025 Compensation Plan.

*Approved CTE foundational programs of study (FPOS) include Entrepreneurship, Health Informatics, Distribution and Logistics and Networking.

*Magnet Coordinator position only applies to those HS campuses with magnet programming.





2024-2025 PAY PLACEMENT TABLES

**Non-NES
Teacher Pay
Placement
Table**

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.

Non-NES Teacher Salary Tables may 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.

2024-2025 NON-NES TEACHER TABLE

Yrs. Exp.	10 mo.	11 mo.	12 mo.
0	\$64,000	\$70,845	\$77,690
1	\$64,250	\$71,122	\$77,993
2	\$65,000	\$71,952	\$78,904
3	\$65,500	\$72,505	\$79,511
4	\$65,750	\$72,782	\$79,814
5	\$66,000	\$73,059	\$80,118
6	\$67,000	\$74,166	\$81,332
7	\$67,500	\$74,719	\$81,939
8	\$68,000	\$75,273	\$82,545
9	\$68,500	\$75,826	\$83,152
10	\$69,000	\$76,380	\$83,759
11	\$70,000	\$77,487	\$84,973
12	\$70,500	\$78,040	\$85,580
13	\$71,000	\$78,594	\$86,187
14	\$71,500	\$79,147	\$86,794
15	\$72,000	\$79,701	\$87,401
16	\$72,500	\$80,254	\$88,008
17	\$73,000	\$80,807	\$88,615
18	\$73,500	\$81,361	\$89,222
19	\$74,000	\$81,914	\$89,829
20	\$74,500	\$82,468	\$90,436
21	\$75,500	\$83,575	\$91,650
22	\$76,000	\$84,128	\$92,257
23	\$76,500	\$84,682	\$92,864
24	\$77,000	\$85,235	\$93,471
25	\$77,500	\$85,789	\$94,078
26	\$80,000	\$88,556	\$97,112
27	\$80,500	\$89,110	\$97,719
28	\$81,000	\$89,663	\$98,326
29	\$81,500	\$90,217	\$98,933
30	\$82,000	\$90,770	\$99,540
31	\$82,500	\$91,324	\$100,147
32	\$83,000	\$91,877	\$100,754
33	\$83,500	\$92,430	\$101,361
34	\$84,000	\$92,984	\$101,968
35	\$84,500	\$93,537	\$102,575
36	\$87,500	\$96,858	\$106,217
37	\$88,000	\$97,412	\$106,824
38	\$88,500	\$97,965	\$107,430
39	\$89,000	\$98,519	\$108,037
40	\$89,500	\$99,072	\$108,644

2024-2025 NON-NES SPED TEACHER TABLE

Yrs. Exp.	10 mo.	11 mo.	12 mo.
0	\$80,000	\$85,361	\$93,608
1	\$80,667	\$86,072	\$94,388
2	\$81,333	\$86,784	\$95,168
3	\$82,000	\$87,495	\$95,948
4	\$82,667	\$88,206	\$96,729
5	\$83,333	\$88,918	\$97,509
6	\$84,000	\$89,629	\$98,289
7	\$84,667	\$90,340	\$99,069
8	\$85,333	\$91,052	\$99,849
9	\$86,000	\$91,763	\$100,629
10	\$86,667	\$92,474	\$101,409
11	\$87,333	\$93,186	\$102,189
12	\$88,000	\$93,897	\$102,969
13	\$88,667	\$94,608	\$103,749
14	\$89,333	\$95,320	\$104,529
15 +	\$90,000	\$96,031	\$105,309

- ▶ **Counselors** will receive a component of \$1,000 in addition to their salary calculated from their respective rate on the teacher table.
- ▶ **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.
- ▶ Non-NES Teacher Table includes **Dyslexia Interventionist, Librarian, LSSP Intern, Media Specialist, Nurse, Social Worker, Speech Therapist Assistant, Teacher, and Teacher Specialist.**
- ▶ Non-NES SPED Teacher Table includes **Chair-SPED, Diagnostician, LSSP, Speech Therapist, and SPED Teacher.**

**Non-NES
Foundational
Program of
Study Teachers**

- ▶ **Non-NES Foundational Program of Study Teachers** will receive an additional \$5,000. Approved programs of study include Entrepreneurship, Health Information, Distribution & Logistics and Networking.



PAY STRUCTURE

2024-2025 PAY PLACEMENT TABLES (continued)

Police Officer Pay Placement Table

Salary tables are determined for 2024-2025 and are subject to change annually upon board adoption of the employee compensation plan as part of the annual budget.

SY 2024-2025 POLICE OFFICER PLACEMENT TABLE				
Yrs. Exp.	11 month	12 month	Sergeant	Captain
0	\$54,000	\$63,818	\$90,000	\$110,000
1	\$55,000	\$65,000	\$91,000	\$111,000
2	\$56,000	\$66,182	\$92,000	\$112,000
3	\$57,000	\$67,364	\$93,000	\$113,000
4	\$58,000	\$68,545	\$94,000	\$114,000
5	\$59,000	\$69,727	\$95,000	\$115,000
6	\$61,000	\$72,091	\$96,000	\$116,000
7	\$62,000	\$73,273	\$97,000	\$117,000
8	\$63,000	\$74,455	\$98,000	\$118,000
9	\$64,000	\$75,636	\$99,000	\$119,000
10	\$65,000	\$76,818	\$100,000	\$120,000
11	\$66,000	\$78,000	\$101,000	\$121,000
12	\$67,000	\$79,182	\$102,000	\$122,000
13	\$68,000	\$80,364	\$103,000	\$123,000
14	\$69,000	\$81,545	\$104,000	\$124,000
15	\$70,000	\$82,727	\$105,000	\$125,000
16+	\$71,000	\$83,909	\$106,000	\$126,000

Training Officers Pay:

Police officers will receive an additional 25% of their hourly rate for training new officers.

2024-2025 FIXED HOURLY RATES

Employees placed into hourly positions not listed here should be assigned the minimum pay rate for the position's salary grade.

FIXED HOURLY RATES	
Position	Pay Rate
Crossing Guard	\$18.31
Patrol Officer (Certified Police Officer: non HISD)	\$31.13
Hourly Principal - Leadership Development	\$55.00
Parent Tutor - HIPPPY Program	\$16.00

2024-2025 LEAD SYSTEM

The pay rates below apply to NES and Non-NES Principals and Assistant Principals.

PRINCIPAL BASE COMPENSATION							
	Prog. I	Prog. II	Prof. I	Prof. II	Exemp. I	Exemp. II	Novice
Elementary	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$160,000	\$115,000
Middle	\$120,000	\$130,000	\$140,000	\$150,000	\$160,000	\$170,000	\$125,000
High School	\$130,000	\$140,000	\$150,000	\$160,000	\$170,000	\$180,000	\$135,000

ASSISTANT PRINCIPAL BASE COMPENSATION							
	Prog. I	Prog. II	Prof. I	Prof. II	Exemp. I	Exemp. II	Novice
Elementary	\$80,000	\$90,000	\$100,000	\$110,000	\$120,000	\$130,000	\$85,000
Middle	\$85,000	\$95,000	\$105,000	\$115,000	\$125,000	\$135,000	\$90,000
High School	\$90,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$95,000



2024-2025 SUBSTITUTE TEACHER & ADMINISTRATOR EARNINGS

2024-2025 SUBSTITUTE TEACHER & ADMINISTRATOR EARNINGS	
Position	Rate
Non-Degreed Substitute Teacher. Limited to 5 days in the same position. Cannot be placed in a long-term position.	\$19.00 per hour
Degreed Substitute Teacher Must hold a bachelor's degree or higher	\$20.00 per hour
Texas Certified Substitute Teacher (<i>Degreed</i>)	\$20.00 per hour
HISD Retired Certified Substitute Teacher (<i>Degreed</i>)	\$20.00 per hour
Substitute Principal	\$60.00 per hour
Substitute Assistant Principal	\$40.00 per hour

Long-term is only available to the degreed, Texas certified, and retired certified substitute teacher. Long-term is any assignment that is over 10 consecutive workdays in the same assignment. The long-term hourly rate is \$21.00 per hour.

A dedicated substitute teacher is eligible for five (5) state leave days. Unused leave days are forfeited upon release or resignation from the assignment. Dedicated substitute teachers are eligible for health benefits and participate in the Teacher Retirement System of Texas (TRS).

2024-2025 HOURLY LECTURER EARNINGS

2024-2025 HOURLY LECTURERS (<i>should not be used for part-time certified teachers</i>)		
Code	Position	Rate
H00076	Hourly Lecturers – Degreed	\$24.84 per hour
H00077	Hourly Lecturers – Non-Degreed	\$16.54 per hour
H00075	Hourly Lecturers – Non-Degreed Special Schools Critical Skills	\$24.84 per hour

▶ **Hourly Lecturer:** Under direct supervision, provides one-on-one blended learning instruction in core academic subject areas to help students prepare for standardized or achievement tests, master assignments, and to reinforce learning concepts presented by classroom teachers. Discusses assigned duties with classroom teachers and develops web-based lessons to provide targeted tutorial support.





2024-2025 INCENTIVES

Nutrition Services Merit Certification Incentive Program

The objective of this program is to provide motivation to employees to obtain certification in organizations associated with Nutrition Services and Leadership Development†. This merit program ensures employees are supported, developed, and challenged to grow.

The Merit Certification Incentive Program achievements will be paid out to employees who personally reach specific levels within organizations associated with school nutrition and leadership development†. Only the highest earned certification level as of March 31, 2025 will be paid in May 2025. The maximum payout amount to an employee who achieves the highest certification levels is \$2,500 annually. **In order to receive a merit certification incentive, employees must complete a minimum of 15 CEUs (training hours) if hourly or a minimum of 30 CEUs if exempt by March 31, 2025** (exception: Food Service Attendants must complete a minimum of 6 CEUs by March 31, 2025).

Organization	Certification	Payout to Employees
TASN or SNA*	Level 1	\$200
TASN or SNA*	Level 2	\$400
TASN or SNA*	Level 3	\$600
TASN or SNA*	Level 4	\$800
TASN	Level 5	\$1,000
TASBO	CTSBS/CTSBO	\$1,000
Society for Human Resource Management†	PMQ	\$1,000
TASBO	RTSBA**	\$1,500
SNA	SNS Credential**	\$1,500

- *Employees are only eligible to receive a merit certification incentive payout from TASN or SNA, not both.
- **Employees are only eligible to receive a merit certification incentive payout totaling \$1,500 for TASBO RTSBA or SNA SNS Credential, not both.
- All other merit certification incentive combinations cannot exceed \$2,500 annually.

Nutrition Services Team Lead who trains LEAD (Leadership Education and Development) program participants will receive an additional \$1,500 for the fall semester and an additional \$1,500 for the spring semester, and nutrition services personnel who complete the LEAD program will receive a payout of \$200.

An additional \$1 per hour is paid to nutrition services personnel covering for team leads in their absence at a campus.

Bus Driver Incentives

- \$500 a month for perfect attendance.
- \$5 extra per hour will be granted for weekend field trips.

NES and Non-NES Teacher Incentives

Refer to www.HoustonISD.org/TeacherIncentives for NES and Non-NES teacher incentive pay plans.



2024-2025 STIPENDS & EXTRA DUTY

Stipends and extra duty are used to compensate for duties performed that are not related to an employee’s primary job, such as time spent before and after school and for days worked outside of their normal duty schedule.

► For a list of approved stipends and extra duty at HISD visit www.HoustonISD.org/StipendsAndExtraDuty

2024-2025 ALLOWANCES

Organization	Rate	Description
Car	Up to \$600 a month	Car allowances are established when a job is designed. When a position becomes vacant, the assignment of a car allowance can be considered again. The Superintendent may authorize a car allowance of up to \$600 a month.
Relocation	Superintendent’s discretion	The Superintendent may authorize the payment of relocation expenses 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.
Telecommunication	Up to \$75 per month	<p>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.</p> <p>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. The telecommunication allowance assignment must receive approval from the Chief of the business area and be funded by the department.</p> <p>Principals are eligible to receive \$75 per month and assistant principals are eligible to receive \$35 per month.</p>
Travel	Refer to DEE (Regulation)	<p>If you receive a car allowance, you are not eligible to receive mileage reimbursement for in-district travel; however, you are eligible to receive it for approved travel outside of the district.</p> <p>Procedures for obtaining professional trip authorization and reimbursement limits are outlined in the Finance Procedures Manual.</p>





2024-2025 DIFFERENTIAL COMPENSATION

Differential compensation will be paid to an employee who works in the following assignments: non- exempt crafts/ trades, 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 p.m. to midnight (or 2 p.m. to 10 p.m. for police officers)	\$0.50 per hour
Overight	Midnight to 6 a.m. (or 10 p.m. to 6 a.m. for police officers)	\$0.75 per hour

2024-2025 BUS DRIVER SUPPLEMENTAL COMPENSATION*

- A bus driver assigned to special education or alternative education route will receive a six percent (6%) increase over regular hourly rate of pay for the duration of the assignment.
- Bus drivers are guaranteed a minimum of 6 hours of work each day if they drive both an A.M. and P.M. route (Mondaythrough Friday). This 6-hour guarantee also applies to Micro-Bus Drivers and Transportation Attendants.

Bus Driver Supplemental Compensation rates and related guidelines are subject to change at any time.

2024-2025 SUMMER SCHOOL

Position	Paid Via Stipend
Learning Coach	\$5,500
Teacher	\$2,000 per course (possibility of \$8,000 total)
Inclusion Teacher	\$2,000 per course (possibility of \$8,000 total)
AI Teacher	\$2,000
Teacher Apprentice	\$7,000
Principal / Admin on Duty	\$10,000

Position	Hourly Rate
Assistant Office Manager	\$14
Crossing Guard	\$20
Custodian	\$15
Nurse	\$40
Police Officer	\$40
Grad Coach	\$40

These rates apply to the summer that falls in the year 2024.

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



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. This temporary additional pay is payable each pay period for the length of time assigned.

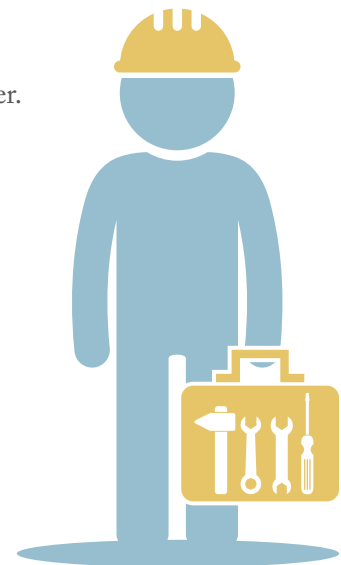
- Employees serving in an interim role for more than 30 calendar days will receive retroactive pay back to the beginning of taking on the role.
- Employees in nonexempt jobs moving to exempt jobs will not be eligible for overtime pay or hours. Employees will receive a temporary increase by the policy 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 by the Hiring Manager using the Salary Assignment Guidelines.
- 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 must approve acting pay for any assignment exceeding one year.

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. These positions include, but are not limited to, Engineers, HVAC Master, Environmental/Asbestos Manager, IPM designee, Electrician Master, Roofing Master, Plumbing Master, and Alarm Communications Master.

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:

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





COMPENSATORY TIME

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

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.
- Starting with compensatory time earned in the 2023-2024 SY, compensatory time must be used by the end of the employee's current work calendar. Any unused comp time will be paid out.

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 Chief or Division Superintendent. 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 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 significantly beyond the normal scope of duties required by the position.
- Exempt employees are not eligible for overtime pay.

GRANT-FUNDED POSITIONS

- New grant-funded roles must go through the normal 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.





RETURN FROM PROTECTED OR “HELD HARMLESS” LEAVE

Refer to the District’s online DEC policy series (Legal, Local, and Regulations) for position and pay implications by leave type, if any.

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. 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. Overtime must not exceed 10% of total pay of staff. Supervisors are responsible for balancing overtime pay over all hourly individuals.

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. Nonexempt 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.





INTERNS

The pay of employees hired on a temporary basis as “Interns” (or “Student Workers”) is \$14.00 per hour.

Interns are typically assigned specific tasks or projects relevant to the organization’s needs. This allows them to contribute to real work and see the impact of their efforts. Through these diverse internships, participants not only gain hands-on experience but also contribute their skills and fresh perspectives to the school district’s operations. The program serves as a valuable training ground, preparing interns for future careers in their respective fields while providing the district with enthusiastic talent and additional resources. Overall, the internship experience fosters a collaborative and dynamic environment that benefits both the interns and the school district.

PAID TIME OFF BEYOND ACCRUED FOR EXEMPT EMPLOYEES

The District will not allow docked days for exempt employees who have exhausted state and local leave and are absent beyond their allocation, except as permitted by District board policy. A “docked day” is when an employee is denied pay because the employee does not have sufficient leave time to cover an absence. Therefore, a manager must not reduce an employee’s salary to make up for an employee taking more paid time off than he/she has available. Instead, HISD will reduce an exempt employee’s accrued paid time off hours to cover for the partial or full-day absence. If the employee does not have enough available paid time off, employee will have to request unpaid leave and paycheck will be short by the number of those unpaid hours, and disciplinary action will be taken, as appropriate.

SUPPORT LINES

Function	Support Type	Contact Information
Payroll	Paycheck, deductions, withholdings, tax forms, time & attendance, and related matters.	payroll@houstonisd.org
Compensation	Compensation plan, job evaluations, pay grades and ranges, salaries, incentives, and related matters.	compensationdept@houstonisd.org
Stipends & Extra Duty	Stipends, extra duty, and related matters.	stipends@houstonisd.org
Employee Services	General HR support.	employeeservices@houstonisd.org



HISD



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