

Caldwell Independent School District



Employee Benefit Guide

2018-2019

[District Pay Systems Overview](#)

[Administrative Procedures](#)

[Job Classification](#)

[Exemption Status](#)

[General Pay Increase](#)

[Pay Rate Determination for Newly Hired Employees](#)

[Promotion Adjustments](#)

[Adjusting Pay Ranges](#)

[Education Salary for Advanced Degree](#)

[Pay Structures for 2016-2017](#)

[Teacher, Librarian, Nurse Pay Structure](#)

[Administrative/Professional Pay Structure](#)

[Clerical/Paraprofessional Pay Structure](#)

[Auxiliary Pay Structure](#)

[Substitute Worker Pay Structure](#)

[Benefits and Extra Duty Pay](#)

[Benefits](#)

[Leave Policy](#)

[Stipend Schedule](#)

[Calendar and Schedules](#)

[Start and End Dates](#)

A. District Pay Systems Overview

Caldwell ISD will maintain job classification and pay structures for all jobs. Pay administration will be governed by Board policies DEA, DEAB, DED and these procedures.

Jobs will be grouped into pay structures by the following categories:

- Teachers, librarians, and nurses (RN)
- Clerical / Paraprofessionals
- Auxiliary
- Administrative / Professional

Teachers will be paid a base salary plus any stipends approved for their job assignment. All other jobs will be assigned to a range of pay that determines the minimum to maximum base pay rates for the position. Pay rates for newly hired employees who are assigned to a pay range structure will be based on the guidelines described in these procedures.

Pay ranges are designed to be competitive with the external job market for comparable positions and to reward continued service to the district. Pay ranges are reviewed and adjusted as needed. Employee salaries are adjusted according to the pay increase budget approved by the Board each year.

B. Administrative Procedures

Job Classification

Purpose and Authority

Job classification determines the exemption status and the assigned pay range for a job. Job classification is based on knowledge and skill requirements, job duties and responsibilities assigned by the district; and competitive market value. The Superintendent or his designee has final authority concerning job classifications.

Reclassification of Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade within the pay structure. Jobs may be reclassified due to a significant change in job duties and responsibilities assigned; a need to correct internal pay inequities; or a change in the external job market.

Classification of New Positions

New positions must have a written job description and must be classified in the pay system prior to hiring new employees.

Exemption Status

Every job will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The classification of each position is based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must meet the requirements of one of the exemption tests for professional, administrative, or executive employees as defined by federal regulations, and the employee must be compensated on a salary basis.

All employees who do not meet the legal requirements for exemption are classified as nonexempt. Nonexempt employees will maintain a weekly record of all hours worked and will be paid for all hours worked including overtime pay or compensatory time earned for hours over 40 in a workweek. See policy DEA for more information.

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

General Pay Increase

Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district. 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 issuance of the first payroll reflecting the pay increase.

Pay Increase Budget

The Superintendent will recommend a budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, competitive job markets, and district compensation objectives. Employee pay increases will be based on the annual budget approved by the board.

General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the board to the midpoint of each employee's pay range.

Example: Pay Range Midpoint (\$12.00) x Percent Increase (4%) = Pay Increase (\$0.48) Pay Increase (\$0.48) x Daily Hours (8) x Duty Days (187) = Annual Increase (\$718.08)

C. Pay Rate Determination for Newly Hired Employees

Teachers

Salaries for new teachers will be determined on an individual basis based on each person's job-related experience, credentials, and the rates paid to other teachers with similar experience.

Administrative / Professional Pay Structure

Guidelines for determining the pay for new hires are intended to enable the district to hire the most qualified candidates while preserving internal pay equity among peers and maintaining an affordable pay system.

The starting salary for a newly hired employee on the administrative / professional pay structure is based on each person's unique prior job experience and the rates being paid to other employees in the same position with similar experience.

The guidelines for placement on the administrative / professional pay structure are as follows:

- Placement of a new hire may not exceed rates being paid to other employees in the same job title with similar years of experience in the job.
- Initial placement may be made up to the midpoint of the pay range based on relevant experience. The Superintendent may make exceptions to this limit for exceptional candidates, or hard-to-fill positions.

Clerical/Paraprofessional and Auxiliary Pay Structure

Setting the pay rates for new hires in the clerical/paraprofessional or auxiliary pay structure will be determined by the skill requirements for the job and the rates being paid to other employees in the same position with similar experience.

D. Promotion Adjustments

Promotion Defined

A promotion occurs when an employee is assigned to a different job at a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the standard promotion increase is inclusive of any general increase granted by the school board.

E. Adjusting Pay Ranges

Annual Review of Pay Ranges

Pay ranges will be reviewed annually and adjusted as needed to stay aligned with market values.

Pay Structures for 2018-2019

Teacher, Librarian, Nurse Pay Structure

	State Base		Local Step		Salary		Daily Rate (187 days)
Step	2018-2019		2018-2019		2018-2019		2018-2019
0	\$ 28,080		0		\$ 38,500		\$ 205.88
1	\$ 28,690		1		\$ 38,900		\$ 208.02
2	\$ 29,290		2		\$ 39,300		\$ 210.16
3	\$ 29,890		3		\$ 39,800		\$ 212.83
4	\$ 31,170		4		\$ 40,300		\$ 215.51
5	\$ 32,440		5		\$ 40,900		\$ 218.72
6	\$ 33,720		6		\$ 41,500		\$ 221.93
7	\$ 34,900		7		\$ 42,150		\$ 225.40
8	\$ 36,020		8		\$ 42,800		\$ 228.88
9	\$ 37,080		9		\$ 43,450		\$ 232.35
10	\$ 38,080		10		\$ 44,050		\$ 235.56
11	\$ 39,020		11		\$ 44,650		\$ 238.77
12	\$ 39,930		12		\$ 45,250		\$ 241.98
13	\$ 40,760		13		\$ 45,850		\$ 245.19
14	\$ 41,560		14		\$ 46,350		\$ 247.86
15	\$ 42,310		15		\$ 47,050		\$ 251.60
16	\$ 43,030		16		\$ 47,675		\$ 254.95
17	\$ 43,700		17		\$ 48,300		\$ 258.29
18	\$ 44,340		18		\$ 48,910		\$ 261.55
19	\$ 44,940		19		\$ 49,530		\$ 264.87

Administrative/Professional Pay Structure
2018-2019

**Pay
Grade**

Title

<u>AP1</u>	Counselor Student Services Coordinator		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 237.00	\$ 289.00	\$ 333.00

<u>AP2</u>	Elementary Assistant Principal Intermediate Assistant Principal		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 256.00	\$ 311.00	\$ 359.00

<u>AP3</u>	Middle School Assistant Principal High School Assistant Principal Director of Fine Arts Director of Technology		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 269.00	\$327.00	\$ 377.00

<u>AP4</u>	DAEP Administrator High School Associate Principal Director of Operations Elementary Principal Intermediate Principal		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 279.00	\$ 341.00	\$ 392.00

<u>AP5</u>	Athletic Director Middle School Principal Director of Business		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 318.00	\$ 381.00	\$ 432.00

<u>AP6</u>	High School Principal		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 348.00	\$ 416.00	\$ 471.00

<u>AP7</u>	Assistant Superintendent		Minimum	Midpoint	Maximum
		<i>Daily</i>	\$ 408.00	\$ 476.00	\$ 539.00

Clerical/Paraprofessional Pay Structure

Pay Grade Title

CPP 1 Instructional Aide

	Minimum	Midpoint	Maximum
<i>Hourly</i>	\$10.00	\$ 11.87	\$ 14.24

CPP 2 Computer Lab Aide
 Receptionist
 Art Aide
 Credit Recovery Aide
 SPED Inclusion
 Bilingual Aide

	Minimum	Midpoint	Maximum
<i>Hourly</i>	\$ 10.10	\$ 12.65	\$ 15.18

CPP 3 Life Skills Aide
 Behavioral (PASS) Aides
 Library Aide
 Special Needs Aide

	Minimum	Midpoint	Maximum
<i>Hourly</i>	\$ 10.69	\$ 13.37	\$ 16.04

CPP 5 Campus Tech Aide
 Campus Secretary
 Transportation Supervisor
 Attendance Clerk
 PEIMS Clerk

	Minimum	Midpoint	Maximum
<i>Hourly</i>	\$ 12.72	\$ 15.51	\$ 18.30

CPP 6 Accounts Payable Clerk
 Accounts Receivable Clerk
 Benefits Specialist
 Payroll Clerk
 LVN
 High School Secretary

	Minimum	Midpoint	Maximum
<i>Hourly</i>	\$ 14.50	\$ 17.68	\$ 20.86

CPP 7 Superintendent Secretary

	Minimum	Midpoint	Maximum
<i>Hourly</i>	\$18.79	\$ 22.10	\$ 25.42

Proposed Auxiliary Pay Structure

Pay Grade Title

<u>MT 1</u>	Cafeteria Worker Custodian		Minimum	Midpoint	Maximum
		<i>Hourly</i>	\$10.00	\$ 11.00	\$ 12.00

<u>MT 2</u>	Grounds Maintenance General Maintenance- Entry Level		Minimum	Midpoint	Maximum
		<i>Hourly</i>	\$ 10.00	\$ 12.25	\$ 14.75

<u>MT 3</u>	Transportation Secretary General Maintenance		Minimum	Midpoint	Maximum
		<i>Hourly</i>	\$ 11.12	\$ 13.90	\$ 16.68

<u>MT 4</u>	General Maintenance- Skilled		Minimum	Midpoint	Maximum
		<i>Hourly</i>	\$ 12.65	\$ 16.50	\$ 21.00

<u>MT 5</u>	Mechanic		Minimum	Midpoint	Maximum
		<i>Hourly</i>	\$ 13.22	\$ 16.12	\$ 19.02

<u>MT 6</u>	Lead Mechanic Maintenance Supervisor		Minimum	Midpoint	Maximum
		<i>Hourly</i>	\$ 15.580	\$ 18.70	\$ 21.82

Based on 8 hours per day unless otherwise noted.

Substitute Worker Pay Structure

Substitute for Classroom Teacher	Daily Rate
Substitute	\$60/day
Substitute with Degree	\$75/day
Substitute with Teaching Certificate	\$100/day

Long Term Substitute for Classroom Teacher	Daily Rate
Substitute	\$90/day
Substitute with Degree	\$105/day
Substitute with Teaching Certificate	\$150/day

Substitute for Paraprofessional	Daily Rate
Substitute	\$55/day
Substitute with Degree	\$70/day
Substitute with Teaching Certificate	\$80/day

Long Term Substitute for Paraprofessional	Daily Rate
Substitute	\$60/day
Substitute with Degree	\$75/day
Substitute with Teaching Certificate	\$85/day

Benefits and Extra Duty Pay

Benefits

CISD contributes \$275 monthly toward TRS Medical Insurance coverage for full-time employees

The district also works Combined Benefits Group (CBG) to provide the opportunity for employees to purchase supplemental benefits/policies such as life, dental, vision, disability, cancer, 403(b) plans and more. More information regarding these supplemental opportunities are more fully described in the Benefits Hub located under the “Human Resources” tab on the Caldwell ISD Website

Leave Policy

Department/ Campus	Pay Structure	State	Local	Non-Duty (Flex)	Vacation Days
Central Office, Campuses	Professional (187-212)	5	3	0	0
	Professional (226)	5	3	12	0
	Nonprofessional (187-212)	5	3	0	0
	Nonprofessional (226)	5	3	12	0
Custodial, Maintenance, Transportation	Professional (226)	5	3	12	0
	Professional (260)	5	3	0	10
	Nonprofessional (178) (bus driver, bus monitor)	5	3	0	0
	Nonprofessional (260) (custodian, maintenance, grounds workers)	5	3	0	10

All leave types are prorated for all employees starting after the official start date of their assigned position. All state, local and flex leave is given to each employee at the beginning of the school year/job assignment.

All employees earn ½ state leave day for every 18 days worked and ½ local leave day for every 31 days worked.

All employees must work the entire assigned calendar year to have earned all leave that was given upfront.

If you leave the district mid-year and have used all of the leave days given to you at the beginning of your assignment, you will be docked for the days you used but have not earned. (Example - you use 10 days between August and January. You leave the district in February. We will calculate how many days you have earned and dock your final check for any days you were absent but had not earned)

Stipend Schedule

<u>Stipend Allowance</u>	<u>Amount</u>	<u>Stipend Code</u>
UIL Academic Contest	\$100	3
Journalism	\$500	3
High School UIL Coordinator	\$1000	3
Middle School UIL Coordinator	\$350	3
Intermediate UIL Coordinator	\$350	3
Elementary UIL Coordinator	\$350	3
One Act Play Sponsor	\$3000	1
FFA Sponsor	\$1500	1
Junior Sponsor	\$250	2
Grade Level and Department Leaders (Core Classes)	\$300	2
Assistant Band	\$7000	1
Varsity CheerLeader	\$4000	1
JV Cheerleaders	\$2500	1
Middle School Cheerleader	\$1000	1
Drill Team	\$4500	1
Band Flags and Twirlers	\$3000	1
High School and Middle School Yearbook	\$1000	1
Intermediate and Elementary Yearbook	\$500	1
Intermediate Choir	\$500	1
Bilingual Stipend	\$3000	1
Math and Science Stipend (9-12)**	\$2500	1
BPA Sponsor	\$1500	1
High School Student Council Sponsor	\$500	1
Middle School Student Council Sponsor	\$500	1
High School National Honor Society	\$500	1
Middle School National Honor Society	\$500	1
Beta Club	\$500	1
Robotics	\$2500	1
Mentor Teacher	\$150/marker	2
CATE Dual Credit**	\$500/semester	2
Core Dual Credit (Paid by Blinn)	\$500	2
Instructional Coach**	\$7,500	1

Stipend Codes

- 1 – Paid over 12 months
- 2 – Paid in May
- 3 - Paid at conclusion of competition

** Paid by Federal Funds.

Athletics	Number of Stipends	Stipend Amount
Football Coordinator	2	\$5,000
Football Assistant	5	\$4,500
Middle School Football	4	\$3,000
Head Volleyball	1	\$6,000
Assistant Volleyball	2	\$4,500
Middle School Volleyball	4	\$2,500
Cross Country, Head	1	\$4,000
Cross Country, Assistant	1	\$3,000
Head Basketball	2	\$6,000
Assistant Basketball	4	\$4,500
Middle School Basketball	4	\$2,000
Head Baseball	1	\$6,000
Baseball Assistant	2	\$4,500
Head Softball	1	\$6,000
Softball Assistant	2	\$4,500
Head Track	1	\$4,000
Track Assistant	4	\$2,000
Middle School Track	7	\$1,000
Head Tennis	1	\$4,500
Assistant Tennis	1	\$2,500
Head Golf	1	\$4,500
Middle School Golf	1	\$1,500
Head Soccer	2	\$6,000
High School Girls Coordinator	1	\$1,000
Middle School Coordinator	1	\$1,000

Calendar and Schedules
Start and End Dates

Days Prior to Teachers	187 Teacher Days	Days After Teachers	Total Days
	10 Month		
0	187	0	187
0	187	5	192
	11 Month		
10	187	5	202
10	187	10	207
15	187	10	216
	12 Month		
20	187	19	226

* Any modified scheduled must be submitted on required form approved by Supervisor and returned to HR.