

Graham Independent School District

Business and Finance Policies and Procedures Manual

Salary and Benefits Schedules

2019 - 2020 School Year

Employee Finance Manual

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Graham Independent School District
2019 - 2020
Employment Information

Employment Month/Day	District Timeline	Personnel Assignment	
10 months – 187 days	8-7-19 thru 5-28-20	- AEP Elem. Aide - Classroom Teachers - Instructional Aides - Interventionist - ISS Aides – HS, JH, WD - LVN	- Nurse Aides - Sec’y CV - Sp Ed Office Assistant - Sp Ed Teachers - Speech Pathology Assistants (175)
10 ½ months – 196 days	8-1-19 thru 6- 4-20	- Library Aides - Registrar - JH	- Librarians (Certified)
10 ½ months – 196 days	7-25-19 thru 5-28-20	- Junior High Coaches	
10 ¾ months – 201 days	7-18-19 thru 5-28-20	- Assistant Band Director – HS - Band Director – JH	-High School Coaches
11 months 207 days	7-25-19 thru 6-12-20	- Apple Technician - Athletic Sec’y - Athletic Trainer - Attend. Office Aide – HS - Office Aides – HS, JH - Counselors – HS, JH, WD, CV - Diagnosticians - Elementary Principals - Elementary Curriculum Coord.	- Food Service Director - HS Assistant Principal - JH Assistant Principal - JH & Elem Sec’y - Occupational Therapist - PEIMS Clerical – All Campuses - Technology Technician - Speech Language Therapist – Secondary Curriculum Coord.
12 months – 226 days	7-1-19 thru 6-16-20	- Admin Accounts Payable - Admin PEIMS/Payroll - Admin Sec’y - Assistant Superintendent - Athletic Director - Computer Technician - Curriculum Director - CV Principal Sec’y - Band Director - HS Principal - Head Athletic Trainer	- JH Principal - HS Principal Sec’y - Maintenance/Transportation Sec’y - Receptionist Admin Office - Special Ed Director - Special Ed Sec’y - Superintendent - Technology Director - Testing Coordinator - Vocational Ag Teacher
12 months – 260 days (2 weeks of vacation)	9-2-19 thru 8-28-20	- Custodial Staff - Maintenance Staff	
12 month – 260 days (2 weeks of vacation)	7-1-19 thru 6-26-20	- Director of Operations - Transportation Director	

Graham ISD
2019 - 2020 New Hire Guide for
Teachers and Librarians

Years of Experience	Hiring Salary Schedule
0	\$40,000
1	\$40,000
2	\$40,000
3	\$40,000
4	\$40,000
5	\$40,000
6	\$40,910
7	\$42,330
8	\$43,670
9	\$44,940
10	\$46,130
11	\$47,270
12	\$48,350
13	\$49,350
14	\$50,310
15	\$51,210
16	\$52,070
17	\$52,870
18	\$53,640
19	\$54,360
20	\$55,040

\$1,000 Subject Area Master's Degree Stipend

The salaries listed above are based on 10-month employment for the 2019 - 20 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

Administrative / Professional Pay Plan 2019 – 2020

Grade	Job Title	Calendars	Minimum	Midpoint	Maximum		
1							
			Daily	\$206.64	\$252.00	\$297.36	
			187	Days	38,642	47,124	55,606
	Speech Pathology Assistant	187	207	Days	42,774	52,164	61,554
	Food Service Director	207	226	Days	46,701	56,952	67,203
2							
			Daily	\$239.91	\$292.57	\$345.23	
	Counselor – ES / JH / HS	207	94	Days	22,552	27,502	32,452
	Assistant Athletic Trainer	207	187	Days	44,863	54,711	64,558
	Apple Technician	207	196	Days	47,022	57,344	67,665
	Diagnostician	207	207	Days	49,661	60,562	71,463
	Speech Language Pathology Therapist	94, 187, 196	226	Days	54,219	66,120	78,021
	Ag. Teacher	226					
	Testing Coordinator/Technology	226					
3							
			Daily	\$259.10	\$315.98	\$372.86	
	Assistant Principal - ES	196					
	Occupational Therapist	201	196	Days	50,784	61,932	73,081
	Assistant Principal – HS / JH	207	201	Days	52,079	63,512	74,945
	Curriculum Coordinator (Elem/ Secondary)	207	207	Days	53,634	65,408	77,182
	Head Athletic Trainer / Assistant AD	226	226	Days	58,557	71,411	84,266
	Director Of Operations	260	260	Days	67,366	82,155	96,944
4							
			Daily	\$285.17	\$347.77	\$410.37	
	Principal – ES	207	207	Days	59,030	71,988	84,947
	Band Director - HS	226	226	Days	64,448	78,596	92,744
5							
			Daily	\$307.98	\$375.59	\$443.20	
	Athletic Director/Head Football Coach	226	226	Days	69,603	84,883	100,163
	Director – SPED, Technology, Curriculum	226					
	Principal - JH	226					
6							
			Daily	\$341.86	\$416.90	\$491.94	
	Principal - HS	226	226	Days	77,260	94,219	111,178
7							
			Daily	\$372.62	\$454.42	\$536.22	
	Assistant Superintendent - Administrative Services	226	226	Days	84,212	102,699	121,186
	Assistant Superintendent - Business	226					

Clerical / Paraprofessional Pay Plan 2019 – 2020

Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
1							
	Aide, SPED – Bus	173					
	Aide, SPED - Self Contained	187					
	Instructional Aide	187, 196					
	Aide, SPED	187					
	Nurse Aide ES / JH	187 / 207					
2							
	Library Aide	187, 196					
	Nurse's Aide/Records Clerk	187					
	Receptionist, JH	196					
	Secretary, HS	207					
	Secretary, JH Attendance	207					
3							
	Attendance Clerk, HS	207					
	Secretary, Principal - ES	187, 207					
	Secretary, Principal/PEIMS – HS / LC	207					
	Secretary, Principal/PEIMS - JH	207					
	Secretary, SPED SHARS	226					
	Secretary, Principal - HS	226					
4							
	LVN	187					
	Secretary, Athletics	207					
	Secretary, Maintenance / Trans.	226					
	Secretary, SPED	226					
	Receptionist, Central Office	226					
5							
	Secretary, Assistant Superintendent	226					
6							
	Accounts Payable/Finance	226					
	District PEIMS Coordinator	226					
	Payroll/Employee Benefits	226					
	Secretary, Superintendent	226					

Hourly		\$9.25	\$11.56	\$13.87
171	Days	12,506	15,629	18,752
187	Days	13,838	17,294	20,750
196	Days	14,504	18,126	21,748
207	Days	15,318	19,143	22,969

Hourly		\$10.43	\$12.72	\$15.01
187	Days	15,603	19,029	22,455
196	Days	16,354	19,945	23,536
207	Days	17,272	21,064	24,857

Hourly		\$11.69	\$14.25	\$16.82
187	Days	17,488	21,318	25,163
207	Days	19,359	23,598	27,854
226	Days	21,136	25,764	30,411

Hourly		\$13.67	\$16.67	\$19.67
187	Days	20,450	24,938	29,426
207	Days	22,638	27,606	32,574
226	Days	24,715	30,139	35,563

Hourly		\$16.81	\$20.50	\$24.19
226	Days	30,392	37,064	43,736

Hourly		\$19.84	\$24.19	\$28.54
226	Days	35,871	43,736	51,600

NOTE: Salary is based upon an 8 hour day.

Clerical / Paraprofessional Placement Scale 2019 - 2020

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2019-20 Years Exp	Pay Grades
		1
Minimum	0	\$9.25
	1	\$9.30
	2	\$9.45
	3	\$9.60
	4	\$9.75
	5	\$9.90
	6	\$10.05
	7	\$10.20
	8	\$10.35
	9	\$10.50
	10	\$10.65
	11	\$10.80
	12	\$10.95
	13	\$11.10
	14	\$11.25
Midpoint	15	\$11.56
Maximum		\$13.87

Auxiliary Pay Plan 2019 – 2020

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
1							
	Cafeteria Worker	177	Hourly		\$9.00	\$10.98	\$12.96
			175	Days	12,600	15,372	18,144
	Custodian	260	260	Days	18,720	22,838	26,957
2							
	Groundskeeper	226, 260	Hourly		\$10.72	\$13.07	\$15.42
			226	Days	19,382	23,631	27,879
			260	Days	22,298	27,186	32,074
3							
	Bus Driver	173	Hourly		\$12.54	\$15.29	\$18.04
			171	Days	17,154	20,916	24,678
	Cafeteria Manager: ES, JH, HS	180	178	Days	17,856	21,772	25,689
	Maintenance / Transportation Worker	260	260	Days	26,083	31,803	37,523
4							
	Grounds Crew Leader	260	Hourly		\$13.79	\$16.82	\$19.85
			260	Days	28,683	34,986	41,288
	Maintenance Leader	260					
5							
	Computer Technician	207	Hourly		\$18.10	\$22.07	\$26.04
			207	Days	29,974	36,548	43,122
	Custodial Manager	260	226	Days	32,725	39,903	47,080
	Maintenance Manager	260	260	Days	37,648	45,906	54,163
	Mechanic/Shop Supervisor	260					
	Transportation Manager	226					

NOTE: Salary is based upon an 8 hour day.

Auxiliary Placement Scale 2019 - 2020

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2019-20 Yrs Exp	Pay Grades
		1
Minimum	0	\$9.00
	1	\$9.05
	2	\$9.18
	3	\$9.31
	4	\$9.44
	5	\$9.57
	6	\$9.70
	7	\$9.83
	8	\$9.96
	9	\$10.09
	10	\$10.22
	11	\$10.35
	12	\$10.48
	13	\$10.61
	14	\$10.74
Midpoint	15	\$10.98
Maximum		\$12.96

Graham Independent School District
2019 - 2020
District Stipend Schedule

Title	Salary
Head Cheer Sponsor	3,000
Assistant Cheer Sponsor	1,500
Bella Blues Team Sponsor – HS	3,000
Pep Squad Sponsor - GJH	1,000
TRS District Lead (no more than 5)	1,000
Color Guard Sponsor - GHS	3,000
Newspaper Sponsor – GHS	1,000
PET Coordinator	1,000
TIP Coordinator	1,000
Graham News Network Sponsor - GJH	500
National Honor Society Sponsor	500
National Junior Honor Society	500
Department Chairs – GJH/GHS	500
Ag Department Chair	500
Student Council Sponsor – GHS (2)	500
Student Council Sponsor - GJH	500
Yearbook Sponsor - HS	1,500
Yearbook Sponsor - GJH	500
UIL Coaches (15) - GHS	300
UIL Coaches (8) – GJHS	300
UIL Coaches (4) – Woodland	300
UIL Coaches (5) – Crestview	300

Graham Independent School District
2019 - 2020
District Stipend Schedule

Title	Salary
Bilingual Teacher	4,000
Foreign Language	4,000
Assistant Band Director - GHS	4,250
Band Director – GJH	4,250
Drama Director - GHS	3,000
Speech / Debate - GHS	2,500
Drama Director - GJH	1,500
Certified Librarian	2,500
Graham Learning Center Principal	1,500
Choir Director	2,500
Graham Learning Center Teachers	750
Special Education Teachers	1,500
Dyslexia Teacher	1,500
Deaf Education	1,500
Lead Nurse	1,200
Math and Science Teachers – GJH/GHS/GLC	1,000
JH Campus ESL Teacher (1)	1,000
HS Campus ESL Teacher (1)	1,000
Special Ed Aide	500
Campus Secretary	500
PEIMS Secretary	500
Elementary Campus Designated ESL Teacher 4 or more students	500
Elementary Campus Designated ESL Teacher 1-3 Students	300

Graham Independent School District
2019 – 2020
District Stipend Schedule for Coaching Staff

Title	Salary
Per Sport (2 Maximum)	3,500
Head Coach of a Sport	1,000
Coordinators (FB Off., FB Def.,)	4,500
High School Girls Coordinator	2,000
Assist with Third Sport	1,250
GJH Coaches	5,000
GJH Coach/Coordinator	2,000
JH Cross Country	1,500
Tennis JH / High School Assistant	3,500

All GHS coaches will coach two sports. (Exception: The superintendent and Athletic Director can make exceptions to this rule, when the need arises.) If a coach has three sports the supplement is less. Rational, a three sport coach will have seasons that overlap.

Graham Independent School District
2019 - 2020
District Travel

Position	Yearly
District Level Directors	\$1,800
Principals / Campus Administrators / Coordinators	1,200
Diagnosticians / Dyslexia Teacher Speech / Occupational Therapist (Supervisor will determine based on travel)	800
ESL Teachers (traveling)	330

Mileage, Per Diem, Hotel Reimbursement Allowable Costs

Lodging:

GISD will reimburse an Employee:

The approved conference rate or;

The State Rate (\$85) per employee (up to 2 employees).

Employees will be responsible for payment above approved rate. Direct supervisor is responsible for insuring these procedures are followed. Documentation of conference rates should be turned in with request for payment.

Rate Based upon Texas State Rate approved by the Texas State Comptroller's office.

Refer to the following web address for a list of hotels in Texas that will honor the Texas State Rate.

http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm

Meals:

Breakfast \$8.00 (Must leave by 7:00 a.m.)

Lunch \$11.00 (Must leave by 11:00 a.m.)

Dinner \$20.00 Overnight Stay

Dinner \$14.00 (Must return after 6:00 p.m.)

If eligible for the entire \$39.00 Per Diem for a full day of travel on an overnight trip, it may be used in different amounts for each meal; amounts greater than \$39.00 will not be reimbursed.

Mileage:

1. Use of a district owned vehicle with the district gas card is the preferred method of transportation. Prior to using a personal vehicle, employees should request the use of a school vehicle. If a vehicle is not available then the employee can use their personal vehicle. **(NOTE: If the purpose of the travel is using federal grant funds a school vehicle is required.)**
2. GISD will reimburse mileage at a rate of .50 cents per mile. Approved mileage charts (campus secretaries can provide this information) will be used for reimbursement.
Only the driver will be reimbursed for mileage. Multiple personal vehicles and drivers will not be reimbursed for trips, unless needed for travel.
3. When driving your personal vehicle, the school insurance is not the primary insurance coverage in case of an accident. The driver's personal insurance is responsible for coverage.

Graham Independent School District
2019 - 2020
Maintenance and Custodial Staff

- Raises will be determined based on board approval.
- Maintenance and custodial staff are salaried employees paid on a monthly basis.
- Time and ½ shall be paid for time worked over 40 hours per week. Paid holidays are not considered hours worked for computation purposes.
- Vacation Days (see **Board Policy DED**)

**2019 - 2020
Paid Holidays**

Labor Day	September 2, 2019
Thanksgiving	November 28 & 29, 2019
Christmas	December 23, 24, 25, 2019
New Year	January 1, 2020
Easter	April 10, 2020
Memorial Day	May 25, 2020
July 4th	July 4, 2020

Graham Independent School District
2019 - 2020
Bus Drivers

Substitute Rate (Bus driver)	Non-Employee \$12.00 Per Hour Employee \$12.00 Per Hour
Difficulty Factor	\$1,500 all special education routes
Extracurricular Bus • Flat Fee • Overnight Field Trip	\$12.00 Per Hour \$100.00 per day plus \$39 per day meals and \$85.00 Allowance for Hotel

- Raises will be recommended by superintendent pending board approval
- The Transportation Director will determine route times at the beginning of each semester.
- Graham ISD pays a stipend to employees for bus driver training at a rate of \$25 for an 8 hour refresher course and \$50 for a 20 hour full certification course.
- For Teachers, coaches and others not driving a regular route, the district will pay the difference between a “CDL” license and a Class C (operators) license.

**Graham Independent School District
2019 - 2020
Substitutes**

Substitutes will be compensated based upon whether or not they are non-degreed or degreed/certified. The district compensates substitutes with certification for long term assignments in certified teacher positions. The following table provides you with the current Substitute Pay Scale.

GRAHAM ISD			
Bachelor's Degree or Certified Teacher	Certified Position	\$75.00 full day	\$37.50 half day
Bachelor's Degree or Certified Teacher	Non-Certified Position or Paraprofessional Position	\$65.00 full day	\$32.50 half day
Non-Certified or Non-Degreed Substitute	Certified/Non-Certified/Paraprofessional Position	\$65.00 full day	\$32.50 half day

A job with a duration of more than 4 hours is considered a full day.

Payday is the 25th of each month unless the 25th falls on a week-end and it is then issued the Friday prior to the 25th.

MONTH	Cut Off Date	PAY DATE
September 2019	August 12, 2019 – September 13, 2019	Wednesday, September 25 th
October 2019	September 14, 2019 – October 11, 2019	Friday, October 25 th
November 2019	October 13, 2018– November 2, 2018	Friday, November 22 nd
December 2019	November 3, 2018 – December 7, 2018	Friday, December 20 th
January 2020	December 8, 2018 – January 11, 2019	Friday, January 24 th
February 2020	January 16, 2019 – February 15, 2019	Tuesday, February 25 th
March 2020	February 12, 2019 – March 8, 2019	Wednesday, March 25 th
April 2020	March 5, 2019 – April 12, 2019	Friday, April 24 th
May 2020	April 9, 2019 – May 110, 2019	Friday, May 22 th
June 2020	May 14, 2019 – June 14, 2019	Thursday, June 25 th
July 2020	June 11, 2019– July 12, 2019	Thursday, July 25 th
August 2020	July 16, 2019 – August 9, 2019	Friday, August 23 th

(Pay dates are set by the Business Office and subject to change)

- The superintendent is authorized to negotiate a higher rate for substitutes retained in a single position for period greater than 30 days.