



CLEVELAND ISD COMPENSATION GUIDE

FOR THE 2020-2021 SCHOOL YEAR

March 2020
Updated July 2020

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

CLEVELAND ISD

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SECTION ONE

BOARD POLICY

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BOARD POLICY

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all district policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all district employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and designees shall administer the compensation plans consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

DEA (LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

PAY ADMINISTRATION

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

ANNUALIZED SALARY

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

PAY INCREASES

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

MID-YEAR PAY INCREASES

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

PAY DURING CLOSING

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

DEAA (LOCAL)

STIPEND	The Superintendent shall recommend a stipend pay schedule as part of the annual compensation plan of the District. [See DEA]
SUPPLEMENTAL DUTIES	The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the District.
INCENTIVE AND INNOVATION PROGRAMS	<p>The Superintendent shall have authority to submit plans and grant applications for incentive and innovation programs to TEA or other granting organizations on behalf of the Board. Incentive plans shall address teacher eligibility, including any exclusions.</p> <p>Locally developed incentive programs, if any, shall be addressed in the compensation plan of the District.</p>

DEAB (LOCAL)

CLASSIFICATION OF POSITIONS	The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).
EXEMPT	<p>The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.</p>
NONEXEMPT	<p>Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.</p> <p>A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.</p>
WORKWEEK DEFINED	For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Monday and end at 11:59 p.m. Sunday.
COMPENSATORY TIME	At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

ACCRUAL

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

USE

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

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SECTION TWO
SALARY SCHEDULES

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SALARY SCHEDULE INFORMATION

The published Salary Schedules as presented on the following pages are depicted in a format that groups positions by **Pay Grade** on the Salary Schedule. Jobs that have approximately the same relative internal equity and are paid within a similar salary range are presented as a group, listing the minimum pay, mid-point pay, maximum pay for that group.

The identification of the Control Grades is as follows:

- ED – Educators**
Campus professionals including Teachers, Nurses, Librarians, Counselors, Diagnosticians, Speech Pathologists, Social Workers, and Instructional Specialists.

- AD – Administrators**
Campus Principals and Assistant Principals
District Administrators, District Curriculum Specialist

- CL – District and School Paraprofessionals and Clerical**
Campus Instructional Paraprofessionals
Campus Clerical
District Clerical

- AX – Auxiliary**
Food Service
Transportation
Maintenance
Custodial
Safety and Security

2020-2021 TEACHER | LIBRARIAN PAY TABLE

Cleveland ISD



Title	Grade (Step)	Daily Rate	187 Days	197 Days	202 Days	206 Days	216 Days	226 Days
BACHELOR DEGREE								
TCH	0	\$297.326	55,600	58,573	60,060	61,249	64,222	67,196
TCH	1	\$299.343	55,977	58,971	60,467	61,665	64,658	67,651
TCH	2	\$300.461	56,186	59,191	60,693	61,895	64,900	67,904
TCH	3	\$301.617	56,402	59,419	60,927	62,133	65,149	68,166
TCH	4	\$302.768	56,618	59,645	61,159	62,370	65,398	68,426
TCH	5	\$303.924	56,834	59,873	61,393	62,608	65,648	68,687
TCH	6	\$305.076	57,049	60,100	61,625	62,846	65,896	68,947
TCH	7	\$306.231	57,265	60,327	61,859	63,083	66,146	69,208
TCH	8	\$308.109	57,616	60,698	62,238	63,471	66,552	69,633
TCH	9	\$309.259	57,831	60,924	62,470	63,707	66,800	69,893
TCH	10	\$310.422	58,049	61,153	62,705	63,947	67,051	70,155
TCH	11	\$311.578	58,265	61,381	62,939	64,185	67,301	70,417
TCH	12	\$312.734	58,481	61,609	63,172	64,423	67,550	70,678
TCH	13	\$313.890	58,697	61,836	63,406	64,661	67,800	70,939
TCH	14	\$315.621	59,021	62,177	63,756	65,018	68,174	71,330
TCH	15	\$317.358	59,346	62,520	64,106	65,376	68,549	71,723
TCH	16	\$319.090	59,670	62,861	64,456	65,732	68,923	72,114
TCH	17	\$320.826	59,995	63,203	64,807	66,090	69,298	72,507
TCH	18	\$321.982	60,211	63,431	65,040	66,328	69,548	72,768
TCH	19	\$323.714	60,535	63,772	65,390	66,685	69,922	73,159
TCH	20	\$324.870	60,751	63,999	65,624	66,923	70,172	73,421
TCH	21	\$326.026	60,967	64,227	65,857	67,161	70,422	73,682
TCH	22	\$327.182	61,183	64,455	66,091	67,400	70,671	73,943
TCH	23	\$328.338	61,399	64,683	66,324	67,638	70,921	74,204
TCH	24	\$329.494	61,615	64,910	66,558	67,876	71,171	74,466
TCH	25	\$331.231	61,940	65,253	66,909	68,234	71,546	74,858
25+ Daily Rate								
	26	\$332.64	33 \$342.53	40 \$352.42	47 \$362.32			
	27	\$334.06	34 \$343.95	41 \$353.84	48 \$363.73			
	28	\$335.47	35 \$345.36	42 \$355.25	49 \$365.14			
	29	\$336.88	36 \$346.77	43 \$356.66	50 \$366.55			
	30	\$338.30	37 \$348.19	44 \$358.08				
	31	\$339.71	38 \$349.60	45 \$359.49				
	32	\$341.12	39 \$351.01	46 \$360.90				

TCH	DAYS
TCH0A Teacher - Elementary	187
TCH0B - Dual Language	187
TCH0C - Bilingual	187
TCH0D - Pre-Kinder (Reg)	187
TCH0E - Pre-Kinder (Bil)	187
TCH1A Teacher - Middle School	187
TCH1A Teacher - Secondary	187
TCH1B - CTE	202 206
TCH1C - Coach	187
TCH1D - Assistant Trainer	202
TCH1E - Band Assistant (HS)	216
TCH1F - Band	187

TCH	DAYS
TCH2A Teacher - Special Education	187
TCH2B - Inclusion Resource General	187
TCH2C - Adaptive Behavior	187
TCH2D - Life Skills	187
TCH2E - Speech Language Assistant	187
TCH2F - LSSP / Diagnostician Intern	206 197
TCH3A Teacher - Support	187
TCH3B - Dyslexia	187
TCH3C - Instructional Coach	202
TCH3D - Librarian	187
TCH3E - Literacy Coach	202
TCH3F - LPA/C Liaison	202
TCH3G - RTI Instructional Behavior	187
TCH3H - Testing Coordinator	187

2020-2021 ADMINISTRATIVE | PROFESSIONAL PAY PLAN

Cleveland ISD



Pay Grade	Job Title	Calendars	Minimum	Mid Point	Maximum (25 Years)	
AD1			Daily	\$253.15	\$304.99	\$356.83
AD.1A	Assistant Director, Transportation	226	206 Days	52,149	62,828	73,507
AD.1B	Director, Communications	226	226 Days	57,212	68,928	80,644
AD.1C	Chief of Police	240	240 Days	60,756	73,198	85,639
AD2			Daily	\$307.44	\$365.88	\$424.32
AD.2A	Accountant	226	187 Days	57,491	68,420	79,348
AD.2B	Athletic Trainer	216	197 Days	60,566	72,078	83,591
AD.2C	Behavior Specialist	206	202 Days	62,103	73,908	85,713
AD.2D	Compliance Specialist	206	206 Days	63,333	75,371	87,410
AD.2F	Counselor (Elementary)	202	216 Days	66,407	79,030	91,653
AD.2G	Counselor (Middle School)	206	226 Days	69,481	82,689	95,896
AD.2H	Diganostician	197				
AD.2I	LSSP, LPC	206				
AD.2K	Nurse District (RN)	187				
AD.3L	Speech Language Pathologist	197				
AD3			Daily	\$318.97	\$384.37	\$449.77
AD.3A	Assistant Director - Band	216	206 Days	65,708	79,180	92,653
AD.3B	Assistant Director - Technology	226	216 Days	68,898	83,024	97,150
AD.3C	Assistant Principal (Elementary, Middle)	206	226 Days	72,087	86,868	101,648
AD.3D	Assistant Principal (Douglass)	206				
AD.3E	College and Career Specialist	206				
AD.3F	Counselor (High School)	206				
AD.3G	Content Specialist (District)	226				
AD4			Daily	\$334.92	\$404.20	\$472.82
AD.4A	Assistant Principal - High School	206	206 Days	68,994	83,265	97,402
AD.4B	Associate Principal - Middle School	226	226 Days	75,692	91,349	106,858
AD.4C	Coordinator - Accountability and Assessment	226				
AD.4D	Coordinator - Benefits and Compensation	226				
AD.4E	Coordinator - Bilingual Services	226				
AD.4F	Coordinator - Custodial and Grounds	226				
AD.4G	Coordinator - Early Literature	226				
AD.4H	Coordinator - Energy and Facilities	240				
AD.4I	Coordinator - Federal and State Programs	226				
AD.4K	Coordinator - Instructional Technology	226				
AD.4L	Coordinator - Professional Learning	226				
AD.4M	Coordinator - RTI and Dyslexia	226				
AD.4N	Coordinator - Safe and Secure Schools	226				
AD.4P	Coordinator - Social Emotional Learning	226				
AD.4Q	Director - Band	226				

Pay Grade	Job Title	Calendars	Minimum	Mid Point	Maximum (25 Years)	
AD5			Daily	\$353.34	\$425.82	\$498.30
AD.5A	Associate Principals (High)	226	220 Days	77,735	93,680	109,626
AD.5B	Director - Business Services	226	226 Days	79,855	96,235	112,616
AD.5C	Director - Child Nutrition	220	240 Days	84,802	102,197	119,592
AD.5D	Director - Instructional Technology	226				
AD.5E	Director - Maintenance	240				
AD.5F	Director - Special Education	226				
AD.5G	Director - Technology	226				
AD.5H	Director - Transportation	226				
AD.5I	Coordinator - Professional Development	226				
AD.5K	Principal (Elementary Schools, DAEP, DLA)	226				
AD6			Daily	\$371.01	\$447.09	\$523.17
AD.6A	Principal (Middle School)	226	216 Days	80,138	96,571	113,005
			226 Days	83,848	101,042	118,236
AD7			Daily	\$407.37	\$490.77	\$574.17
AD.7A	Director - Administration	226	226 Days	92,066	110,914	129,762
AD.7B	Director - Athletics	226				
AD.7C	Principal (High School)	226				
AD8			Daily	\$438.05	\$516.47	\$592.61
AD.8A	Director - Elementary	226	226 Days	98,999	116,722	133,930
AD.8B	Director - Secondary	226				
AD.8C	Executive Director - Technology	226				
AD9			Daily	\$485.79	\$571.59	\$657.39
AD.9A	Assistant Superintendent (C&I, HR)	226	226 Days	109,789	129,179	148,570
AD.9B	Chief Financial Officer	226				

2020-2021 CLERICAL AND PARAPROFESSIONAL PAY PLAN

Cleveland ISD



Pay Grade	Job Title	Calendars	Minimum	Mid Point	Maximum	
CL1			Hourly	\$11.07	\$13.49	\$15.91
			Daily (8 hrs)	\$88.56	\$107.92	\$127.28
CL1A	Clinic Nurse Aide	187	187 Days	16,561	20,181	23,801
CL1B	Coordinator, Transportation Discipline	202	197 Days	17,446	21,260	25,074
CL1C	Instructional Aide - General (I, II, III)	187	198 Days	17,535	21,368	25,201
CL1D	- Instructional Aide - 504	187	202 Days	17,889	21,800	25,711
CL1E	- Instructional Aide - Computer	187	203 Days	17,978	21,908	25,838
CL1F	- Instructional Aide - Enrichment	187				
CL1G	- Instructional Aide - ESL / Bilingual	187				
CL1H	- Instructional Aide - ECSE/PK	187				
CL1J	- Instructional Aide - Inclusion	187				
CL1K	- Instructional Aide - Music	187				
CL1L	- Instructional Aide - Physical Education	187				
CL1M	- Instructional Aide - Pre-K	187				
CL1N	Office Aide	202				
CL1P	Receptionist - Campus Based	202				
CL1Q	Receptionist - Service Center	220				
CL2			Hourly	\$11.45	\$14.31	\$17.17
			Daily (8 hrs)	\$91.60	\$114.48	\$137.36
CL2A	Instructional Aide - Behavior	187	187 Days	17,129	21,408	25,686
CL2B	Instructional Aide - In School Suspension (ISS)	187				
CL2C	Instructional Aide - Library	187				
CL2D	Instructional Aide - Life Skills	187				
CL3			Hourly	\$12.67	\$15.43	\$18.19
			Daily (8 hrs)	\$101.36	\$123.44	\$145.52
CL3A	Bilingual Interpreter	202	202 Days	20,475	24,935	29,395
CL3B	Receptionist - Central Office	220	206 Days	20,880	25,429	29,977
CL3C	Secretary - Assistant Principal (Elementary)	202	220 Days	22,299	27,157	32,014
CL3D	Secretary - Assistant Principal (Middle School)	202, 206				
CL3E	Secretary - Assistant Principal (High School)	206				
CL3F	Secretary - Counselor (Middle and High School)	206				
CL3G	Secretary, Maintenance	220				
CL3H	Secretary - Associate Principal	220				
CL4			Hourly	\$13.69	\$16.67	\$19.64
			Daily (8 hrs)	\$109.52	\$133.33	\$157.14
CL4A	Certified Nursing Assistant (CNA)	187	187 Days	20,480	24,932	29,384
CL4B	Clerk - Special Education	202	202 Days	22,123	26,932	31,741
CL4C	Secretary - Attendance (All Schools)	202	206 Days	22,561	27,466	32,370
CL4D	Secretary - Gear Up	206	208 Days	22,780	27,732	32,684
CL4E	Secretary - Principal (DAEP)	202				
CL4F	Secretary - Principal (Douglass)	202				

Pay Grade	Job Title	Calendars	Minimum	Mid Point	Maximum (25 Years)	
CL5			Hourly	\$16.07	\$19.43	\$22.79
CL5A	PEIMS Clerk (All Schools)	202	Daily (8 hrs)	\$128.56	\$155.44	\$182.32
CL5B	Registrar (Elementary, Middle)	202	202 Days	25,969	31,399	36,829
CL5C	Registrar (High School)	206	206 Days	26,483	32,021	37,558
CL5D	Secretary - Athletics	220	218 Days	28,026	33,886	39,746
CL5E	Secretary - Child Nutrition	202	220 Days	28,283	34,197	40,110
CL5F	Secretary - Principal (Elementary, Middle)	220	226 Days	29,055	35,129	41,204
CL5G	Secretary - Technology	220	240 Days	30,854	37,306	43,757
CL5H	Dispatcher	240				
CL5J	Clerk - Transportation	226				
CL6			Hourly	\$18.57	\$22.64	\$26.71
CL6A	District Clerk - Accounts Payable	220	Daily (8 hrs)	\$148.56	\$181.10	\$213.65
CL6B	District Clerk - Payroll	220	187 Days	27,781	33,866	39,952
CL6C	District Clerk - Purchasing	220	220 Days	32,683	39,843	47,003
CL6D	Emergency Medical Tech (EMT)	220				
CL6E	Secretary - Principal (High School)	220				
CL6F	Secretary Specialist - Human Resources	220				
CL7			Hourly	\$20.25	\$24.90	\$29.13
CL7A	Licensed Vocational Nurse (LVN)	187	Daily (8 hrs)	\$162.00	\$199.20	\$233.04
CL7B	Technology Technician	226	187 Days	30,294	37,250	43,578
			226 Days	36,612	45,019	52,667
CL8			Hourly	\$21.87	\$26.67	\$31.47
CL8A	District Clerical - PEIMS	220	Daily (8 hrs)	\$174.96	\$213.36	\$251.76
			220	38,491	46,939	55,387
CL9			Hourly	\$26.90	\$29.46	\$35.34
CL9A	Administrative Assistant, Superintendent	220	Daily (8 hrs)	\$215.20	\$235.68	\$282.72
CL9B	COTA	187	220 Days	47,344	51,850	62,198
CL9C	Network Manager	226	220 Days	47,344	51,850	62,198
			220 Days	47,344	51,850	62,198

2020-2021 AUXILIARY PAY PLAN
Cleveland ISD



Pay Grade	Job Title	Calendars	Minimum	Mid Point	Maximum	
AX1			Hourly	\$10.65	\$12.68	\$14.75
AX1A	Bus Monitor	180	Daily (8 hrs)	\$85.20	\$101.44	\$118.00
AX1B	Bus Washer	226	180 Days	15,336	18,259	21,240
AX1C	Custodian	240	182 Days	15,506	18,462	21,476
AX1D	Nutrition Worker	182	226 Days	19,255	22,925	26,668
			240 Days	20,448	24,346	28,320
AX2			Hourly	\$12.51	\$15.25	\$17.98
AX2A	Assistant Manager - Nutrition	182	Daily (8 hrs)	\$100.08	\$121.97	\$143.86
AX2B	Campus Safety Monitor	187	182 Days	18,215	22,198	26,182
			187 Days	18,715	22,808	26,901
AX3			Hourly	\$14.51	\$17.53	\$20.87
AX3A	Head Custodian (Campus)	240	Daily (8 hrs)	\$116.08	\$140.24	\$166.96
AX3B	Manager - Nutrition (DAEP)	182	182 Days	21,127	25,524	30,387
AX3C	General Maintenance I	240	240 Days	27,859	33,658	40,070
AX4			Hourly	\$17.00	\$20.34	\$23.67
AX4A	Custodial Supervisor	226	Daily (8 hrs)	\$136.00	\$162.69	\$189.38
AX4B	Manager - Nutrition - Elementary	182	182 Days	24,752	29,609	34,466
AX4C	Mechanic Helper	226	226 Days	30,736	36,767	42,799
			240 Days	32,640	39,045	45,450
AX5			Hourly	\$18.06	\$21.78	\$25.50
AX5A	Builder, Painter	240	Daily (8 hrs)	\$144.48	\$174.24	\$204.00
AX5B	General Maintenance II	240	182 Days	26,295	31,712	37,128
AX5C	Manager - Nutrition (Middle, High School)	182	216 Days	31,208	37,636	44,064
AX5D	Transportation - Dispatcher	216	226 Days	32,652	39,378	46,104
AX5E	Transportation - Route Manager	226	240 Days	34,675	41,818	48,960
AX6			Hourly	\$20.34	\$24.80	\$29.26
AX6A	Bus Mechanic	240	Daily (8 hrs)	\$162.72	\$198.38	\$234.05
			226 Days	36,775	44,835	52,895
AX7			Hourly	\$21.57	\$26.03	\$30.49
AX7A	HVAC Mechanic	240	Daily (8 hrs)	\$172.56	\$208.22	\$243.89
AX7B	Plumber	240	240 Days	41,414	49,974	58,533
AX7C	Police Officer Truancy Office	240				
AX8			Hourly	\$23.51	\$28.80	\$33.83
AX8A	Supervisor - Warehouse	240	Daily (8 hrs)	\$188.08	\$230.40	\$270.64
AX8B	Transportation Shop Foreman	226	226 Days	42,506	52,070	61,165
			240 Days	45,139	55,296	64,954
AX9			Hourly	\$25.39	\$30.97	\$36.55
AX9A	Supervisor - Child Nutrition (Exempt)	206	Daily (8 hrs)	\$203.12	\$247.76	\$292.40
			206 Days	41,843	51,039	60,234
Axbd			Hourly	\$18.00	\$23.50	\$24.75
AXBD	Bus Driver	180	Daily (8 hrs)	\$144.00	\$188.00	\$198.00
			180 Days	25,920	33,840	35,640

SECTION THREE
STIPENDS | SUPPLEMENTS
INCENTIVES

DRAFT

2020-2021 ATHLETICS STIPEND PAY PLAN

Cleveland ISD

High School Position	Units	Stipend
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Football (14 total)

AS.01	Defensive Coordinator	1	\$10,000
AS.02	Offensive Coordinator	1	\$10,000
AS.03	Special Team Coordinator	1	\$10,000
AS.04	Passing Game Specialist	1	\$10,000
AS.05	Varsity Assistant	6	\$6,500
AS.06	9 th Grade	4	\$5,000
AS.07	Video Coordinator	1	\$1,000
AS.08	Recruiting Coordinator	1	\$1,000
AS.09	Equipment Coordinator	1	\$1,000

Basketball - Boys

AS.20	Head	1	\$6,000
AS.21	Assistant	3	\$4,500

Soccer - Boys

AS.30	Head	1	\$5,000
AS.31	Assistant	2	\$3,500

Track - Boys

AS.40	Head	1	\$4,000
AS.41	Assistant	4	\$3,000

Baseball

AS.50	Head	1	\$5,500
AS.51	Assistant	3	\$4,000

Tennis (both G&B)

AS.60	Head - Fall	1	\$2,000
AS.61	Assistant	1	\$1,500
AS.62	Head - Spring	1	\$2,000
AS.63	Assistant	1	\$1,500

Golf (both G&B)

AS.64	Head	1	\$3,000
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Cross Country (both G&B)

AS.42	Head	1	\$3,000
AS.43	Assistant	1	\$1,500

Powerlifting (both B&G)

AS.65	Head	1	\$3,000
AS.66	Assistant	3	\$1,000

High School Position	Units	Stipend
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Volleyball

AS.70	Head	1	\$6,000
AS.70	Assistant	2	\$4,500

Basketball - Girls

AS.20	Head	1	\$6,000
AS.21	Assistant	3	\$4,500

Soccer - Girls

AS.30	Head	1	\$5,000
AS.31	Assistant	2	\$3,500

Track - Girls

AS.40	Head	1	\$4,000
AS.41	Assistant	4	\$3,000

Softball

AS.55	Head	1	\$5,500
AS.56	Assistant	3	\$4,000

AS.90	Summer Program		\$1,250
AS.91	Academic Coordinator		\$2,000
AS.92	Athletic Trainer		Salary

2020-2021 ATHLETICS STIPEND PAY PLAN

Cleveland ISD

Middle School Position	Units	Stipend
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AS.00	MS Coordinator	2	\$2,000
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Football

AS.10	Head 8th	1	\$4,700
AS.11	Assistant	3	\$4,500
AS.12	Head 7th	1	\$4,700
AS.13	Assistant	3	\$4,500

Volleyball

AS.65	Head 8th	1	\$2,300
AS.67	Assistant	1	\$2,100
AS.66	Head 7th	1	\$2,300
AS.69	Assistant	1	\$2,100

Basketball - Boys

AS.25	Head 8th	1	\$2,300
AS.26	Assistant	1	\$2,100
AS.25	Head 7th	1	\$2,300
AS.26	Assistant	1	\$2,100

Middle School Position	Units	Stipend
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Basketball - Girls

AS.25	Head 8th	1	\$2,300
AS.26	Assistant	1	\$2,100
AS.25	Head 7th	1	\$2,300
AS.26	Assistant	1	\$2,100

Track - Boys

AS.45	Head 8th	1	\$1,700
AS.46	Assistant	1	\$1,500
AS.45	Head 7th	1	\$1,700
AS.46	Assistant	1	\$1,500

Track - Girls

AS.45	Head 8th	1	\$1,700
AS.46	Assistant	1	\$1,500
AS.45	Head 7th	1	\$1,700
AS.46	Assistant	1	\$1,500

Cross Country

AS.47	Boys	1	\$1,000
AS.47	Girls	1	\$1,000

2020-2021 ACADEMIC, FINE ARTS, AND EXTRA DUTY STIPEND PAY PLAN

Cleveland ISD

CERTIFICATION Stipend

ST.C1	Bilingual (EC-6) * Classroom Teachers, RTI, Instructional Coaches, LPAC Coordinators, Bilingual Dyslexia Teachers	\$4,000
ST.C2	Dual Language (EC-6) Classroom Dual Language Elementary Teachers holding ESL Certification.	\$4,000
ST.C3		
ST.C4	Math (7-12) w/Math (4-8) or (7-12) cert	\$4,000
ST.C5	Science (7-12) w/ Science (4-8) or (7-12) Cert	\$4,000
ST.C6	Spanish (7-12) w/LOTE Certification	\$4,000
ST.C7	Special Education (ABU, Life Skills, ECSE) * Employee must be teaching in: Adaptive Behavior, Life Skills, or ECSE setting	\$2,000
ST.C8	Special Education (Inclusion, Resource)	\$0
ST.C9	ESL Stipend	\$300
ST.C0	Master Degree (In Content Related Area)	\$1,000

ACADEMIC HIGH Stipend

ST.11	Dual Credit (Meets Qualifications)	\$1,000
ST.12	Department Head 6	\$1,000
ST.13	UIL Campus Coordinator 1	\$1,000
ST.14	UIL Stipend 14	\$500
ST.15	National Honor Society 1	\$750
ST.16	Student Council 1	\$1,000
ST.17	Yearbook (Teaching Cert Required) 2	\$1,500
ST.18	Interact 2	\$500
ST.19	Theatre 1	\$500

CTE STIPENDS Stipend

ST.20	Video Coordinator 1	\$1,000
ST.21	Radio Coordinator 1	\$1,000
ST.22	Health Science Technology -	\$5,500
ST.23	Cosmetology 2	\$5,000

AUX ATTENDANCE Stipend

ST.A1	Absences - 0	\$200
ST.A2	Absences - 1	\$100
ST.A3	Absences - 2 Based on per semester attendance. Partial Stipends will not be paid	\$50

ONE TIME RECRUITING STIPENDS Stipend

ST.R1	Bilingual Recruiting Certified Bilingual Professionals hired by the district. Stipend to be paid at in June	\$1,000
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ACADEMIC ELEMENTARY Stipend

ST.01	Grade Chair (per Campus) 7	\$750
ST.02	UIL Campus Coordinator 1	\$500
ST.03	UIL Stipend TBD	\$300

ACADEMIC MIDDLE Stipend

ST.04	Department Chair (Core, Elec) 5	\$750
ST.05	UIL Campus Coordinator 1	\$500
ST.06	UIL Stipend 16	\$450
ST.07	National Honor Society 1	\$750
ST.08	Student Council 1	\$1,000
ST.09	Robotics 1	\$1,000
ST.10	Yearbook 1	\$500

PERFORMING ARTS Stipend

ST.41	Band - HS Director 1	N/A
ST.42	Band - HS Assistant -	\$6,000
ST.43	Band - MS Director 1	\$7,500
ST.44	Band - MS Assistant 1	\$4,500

ST.51	Cheer - HS Varsity 1	\$2,500
ST.52	Cheer - HS Jr Varsity 1	\$2,000
ST.53	Cheer - MS 1	\$1,500

ST.54	Drill Team - HS 1	\$2,500
ST.55	Drill Team - HS Asst JV 1	\$2,000
ST.56	Drill Team / Dance - MS 1	\$1,250

ST.57	Twirlers - HS 1	\$1,250
ST.58	Twirlers - MS 1	\$750

ST.45	Choir - MS	\$1,250
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2020-2021 ACADEMIC, FINE ARTS, AND EXTRA DUTY STIPEND PAY PLAN

Cleveland ISD

TUTORIALS		Rate of Pay
ST.T1	Certified Teacher	\$30 p/h
ST.T2	Paraprofessional	\$15 p/h
ST.T3	Saturday School	\$30 p/h

SUMMER SCHOOL		Rate of Pay
ST.T4	Certified Teacher	\$30 P/H
ST.T5	Paraprofessional	\$15 p/h

AFTER SCHOOL DETENTION		Rate of Pay
ST.T6	Certified Teacher	Hourly
ST.T7	Paraprofessional	Hourly

OTHER		Rate of Pay
ST.T8	Bilingual Police Officer	\$4,000
ST.T9	Large Elem School >1200 (Principal)	\$4,000
ST.T0	Large Elem School >1200 (Ast Principal)	\$1,000

LEADS		Rate of Pay
ST.L1	Lead Custodian (Night)	.50 p/h
ST.L2	Lead Safety Monitor	.50 p/h

NOTES: Math and Science Teachers who received a stipend in 2019-2020 who no longer meet the requirements of the stipend (holding a subject specific certification for Math or Science) and continue to teach in the subject area will be grandfathered for 2020-2021 and will receive the stipend during the 2020-2021 school year. New hires must meet the stipend certification requirements. Teachers who received the special education stipend in 2019-2020 and are not in an eligible role for 2020-2021 will be grandfathered for **one year** and will continue to receive the stipend during the 2020-2021 school year. All new hires must meet the published requirements.

DAILY SUBSTITUTE (TEACHER)		Daily Rate
SUB.01	Non Degreed	\$75
SUB.02	Associates or Sub Certified	\$80
SUB.03	Degreed	\$85
SUB.04	Certified	\$115

LONG TERM SUB (21+ DAYS)		Daily Rate
SUB.05	Non Degreed	\$90
SUB.06	Associates or Sub Certified	\$95
SUB.07	Degreed	\$115
SUB.08	Certified	\$165

DAILY SUBSTITUTE (POSITIONS)		Daily Rate
SUB.A1	Education Assistant	\$75
SUB.01	Education Assistant - Sped	\$75
SUB.01	Professional Support	\$75
		Hourly Rate
SUB.A1	Custodian	\$10.65
SUB.A1	Maintenance (Summer Only)	\$10.65
SUB.A1	Child Nutrition	\$10.65
SUB.A2	Bus Driver	\$18.50
SUB.A3	Bus Monitor	n/a

DAILY SUBSTITUTE (NURSE, LIBRARY)		Daily Rate
SUB.01	Non Degreed	\$75
SUB.02	Associates or Sub Certified	\$80
SUB.03	Degreed	\$85
SUB.04	Certified	\$115

CRITICAL NEEDS STIPEND ELIGIBILITY AND CALCULATIONS

Critical needs areas are determined based on the needs of the district. The Board approves certification areas that qualify for a stipend and the amount for each stipend on an annual basis. **Receiving a critical need stipend in one school year does not guarantee or give rights to receiving the stipend in following years.** Stipend amounts vary according to certification areas.

Critical Needs Stipends are spread evenly over all checks the employee will receive in an academic year. The annual amount of the supplement is divided by the number of paychecks in the year. The employee will receive that amount on each of those checks. Critical Needs Stipends are not shown on the annual Compensation Statement. Stipends for those employee who are hired after the start of the school year or who achieve eligibility status after the start of the school will be prorated based on days remaining in their contract.

1. **Eligibility:** An employee in a critical needs area could be eligible for a stipend if the following conditions are met:
 - Teacher must hold a **standard, intern, or probationary certification** in the critical needs areas that are defined by the Board.
 - Teacher in the qualifying role must teach in that role for at least 50% of the instructional day.
 - Teacher must be teaching during the regular school day.
 - If an employee qualifies for more than one stipend and/or supplement, the employee will receive only one stipend/supplement, the one with the highest money allocation.
2. **Length of stipend awards:** Annual reviews will be scheduled with campus principals to determine eligibility. Employees may continue to receive stipend allocations if they continue to meet eligibility requirements. Employees who are reassigned by the district in the best interest of the district shall continue to receive the critical needs stipend until the end of the current school year.

The teacher will lose the critical needs stipend immediately when they are no longer teaching in the critical needs area or are no longer certified to teach in the critical needs area. If the teacher is employed after the school year starts, the stipend will be **prorated** on a daily basis. Stipends will be distributed on a prorated basis for partial assignments.

EXTRA DUTY, PROFICIENCY, TRAVEL AND LEADERSHIP SUPPLEMENTS

Supplements are monetary allocations given to employees for performing specific roles as determined by the Board. Supplements are paid throughout the year, unless noted otherwise on the supplement list. The annual amount of the supplement is divided by the number of paychecks the employee will receive during their contract year and is paid out proportionally on each paycheck. Supplements are not listed on the annual Compensation Statement.

Supplements for extra duty and leadership roles are approved by the Board. The Board can, at any time, based on the financial or supplemental needs of the District, remove these roles from an employee and the payment of the supplement will be stopped. Receiving a supplement in one school year does not guarantee or give rights to receiving the supplement in following years.

Leadership Supplements offered at Cleveland ISD include:

- Mentor Supplement for teachers who mentor and support a new teacher(s) graduating from the College of Education in a university setting or an alternative certification program. Mentors will be selected by the campus principal. The mentor supplement is \$250 per university trained mentee and \$250 per ACP trained mentee.
- Cooperating Teacher Supplement for teachers who are assigned a student teacher at any time during a semester. Cooperating teachers will be selected by the campus principal. Cooperating Teacher Supplement is \$200 for a full semester and \$100 for a partial semester
- Leadership Role Supplement for employees who serve in leadership roles such as department chairperson. A selection process will be held to determine who is the most qualified to assume these roles. The School Directors will provide principals details regarding the selection process. See Stipend List for details.

Proficiency Supplements offered at Cleveland ISD include:

- Police Department – Police officers who are fluent in two languages can qualify for a Bilingual Police officer Supplement in the amount of \$4,000
- Custodial leads and campus monitor leads will be offered an additional \$0.50 per hour.

Travel Supplements offered at Cleveland ISD include:

- Administrators that are expected to travel between schools throughout the day shall be afforded a travel supplement in the amount of \$1,100 (based on ~ 2160 miles per year). Positions eligible for the stipend include all elementary curriculum specialist, director and coordinator of instructional technology and director of elementary schools.

Extra Duty Supplements offered at Cleveland ISD include:

- Extra-Curricular Supplement for employees who are assigned certain extra-curricular activities. The list of activities and stipends are identified and approved by the School Board. See Stipend List for details.

Length of supplement awards: Annual reviews will be scheduled with campus principals to determine eligibility. Employees may continue to receive supplement allocations if they continue to perform the extra duty, travel, or act in the leadership role.

Partial assignments: Supplements will be distributed on a prorated basis for partial assignments.

INCENTIVES

An incentive is a one-time, lump-sum payment and is not part of the employee’s salary. Cleveland offers incentives for the assistance of recruiting Critical Needs teachers (Bilingual certified).

- 1. Recruitment Incentive:** Cleveland ISD employees (excluding employees of the Human Resources department and any person classified as an Administrator) who recruit employees for the following positions will be paid an incentive. The employee who was recruited must be in the position for one full year (12 months). The incentive will be paid in July when the employee has committed to working in Cleveland ISD the following year. Recruitment incentives are paid in July.

<u>Position Recruited</u>	<u>Incentive Amount</u>
Bilingual Teachers	500.00

TEACHER INCENTIVE ALLOTMENT

The Board of Trustees may adjust the compensation reflected in this plan as necessary to utilize funds available under the Teacher Incentive Allotment which were not known at the time this plan was initially adopted. Distribution of Teacher Incentive Allotment funds will comply with state law and Texas Education Agency guidance.

In the event the district receives TIA funds during the 2020-2021 school year, 80% of the funds will be allotted to the teacher that qualified for the allotment. The remaining 20% will be made available to the school for instructional support.

Cleveland ISD will develop a Teacher Incentive Allotment policy and format for determination during the 2020-2021 school year with input from stakeholders.

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SECTION FOUR
COMPENSATION
MANAGEMENT

COMPENSATION PHILOSOPHY

Cleveland Independent School District believes that our compensation system is essential for communicating performance expectations, for improving the quality of instruction in the classrooms, and for recognizing contributions to the success of Cleveland's educational system.

The objectives of our compensation program are:

- to achieve a performance-driven work culture that ensures every student has access to an effective teacher;
- to pay teachers what they are worth and give them the opportunity to influence their earning potential; and
- to provide competitive compensation opportunities that attract and retain top performers.

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COMPENSATION RESPONSIBILITIES

The following responsibilities reflect the major elements of the compensation management process at Cleveland ISD.

- Evaluate position descriptions in order to determine appropriate job levels and titles;
 - Participate in and analyze salary survey data;
 - Maintain salary ranges and grade system;
 - Manage beginning salaries and increases as approved by the Board;
 - Promote external competitiveness (competitive pay in relation to comparable positions at other places of employment and within budgetary limitations);
 - Promote internal equity (fair pay in relation to other positions at Cleveland ISD which require similar knowledge, skill, and responsibility);
 - Offer a compensation package that includes a greater reward to employees whose performance truly excels.

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COMPENSATION TERMINOLOGY

This section defines key terms and processes that are used in Compensation Management.

Annualized – An annualized salary is useful for employees who do not work the full year and for employees who work part of each year on a salaried basis. Annualization is the process of spreading the payments to the employee out over the entire year, though the salary is only earned for part of the year. This gives the employee a steady paycheck when they are not working.

Base Pay - Fixed compensation paid for performing standard job duties, expressed in annual or hourly rates.

Compensation Statement – A personalized report provided annually showing name, address, title, number of contract days, years of experience, and base pay, longevity and supplements for the current contract year.

Compensatory Time – An alternate way of rewarding overtime work. Instead of paying an hourly employee time-and-a-half for work done over the time allotted in the normal work week, typically 40 hours, employers allow an hour and a half of time off for each hour of overtime worked.

Control Pay – The midpoint pay value set within the range of salaries in a pay grade to control and link pay to job value.

Creditable Years of Service – Prior experience that is determined to be both relevant and verifiable.

Demotion – A demotion occurs when an employee moves into a position which pays less than the position they were in previously.

Exempt Employee – Employees who are exempt from provisions of the Fair Labor Standards Act (FLSA) including minimum wage and overtime regulations. Exempt employees are paid on a salaried basis.

External Equity – Determining the salary of a position based on the prevailing wages in a similar external labor market. Factors that are considered include geographic location, organization size, education, and experience.

Incentive Pay – Pay that is designed to reward accomplishment of specified goals and/or outcomes as determined by House Bill 3 (Teacher Incentive Allotment)

Initial Salary Placement – The process of determining the salary for an employee when they are initially hired by the district by looking at internal and external equity values.

Internal Equity – Determining the salary of a position based on the relative internal value of the job. Factors that are considered include education, experience, responsibility, supervisory or managerial requirements, and the prevailing wages of similar positions within the District.

Job Analysis – The process of identifying and defining the required level of knowledge, skills, and abilities required to perform a job.

Job Description – Summary of the most important tasks, qualifications necessary, characteristics, and working conditions of each job.

Lateral Transfer – A lateral transfer occurs when an employee moves in to a position which pays the same as the position they were in previously.

Maximum Pay Rate – The highest pay value within the range of salaries in a pay grade.

Minimum Pay Rate – The lowest pay value within the range of salaries in a pay grade.

Non-exempt Employee – Employees who are subject to provisions for minimum wage, 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, and other rights afforded by the Fair Labor Standards Act (FLSA). Non-exempt employees are normally required to account for hours and fractional hours worked.

Pay Grade – Identifies a group of jobs that have approximately the same relative internal equity and are paid at the same rate range.

Promotion – A promotion occurs when an employee moves into a position which pays more than the position they were in previously.

Salary Survey – Analyzing compensation data collected from several employers to develop an understanding of the amount of compensation paid and influence decisions regarding developing pay structures.

Stipend/Supplement – A fixed amount added to base pay to compensate employees for extra duties or special credentials.

DESCRIPTION OF PAY SYSTEMS

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. Human resources is responsible for the maintenance and administration of employee pay systems. Teachers, librarians, and nurses (RN) will be paid according to a salary schedule that correlates salaries to total years of creditable service in education. Other district jobs will be assigned to a pay grade and range structure that sets the range of pay for the position. Jobs are assigned to pay grades on the basis of required job qualifications and skills; job duties and responsibilities defined by the district; and competitive job market rates for comparable jobs.

The district pay plan includes:

- Teachers, Librarians, Nurses (RN), Testing Coordinators, Instructional Coaches, Liaisons
- Administrative-Professional Exempt Staff
- Clerical-Paraprofessional Nonexempt Staff
- Auxiliary Nonexempt Staff

Pay ranges and salary schedules are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually.

JOB DESCRIPTIONS

The Human Resources Department is responsible for maintaining and updating job descriptions with input and approval from position supervisors. The Superintendent of Schools has the authority to approve new job descriptions and changes to existing job descriptions.

In maintaining job descriptions, a job analysis and evaluation are performed, pay grades based on internal and external equity are recommended, and exempt or non-exempt status based on FLSA requirements is determined for all positions. The mental and physical demands of the position, as well as the environmental factors relative to the position, are also included in each job description to meet the recommendations of the American Disabilities Act (ADA).

Job descriptions for most positions within Cleveland ISD can be found on the Human Resources page of the district website.

JOB CLASSIFICATION

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

Classification of New Positions

Prior to posting, new positions will have a written job description created collaboratively by human resources and the hiring supervisor. Human resources will recommend to the superintendent the pay grade classification of new positions based on the job description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

Job Reclassification

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

Procedures for Job Reclassification

Review of job reclassifications must be initiated by the cabinet-level supervisor or by human resources. Jobs previously submitted for review within the last 18 months and newly created jobs are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the cabinet-level supervisor before submitting to human resources.

Human resources will review the request and obtain additional information if needed. Additional information may be obtained from the supervisor and/or employee(s), or by analyzing external job market pay data.

Human resources will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

Salary Adjustments for Job Reclassification:

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Aside from prohibited salary changes for contract employees during the contract term, salary adjustments for job reclassification may be approved in the following circumstances:

- If the job is reclassified upward due to an increase in responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

THE JOB ANALYSIS PROCESS

Cleveland ISD's job analysis process serves several purposes:

- It helps provide salary equity among all jobs within the district.
- It is used to determine the base pay of individual positions comparative to the level and extent of work to be performed.
- It allows Cleveland ISD to offer competitive wages in relation to other comparable jobs in the region.

Jobs are analyzed as follows:

- Salary surveys collected from the Texas Association of School Boards (TASB) and Region IV are studied to determine the market value for each position. These surveys are used as a guide to setting the control pay and the minimum and maximum pay rate for pay grades as the district strives to provide competitive salaries across all positions.
- Cleveland ISD salaries are compared to the salaries of like positions in Region IV and within a relational comparison group to assist the Board in determining the approval of recommendations for salary changes.

EXEMPT AND NON-EXEMPT STATUS

Positions are classified as exempt or non-exempt. The Fair Labor Standards Act (FLSA) defines jobs as either exempt or non-exempt. Job titles and payment on a salary basis do not make positions exempt. It is the actual duties performed that determine the exemption status of a job.

Exempt employees receive the full salary regardless of the number of days or hours worked. They do not receive overtime pay or accrue compensatory time.

Non-exempt employees are compensated for all time the employee is permitted or required to work. Accrued compensatory time is given at time-and-a-half rates. Overtime pay at time-and-a-half rates may be given if accrued compensatory time reaches a certain level.

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GENERAL COMPENSATION PROCESSES

WORK CALENDARS

Different employee groups work a different number of days and have different work schedules. Each employee group has a unique Work Calendar depicting their specific schedule. The calendars are developed to line up with the district school calendar for the current school year. Depending on the employee's job title, the calendar will affect the start and end date of the contract year, as well as the number of non-duty days the employee receives, if applicable to the position. Work calendars change each year.

Work calendars can be found on the District website in the Human Resources Section. Calendars are updated annually once the academic calendar is set.

ANNUALIZED SALARY

Salaries for all 'salaried' employees are to be annualized and paid over twelve (12) months in twenty-four (24) paychecks on the 15th and 30th of each month. An employee's annual salary, regardless of the number of contract days worked, is divided by 24 (or number of remaining checks in the contract group when an employee is hired after the first day of the contract) when determining an equal amount that will be paid on each of the 24 or remaining paychecks.

PAY DAYS

Cleveland ISD employees are paid on the 15th and the 30th of each month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by the Board. The date of the first check of a new contract year is based on the number of contract days the employee works. Teacher's first checks are on September 15th.

TEMPORARY EMPLOYEES AND SUBSTITUTES

All Cleveland ISD employees are paid over twelve (12) months in twenty-four (24) paychecks regardless of start date. The only exceptions to this procedure are temporary employees and substitutes who will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

SECTION FIVE
DETERMINING SALARY
PROMOTIONS GUIDELINES

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DETERMINING COMPENSATION

NEW HIRES - TEACHERS

Salaries for teachers, librarians, and nurses (RNs) who are new to the district will be determined by total creditable years of service in education and the district's salary schedule for the current year. Creditable years of service will be determined by human resources as defined by state regulation at the time of employment. (TAC Title 19, part II, 153.1021) New hires will receive salary credit for years of service up to an unlimited maximum of years.

The initial salary placement for new hires is determined by reviewing internal and external equity factors for the specified position. The salaries of current employees in that position are reviewed to ensure comparable pay as part of considering internal equity. Once the most equitable salary is determined, the Board approved Initial Compensation Placement Table is used to select the closest salary listed in the pay grade for that position. If the determined salary is below Step 0 of the pay grade for that position, the employee is placed on Step 0.

NEW HIRES – CAREER AND TECHNICAL EDUCATION

Career and technical education teachers may be granted additional years of placement credit for work experience that is directly related to the career and technology field in which they are currently teaching. Experience credit will be documented and verified by human resources.

Credit above the two years of work experience requirement as defined by state regulation may be granted in the following manner:

- 1 year of placement credit on the teacher scale for every 1 full year of related experience up to 10 years (“1 for 1” credit); and
- 1 year of placement credit on the teacher scale for every 2 full years of related experience for more than 10 years up to the hiring schedule maximum years (“1 for 2” credit).

Once credit for work experience has been granted, the credit shall be continued regardless of the position held. For personnel whose employment is split between career and technology and non-career and technology positions, the years granted shall apply to both the career and technology and the non-career and technology positions.

NEW HIRES – EXEMPT AND NONEXEMPT STAFF

Starting pay for a new hire in a pay range plan will be determined individually based on each person's job-related experience and salaries paid to peer employees in the same position with similar experience.

The guidelines for placement are as follows:

- Peer equity
In multi-incumbent positions (e.g., classroom aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.
- Midpoint limit
Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and the salary of peer employees. With approval from the superintendent, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.

- Placement credit for prior experience
Subject to guidelines, starting pay for exempt and nonexempt jobs that require prior experience will be determined by these guidelines:

Administrator

- 1 year experience for each year of similar job experience in a school district
- .5 year experience for each year of leadership experience that is related to the job in in a school district
- .25 year experience for all teaching experience and unrelated professional experiences

Other Exempt Positions

- 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 5 years for placement.

Non-Exempt Positions

- 1 year experience for each year of similar job experience in a school district
- .5 year experience for each year of experience in in a school district that is not related to the position
- 1 percent above minimum for each year of job experience outside of an education setting, rounded to the nearest initial step.

Individual employee placement may be based on (total, local or job) experience approved by the district. Credit will be given for years of experience granted by human resources based on the district’s salary placement scale for nonexempt jobs.

EMPLOYMENT AFTER RETIREMENT FROM TRS

An individual who has retired from the Teacher Retirement System (TRS) of Texas and is re-employed should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. There are circumstances under which an employee may draw both checks at the same time and there are other circumstances when TRS will stop payment of retirement checks for a period of time. Each individual is responsible for determining their status with TRS. Cleveland ISD is not responsible for researching or guiding any individual seeking re-employment after retirement on the status of their TRS retirement payments.

CREDITABLE YEARS OF SERVICE

Employees whose salaries are based on Creditable Years of Service must submit official Service Records and/or Verification of Employment documentation to be fully credited for their past employment. Full-time employment, which is a minimum of ninety (90) work days during a calendar/school year, is required to count as a year of employment with a school district or business.

Employees who have not submitted the required documentation will be placed on **Step 0** of the Salary Schedule until official Service Records and/or Verification of Employment documentation has been received in the Cleveland Human Resources Department. It is the responsibility of the employee to collect and submit their required documents. Once the documentation has been received, the employee’s salary will be adjusted to the approved

level and in some instances, back pay for the current school year will be issued. Back pay will be issued if the service records are received in the same semester in which the employee was hired. Service records received after the last day of the semester will have their compensation adjusted effective immediately, but will not be eligible for back-pay. Exceptions for teachers hired in December who will be given until the first Friday in February to complete all paperwork. If an employee turns in their Service Records and/or Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally.

Failure to submit the documentation by May 1st of the current school year may result in a recommendation for non-renewal of the contract in the best interests of the district.

Official documentation submitted will be scanned and returned to the employee..

- 1. Service Records:** Each school district has its own procedure for providing service records. Contact the Human Resource Department of the district for which you were employed to obtain needed service records. Official service records have a raised seal and a signature.
- 2. Verification of Employment:** Acceptable Verification of Employment must be on company or business letterhead that includes contact information and has an original signature of the supervisor or an administrative representative.
- 3. Year for Year Credit:** In all cases, the Texas Education Agency guidelines for crediting experience and degree levels will be followed, where applicable:

Teachers and librarians working in an approved educational establishment, with acceptable service records, receive year for year credit.

Nurses working in an approved educational establishment, with acceptable service records, receive year for year credit. Nurses will receive year for year credit for work in a hospital, clinic or doctor office. Other work in the healthcare field will be credited as one year for each two years of service.

Police Officers working in an approved educational establishment, with acceptable service records, receive year for year credit. Other police work will be credited as one year for each two years of service.

Contractors will receive year for year credit, with acceptable verification of employment.

Classroom instructional aides, with acceptable service records, will receive year for year credit. Instructional aides promoted to a teaching position will be credited for up to two years of service.

Occupational therapists and physical therapists, with acceptable documentation, will receive year for year credit.

EDUCATION

Employees whose salaries are based on a particular degree or level of education must submit official transcripts to be fully credited for their education. 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 institutions' accreditation status.

Employees who have not submitted the required documentation will be placed on Step 0 of the Salary Schedule until official Transcripts have been received in the Cleveland ISD Human Resources Department. Once the documentation has been received, the employee's salary will be increased to the approved level and back pay for the current school year will be issued.

Failure to submit the documentation by May 1st of the current school year may result in a recommendation for non-renewal of the contract in the best interests of the district.

Official transcripts submitted to Cleveland ISD will be scanned and returned to the employee.

DRAFT

GENERAL PAY INCREASES

Board policy DEA (Local) dictates that the Superintendent of Schools shall recommend to the Board of Trustees an amount for employee pay increases as part of the annual budget and with consideration to the current financial position of the district. The Board may elect to withhold raises, give differing raises to different employee groups, and give percentage or flat rate raises based on their determination of the best interest of the district. The Superintendent or designee shall also determine pay adjustments for individual employees, within the approved budget following established procedures.

Human Resources applies these raises effective the beginning of the new contract year.

General Pay Increase

Employee pay will be reviewed annually for adjustment. The general pay increase (GPI) will be recommended to the board by the superintendent each year. They are based on the annual amount budgeted for pay raises and approved by the board. General pay increases provide the same increase to employees in the same pay grade. Teachers will be granted a GPI and reflected in the hiring schedule for the next year. Pay increases that result in pay that exceeds the maximum rate of the pay range must be specifically authorized by the board each year. To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase. Eligible employees must have received satisfactory evaluation in the preceding year.

Employees on Salary Schedules

Pay increases for jobs on salary schedules are calculated by applying the percent increase approved by the board each year to either the midpoint of the salary range or market rate, or applied to the employee's actual compensation.

Example Raise from Midpoint

Range Midpoint x Percent Increase = Pay Increase

Secretary – Pay Grade 3		<u>Annual Increase</u>	
<u>Rate Increase</u>		<u>Hourly Increase</u>	\$ 0.45
<i>Range Midpoint</i>	\$14.87	<i>Duty Hours</i>	x 7.5
<i>% Increase</i>	x .03	<i>Duty Days</i>	x 226
<i>Hourly Increase</i>	\$ 0.45	<i>Annual Increase</i>	\$ 763

Example Raise from Actual Compensation

Employee's Current Pay x Percent Increase = Pay Increase

Secretary – Pay Grade 3		<u>Annual Increase</u>	
<u>Rate Increase</u>		<u>Hourly Increase</u>	\$ 0.39
<i>Employee Current Pay</i>	\$13.00	<i>Duty Hours</i>	x 7.5
<i>% Increase</i>	x .03	<i>Duty Days</i>	x 226
<i>Hourly Increase</i>	\$ 0.39	<i>Annual Increase</i>	\$ 661

Promotions, Demotions, and Lateral Transfers: For employees within the District who are changing positions, Human Resources follows the District’s approved list of Promotional Rules to determine the increase or decrease in salary. For demotions, the Promotional Rule is applied in reverse. Once the new salary is determined, the Board approved Salary Schedule is used to select the closest salary listed in the pay grade for that position. If the determined salary is below Step 0 of the pay grade for that position, the employee is placed on Step 0. Some position changes are lateral moves and no change in salary is reflected.

DRAFT

PROMOTION / REASSIGNMENT / DEMOTION RULES

PROMOTION

Promotion is defined as a movement to a job in a pay range with a midpoint that is greater than the midpoint of the previous job's pay range. The number of contracted days or applicable district calendar days of both positions will be considered. Promotional salary increases for all employees shall be applied to the employee's daily or hourly rate of pay. The amount of increase to the daily rate should be up to the greater of:

- Three percent of the employee's current daily rate; or
- The minimum amount of the new salary range (Step 0); or
- An amount determined by Human Resources taking into consideration the job's external market comparisons and the employee's related experience compared to peers with similar responsibilities in similar roles.

Any promotion which would result in a 5% or greater increase to an employee's daily rate is subject to approval from the Superintendent of Schools.

Promoted employees should receive at least a 3 percent salary increase applied to the employee's base daily or hourly rate for the required duty days of the new assignment, less any stipends paid for supplemental duties. Bilingual stipends will be considered for teachers being promoted to leadership positions.

Base pay for teachers includes incentives paid for the teaching assignment, such as advanced degree, certification field, career ladder, etc., only when teachers are being promoted to another certified educator position. Coaching or other extracurricular stipends should not be included in base pay.

Example of promotion

paraprofessional pay grade 1 to pay grade 2:

Employee Current Rate	\$10.37	Minimum 3% Increase	
Credited Experience	<u>3 years</u>	Employee Current Rate	\$10.37
Table Minimum	\$12.00	3 Percent Increase	<u>x 1.03</u>
		Employee Minimum Rate	\$10.68
New Hourly rate	\$12.00		

Example of promotion

paraprofessional pay grade 2 to pay grade 3:

Employee Current Rate	\$15.59	Minimum 3% Increase	
Credited Experience	<u>7 years</u>	Employee Current Rate	\$15.59
Table Minimum	\$15.92	3 Percent Increase	<u>x 1.03</u>
		Employee Minimum Rate	\$16.06
New Hourly rate	\$16.06		

REASSIGNMENTS TO A LOWER PAY GRADE

A reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result if approved by the superintendent.

Contract employees – A reduction in pay as a result of a demotion or reassignment will not be made during the current contract year, unless mutually agreed to by the employee and the district in writing and in consultation with a school attorney. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day of instruction for the next school year). Pay reductions for contract employees are made at the direction of the superintendent and may follow the same guidelines as pay reductions for noncontract employees.

Noncontract employees – Subject to approval by the superintendent, a reduction in pay for a demotion or reassignment will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be reduced to the same percent of midpoint (rate divided by midpoint) in the lower pay range or by 5 percent per pay grade, whichever is less.

Example of promotion

paraprofessional pay grade 2 to pay grade 1:

Employee Current Rate	\$14.50	5% Decrease Maximum	
Employee Current Midpoint	\$14.82	Employee Current Rate	\$14.50
New Midpoint	\$13.60	3 Percent Increase	<u>(0.05%)</u>
Percent of Midpoint	.91	Employee Minimum Rate	\$13.78
Employee Adjusted Rate	\$13.19		

New Hourly rate \$13.78

Any demotion that results in a 5% or greater decrease to an employee's daily rate shall be reviewed and approved by the Superintendent of Schools. An administrative decision to reassign an employee to a lower grade level position shall be accompanied by a letter of assignment documenting the change in grade level, change in days (if applicable) and change in position (if applicable). The letter shall also state if the compensation is frozen and the year the compensation will be made commiserate with the reassigned position. Salaries that are frozen following a demotion can only be maintained for the duration of the current school year unless the approval is granted by the superintendent to extend the following school year. If the employee remains in the lower level job assignment after a new school year starts, their salary will be adjusted and commiserate according to the compensation guidelines.

FROZEN SALARIES

Upon recommendation of the superintendent, the Board may also approve the ineligibility of a person for a salary increase and incentive payments.

BOARD RAISES FOR 2020-2021

Board policy DEA (Local) dictates that the Superintendent of Schools shall recommend to the Board of Trustees an amount for employee pay increases as part of the annual budget and with consideration to the current financial position of the district. The Board may elect to withhold raises, give differing raises to different employee groups, and give percentage or flat rate raises based on their determination of the best interest of the district. The Superintendent or designee shall also determine pay adjustments for individual employees, within the approved budget following established procedures. For the 2020-2021 School Year, the following raises were recommended for approval:

RECOMMENDATION 1

Provide salaried employees with a one-time \$500 retention bonus paid in September and hourly employees a one-time retention bonus of \$250 paid in September [Approved in May](#)

RECOMMENDATION 2

Starting pay for teachers be increased to \$55,600 [Approved in June](#)

Increasing the starting salary would improve market equity and competitiveness

RECOMMENDATION 3

Provide teachers with general pay increase of 1.5% based on **actual current** compensation. This equates to an average increase of \$850 for each teacher working 187 day contract. [Approved in June](#)

RECOMMENDATION 4

Increase the compensation and starting salary of bus drivers by \$2.00 to \$18.50 per hour. [Approved in May](#)

RECOMMENDATION 5

Adjust all pay scales to market competitive rates. Any employee for whom compensation remains below the pay minimum will be adjusted to step 0 or higher on the new market competitive scale. Adjusting all employees to a minimum of one percent above pay minimum after any raises are applied, will allow for internal / external equity for all incoming employees who are paid at the minimum of the pay range. [Approved in May](#)

RECOMMENDATION 6

Change the Critical Needs Stipends to be aligned with certification shortages by: 1) removing Generalist (4-8) from the eligibility category for Math and Science; 2) remove Special Education stipends for all positions other than Life Skills, ABU, and ECSE; 3) include RTI, Instructional Coaches, LPAC Liaisons, and Dyslexia teachers in the list of positions eligible to receive a stipend Bilingual Stipend (reclassified as teaching positions); and 4) It is further recommended that employees who received a stipend in 2019-2020 who are impacted by these changes continue to receive a stipend as long as they remain in the eligible position. [Approved in June](#)

RECOMMENDATION 7

To remain competitive and equitable, it is recommended that Cleveland ISD 1) Add a \$500 Theatre stipend; 2) provide employees who mentor a first year teacher with a \$250 mentoring stipend contingent on the employee attending all mandatory meetings and completing the mentorship requirements; 3) provide all student teacher cooperating teachers with a \$200 stipend (full semester) or \$100 stipend (partial semester); 4) provide district administrators who are routinely required to service schools south of Plum Grove with a \$1,100 travel supplement to cover transportation costs to and from the remote location including a) Elementary Curriculum Content Specialist, b) Bilingual Diagnostician, c) Speech Pathologist; d) Elementary Director, Bilingual and Early Literature Coordinator. [Approved in June](#)