



Compensation Plan Guide 2018-2019 School Year

Purpose

This is a guide for administering salaries and wages for: Teachers, Librarians, Nurses (RN); Administrative/Professional; Clerical/Paraprofessional; and Auxiliary Staff. Practices described are intended to implement local board policy and goals, state and federal regulations, and appropriate accreditation standards.

Job Classification

District jobs are assigned to pay grades based upon compensable factors. These factors are skill, effort, responsibility, and for jobs in the auxiliary job classifications, working conditions.

On a periodic basis, selected jobs from each job classification will be reviewed to ensure that conditions in the District, such as organizational structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job grade classification. This review is to be at the direction of the Superintendent.

Job supervisors may submit reclassification requests to the District Human Resources office. BCISD HR is responsible for collecting and preparing information to determine the final outcome on the matter of job classification.

Newly established jobs are analyzed and grade assignment is determined by Human Resources prior to hiring personnel for the position. This procedure accomplishes two objectives. First, the appropriate pay grade becomes part of the recruitment and hiring strategy of the District. Second, a consistent practice of salary administration is established at the initiation of each job.

Pay Grades

Pay grades represent the internal job classification as well as external job market pay levels. The greater the level of compensable factors presents in a job, the higher the placement in the pay grade structure. Jobs with similar overall degrees of compensable factors will be in the same pay grade. The use of pay grade levels facilitates payroll administration and maintains the integrity of the job worth hierarchy. The pay grade midpoint is the chief control point in the system.

A minimum and maximum pay rate for each grade is computed from the midpoint to maintain pay equity or fair pay for each job in the system.



BURNET

Consolidated ISD

Employees are assigned to a pay grade and paid a salary rate between the minimum and maximum of the assigned pay grade. No general pay action is intended to extend an employee's pay above the assigned pay grade maximum. Any exceptions require Superintendent's authorization.

Initial Employment

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. Where job requirements include transcripts, certificates, or licenses, these must be official and on file with the District. A Texas educator service record or chronology of prior work history (if previously employed full time) is also necessary.

Salary placement will be at the direction of the Superintendent or his/her designee. The hiring rate will be based upon job-related qualifications and salaries of other employees in the same position. Salary placement strategies may be different for each employee group consistent with objectives of District goals.

Teachers, Librarians, and Nurses (RN)

Teachers, Librarians, and Nurses (RN) will be placed on the BCISD pay structure by total years of creditable service as defined by TEA regulations. The pay structure will not place new employees above salary levels of continuing employees with similar years of experience.

1. This pay structure represents annual salaries based on full time contract agreements for 10 months employment based on 187 days. Salary levels meet or exceed state minimum salary requirements. Professional staff on duty for more or less than 187 days will receive an annual salary for the number of days on duty based on the daily rate for the certified year of experience.
2. Teachers with master's degree receive a \$500 stipend supplement above the regular teacher salary, paid throughout the year.
3. Predictions of future salaries are not possible from this pay structure. Each year the steps in the pay range are revised to show salary increase as appropriate. Individual salaries are not reduced, though salaries remain the same until the Board grants a midpoint general pay increase.

Administrators/Professionals

Administrative and Professional employees will be placed in the BCISD pay structure following a review of their prior work experience in the same or equivalent position and the placement of other BCISD employees in the same job title. Placement of new hires will be based on documented and verified work experience. The District will strive to maintain internal pay equity among District employees and to hire the best possible candidates for BCISD.

1. Professional positions such as counselors, diagnosticians, speech pathologists, etc., are career positions that typically require special licensing and certification with limited prior experience. For these positions, placement will consider total years of service in



the same or equivalent job. Placement for jobs that require classroom teaching experience will consider the BCISD teacher daily pay scale.

2. Administrative positions generally require progressive work experience that is uniquely related to each job. Salary placement of administrators will consider job-related experience and prior work history. New administrative hires will generally not be placed above the range midpoint. Employees who are new to the district will not be placed above other district employees who have more experience in the job.
 - a. Subject to guidelines 1 – 2, starting pay for exempt jobs will be determined as follows:
 - b. 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is considered up to 5 years for positions in the teacher career path such as counselor, assistant principal, and principal.
3. These guidelines for placement of new hires in the pay structure may be modified when necessary. Pay scales are reviewed annually for alignment with market conditions and budget projections.

Clerical / Paraprofessional and Auxiliary Staff

1. A new employee with no experience will be placed at the minimum pay grade rate.
2. 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.
3. Subject to guidelines 1 – 2, starting pay for jobs that require prior experience will be determined by these guidelines:
 - a. 1 percent above minimum for each year of job experience directly related to job duties.

Promotion

For compensation purposes, a promotion occurs when an employee is placed in a higher pay grade (excepting general salary structure changes or position reclassification). 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 promotion increase will be inclusive of any general increase granted by the school board.

Promotion increase procedures apply for employees moving within the same salary structure. Employees moving between salary structures are treated as placement of a new employee.

Promotions, determined upon approval of the Superintendent, are subject to the following guidelines:

1. A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Stipends paid for professional credentials will be included in the calculation of current base pay.



2. Salary placement for a promotion will be determined with the same guidelines used for initial employment.
3. Consideration will be given to the pay of other employees in the same position.
4. No employee will be paid less than the minimum or more than the maximum of the new pay range following a promotion adjustment.

Demotion

For compensation purposes, a demotion occurs when an employee is placed in a lower pay grade (excepting general salary structure changes or position reclassification). Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

Pay adjustments for demotion are as follows:

1. The employee's base pay rate will be reduced to the same relative position within the new pay range, typically measured as a ratio of the employee's salary to the pay grade midpoint. For example, if the employee's base pay was 10% above the midpoint for the previous pay grade, that person would be placed at 10% above the midpoint for the new pay grade.
2. The pay adjustment for demotion will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment.
3. A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent or his designee.

Reassignment

Placement in a lower grade not resulting from a demotion may not immediately reduce salary/wage. Programmatic, organizational, or funding changes are examples of conditions which may require reassignment.

- Administrators/Professionals - Rates of pay may be held until contract is changed.
- Clerical/Paraprofessional & Auxiliary Staff - An employee's rate of pay will be within the pay grade of the reassigned position. An employee's rate will be reduced proportionately to the number of grades lowered. Once this is done, wage increases may be granted in accordance with normal practice.

Raises

Regular or general salary advancement within a pay grade is controlled by the midpoint rate (Midpoint General Pay Increase, MGPI). This is in keeping with the notion that work that is similar should be paid or increased about the same amount. Therefore, employees assigned the same pay grade and positioned comparably in the pay range will receive similar amounts of increase as long as the new rate does not exceed the pay grade maximum.



For general salary advancement, calculated increases are added to each employee’s rate up to the maximum of the pay grade. The following illustrates the procedure:

Assume trustees grant a 2% MGPI

	Minimum	Midpoint	Maximum	2% MGPI
Pay Grade 1	\$12.23	\$14.65	\$17.07	\$0.29
Pay Grade 2	\$13.00	\$15.57	\$18.14	\$0.31

Staff member 1-A and 1-B are in pay grade 1; staff member 2-A and 2-B are in pay grade 2

Staff Member	Current Hourly Rate of Pay	2% MGPI	NEW Hourly Rate of Pay
1-A (Pay Grade 1)	\$13.11	\$0.29	\$13.40
1-B (Pay Grade 1)	\$14.05	\$0.29	\$14.34
2-A (Pay Grade 2)	\$14.07	\$0.31	\$14.38
2-B (Pay Grade 2)	\$14.52	\$0.31	\$14.83

Individual percent increases determined from same dollar amount increases (MGPI) per grade will vary according to an employee’s position in the pay range. When an employee reaches the maximum rate of pay within a pay grade, the employee shall receive only one-time adjustments as approved by the District. An exception can be made by the District if an employee has not received a pay increase for four consecutive years.

Salary Structures

Salary structures should be reviewed bi-annually and recomputed to include updated economic information. Sources for making this determination include TASB, consumer price increases, chamber of commerce business changes, university reports, government statistics, and reputable economic periodicals. The District’s salary structures have been developed with the exception that administrative staff are to be accessible by cell phone. Adjustments to the salary structure are independent of individual pay actions.