

COMPENSATION & ADMINISTRATIVE GUIDELINES HANDBOOK



2021-2022

The Stafford Municipal School District does not discriminate on the basis of age, race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The Title IX Coordinator is Dr. Dawn Dubose, Chief of Schools, 1633 Staffordshire, Stafford, TX 77477, Telephone (281) 261-9245. The Section 504 Coordinator is Dr. Margaret Patton, Director of Federal and State Programs, 1633 Staffordshire, Stafford, TX, Telephone (281) 261-9269.

El Distrito Independiente Escolar de Stafford no discrimina sobre la base de edad, raza, religión, color, origen nacional, sexo u incapacidad para proveer servicios educacionales, actividades y programas, incluyendo programas vocacionales, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964, como fue enmendada; Título IX de las Enmiendas Educacionales de 1972; Sección 504 del Acta de Rehabilitación de 1973, como fue enmendada; y el Título II del Acta de Americanos con Incapacidades. La Coordinadora del Título IX es Dr. Dawn Dubose, Jefa de escuelas, 1633 Staffordshire, Stafford, TX 77477, Teléfono (281) 261-9245. La Coordinadora de la Sección 504 es Dr. Margaret Patton, Directora de Programas Federales, 1633 Staffordshire, Stafford, TX 77477, Telefeno (281) 261-9269

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INTRODUCTION

The Stafford Municipal School District Compensation Plan is designed to provide information about the district's compensation policies and procedures. It is intended to facilitate salary communications within the district and serve as a guide for administering salaries and wages for all employees. The contents of this document will be updated annually to reflect changes made. The document will be available on the SMSD website at www.staffordmsd.org. All SMSD employees are welcomed and encouraged to bring to the attention of administration, any concerns related to compensation.

The compensation plan is updated and reviewed annually through a process that begins with the development of each year's budget. The Superintendent shall recommend an annual compensation for all district employees. A compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support district goals for hiring and retaining highly qualified employees. The Board of Trustees may review and approve the compensation plan to be used by the district. DEA (LOCAL)

The information contained in this document is for the 2021-2022 school year!

The provisions and information set forth in this document are informational. Thus, its contents are not intended and shall not be construed to constitute a contract between Stafford MSD and any employee; perspective employee; agency of the local, state, or federal government; or any other person or legal entity of any nature whatsoever.

The salaries listed are for the 2021-2022 school year only. Neither past nor future salaries may be accurately calculated or predicted from information contained in the 2021-2022 Compensation Plan. The Stafford Municipal School District Board of Trustees approves general pay increases for all employees, within the parameters of the budget. There are no salary increments given automatically. The Superintendent (or designee), regardless of possible typographical errors in the 2021-2022 Compensation Plan, shall determine final calculations of salaries. The Stafford Municipal School District further hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the 2021-2022 Compensation Plan during the school year in the best interest of the district.

For further clarification or information, please contact the Talent Acquisition/Human Resources Department at (281) 261-9280.

NOTE: All policies and procedures are in accordance with SMSD Board of Education policy and/or local regulations as of the Board approved date of this document. Any adopted revisions to Board policies and/or regulations after the Board approved date will become effective immediately and thereby supersede the policies and/or regulations referenced in this plan.

Talent Acquisition & HR Department

The Talent Acquisition & HR Department directs the strategic planning, design, implementation, administration, and communication of all district compensation programs. The department researches and evaluates the organizational needs of the district and assesses market trends to ensure compensation programs are aligned with the district's compensation philosophy.

COMPENSATION PHILOSOPHY STATEMENT

The pay system shall be designed to provide appropriate pay for the assessed worth of district jobs. The system shall be designed and administered to accomplish the following:

- Stay competitive with appropriate labor markets for the various categories of personnel.
- Recognize the levels of skill, effort, and responsibility required of different jobs.
- Reward continued length of service to the district.
- Be fiscally controlled and cost effective.
- Comply with all federal, state, and local laws and Board of Education policies

SECTION I

PAY PLAN ADMINISTRATIVE PROCEDURES



2021-2022

1.0 DESCRIPTION OF PAY SYSTEMS

1.1 Purpose and Authority

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the district. The Superintendent is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures.

1.2 Minimum and Maximum Pay Requirements

Certified classroom teachers, counselors, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021). Local salaries for these employees will be determined annually after board approval of the pay increase budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the Fair Labor Standards Act.

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades based on the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices. Salaries will be set with the assumption that 15 years of weighted appropriate experience in a position on that pay grade will justify being compensated at mid-point. Each year of experience outside of the pay grade will be used to help set the salary accordingly, however, those years' experience will not carry as high a weight in determining the appropriate salary for that individual. For example, 15 years as a teacher will not equate to a mid-point salary on the assistant principal scale.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the board each year.

Teachers

The salaries of newly hired teachers are based upon consideration of creditable years of service (CYS) Teachers new to Stafford MSD will be compensated (for the first year only), based on their CYS upon approval of official records to Talent Acquisition/Human Resources Department. The Teacher Salary Schedule details the corresponding salary amount based on CYS. All teachers, excluding JROTC and certain CTE teachers, are required to possess, a bachelor's degree and certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC), unless outlined in the District's District of Innovation (DOI) Plan. Teachers who serve as Athletic Coaches will receive supplemental earnings in addition to their annual base salary.

Junior Reserve Officers Training Corps (JROTC) Instructors

JROTC instructors will be paid on the teacher salary schedule or according to active-duty Armed Forces pay requirements as advised by the JROTC Coordinator if the amount is greater. Both school experience and active-duty experience may be counted for local salary credit 19 Texas Admin. Code §153.1021(d)(2).

Should the JROTC instructor transfer into a full-time teaching position (teaching 6 periods or more in the content-specific assigned area), military experience will not be credited unless it meets the TEA guidelines. JROTC personnel will be paid in compliance with active-duty Armed Forces pay requirements stated on his/her Military Instructor Pay (MIP) letter assignment.

Career and Technical Education (CTE) Teachers

For CTE teachers, prior work experience will be considered in determining initial salary as if it were teaching experience with the following limitations:

- Work experience must have been required for certification.
- Beginning with the 1982-83 school year, CTE teachers employed at least 50% in a CTE position may count up to 2 years of work experience for salary increment 19 Texas Admin. Code §153.1021(i).;
- CTE teachers without degrees, may be employed if they possess comparable career or technological work, provided they possess an appropriate certificate.

Professional Administrators

The salaries of newly hired Central Office Administrators, Directors, Coordinators, Principals, and Assistant Principals, will receive their salaries based on review of professional experience and external salary study. The Talent Acquisition & HR Department will determine the salaries for all new Stafford MSD administrators.

1.3 Pay Distribution

The District shall pay all employees over 12 months, regardless of the number of months employed during the school year, and their compensation will be equally received over 24 bimonthly payments via direct deposit. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization or as otherwise authorized by district policy.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Employees can view and print their paycheck statements through the Ascender Employee Portal (Ascender Employee Portal) found on the district's home page at <https://portals20.ascendertx.com/EmployeePortal/login?distid=079910>.

2.0 Job Classification

2.0 JOB CLASSIFICATION

2.1 Purpose and Authority

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Talent Acquisition/Human Resources Department will collect job information, evaluate jobs for classification purposes, and recommend pay grade assignments. The Superintendent has final authority concerning job classifications.

The district will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classification and pay range structures in the following categories: Category I: Teachers, Librarians, Junior Reserved Officers Training Corp (JROTC); Category II: Administrators, Counselors, Nurses, Curriculum Specialists, and specialized professionals, Category III: instructional paraprofessional and clerical paraprofessionals; Category IV: auxiliary personnel; and Category V: Technology personnel.

3.0 Job Reclassification

3.1 Reclassification of Current Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. Jobs may be reclassified for a number of different reasons. Those reasons include, but are not limited to, a significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

3.2 Salary Adjustments for Job Reclassification

- If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion. Refer to procedures on promotion increases. **(Section 9.0)**
- If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the superintendent. Refer to procedures on individual equity adjustments.
- If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the superintendent. In this case, the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion. **(Section 10.0)**

3.3 Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor and should occur as part of the budget process. Reviews will be conducted as follows:

1. The employee may request, through his/her immediate supervisor, a job classification review according to the schedule and procedures designated by the Talent Acquisition/Human Resources department.
2. The supervisor must submit a completed reclassification request on a Job Classification Review Form (pg. 18-19) with their budget, along with an updated job description. Distribution of these forms will occur twice annually; the dates will be November 2, 2021 and February 1, 2022.
3. The Talent Acquisition/Human Resources department will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the work site for observation. The decision will be made as part of the budget process.
4. The Talent Acquisition/Human Resources department will reevaluate the job against other benchmark jobs using standard compensable job factors.

5. The Talent Acquisition/Human Resources department will provide a recommendation for pay grade assignment for the Superintendent's review.
6. The Talent Acquisition/Human Resources department will notify the supervisor and the employee of the pay grade assignment upon completion of the Superintendent's review and approval.

3.4 Classification of New Positions

New positions must have a written job description. The Talent Acquisition/Human Resources department will recommend to the Superintendent the pay grade classification of new positions based on the job description and consultation with the Chief Financial Officer, the immediate job supervisor, and market value study information. New positions must be classified in the pay system prior to hiring new employees. New positions must be requested on a Position Authorization Form and approved by the Superintendent, Chief Financial Officer, and Director of Talent Acquisition/Human Resources before a job can be posted and filled.

4.0 ASSIGNMENT CALENDARS

The superintendent determines the assignment calendars for all employees subject to the Board-adopted budget and compensation plan and in harmony with employment contracts. Dates of duty in the published assignment calendars are subject to modification by administration. Consistent with long standing practice, assignments with less than 195 days are considered 10 duty month assignments; assignments with 195 days to 210 days are considered 11 duty month assignments; and assignments with 220 days and greater are considered 12 duty month assignments.

5.0 BASE PAY FOR EXEMPT AND NONEXEMPT EMPLOYEES

5.1 Classification of Positions as Exempt or Nonexempt

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Talent Acquisition/Human Resources Department will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of three types of exemption: executive, administrative, or professional, as defined under the FLSA, 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.

5.2 Basis of Pay for Exempt Employees

Exempt employees are paid on a salary basis for their annual employment period. Payment on an annual salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. Annual salaries may be adjusted for different duty assignments. Exempt employees do not receive overtime compensation. All salaries will be paid out in equal payments over a twelve-month calendar period regardless of the number of months assigned to the position.

5.3 Basis of Pay for Nonexempt Employees

Nonexempt employees are paid on an hourly wage basis for all hours worked each week. All wages in the normal duty assignment are paid out in equal payments over a twelve-month calendar period

regardless of the number of months assigned to the position. All hours in addition to the normal duty assignment are paid at straight time or time and a half according to the Fair Labor Standards Act. Employees can accumulate compensatory time. Refer to procedures on Overtime. (Section 6.0)

5.4 Prorating Pay for Reduced Work Year

Salaries may be adjusted proportionately for employees who work less than full-time or less than a full year.

6.0 OVERTIME/EXTRA DUTY COMPENSATION

6.1 Overtime Compensation

Nonexempt employees who work more than 40 hours in a workweek of seven consecutive days are entitled to overtime compensation at time-and-a-half rates for time worked over 40 hours. Compensation will be given in compensatory time off. Hours worked over the compensated amount but less than 40 hours in a workweek are compensated at straight time rates. For example, if there is a holiday in the workweek and the employee works more than 32 hours, the 0 to 8 hours worked beyond the 32 hours will be compensated at straight time rates. **Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization from their supervisor.** Exempt employees (i.e., professional, administrative, and executive) are not entitled to overtime compensation. Extra-duty compensation is not allowed to be earned on duty days assigned to an exempt employee's corresponding job description and contract.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. The district's workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone, and different workweeks cannot be consolidated or averaged.

6.2 Authorization of Overtime

All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or pay) prior to the employee working overtime hours.

Overtime pay requirements cannot be waived by voluntary agreement between the school district and the employee and the employee cannot "donate" overtime or agree to be paid at reduced rates.

6.3 Use of Compensatory Time

Compensatory time may be accumulated up to a maximum limit of 20 hours including time-and-a-half rates. Employees who have accrued compensatory time must use that time before using other accrued leave. **Compensatory time accrued should be used within the duty year in which it is earned and in accordance with Board Policies DEAB (LEGAL/LOCAL) and DEC(LEGAL/LOCAL).** <https://pol.tasb.org/Policy/Code/485?filter=DEAB>

6.4 Time Records

It is the intent of the district to comply with applicable laws that require the maintenance of records of the hours worked by our employees. To ensure that accurate records are kept of the hours actually worked by an employee (including overtime hours where applicable) and of the accrued leave time

taken, and to ensure pay in a timely manner, nonexempt employees are required to maintain time records via TimeClock Plus or on forms approved by the District. Weekly time records must be verified by the supervisor and submitted to payroll on designated dates. Official weekly time records shall be maintained in the central payroll office for all nonexempt personnel. All payroll records, including time records, shall be maintained for a period of three years, and shall be made available for inspection by government authorities on request. Failure to maintain accurate records of hours worked may result in disciplinary actions. Employees must ensure that their actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of district policy and is grounds for disciplinary action, including termination of employment.

6.6 Compensation for Overtime

Compensation for overtime hours will be awarded at 1½ times the regular rate (standard 40-hour weeks only otherwise hours calculated at straight time). Compensation is given in compensatory time off.

7.0 OVERPAYMENT/BACK PAYMENT

7.1 Overpayment

An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If discovered and/or reported in the current or immediate prior fiscal year, the Talent Acquisition/Human Resource Department will rectify the issue by recovering the funds for the current or immediate prior year. The district will deduct the overpayment from one or more of the employee's paychecks should an overpayment occur, in accordance with applicable law.

7.2 Back Payment

A back payment will occur if the employee was paid less than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. A request for back payment should be presented in writing to the Talent Acquisition/Human Resource Department and the Chief Financial Officer, who is responsible for reviewing the request. If a request for back payment is presented in the current school year, the Chief Financial Officer and Director/Coordinator of Talent Acquisition/Human Resource will review the issue and will rectify the issue, upon approval of the request, for the current school year and previous school year if applicable. Back payment is not made beyond two (2) school years (current plus one).

8.0 EMPLOYEE PAY INCREASES

General Pay Increases

8.1 Eligibility for General Pay Increase

Employee salaries and wages will be reviewed by the Superintendent on an annual basis for adjustment. General pay increases are given to employees to reward continued service to the district and to retain employees through competitive pay practices. An employee's performance must meet expectations to receive a pay increase. The employee must also have one creditable year of service

with Stafford MSD under the current compensation plan year. A creditable year of service is at least 90 continuous workdays as a full-time employee.

8.2 Pay Increase Budget

The Superintendent will recommend a total budget amount for general pay increases to the Board as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, cost of living increases, changes in minimum pay laws, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the Board.

8.3 General Pay Increase Calculation

Regular or general salary advancement within a pay grade is controlled by the midpoint rate. Therefore, employees assigned the same pay grade and positioned comparably in the pay range will receive similar or same pay increase amounts. **(Please note: General Pay Increase Calculations Do NOT apply to the Teacher Salary Schedule).**

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. All employees who are in the same pay range will receive the same pay increase.

Example: Range Midpoint x Percent Increase = Pay Increase

- *Pay range midpoint for pay grade 504 is \$20.57 per hour*
- *Pay increase budget approved by the Board is 5%*
- *Hourly pay increase for all employees in pay grade 504 is $\$20.57 \times .05 = 1.03$*
- *An hourly employee in pay grade 504 is earning \$16.60 per hour*
- *Employee's new hourly wage is $\$16.60 + 1.03 = \17.63*

No employee's pay will be increased beyond the maximum of their assigned pay range unless a special adjustment is approved by the Board of Trustees.

8.4 Individual Pay Adjustments

The Superintendent may make adjustments to individual employee salaries to correct identified internal or external pay equity problems. Equity adjustments are made only on as-needed basis at the direction of the Superintendent. Equity adjustments may be made to retain an employee who is at risk due to competitive pay problems; to correct an internal pay inequity; or to compensate an employee for a significant change in job responsibilities.

No contract employee shall be given an unscheduled pay increase during the contract term except for a change in assigned job duties, except for internal or external equity adjustments as approved by the superintendent for the subsequent fiscal year. The general pay increase does not apply to those receiving an internal or external equity adjustment for 2021-2022.

9.0 Promotion Increases

9.1 Promotion Defined

A promotion occurs when an employee is selected for a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. If an employee

moves to a different job in a different pay structure (example: from manual trades to a professional group), the pay adjustment will be treated as placement of a new employee. Refer to procedure on Placement of New Employees.

9.2 Promotion Increase

A promotion increase is based on an employee's current base pay, less any stipends paid for supplemental duties. Promotion increases are awarded in addition to any general annual pay increase given. (pg. 20)

10.0 Demotion

10.1 Demotion Defined – A demotion occurs when an employee is reassigned or accepts a different job at a lower pay grade level with a reduction in his/her base pay. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

10.2 Pay Adjustments for Demotion

A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent. When a pay reduction is made for a demotion, 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 range midpoint. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. 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.

11.0 Hiring

11.1 Position Control

SMSD has established a system for the hiring and transferring of employees. The SMSD Position Control system precisely defines every position within the organization and systematically attaches every employee to a specific position. This system is established to set up for a process of checks and balances between Talent Acquisition/Human Resources and the annual budget. Additionally, this system creates greater internal control, provides an instant overview of staffing, and ensures positions are not created without proper funding. It also simplifies the budget process, provides closer connection between Talent Acquisition/Human Resources and the Business Office and permits tracking of new employees and transfers.

11.2 Employment Process

New positions must be approved by the Superintendent and Board of Trustees, unless approved during the budget process. Approved vacancies or new positions in the district are posted by the Talent Acquisitions/Human Resource Department in accordance with district policy. Approval is provided by the Superintendent. Positions must be posted for 10 business days. Approved vacancies or new positions within the school year must be posted for a minimum of ten (10) days. DC (LEGAL), (LOCAL).

Although only the Talent Acquisition/Human Resource office can extend job offers, Principals/Hiring Managers can inform candidates that they are being “recommended” for a position. Principals/Hiring Managers must contact a minimum of three (3) references for the applicant selected for the open position. At least one of the references should be a current and immediate supervisor. A Hiring Recommendation is submitted to the Talent Acquisition/Human Resource department via Winocular for identified candidates whose references have been satisfactorily verified. Three (3) Telephone Reference Check Forms must be submitted for administrative, professional and certified job candidates.

A start date for the new employee will be identified once a job offer has been accepted, the results of the criminal history search have been received, and all new hire requirements have been completed. **The position for which the employee has been hired cannot be changed without contacting the Talent Acquisition/Human Resource Department and after any necessary approvals are obtained.**

12.0 Retire/Rehire

12.1 Retire/Rehire

When a TRS retiree is rehired, the district may incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience

12.2 Teacher Retirement System of Texas

Information provided in this section is relative to policy and procedures of the Stafford Municipal School District regarding employment after retirement. These policies are not necessarily the policies of Teacher Retirement System of Texas (TRS). For policy and practices of TRS, please contact them directly for information.

You may call: 1-800-223-8778

You may also write: TRS
1000 Red River Street, Austin, TX 78701

Or visit the website at: www.trs.state.tx.us

The Stafford MSD is not an authorized provider of employee information regarding processes and procedures for retiring from the Teacher Retirement System of Texas (TRS). Employees must contact TRS directly for information regarding their personal retirement and the rules for employment after retirement.

There have been significant changes in TRS rules for employment after service retirement. It is the responsibility of the Retiree to verify how these changes will impact their annuity should they decide to return to work at a TRS-Participating entity.

13.0 Intent to Return Form/Transfers

13.1 Voluntary Transfer Request

Stafford MSD disseminates an *Intent to Return Form* annually. The purpose of this form is to provide a platform for employees to provide information on their employment intent for the upcoming school year. Additionally, this form provides the opportunity for staff to express their interest in transferring to a different department/campus/grade level. This form is to be completed by all exempt employees and must be signed and returned to the Talent Acquisition/Human Resource Department. ***Please note – filling out the form is a request and does not guarantee a transfer.*** Approved transfer request will be communicated to the requestor and their immediate supervisor prior to the school year for which the request is made. Personnel not notified by the Talent Acquisition/Human Resource Department and/or their immediate supervisor in reference to their transfer request should remain in their current assignment.

14.0 Resignations

14.0 Resignations

Employees wishing to resign must submit a letter of resignation to the Talent Acquisition/Human Resource Department. Additionally, a letter of resignation may be submitted to the employees' principal/immediate supervisor. When a contract employee is requesting to resign during the contract year, the supervisor **must** contact the Superintendent with a recommendation. Resignations are not official until accepted by the Superintendent or designee. At-will employees can resign at any time by submitting a letter resignation. If the at-will employee verbally resigns and is not providing a written letter of resignation, the date, time, name of the resigning employee and job title of the person taking the resignation will be documented and submitted to the Talent Acquisition/Human Resource Department by email.

14.1 Exit Interviews

Exit interviews are used to gain information to assist the district with the retention of employees. Principals/Immediate Supervisors are asked to encourage all employees to complete the exit interview form, which is sent from Talent Acquisition/Human Resource Department as part of the employee's exit paperwork.

15.0 Adjusting Pay Range Structures

15.0 Review of Pay Ranges

District pay range structures will be reviewed annually and adjusted as needed by the superintendent with approval of the Board. Pay ranges will be adjusted on a regular basis to ensure the pay structure remains competitive and maintains its value against inflation. The percent of structure adjustment will be applied equally to the minimum, midpoint, and maximum rate of each pay range to preserve the design of the structure.

15.1 Amount of Structure Adjustment

Pay structures should be adjusted by an equal factor. The amount of percent adjustment made to the pay range control points (minimum, midpoint, maximum) should be less than the percent increase budgeted for pay raises. After the pay increase budget is established, the superintendent will determine the appropriate amount of adjustment for pay range structures in the district.

15.2 Structure Adjustment Procedure

To adjust a pay-range structure, the adjustment factor will be applied to the midpoint of each pay range. The minimum and maximum rates of each range will then be recalculated from the adjusted midpoint to preserve the structure. Adjustments to pay ranges should be made prior to the calculation of general pay increases.

16.0 Supplemental Duty Pay

16.0 Supplemental Duty Compensation (Stipends)

Supplemental pay occurs in addition to, but separate from, the employee's regular, contracted salary. **Supplemental pay is authorized by the Board of Trustees on an annual basis and is not a property right.** Supplemental pay is discontinued upon cessation of the assignment originally generating it or upon the occurrence of any other event, which would cause the employee to become ineligible to receive the supplement. In the area of supplemental pay, as in other areas of compensation, SMSD strives to maintain amounts that are competitive within our market.

Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's supplemental duty pay schedule which is approved by the Board. Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 hours in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week. These hours are calculated each week via the district timekeeping system.

SECTION II

CERTIFIED INSTRUCTIONAL STAFF, TEACHERS SALARY SCHEDULE



2021-2022

The following pay structures were approved by the Board of Trustees of Stafford Municipal School District on June 29, 2021 and are effective for the 2021–2022 school year.



Employee Request: Job Classification Review Form

Date of Request:

Employee Name		Job Category	Administrative Clerical/Para	Auxiliary Other
Current Daily/Hr. Rate		Current Pay Grade		
Campus/Department Location		Job Title for Review <small>(As listed in current Compensation Plan)</small>		
Days in Current Workday Calendar		Requesting Supervisor & Title		
Proposed New Daily/Hr. Rate		Proposed New Pay Grade		
Proposed New Job Title (if any)		Proposed Days in New Workday Calendar		

Job classification categorizes jobs of similar value into pay grades/pay ranges. Job classification is based on the requirements of the job and consideration of these factors:

- Knowledge & Experience (education, experience, specialized expertise)
- Effort (decision-making, complexity of duties, communication responsibility, span of control)
- Responsibility (scope of job impact, financial accountability, supervisory responsibility)
- External Job Market Value

INSTRUCTIONS: Complete sections below and use the back or additional pages if necessary to answer the following questions. Print this form and attach supporting documentation (including, at a minimum: updated job description detailing job duties and responsibilities; job analysis questionnaire; and written summary of rationale for request).

- Reason for Job Classification Change:

<input type="checkbox"/> Job responsibilities have increased	<input type="checkbox"/> Job responsibilities have decreased
<input type="checkbox"/> Program change	<input type="checkbox"/> New or additional certification/licensure required
<input type="checkbox"/> Other: _____	

- Why is this request for reclassification being made? Describe how the duties, responsibilities, and/or minimum qualifications of the job have changed in the past 12 months to a degree that warrants a pay classification change.

- List the reason(s) you believe that this job is assigned to the incorrect pay grade level. To which pay grade level do you feel this job should be assigned? Why?

• Supervisor Response: How many incumbents are in the position? Are there any vacancies in the position now? Has there been a change in turnover patterns recently?

Signature

Signature

Date Signed

Date Signed

ADMINISTRATIVE APPROVAL

The above request is: ☐ Approved ☐ Denied

Superintendent's Signature: _____

Date Signed: _____

Chief Financial Officer's Signature: _____

Date Signed: _____

Date Rec'd

HR ONLY

Employees in
Job Title

Curent Job Description
or Questionnaire on File

Yes
No

Retain
Current Grade

Yes
No

Reclassify
To Grade #

Other Action
Taken (explain)

Promotion Worksheet

Current Placement Information

Name _____		Current Duty Schedule (months, days) _____	
Current Assignment _____		Current Base Pay Rate _____	
Current Pay Grade _____		Current Annual Salary _____	
Promotion Information			
New Assignment _____		New Duty Schedule _____	
New Pay Range _____			
Pay Grade	Minimum	Midpoint	Maximum
Calculate the Standard Promotion Increase			
A. % Increase Applied to New Midpoint ($\% \times \text{new midpoint}$) _____			
B. New Base Pay Rate (result in part A + current base rate) _____			
C. New Annual Salary (result in part B x new duty schedule) _____			
Recommended Promotion Increase (adjust standard increase if necessary)			
D. Base Rate Increase (dollar amount increase to rate of pay) _____			
E. Base Percent Increase (amount of base increase / old base rate) _____			
F. New Base Rate (amount in D + old base rate) _____			
G. New Annual Salary (result in F x new duty schedule) _____			
H. Total Percent Increase ((result in G - old salary)/old salary) _____			
Notes:			

Approval Authority _____

Date _____

**Teacher Salary Schedule - 187 Days
2021/2022 School Year**

Years of Experience	Bachelor's Degree	Master's Degree	Doctorate Degree
0	\$57,165	\$58,165	\$59,665
1	\$57,680	\$58,680	\$60,180
2	\$58,195	\$59,195	\$60,695
3	\$58,710	\$59,710	\$61,210
4	\$59,122	\$60,122	\$61,622
5	\$60,049	\$61,049	\$62,549
6	\$60,461	\$61,461	\$62,961
7	\$60,873	\$61,873	\$63,373
8	\$61,285	\$62,285	\$63,785
9	\$61,903	\$62,903	\$64,403
10	\$62,521	\$63,521	\$65,021
11	\$63,139	\$64,139	\$65,639
12	\$63,757	\$64,757	\$66,257
13	\$64,375	\$65,375	\$66,875
14	\$64,684	\$65,684	\$67,184
15	\$64,993	\$65,993	\$67,493
16	\$65,405	\$66,405	\$67,905
17	\$65,920	\$66,920	\$68,420
18	\$66,435	\$67,435	\$68,935
19	\$66,950	\$67,950	\$69,450
20	\$67,568	\$68,568	\$70,068
21	\$68,186	\$69,186	\$70,686
22	\$68,804	\$69,804	\$71,304
23	\$69,525	\$70,525	\$72,025
24	\$70,246	\$71,246	\$72,746
25+	\$70,967	\$71,967	\$73,467

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule. This schedule applies to teachers and the JROTC instructor(s). SCCC Academy teachers receive 10 extra days on their contract. The Agriculture teacher(s) have a 226 contract.

To receive the master's and doctorate degree salary supplements (\$1,000 and \$1,500 respectively), the official transcript must be on file in Talent Acquisition/Human Resource by October 31, 2021. If the official transcript is received in Talent Acquisition/Human Resources after October 31, 2021, the salary supplement will not be added to the base pay on the bachelor's scale for 2021/2022 nor will it be pro-rated for remaining contract days.

Please note: In order for an employee to receive credit for creditable years of service, an official Service Record must be submitted to the Talent Acquisition/Human Resource department.

All other salary supplements and stipends are included in the 2021/2022 Employee Pay Plan.



2021-2022 Administrative Professional Pay Plan
Stafford Municipal School District

Job Title		Calendars		Minimum	Midpoint	Maximum
A01			Daily Rate:	\$290.70	\$342.00	\$393.30
Assistant Speech Path	205	187 Days		54,361	63,954	73,547
Coordinator Communications & Marketing	226	197 Days		57,268	67,374	77,480
Coordinator Day Care	226	205 Days		59,594	70,110	80,627
Coordinator, District Dyslexia	197	210 Days		61,047	72,820	82,593
Coordinator, Instructional Technology	226	218 Days		63,372	74,556	85,739
Coordinator, Grants and Partnerships	226	226 Days		65,689	77,292	88,886
Coordinator, Library & Media Services	226					
Coordinator, Robotics	226					
Coordinator, District PEIMS	226					
Registered Nurse	187					
Registered Nurse, Lead	187					
Specialist, District Content	210					
Social Worker	210					
Specialist, Early College Content	210					
Specialist, STEM Content	218					
A02			Daily Rate:	\$304.83	\$365.94	\$427.05
Assistant Principal ES	218	202 Days		61,576	73,920	86,264
Associate Athletic Director	226	205 Days		62,490	75,018	87,545
Coordinator, Business Office	226	210 Days		64,014	76,847	89,681
Counselor, ECC	210	218 Days		66,453	79,775	93,097
Counselor ES	210	226 Days		68,892	82,702	96,513
Counselor MS	210					
Counselor HS	210					
Counselor, Early College	218					
Counselor STEM	218					
Counselor HS (Lead)	218					
Diagnostician	205					
Licensed Specialist In School Psychology	202					
Instructional Leader/Data Coordinator Elementary	226					
Instructional Leader/Data Coordinator Secondary	226					
Coordinator, Secondary Testing/District Textbook	218					
Coordinator, SAEC	226					
Speech Pathologist (CCC)	205					
A03			Daily Rate:	\$324.08	\$395.22	\$466.36
Assistant Principal HS	218	218 Days		70,649	86,158	101,666
Assistant Principal MS	218	226 Days		73,242	89,320	105,397
Associate Assistant Principal MS	226					

A04		Daily Rate:	\$356.49	\$434.74	\$512.99
Director, Multilingual/ELL Programs	226	226 Days	80,567	98,251	115,936
Director, Fed. & State Programs	226				
Director, Fine Arts/Band	226				
Director, Child Nutrition	226				
Director, CTE	226				
Director, Maintenance & Operations	226				
Director, Athletics	226				
Director, STEM	226				
Director, Talent Acquisition/Human Resources	226				
Principal, ECC	226				
Principal, ES	226				
Principal, MS	226				
Principal, STEM Magnet Academy	226				
A05		Daily Rate:	\$450.95	\$549.94	\$648.93
Principal HS	226	226 Days	101,915	124,286	146,658
A06		Daily Rate:	\$496.04	\$604.93	\$713.82
Chief Academic Officer	226	226 Days	112,105	136,714	161,323
Chief Financial Officer	226				
Chief of Schools	226				



2021-2022 Clerical Paraprofessional Pay Plan

Stafford Municipal School District

Job Title	Calendars		Minimum	Midpoint	Maximum
P01		Hourly Rate:	\$11.87	\$14.79	\$17.71
Aide, Behavior Support	187	187	17,758	22,126	26,494
Aide, Bilingual	187	226	21,461	26,741	32,020
Aide, Certified	187				
Aide, Daycare	226				
Aide, Inclusion	187				
Aide, ESL	187				
Aide, ISS	187				
Aide, Library I	187				
Aide, PE	187				
Aide, Regular Education	187				
Aide, Special Education	187				
Aide, Student (1:1)	187				
Health Clinic Assistant	187				
P02		Hourly Rate:	\$13.02	\$16.27	\$19.52
Aide, Library II	205	187 Days	19,478	24,340	29,202
Aide Special Education Inclusion/BAC/VAC	187	205 Days	21,353	26,683	32,013
Aide Special Education Life Skills	187	210 Days	21,874	27,334	32,794
Aide Special Education PPCD	187	220 Days	22,915	28,635	34,355
Receptionist, Campus	210				
P03		Hourly Rate:	\$14.64	\$18.30	\$21.96
Admin Asst- Assistant Principal ES	210	210 Days	24,595	30,744	36,893
Admin Asst- Assistant Principal MS	210	220 Days	25,766	32,208	38,650
Admin Asst- Assistant Principal HS	210	226 Days	26,469	33,086	39,704
Admin Asst-Secondary Counselors	220				
Attendance Clerk ECC	210				
Attendance Clerk ES	210				
Attendance Clerk MS	210				
Attendance Clerk HS	226				
Receptionist/Attendance Clerk, STEM	226				
Clerk, STEM	226				
Receptionist - Central Office	226				
Parent/Family Engagement Liaison	226				
P04		Hourly Rate:	\$17.71	\$22.14	\$26.57
Admin Asst - Principal ECC	226	187 Days	26,494	33,121	39,749
Admin Asst - Principal ES	226	220 Days	31,170	38,966	46,763
Admin Asst - Principal MS	226	226 Days	32,020	40,029	48,039
Admin Asst/Bookkeeper- Principal STEM/Magnet	226				
Aide Auto Technology	187				
Aide Behavior Support	187				
Registrar	226				
Secondary Bookkeeper	226				

P05		Hourly Rate:	\$20.02	\$25.02	\$30.05
Accounts Payable Clerk	226	226 Days	36,196	45,236	54,276
Admin Asst- Athletics	226				
Admin Asst- Director of CTE	226				
Admin Asst- Director of Federal Programs	226				
Admin Asst- Director of Multilingual/ELL Programs	226				
Admin Asst- Director of Maintenance/Operations	226				
Admin Asst- Principal HS	226				
Finance Clerk	226				
PEIMS Assistant	226				
Talent Acquisition/Human Resources Clerk	226				
P06		Daily Rate:	\$24.02	\$30.02	\$36.02
Admin Asst - Chief Academic Officer	226	226 Days	43,428	54,276	65,124
Admin Asst- Chief Financial Officer	226				
Admin Asst- Chief of Schools	226				
Purchasing and Procurement Specialist	226				
Payroll Specialist	226				
Talent Acquisition/HR Specialist	226				
P07		Daily Rate:	\$29.91	\$36.33	\$42.75
Exec Asst to Superintendent/Coordinator of Board Relations	226	226 Days	54,086	65,689	77,292



2021-2022 Auxiliary Pay Plan
Stafford Municipal School District

Job Title		Calendars		Minimum	Midpoint	Maximum
U01			Hourly Rate:	\$10.92	\$13.00	\$15.08
Bus Monitor	182	182 Days		15,900	18,928	21,956
Child Nutrition Worker	184	184 Days		16,074	19,136	22,198
Custodian	230	226 Days		19,743	23,504	27,265
		230 Days		20,093	23,920	27,747
U02			Hourly Rate:	\$14.74	\$17.55	\$20.36
Assistant Cafeteria Manager	185	185 Days		21,815	25,974	30,133
Grounds/Maintenance/Warehouse Worker	230	230 Days		27,122	32,292	37,462
U03			Hourly Rate:	\$18.65	\$22.64	\$26.63
Bus Driver	182	182 Days		27,154	32,964	38,773
Dispatcher	226	226 Days		33,719	40,933	48,147
HVAC Technician	226					
U04			Hourly Rate:	\$21.35	\$26.04	\$30.73
Cafeteria Manager Elementary	185	185 Days		31,598	38,539	45,480
Cafeteria Manager Secondary	192	192 Days		32,794	39,997	47,201
Grounds/Maintenance Crew Leader	230	230 Days		39,284	47,914	56,543
Lead HVAC	226					
U05			Hourly Rate:	\$25.28	\$30.73	\$36.18
Child Nutrition Coordinator	226	226 Days		47,506	55,560	65,413
Custodial Supervisor	230	230 Days		46,515	56,543	66,571
Maintenance Supervisor	230					
Transportation Supervisor	230					



2021-2022 Technology Pay Plan
Stafford Municipal School District

Job Title	Calendars		Minimum	Midpoint	Maximum
T01		Hourly Rate:	\$20.02	\$25.02	\$30.05
Desktop Support Specialist	226	226 Days	36,196	45,236	54,276
Technology Clerk/ Help Desk I	226				
T02		Hourly Rate:	\$28.58	\$35.72	\$42.86
Server Technician	226	226 Days	51,673	64,582	77,491
T03		Daily Rate:	\$290.70	\$342.00	\$393.30
Applications Analyst	226	226 Days	65,689	77,292	88,886
T04		Daily Rate:	\$356.49	\$434.79	\$512.99
Director, Technology & Cybersecurity	226	226 Days	98,251	98,251	115,936



Stafford Municipal School District 2021/2022 Stipend Listing

<u>Notes</u>	<u>Description</u>	<u>Rate</u>
	<u>ATHLETICS</u>	
1	Athletic_Coordinator- High School (2)	\$ 4,500.00
1	Athletic Coordinator- Middle School (2)	\$ 2,500.00
1	College Recruiting Liaison	\$ 1,000.00
1	Track Head Coach- High School (2)	\$ 5,500.00
1	Track Coach- Middle School (6)	\$ 1,600.00
1	Track Assistant- High School (4)	\$ 2,750.00
1	Volleyball Head Coach- High School	\$ 7,000.00
1	Volleyball Assistant Coach- High School (2)	\$ 3,500.00
1	Volleyball Coach- Middle School (4)	\$ 3,000.00
1	Soccer Head Coach- High School (2)	\$ 5,500.00
1	Varsity Asst/JV Soccer Coach- High School (2)	\$ 2,250.00
1	Soccer Coach- Middle School (2)	\$ 1,200.00
1	Baseball Head Coach- High School (1)	\$ 5,500.00
1	Baseball Assistant Coach- High School (2)	\$ 2,250.00
1	Softball Head Coach- High School (1)	\$ 5,500.00
1	Softball Assistant Coach- High School (2)	\$ 2,250.00
1	Basketball Head Coach- High School (2)	\$ 5,500.00
1	Basketball Assistant Coach- High School (4)	\$ 2,350.00
1	Basketball Coach- Middle School (8)	\$ 1,600.00
2	Cheerleading Head Coach- High School (1)	\$ 4,000.00
2	Cheerleading Assistant Coach- High School (1)	\$ 1,600.00
2	Cheerleading Coach- Middle School (1)	\$ 1,600.00
1	Cross Country Head Coach- High School (1)	\$ 5,500.00
1	Cross Country Assistant Coach- Middle/High School (1)	\$ 2,500.00
1	Cross Country Head Coach- Middle School (1)	\$ 1,600.00
1	Football Assistant Coach- High School (7)	\$ 6,500.00
1	Football Assistant Coach/Huddle Coordinator- High School (1)	\$ 7,000.00
1	Football Assistant Coach/Offensive Coordinator- High School (1)	\$ 8,000.00
1	Football Assistant Coach/Defensive Coordinator- High School (1)	\$ 8,000.00
1	Football Assistant Coach- Middle School (5)	\$ 3,000.00
1	Tennis Head Coach- High School (1)	\$ 6,500.00
1	Tennis Assistant Coach- High School (1)	\$ 2,500.00
1	Tennis Coach- Middle School (1)	\$ 1,600.00
1	Equipment Coordinator (1)	\$ 1,500.00
1	Golf Coach (1)	\$ 2,500.00
1	Powerlifting Head Coach- High School (1)	\$ 3,500.00
1	Powerlifting Assistant Coach- High School (1)	\$ 1,600.00
1	Swimming Head Coach (1)	\$ 6,500.00
1	Swimming Assistant Coach (1)	\$ 1,600.00
1	Trainer- High School	\$ 5,000.00
1	Trainer- Middle School	\$ 5,000.00



Stafford Municipal School District 2021/2022 Stipend Listing

Notes

Description

Rate

ACADEMIC

	AP Coordinator	\$ 250.00
5	Agriculture- CTE (2)	\$ 2,000.00
3	Band Director Assistant (4)	\$ 7,250.00
	Behavior and Social Adjustment Teacher	\$ 1,500.00
11	Bilingual Teacher	\$ 3,500.00
5	Choir Teacher- Middle/High School (1)	\$ 2,000.00
5	Culinary Arts- CTE (3)	\$ 2,000.00
6	Department Head- High School (6)	\$ 2,500.00
6	Department Head- Middle School (5)	\$ 2,500.00
6	Department Head- Elementary (6)	\$ 2,500.00
6	Department Head- ECC (3)	\$ 2,500.00
6	Department Head, Special Education- High School (1)	\$ 2,500.00
6	Department Head, Special Education- Middle School (1)	\$ 2,500.00
6	Department Head, Special Education- Elementary School (1)	\$ 2,500.00
6	Department Head, Special Education- ECC (1)	\$ 2,500.00
6	District Art Coordinator (1)	\$ 1000.00
7	Doctoral Degree- Teacher	\$ 2,500.00
8	ESL Coordinator ECC (2)	\$ 2,500.00
8	ESL Coordinator- Elementary School (2)	\$ 2,500.00
8	ESL Coordinator- Middle School (2)	\$ 2,500.00
8	ESL Coordinator- High School	\$ 2,500.00
8	FCCLA Sponsor- High School (1)	\$ 250.00
8	FCCLA Sponsor- Middle School (1)	\$ 250.00
	Gifted and Talented Coordinator- ECC (1)	\$ 350.00
	Gifted and Talented Coordinator- Elementary School (1)	\$ 350.00
	Gifted and Talented Coordinator- Middle School (1)	\$ 350.00
	Gifted and Talented Coordinator- High School (1)	\$ 350.00
	Head MS Band Director	\$ 2,500.00
2	High School Dance Instructor	\$ 4,000.00
	Life Skills	\$ 1,500.00
	Instructional Technology Leader (7)	\$ 2,500.00
7	Master's Degree- Teacher	\$ 1,000.00
10	Mentor	\$ 500.00
	NHS Sponsor	\$ 500.00
	NJHS Sponsor	\$ 250.00
	NEJHS Sponsor	\$ 250.00
	Nurse, Lead/Contact Tracing	\$ 6,000.00
5	One Act Play Sponsor	\$ 1,500.00
5	One Act Play Assistant Sponsor	\$ 750.00
	PALS Sponsor	\$ 1,000.00
	Robotics (10)	\$ 1,800.00
	Safety Patrol- Elementary School (2)	\$ 1,000.00
	Safety Patrol- Middle School (1)	\$ 1,000.00

	Safety Patrol- High School (2)	\$ 1,000.00
4	Secondary School Mathematics Teacher	\$ 1,750.00
4	Secondary School Science Teacher	\$ 1,750.00
	Special Olympics Head Coach	\$ 1,000.00
	Skills USA, CTE (7)	\$ 750.00
	Special Olympics Assistant Coach	\$ 800.00
	Student Council- High School	\$ 1,500.00
	Student Council Assistant- High School	\$ 1,000.00
	Student Council Middle School	\$ 325.00
	Student Council Elementary School	\$ 325.00
	Testing Coordinator- High School	\$ 500.00
	Testing Coordinator- Middle School	\$ 500.00
	Testing Coordinator- Elementary School	\$ 500.00
	Testing Coordinator- ECC	\$ 500.00
	Textbook Coordinator- High School	\$ 750.00
	Textbook Coordinator- Middle School	\$ 750.00
	Textbook Coordinator- Elementary School	\$ 750.00
	Textbook Coordinator- ECC	\$ 750.00
5	UIL Coordinator- High School	\$ 750.00
5	UIL Coordinator Assistant- High School	\$ 400.00
5	UIL Coordinator- Middle School	\$ 500.00
5	UIL Coordinator- Elementary School	\$ 500.00
	Washington D.C. Club- Middle School	\$ 500.00
	Yearbook Sponsor- High School	\$ 1,000.00
	Web Team (3)	\$ 1,000.00
	Yearbook Sponsor- Middle School	\$ 500.00
	Yearbook Sponsor- Elementary School	\$ 250.00
	Yearbook Sponsor- ECC	\$ 250.00
	Youth in Philanthropy	\$ 250.00

Stipend Eligibility Notes

- All stipends and related funding are subject to review when necessary or appropriate; stipends are subject to qualifying criteria and are not guaranteed from year to year. Stipend amounts may change from year to year.
- All stipends are spread equally from pay period first earned through the last contract period for the year unless an employee submits an annual selection form, requesting a lump sum payment on or about June 25 or noted differently in the Special Notes section. Some stipends may have program stipulations requiring an annual or bi-annual pay out, as noted.
- If a campus/department wants to split a stipend between two or more employees, the amount and days will be split as well (days must be split on a whole day basis).
- All coaches assisting with football and volleyball will report for duty as stipulated by the head coach. The employees are being compensated through stipends for assigned duties by the head coach for any practice leading up to the season through the last contract day.
- Stipends not described in this section of the Employee Pay Plan must be verified and approved by the Talent Acquisition/Human Resources Department and by the Business Office before submitting to payroll for processing. All unapproved stipends or rates submitted for processing will be adjusted by Payroll and/or the Talent Acquisition/ Human Resources Department until proper approval is obtained.

Special Notes

1. Coaches are expected to do the job for which they are employed. However, for the purpose of clarifying the minimum number of regular working days for coaches, the following will be used:

- a) All middle and high school coaches will attend in-service (coach's) activities as scheduled.
- b) Coaches assisting in football and volleyball will report for duty as stipulated by the head coach.
- c) All middle and high school coaches will scout for high school sports as assigned by Athletic Director.
- d) Special demands of the job may require a coach to occasionally work extra days throughout the school year.

2. High School cheerleading/dance coaches' stipends have been adjusted for attendance at summer camp leading into the school year.

3. Band Director Assistants are expected to do the job for which they are employed. However, for the purpose of clarifying the minimum number of regular working days, the following will be used:

- a) All middle and high school assistants will attend meetings and concert activities as assigned by Band Director.
- b) Band Director Assistants will report for duty as stipulated by the Band Director.

- c) Special demands of the job may require a band director assistant to occasionally work extra days.
4. In order to receive the stipend, the teacher must be fully certified in his/her assigned area of instruction and be teaching a full load in that content area during the instructional day. The master schedule is constructed to fit the needs of the campus and a full load in the assigned content area may not be available for one or more years in a row.
- * A full load is defined as:
- Five (5) hours/sections or more at the elementary level
 - Six (6) hours/sections or more at the secondary level
5. In order to receive the stipend, the employee must attend all related events assigned by campus principal or department director. If attendance requirements are not met or if an employee cannot fulfill the obligations as required, the employee may be removed from the assignment and the stipend will be pro-rated and paid out for the total number of days completed.
6. All department chairs and team leaders are expected to report to work five business days before the first day for all 187-day employees. The stipend is to compensate for assigned duties/activities as given by campus principal and is contingent on fulfillment of department requirements.
7. To receive the advanced degree stipends, the official transcript must be on file in Talent Acquisition/HR Department by October 31, 2021. If received after October 31, 2021, the stipend will not be added to the base pay for 2021/2022 nor will it be prorated for remaining contract days.
8. All ESL coordinators are expected to report to work five business days before the first day for all 187-day employees. The stipend is to compensate for assigned duties/activities as given by the Director of Multilingual Program and is contingent on fulfillment of department requirements.
9. As of the 2021-2022 school year, the Longevity Stipend will no longer be awarded.
10. The Mentor stipend is to compensate for assigned duties/activities as given by campus principal and is contingent on fulfillment of the District's S.H.I.E.L.D. mentor program requirements. Teachers with 0-2 years of experience are to have an assigned teacher mentor who has 3 or more years of experience. The mentor must complete all duties as specified in the S.H.I.E.L.D. manual; failure to complete duties may result in a removal from the assignment and a proration of the stipend based on the number of days completed. The Mentor stipend will be paid bi-annually.
11. The Bilingual stipend is available to Pre-K- 5th grade assignments only.

Substitute Pay Schedule 2021/2022 School Year

<u>Substitute Teachers</u>	<u>Daily Rate</u>
SBEC Certified	\$ 100.00
Degreed	\$ 90.00
Non-Degreed	\$ 80.00
Long-Term SBEC Certified (ten or more consecutive days as a substitute for the same classroom teacher as approved by the Director of Personnel Services)	\$ 120.00
Long-Term Degreed (ten or more consecutive days as a substitute for the same classroom teacher as approved by the Director of Personnel Services)	\$ 105.00
Long-Term Non-Degreed (ten or more consecutive days as a substitute for the same classroom teacher as approved by the Director of Personnel Services)	\$ 90.00
 <u>Other Professional Substitutes</u>	
Counselor (certified)	\$ 125.00
Counselor (non-certified)	\$ 95.00
Nurse (RN or LVN)	\$ 125.00
Campus Administrator at Elementary Level (only is paid to certified employee starting with the tenth consecutive day as a substitute for the same campus administrator as approved by the Director of Personnel)	Additional \$75 per day to the base daily rate for certified employee
Campus Administrator at Secondary Level (only is paid to certified employee starting with the tenth consecutive day as a substitute for the same campus administrator as approved by the Director of Personnel)	Additional \$90 per day to the base daily rate for certified employee

Paraprofessional Substitutes

(Daily rates are for both degreed and non-degreed)

Hourly/Daily* Rate

Food Service Worker/Cashier (includes probationary employees)	\$	8.50
Custodian (includes probationary employees)	\$	8.00
Maintenance Worker (includes probationary employees)	\$	8.00
Substitute Bus Driver (includes probationary employees)	\$	12.00
Substitute Bus Driver Wait Time		
Under 101 Miles	\$	12.00
Over 100 Miles	\$	10.00
Bus Monitor (includes probationary employees)	\$	8.00
Classroom Aide (non-special education)	\$	70.00 *
Classroom Special Education Aide	\$	80.00 *
Non-Classroom Aide/Clerk (only for positions on FML or W/C leave)	\$	70.00 *

**Employee Extra Duty, Student Worker, and Intern Rates
2021/2022 School Year**

<u>Extra Duty Type</u>	<u>Hourly/Daily* Rate</u>
Bus Ramp Monitor (professionals only)	\$ 20.00
Detention (professionals only)	\$ 20.00
In-Home Training (special education certified teachers only)	\$ 35.00
Staff Development Delivered by Teacher (must be on non-contract day or outside of normal workday, Rate per 6 Hour Training)	\$ 300.00 *
Staff Development Delivered by Teacher Prep-Time (must be on non-contract day or outside of normal workday, Rate per 6 Hour Training)	\$ 200.00 *
Homebound Services (professionals only)	\$ 35.00
Tutorials/Learning Labs (professionals only)	\$ 35.00
Substitute Bus Driver Wait Time	
Under 101 Miles	\$ 12.00
Over 100 Miles	\$ 10.00

<u>Student Workers</u>	<u>Hourly Rate</u>
High School Student	\$ 7.50
College Student (documentation required for college status)	\$ 10.00
Board Meeting Audio/Visual	\$ 12.50
Stafford Peer Tutors	\$ 10.00
Summer Maintenance Work	\$ 8.00
Summer Technology Help	\$ 10.00

<u>Interns</u>	<u>Daily Rate</u>
LSSP (must be approved by Director of Talent Acquisition/HR)	\$ 150.00

Athletic and Academic Event Supplements 2021/2022 School Year

<u>UIL Athletic Event Workers</u>	<u>Event Rate*</u>
Bookkeeper	\$ 40.00
Clock Keeper	\$ 40.00
Gate Attendant	\$ 40.00
Ticket Box Cashier	\$ 40.00
Football Announcer	\$ 50.00

* All rates are based on up to 4 hours worked. (If back-to-back events or an ongoing tournament is being worked and the 4-hour threshold is exceeded, then a second event rate will be paid).

<u>Other Athletic Supplements</u>	<u>Round Trip/Hourly* Rate</u>
Coaches Driving School Buses (UIL athletic trips only) -	
District and Playoff Games (mileage and rates based on round trip) -	
Under 110 Miles	\$ 30.00
Between 111 and 160 Miles	\$ 35.00
Between 161 and 250 Miles	\$ 40.00
Over 250 Miles	\$ 45.00
Non-District Games (rate based on round trip)	\$ 30.00
Special Olympics Chaperone (professionals only on non-contract days)	\$ 20.00 *

<u>Other Academic Supplements</u>	<u>Day/Event* Rate</u>
High School Campus -	
UIL Event Sponsor, One Event (professionals only on non-contract days)	\$ 500.00
Each additional event	\$ 300.00
UIL Event Chaperone (professionals only on non-contract days)	\$ 150.00 *
Other Campuses -	
UIL Event Sponsor, One Event (professionals only on non-contract days)	\$ 250.00
Each additional event	\$ 125.00
UIL Event Chaperone (professionals only on non-contract days)	\$ 100.00

**Summer School Pay Schedule
2021/2022 School Year***

<u>Position</u>	<u>Hourly Rate</u>	
Administrator (non-contract days approved by Superintendent)	\$	45.00
Teacher	\$	40.00
Counselor	\$	40.00
Diagnostician	\$	35.00
Instructional Aide / Office Support	\$	20.00
Librarian (non-contract days approved by Superintendent)	\$	40.00
Library Aide (non-contract days)	\$	20.00
LVN	\$	30.00
RN	\$	40.00
Speech Language Pathologist	\$	40.00
Substitute Paraprofessional	\$	7.50
Substitute Teacher	\$	25.00

WORKDAY CALENDARS

For detailed workday calendars, please visit:

<https://resources.finalsite.net/images/v1623969230/staffordmsdorg/xwnz51rjzolvaqyccygi/2021-2022WorkdayCalendars-Revised617.pdf>.

Notwithstanding the workday calendar below, employees are required to work according to the hours and dates set by the District as they exist or may hereafter be amended. The District may extend the end date in a school year to the extent the District adjusts the instructional schedule due to a District, school, or program closing required by disaster, flood, extreme weather conditions, fuel curtailment, epidemic, pandemic, or other calamity. As part of the compensation provided to employees, employees are required to attend any applicable graduation ceremonies and any trainings, regardless of when conducted.

Workday Calendar Summary		
workday calendar	START	END
182	5-Aug-21	3-Jun-22
184	3-Aug-21	3-Jun-22
185	2-Aug-21	3-Jun-22
187	2-Aug-21	3-Jun-22
192	2-Aug-21	10-Jun-22
197	26-Jul-21	10-Jun-22
202	26-Jul-21	17-Jun-22
205	20-Jul-21	17-Jun-22
210	20-Jul-21	24-Jun-22
218	19-Jul-21	27-Jun-22
220	21-Jul-21	27-Jun-22
226	12-Jul-21	30-Jun-22
230	9-Jul-21	30-Jun-22
<i>**dates subject to update, if needed.</i>		



**STAFFORD MUNICIPAL SCHOOL DISTRICT
EXTRA DUTY/ABSENCES PAYROLL SCHEDULE
2021-2022**

Business Office - Payroll

PERIOD COVERED			
PAYDATE	FROM	TO	DATE DUE
2021			
10-Sep	7-Aug	20-Aug	25-Aug
24-Sep	21-Aug	3-Sep	8-Sep
8-Oct	4-Sep	17-Sep	22-Sep
25-Oct	18-Sep	1-Oct	6-Oct
10-Nov	2-Oct	15-Oct	20-Oct
22-Nov	16-Oct	5-Nov	10-Nov
10-Dec	6-Nov	19-Nov	19-Nov
20-Dec	20-Nov	3-Dec	8-Dec
2022			
10-Jan *	4-Dec	17-Dec	16-Dec
25-Jan	18-Dec	7-Jan	12-Jan
10-Feb	8-Jan	21-Jan	26-Jan
25-Feb	22-Jan	4-Feb	9-Feb
10-Mar	5-Feb	18-Feb	23-Feb
25-Mar	19-Feb	4-Mar	9-Mar
8-Apr	5-Mar	18-Mar	23-Mar
22-Apr	19-Mar	1-Apr	6-Apr
10-May	2-Apr	22-Apr	27-Apr
25-May	23-Apr	6-May	11-May
10-Jun	7-May	20-May	25-May
24-Jun	21-May	3-Jun	8-Jun
8-Jul	4-Jun	17-Jun	22-Jun
22-Jul	18-Jun	1-Jul	6-Jul
10-Aug	2-Jul	15-Jul	20-Jul
25-Aug	16-Jul	5-Aug	10-Aug

Please make sure all payroll information is brought to payroll office by 4:30 p.m. on the due date. All payroll information (substitute, extra duty and overtime) not received by 4:30 p.m. on the due date will be paid on the subsequent pay date.

* Timesheets are due to the Payroll Office on 12/16/2021 by 12:00 p.m.

Any errors or omissions by campuses/departments will not result in a supplemental payroll run between pay dates. If the Payroll Office makes an error, a supplemental payroll check will be ran immediately.

Additional information available at:

<https://resources.finalsite.net/images/v1602604216/staffordmsdorg/zsbi7fn8r2oljc3p3re8/PayrollSchedule2020-2021.pdf>