

The salaries listed for 2019-2020 on the district's website (found below on p. 1 (pdf)) don't match the salaries as listed in the 2019-2020 compensation manual (see p. 23 (pdf)). Given that the website specifies the "starting salary", NCTQ is making the assumption that these salaries apply to new hires whereas the salaries in the compensation manual may be reflective of salaries of current veteran district teachers. NCTQ's policy is to analyze the salary for new hires; therefore, our 2019-2020 analysis is based on the salaries as listed on the page below.



Compensation Information

Starting Teacher Salary – \$56,000

Teacher, Nurse, Librarian Pay Scale

(187 days, 2019-2020)

\$56,000 Minimum	\$72,714 Medium	\$89,429 Maximum
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Name

Size

 Compensation Manual 2019-2020.pdf 4 MB

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MacArthur Ninth Grade School
@Mac9_AISD

Let's hear it for our MacArthur Seniors! Well done class of 2020!
[#MPND](#)



20h



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21h



Aldine ISD
@AldineISD

We look forward to celebrating our graduating seniors on Monday, June 1 at 6pm. Join us at [Facebook.com/AldineSchoolDi...](#)
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21h

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ALDINE ISD

2520 W.W. Thorne Blvd.

Houston, TX 77073

Phone: 281.449.1011

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LET'S TALK

For any questions or concerns, please click on the link below, and the appropriate staff member will get back to you.

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COMPENSATION MANUAL

2019-2020



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

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SECTION 1 – COMPENSATION MANAGEMENT

A. COMPENSATION PHILOSOPHY

Each year the Compensation Department develops and recommends a pay system for all District personnel to the Superintendent, who presents the pay system to the Board of Education for adoption. The pay system is designed to provide appropriate pay for the assessed worth of the individual jobs.

The system shall be administered with the intention that employee pay will:

- stay competitive with appropriate labor markets so that the District may attract and retain qualified personnel and top performers;
- achieve a performance-driven work culture that ensures every student has access to an effective teacher;
- reflect the levels of skill, effort, and responsibility required for 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; and
- encourage outstanding individual and team performance.

In addition, Aldine ISD offers a funding neutral local compensation plan that is applied consistently to local, state, and federal activities.

B. COMPENSATION RESPONSIBILITIES

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

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

C. COMPENSATION TERMINOLOGY

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

Annualized – Annualization is the process of spreading the payments to the employee over the entire year, even though the salary is only earned for part of the year. This gives the employee paychecks of equal amounts even when they are not working.

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

Compensation Statement – A personalized report provided annually showing name, address, title, number of contract days, years of local and qualified state experience, base pay, and extra duty supplements for the current contract year. If the employee worked the previous contract year, those amounts are also provided.

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

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

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

Exempt Employee – Employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

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

Incentive Pay – Pay that is designed to reward accomplishment of specified goals and/or outcomes.

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

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

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

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

Lateral Transfer – A lateral transfer occurs when an employee moves in to a position with a similar level of responsibilities that pays the same as the position they were in previously.

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

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

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

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

Promotion – A promotion occurs when an employee moves into a position with a higher level of responsibility that pays more than the position they were in previously.

Salary Schedules - A salary structure that helps determine the initial placement salary of an employee based on one or more factors such as the employee's level, rank or status within the employer's organization, and the length of time the employee has been employed. Salary schedules can include grades (including minimums, midpoints and maximums) to define the ranges of pay available to employees in each grade/range.

Salary Survey – Compensation data collected from several employers to develop an understanding of the market value and influence decisions regarding developing pay structures.

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

D. JOB DESCRIPTIONS

The Compensation Department is responsible for maintaining and updating job descriptions with input and approval from position supervisors. All new job descriptions must be approved by the Superintendent of Schools.

In maintaining job descriptions, a job analysis and evaluation are performed, pay grades based on internal and external equity are recommended, and exempt or non-exempt status based on FLSA requirements is determined for all positions. The essential job functions, the mental and physical demands of the position, including the environmental factors relative to the position, are also included in each job description.

Job descriptions for most positions within Aldine ISD can be accessed by employees via the ePortal. Job descriptions are also posted with all job postings on the Aldine ISD website.

E. THE PAY ANALYSIS PROCESS

Aldine ISD's pay analysis process serves several purposes:

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

Salaries are analyzed as follows:

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

F. EXEMPT AND NON-EXEMPT STATUS

Positions are classified as exempt or non-exempt. The Fair Labor Standards Act (FLSA) defines jobs as either exempt or non-exempt.

Exempt employees receive their full salary regardless of the number of days or hours worked. They do not receive overtime pay or accrue compensatory time. Therefore, administrators are not eligible for extended day pay.

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

G. DUTY SCHEDULES

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

Duty Schedules can be found on the District website under ePortal. Select Document Management in the left hand column and then select Calendars. On the ePortal, they are labeled as Work Calendars.

H. TEMPORARY EMPLOYEES AND SUBSTITUTES

Aldine ISD employees will be paid over 12 months in 24 paychecks as prescribed by Board policy DEA (local). The only exceptions to this policy are temporary employees, substitutes, and some part-time employees who have been identified by department supervisors that will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

**SECTION 2 – SALARY
DETERMINATION AND
PAY STRUCTURE**

A. ANNUALIZED SALARY

Board policy DEA (Local) states that salaries for all 'salaried' employees are to be annualized and paid over 12 months in 24 paychecks on the 5th and 20th of each month. An employee's annual salary, regardless of the number of contract days that they work, is divided by 24 determining an equal amount that will be paid on each of the 24 paychecks. The only exceptions to this policy are temporary employees, substitutes, and some part-time employees who have been identified by department supervisors that will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

B. PAY DAYS

Aldine ISD employees are paid on the 5th and the 20th of each month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by the Board. The date of the first check of a new contract year is based on the number of contract days the employee works. Teachers on a 187-day duty schedule will receive their first check on September 5.

A new employee's first check will be a paper check that is delivered to their campus or department on payday. All future checks for that employee will be direct deposit using the bank account information provided by the employee.

C. SALARY SCHEDULE APPROVAL

Prospective changes to salary schedules are presented to the Board for consideration prior to July 1. A Board workshop is held in which the cost of salary increases for groups of positions is presented for an array of percentage increases and/or flat rate increases. The Chief Human Resource Officer and/or Chief Financial Officer present the recommendations for pay increases, based on the market value of positions and the results of the workshop, to the Board for approval prior to July 1st.

In addition, at the July Board meeting, the Compensation Manual, with proposed amendments and the new salary schedules is presented for approval.

D. DETERMINING SALARIES

1. New Hires:
 - a. Teachers - The initial salary placement for new teachers is determined by years of experience and degrees held. CTE teachers can receive up to two years of experience for prior industry related work.
 - b. Other Positions - The initial salary placement for new hires in other positions is determined by reviewing internal and external equity factors for the specified position.

2. Promotions, Demotions, and Lateral Transfers:

- a. Promotions – For employees within the District who move to a higher paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision.
- b. Demotions – For employees within the District who move to a lower paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision.
- c. Lateral – Some position changes are lateral moves and no change in salary is reflected.

3. Additional Assistant Principal (AP) Support at Campuses

Former certified campus administrators who provide additional Assistant Principal (AP) support or who substitute during the absence of an assistant principal at campuses will be paid using an Aldine ISD Vendor Contract for the period needed at a rate of \$250 per day.

E. EMPLOYMENT AFTER RETIREMENT FROM TRS

Aldine ISD hires individuals who have retired from the Teacher Retirement System (TRS) of Texas. Teachers may be hired on a full-time basis and applicants for other positions may be hired only on a part-time basis. These applicants should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. There are circumstances under which an employee may draw both checks at the same time and there are other circumstances when TRS will stop payment of retirement checks for a period. Each individual is responsible for determining his or her status with TRS. Aldine ISD is not responsible for researching or guiding any individual seeking re-employment after retirement on the status of their TRS retirement payments.

These applicants must have sat out for one full year as required by TRS. Applicants who are hired are required to sign a form stating that they will be responsible for all TRS surcharges. This form will have to be signed each year when their new contract is signed. These employees shall not be eligible for the reimbursement of sick leave as described by the 'reimbursement for leave upon retirement provision' in Board policy DEC (Local).

Returning teachers will be placed on the teacher scale at the Pay ID that reflects their years of professional experience. (For example, if someone were a teacher for 20 years and a program director for 5 years, they would be placed on the teacher's salary schedule at the level reflecting 25 years.) These teachers are eligible for critical needs stipends.

Employees who has retired from the TRS and then hired as a substitute teacher may only substitute for teachers or paraprofessionals who are absent. They may not take a substitute teaching position that covers a vacancy. It is the responsibility of the substitute teacher to verify that the position they are substituting for is not a vacancy. Substitutes who accept and cover vacancies will be removed from the

substitute roster. Any substitute who works in a vacancy position for more than 20 days will be responsible for the additional fees and surcharges assessed by TRS.

Note that this practice does not apply to people who have retired from other retirement systems.

F. CREDITABLE YEARS OF SERVICE

Employees whose salaries are based on creditable years of service must submit official Service Records and/or Verification of Employment documentation to be fully credited for their past employment. Full-time employment, which is a minimum of ninety (90) workdays during a school year, counts as a year of employment with a school district or business.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the Pay Grade. The employee's salary will be adjusted to the approved amount effective the date that the official Service Records and/or Verification of Employment documentation have been received in the Human Resources Department. If the documentation is received within 60 calendar days of the employee's start date, the adjustment will be effective back to the employee's start date. If an employee submits Service Records and/or Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally. Pay adjustments will not be given for prior contract years.

Official documentation submitted becomes the property of Aldine ISD and will not be released to the employee or a third party. When an employee retires, they may submit an online request from the Aldine ISD website to have their original Service Records from other schools returned to them.

1. **Service Records:** Each school district has its own procedure for providing service records. Contact the Human Resources Department of the district in which you were employed to obtain needed service records. Official service records have a raised seal and a signature.
2. **Verification of Employment:** Acceptable Verification of Employment must be on company or business letterhead that includes contact information and has an original signature of the supervisor or an administrative representative.
3. **Year for Year Credit:** In all cases, the Texas Education Agency (TEA) guidelines for crediting experience and degree levels will be followed, where applicable. To earn a year of credit, an employee must work at least 90 full-time days of a contract year.

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

Nurses receive year for year credit for RN experience with acceptable verification of employment.

Police Officers receive year for year credit for work as a certified peace officer with acceptable verification of employment.

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

Classroom instructional aides, with acceptable service records, receive year for year credit for up to two years of service.

4. Substitute Credit: The TEA defines substitute teacher for the purpose of 'Recognition of Creditable Years of Service' in TAC §153.1021 as 'a certified teacher who works on call, does not have a full-time assignment, and provides instruction.' Aldine ISD uses this definition and gives credit for substitute experience as a certified teacher only. To earn a year of credit, a substitute must work at least 90 days of a school year.

G. EDUCATION

Employees whose salaries are based on a particular degree or level of education must submit official transcripts to be fully credited for their education. The only degrees acceptable are those conferred by institutions of higher learning that were accredited or otherwise approved by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred. Accredited Institutions of Post-Secondary Education will be used to determine an institutions' accreditation status.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the Pay Grade. The employee's salary will be adjusted to the approved amount effective the date that the official Service Records and/or Verification of Employment documentation have been received in the Human Resources Department.

If the documentation is received within 60 calendar days of the employee's start date, the adjustment will be effective back to the employees start date. If an employee submits Service Records and/or

Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally. Pay adjustments will not be given for prior contract years.

Official transcripts submitted become the property of Aldine ISD and will not be released to the employee or a third party.

H. LONGEVITY

Aldine ISD pays an additional four cents per hour for each year of employment with the district for paraprofessionals and support staff, and an additional \$100 per year for each year of employment with the district for administrative and professional staff. The annual longevity amount is divided by 24 and paid out proportionally on each paycheck. Longevity is paid for a maximum of 20 years. Longevity payments are capped at 80 cents per hour for paraprofessionals and support staff and \$2,000 a year for administrative and professional employees.

Payment begins in the third year of employment, at which time the longevity earned during the first two years of employment is paid. The employee must work at least 90 days in the contract year to earn credit for a year of service. Temporary employees and substitutes are not eligible for longevity pay. In years of financial constraints, the Board of Trustees may vote to suspend the annual increase in longevity pay.

I. BOARD APPROVED PAY INCREASES

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

The Compensation Department adjusts the pay structures as approved by the Board at the beginning of the fiscal year. The Superintendent or designee shall also determine pay adjustments for individual employees, within the approved budget, following established procedures.

Employees who started late in the year and did not earn a creditable year of service, as defined by TEA (TAC §153.1021), by working at least 90 days of their contract, do not receive any Board approved pay increases and do not move to the next level of the pay structure.

J. REASSIGNMENTS

Salary changes for reassignments will be determined on an individual basis. Typically, salaries are frozen for one year and then adjusted to be commensurate to the position the following year.

K. INELIGIBILITY FOR PAY INCREASES

Board policy DEA (Local) states that an employee will automatically be ineligible for salary increases and incentive payments for one full year under specific conditions. These conditions are:

- 1) The person's contract has been non-extended;
- 2) The person has returned to probationary contract status;
- 3) The person received an overall summative rating of "Ineffective" or "Unsatisfactory;" or
- 4) The person received an overall summative rating of "Needs Improvement" for two consecutive years. (This includes employees who receive an "Ineffective" in one year and a "Needs Improvement" in the following year.)

Upon recommendation of the Superintendent, the Board may also approve the ineligibility of a person for a salary increase and incentive payments under the following conditions:

- 1) An overall summative rating of "Needs Improvement" on the district's evaluation system; or
- 2) Multiple placements or continuation on a professional growth plan.

L. SALARY INQUIRIES

The Aldine Human Resources Department recommends that employees verify their personal information and salary amount on their annual Compensation Statement for accuracy. If there are any errors or inaccuracies, the employee should contact the Human Resources Compensation Department.

If an employee believes that a paycheck is incorrect, they should contact the Payroll Department.

It is the policy of Aldine ISD to protect the confidentiality of its employees' Social Security numbers (SSN) obtained and used in the course of business. Except for verification of identity, and to meet federal and state reporting requirements, no SSN or portion of an SSN should be used in the conduct of the district's business. Therefore, every employee is encouraged to learn the last five digits of their Aldine ID number and provide this number when discussing any information related to their personnel files. To help protect against identity theft, no one should give their SSN over the phone, in person, in writing, in emails, or in any online transactions.

SECTION 3 – SALARY INFORMATION

A. SALARY SCHEDULES

The salary schedules as presented on the following pages are depicted in a format that groups positions into Pay Grades. Jobs that have approximately the same relative internal equity, and are paid within a similar salary range are presented as a group, listing the minimum pay, mid-point pay, and maximum pay for that group, or Pay Grade. The left column of the table lists the specific jobs within the Pay Grade and the number of contract days for that job. The right column shows the minimum, mid, and maximum pay for jobs in that Pay Grade based on the number of contract days.

The Mid Pay amount cannot be used to determine pay relative to the number of years of experience. Each position within the Pay Grade has its own salary table, with a unique minimum and maximum pay amount. In addition, the salaries within a table do not increase proportionally for each year of experience.

All positions within Aldine ISD, except for temporary and substitute positions are salaried positions.

All positions within Aldine ISD have an eight-hour a day work schedule.

The numbering of the Pay Grades is as follows:

100s – Educators

Campus professionals including teachers, nurses, librarians, counselor, diagnosticians, speech pathologists, social workers, and intervention specialists

200s – School Administrators

Principals and Assistant Principals

300s – District-Wide Administrators

400s –Paraprofessionals (Support Staff)

500s – Technology Personnel

600s – Auxiliary

Food Service, Transportation, Maintenance, and Custodial

700s – Police

800s – Superintendent, Deputy Superintendent, Chief Officers, and Assistant Superintendents

Temporary and substitute positions are not included in a pay grade.

B. EDUCATORS (Campus Professionals)

Pay Grade	Job Title/Position	Calendar
101		
	Intervention Specialist	226
	Certified OT Aide	189
	Social Worker	200

	Minimum	Mid Pay	Maximum
Daily	188,7116	306,5196	424,3275
189 Days	35,666	57,932	80,198
200 Days	37,742	61,304	84,866
226 days	42,649	69,273	95,898

102		
	Assessment Specialist/LSSP (Campus Diag.)	199/200
	Behavior Intervention Spec/Elem BRICKS	200
	Board Certified Behavior Analyst (District BCBA)	207
	Counselor Special Education	199
	District Psychologist/LSSP	210/226
	Speech Pathologist Licensed Assistant	187
	Speech Pathologist TEA Certified Assistant	187
	Speech Pathologist CFY	187

Daily	290.5936	385.3738	480.1539
187 Days	54,341	72,065	89,789
199 days	57,828	76,689	95,551
200 days	58,119	77,075	96,031
207 days	60,153	79,772	99,392
210 days	61,025	80,928	100,832
226 days	65,674	87,094	108,515

Teacher Scale * - includes Nurse, Librarian, Testing Coord., Math & Literacy Coach, Specialist, Attendance Officer, Athletic Coord., etc.
 * Teacher scale calendar days range from 187 to 226
 All days have the same daily rate

103		
	Coordinator of Student Financial Aide	226
	Counselor Elementary	189
	Counselor High School	207
	Counselor Middle	199
	Lead Counselor Middle School/High School	226
	Speech Path. Master + CCC/ASHA Nat'l	187/199
	Student Financial Aide Specialist	226

Daily	306.3814	397.1172	487.8529
187 days	57,293	74,261	91,228
189 days	57,906	75,055	92,204
199 days	60,970	79,026	97,083
207 days	63,421	82,203	100,986
210 days	64,340	83,395	102,449
226 days	69,242	89,748	110,255

104		
	Audiologist	202
	OT/PT	189/202

Daily	370.3704	406.0186	441.6667
189 days	70,000	76,738	83,475
202 days	74,815	82,016	89,217

C. SCHOOL ADMINISTRATORS

Pay Grade	Job Title/Position	Calendar
201		
	Assistant Principal PK/Elem.	215

	Minimum	Mid Pay	Maximum
Daily	306.3814	396.3574	486.3333
215 days	65,872	85,217	104,562
226 days	69,242	89,577	109,911

202		
	Assistant Principal Middle	215/226
	Assistant Principal Small High School	215/226

Daily	314.1488	404.7880	495.4272
215 days	67,542	87,029	106,517
226 days	70,998	91,482	111,967

203		
	Assistant Principal 9th Grade and High School	215/226
	Principal PK/Elem/Middle	226

Daily	331.2093	454.3215	577.4336
215 days	71,210	97,679	124,148
226 days	74,853	102,677	130,500

204		
	Principal 9th Grade and Small High School	226

Daily	441.5044	538.2301	634.9558
226 Days	99,780	121,640	143,500

205		
	Principal High School	226

Daily	500.0000	588.4956	676.9912
226 Days	113,000	133,000	153,000

Salary schedules change each year.

D. DISTRICT-WIDE ADMINISTRATORS

Pay Grade	Job Title/Position	Calendar
301		
	Administrative Assistant 1	226
	Bond Accountant	257
	Bond Administrator 1	257
	Construction Project Manager 1	257
	Tax Assessor-Collector	226

	Minimum	Mid Pay	Maximum
Daily	177,1206	294,0693	411,0179
226 Days	40,029	66,460	92,890
257 days	45,520	75,576	105,632

302		
	Construction Project Manager 2	257
	Bond Administrator 2	257
	Communication Department Specialists	226
	Web Developer	226

Daily	224.6459	320.6419	416.6378
226 Days	50,770	72,465	94,160
257 days	57,734	82,405	107,076

303		
	Accountant	226
	Administrative Assistant 2	226
	Coordinator of Assessment	226
	District Translator	226
	E-Rate Compliance Officer	226
	Energy Manager	226
	Medicare Manager	215
	Intranet Application Administrator/Web Master	226
	Senior Programmer for Staff Development	226

Daily	247.2655	340.6182	433.9709
215 days	53,162	73,233	93,304
226 days	55,882	76,980	98,077

304		
	Assistant Director	226
	Dietician/Chef	226
	Payroll Supervisor	226

Daily	269.9646	355.6667	441.3687
226 Days	61,012	80,381	99,749

305		
	Attorney	226
	Coordinator of Head Start	226
	Director	226
	Facilities Manager - M.O. Campbell Ed. Ctr.	226
	Human Resources Director	226
	Multilingual Program Specialist	226
	Police Captain	226
	Program Director	210/220/226

Daily	320.1762	426.9288	533.6813
210 days	67,237	89,655	112,073
220 days	70,439	93,924	117,410
226 days	72,360	96,486	120,612

306		
	Assistant General Counsel	226
	Chief of Police	226
	Executive Director	226

Daily	442.4779	555.1770	667.8761
226 Days	100,000	125,470	150,940

Salary schedules change each year.

E. PARAPROFESSIONALS (Support Staff)

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
401			Hourly	11.5518	18.7959	26.0400
	Attendance Clerks: Head Start, PK	226	187 days	17,281	28,119	38,956
	Attendance Clerks: High School	197	192 days	17,744	28,871	39,997
	Attendance Clerks: Middle, Elementary	187	197 days	18,206	29,622	41,039
	Campus Aides: SAC, Autistic, GAP, SPPCD, SLC, Clinic, and LRC	187	199 days	18,390	29,923	41,456
	Campus Bookkeeper	226	202 days	18,668	30,374	42,081
	Campus Clerical: Computer, Geneal, ESL Support	187	207 days	19,130	31,126	43,122
	Campus Clerical: Even Start, HS SIS, HS Textbook	226	210 days	19,407	31,577	43,747
	Campus Monitor	187	226 days	20,886	33,983	47,080
	Campus Registrar	226	256 days	23,658	38,494	53,330
	Central Office Print Shop Clerk/Supervisor	256				
	Day Care Worker	187				
	District Security Monitor	256				
	Mail Room Clerk	226/256				
	Parking Lot Attendant	187/226				
	Secretary to Assistant Principal (not HS)	187				
	Secretary to Counselor	207				
	Secretary to Diagnostician (SEMS Clerk)	199				
	Secretary to High School Assistant Principal	210				
	Secretary to Principal (not HS)	226				
	Teacher/Instructional Aide	187				
402			Hourly	15.1992	21.8756	28.5519
	Bookkeeper - Central Office	226/256	220 days	26,751	38,501	50,251
	Clerical I, II & III - Central Office	220/226/256	226 days	27,480	39,551	51,622
	Clerical - Warehouse	256	256 days	31,128	44,801	58,474
	Food Service Office Manager - Central Office	226				
	Payroll Clerk	226				
	Secretary to Director/Executive Director	226/256				
	Secretary - Elementary/Intermediate/Middle	226				
403			Hourly	18.8686	26.4861	34.1035
	Clerical IIII - Central Office: Certification, GHRS, PEIMS, Public Info., Purchasing, Textbook	226	226 days	34,114	47,887	61,659
	Food Service Supv Non Degreed - Central Office	226	256 days	38,643	54,243	69,844
	Secretary to High School Principal	226				
	Secretary - Warehouse	256				
404			Hourly	23.7917	31.3458	38.8999
	Clerical VI - Central Office Supevisor	226/256	187 days	35,592	46,893	58,194
	Licensed Deaf Ed Interpreter	187	226 days	43,015	56,673	70,331
	Paralegal	226	256 days	48,725	64,196	79,667
	Executive Assistant to Assistant Superintendent	226				
	Executive Assistant to Chief	226				
	Executive Assistant to Deputy Superintendent	226				
	Executive Assistant to Superintendent	226				
405			Hourly	28.8743	36.2532	43.6320
	Food Service Supervisor Degreed - Central Office	226/256	226 days	52,205	65,546	78,887
			256 days	59,135	74,246	89,358

Salary schedules change each year.

F. TECHNOLOGY

Pay Grade	Job Title/Position	Calendar
501		
	Campus Computer Technician	226
	Desktop Support Technician	226
	Technology Services Technician	226
	Senior Computer Operator	256
502		
	Junior Programmer Analyst/Business Analyst	226
	Security Hardware Technician	226
	Senior Telecommunications Technician	226
503		
	Network Administrator	226
	Network Engineer	226
	Programmer Analyst	226
	Technology Facilitator	226
504		
	Project Manager	226
	Systems Programmer/Administrator	226
	Senior Programmer Analyst	226
	Technology Supervisor	226

	Minimum	Mid Pay	Maximum
Hourly	17.0967	23.3955	29.6942
226 days	30,911	42,299	53,687
256 days	35,014	47,914	60,814

Hourly	22.6505	29.9378	37.2251
226 days	40,952	54,128	67,303

Hourly	28.7659	40.0490	51.3321
226 days	52,009	72,409	92,808

Hourly	33.8295	45.4610	57.0924
226 days	61,164	82,193	103,223

Salary schedules change each year.

G. AUXILIARY

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
601			Hourly	10,446.7	16,551.7	22,656.6
	Athletic Maintenance Worker	256	177 days	14,793	23,437	32,082
	Bus Driver Aide	177	179 days	14,960	23,702	32,444
	Catering Specialist	179	205 days	17,133	27,145	37,157
	Catering Specialist - Central Office	210	210 days	17,550	27,807	38,063
	Custodian II	205/257	226 days	18,888	29,925	40,963
	Custodian III-Asst Head Middle School	257	256 days	21,395	33,898	46,401
	Custodian V-Asst Head High School	257	257 days	21,478	34,030	46,582
	Custodian VI-Head Elementary	257				
	Food Service Accountability Specialist	179				
	Food Service Employee	179				
	General Maintenance Worker	256				
	Grounds Worker	257				
	Nursery Attendant - Transportation	177				
	Security and Heavy Equip - Buildings and Prop.	257				
	Special Needs Attendant - Transportation	177				
	Truck Driver - Central Receiving/Textbooks	226/257				
	Utility Worker - Transportation	256				
602			Hourly	13,680.9	20,176.9	26,672.9
	Application Processor - Transportation	226	185 days	20,248	29,862	39,476
	Custodian VII-Head Middle School	257	256 days	28,018	41,322	54,626
	Custodian VIII-Head High School/Admin	257	257 days	28,128	41,484	54,839
	High School Maintenance	256				
	Oil Change Technician	256				
	Tire Mechanic	256				
	Transportation Parts Room	256				
603			Hourly	15,493.4	24,448.2	33,402.9
	Bus Driver/Bus Driver Supervisor/Star Driver	177	177 days	21,939	34,619	47,299
	Bus Inspector	256	207 days	25,657	40,486	55,315
	Fleet Manager - Transportation	256	226 days	28,012	44,202	60,392
	Food Service Manager Trainee	185	256 days	31,730	50,070	68,409
	Maintenance Mechanic III	256	257 days	31,854	50,265	68,676
	Maintenance Technician I	256				
	Mechanic III - Transportation	256				
	Nursery Supervisor - Transportation	177/226				
	Painter	256				
	Pump Man - Maintenance	256				
	Security Camera Technician - Transportation	256				
	Technology Specialist - Transportation	256				
	Transportation Dispatcher/Key Dispatcher/Router	207/226				
	Transportation Trainer/Training Academy Supv.	256				
	Warehouse Supervisor - Central Receiving	257				
604			Hourly	19,527.1	26,678.8	33,830.4
	Carpenter	256	185 days	28,900	39,485	50,069
	Food Service Manager - Elem., AEC, Hall, Avalos	185	210 days	32,806	44,820	56,835
	Food Service Technician	256	256 days	39,992	54,638	69,285
	Maintenance Technician III	256	257 days	40,148	54,852	69,555
	Pest Control Technician	257				
	Technician III - Buildings and Properties	257				
605			Hourly	21,745.0	28,707.5	35,669.9
	A/C Specialist	256	185 days	32,183	42,487	52,791
	Food Service Manager - 9th Grade and Middle School	185	210 days	36,532	48,229	59,925
	Food Service Manager - Large High School	185/210	256 days	44,534	58,793	73,052

AUXILIARY (con't)

Pay Grade	Job Title/Position	Calendar
606		
	Leadman - A/C, Plumber, Mechanic	256
	Compliance Technician - Maintenance	256
	Chief Operating Engineer	256
	Custodial Supervisor (District)	226/257
	Transportation Foreman	256

	Minimum	Mid Pay	Maximum
Hourly	24,901.1	33,711.2	42,521.3
256 days	50,997	69,041	87,084

H. POLICE

Pay Grade	Job Title/Position	Calendar
701		
	Police Dispatcher	257
	Police Dispatch Supervisor	257
	Security Camera Repair Technician	226

	Minimum	Mid Pay	Maximum
Hourly	15,745.6	22,094.0	28,442.3
256 days	32,247	45,248	58,250
257 days	32,373	45,425	58,477

Pay Grade	Job Title/Position	Calendar
702		
	Alarm Technician	256
	Police Patrolman	257
	Police Sergeant	257

	Minimum	Mid Pay	Maximum
Hourly	22,962.6	32,014.0	41,065.3
256 days	47,027	65,565	84,102
257 days	47,211	65,821	84,430

I. SUPERINTENDENT, DEPUTY SUPERINTENDENT, ASSISTANT SUPERINTENDENTS, AND SCHOOL ASSISTANT SUPERINTENDENTS

Pay Grade	Job Title/Position	Calendar
801		
	Assistant Superintendent	226
802		
	Chief Officers	226
803		
	Deputy Superintendent	226
804		
	Superintendent	226

	Minimum	Mid Pay	Maximum
Hourly	663,716.8	741,592.9	819,469.0
226 days	150,000	167,600	185,200
Hourly	751,991.2	826,296.5	900,601.8
226 days	165,000	186,743	203,536
Hourly	786,172.6	900,110.7	1,014,048.7
226 days	177,675	203,425	229,175
Hourly	929,203.5	1,101,323.0	1,273,442.5
226 days	210,000	248,899	287,798

Salary schedules change each year.

J. TEMPORARY EMPLOYEES AND SUBSTITUTES

1. Hourly Positions:

<u>Temporary Employees</u>	<u>Starting Salary</u>
Part-Time or summer – High School Student	\$ 7.6185 per hour
Part-Time or summer – Other	\$ 8.1607 per hour
Temporary	\$ 9.3887 per hour
<u>Temporary/Substitutes</u>	<u>Starting Salary</u>
Non-Teaching (Custodian / Food Service / Central Receiving / Athletic Maintenance / Warehouse)	\$ 8.8298 per hour
Crossing Guard	\$10.5601 per hour
Police Department	\$ 21.1201 per hour

2. Daily Positions:

<u>Substitutes</u>			
Teacher:	1 – 10 Days	11 – 24 Days	25+ Days
Non-Degreed	\$ 87 per day	\$ 92 per day	\$104 per day
Degreed	\$ 93 per day	\$107 per day	\$126 per day
Certified	\$ 98 per day	\$118 per day	\$150 per day
Paraprofessional:	1 – 10 Days	11+ Days	
Non-Degreed	\$ 81 per day	\$ 85 per day	
Degreed	\$ 85 per day	\$ 92 per day	
SAC Aide:	1+ Days		
Non-Degreed	\$ 81 per day		
Degreed	\$ 85 per day		

Salary schedules change each year.

Temporary employees and substitutes who have retired from the Teacher Retirement System (TRS) of Texas and are re-employed should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. See Section II, paragraph F, of this manual for more details.

K. EXTRA DUTY PAY

Employees are paid for performing extra duties such as creating and developing materials for staff development, preparing for and presenting at staff development, curriculum writing, and working extended days for specific activities. See the Financial Procedures Manual for more details and pay amounts regarding Extra Duty Pay. Administrative staff, principals, and assistant principals are not eligible for extra duty pay, other than those listed in the Board approved supplement list.

L. OVERPAYMENT RECOVERY

As afforded in Government Code 666, a state agency may recover the amount of a state employee's indebtedness. Employees are not entitled to any fund the District overpays employee and the District may deduct any overpayments from one or more of an employee's paychecks.

M. POSITIONS FUNDED BY FEDERAL AND/OR STATE GRANTS

Employment in positions funded by Federal and/or State grants is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.

(Also add to employee handbook)

SECTION 4 – STIPENDS, SUPPLEMENTS AND INCENTIVES

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A. CRITICAL NEEDS STIPENDS

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

Critical Needs Stipends are paid twice a year (October and March). The annual amount of the supplement is divided by two and the employee will receive that amount in each of these months. Critical Needs Stipends are not shown on the annual Compensation Statement. Critical Needs Stipends qualify as creditable compensation and are subject to TRS deductions.

1. Eligibility: A teacher in a critical needs area could be eligible for a stipend if the following conditions are met:
 - Teachers must hold a standard certification in the critical needs areas that are defined by the Board. Teachers in an alternative certification program will not be eligible for the critical needs supplement until they receive their standard certification.
 - Teachers in the qualifying role must teach in that role for at least 50% of the instructional day. The stipend amount will be prorated based on the number of sections taught as a percentage of total sections available during a school day.
 - Teachers must be teaching during the regular school day. Teachers who teach in a critical needs area during a zero period will not be eligible for the supplement.
 - If a teacher qualifies for more than one stipend, the teacher will receive only one stipend, the one with the highest money allocation.

2. Length of stipend awards: Annual reviews will be scheduled with campus principals to determine eligibility. Teachers may continue to receive stipend allocations if they continue to meet eligibility requirements.

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

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B. CRITICAL NEEDS STIPENDS

AMOUNT

Math Teacher (Grades 6-12)*; including Skills Specialist, Instructional Coach, Response to Intervention (RtI), and Academic Intervention Teacher** (6th Grade new 2018-2019)	\$3,000
Science Teacher (Grades 6-12)*; including Skills Specialist, Instructional Coach, RtI, and Academic Intervention Teacher** (6th Grade new 2018-2019)	\$3,000
Reading Teachers (Grades 9-12)	\$2,500
English I & II Teacher; including Skills Specialist, RtI, and Academic Intervention Teacher** & Accelerated English Academy (AEA)***	\$3,000
Health Science Teacher	\$4,000
Montessori Teacher (excluding Bilingual and ESL who receive stipends)	\$1,500
SPECIAL EDUCATION: (All Grades)	
Structured Learning Center (SLC), Structured Preschool Program for Children with Disabilities (SPPCD), Gaining Acceptable Performance (GAP), Visually Impaired, Hearing Impaired, Orientation & Mobility, Pre-Kindergarten (PK) Inclusion, PK Play Based Assessment Team (PBAT)	\$3,000
GAP Center and Compliance Unit - Lane & Aldine Education Center (AEC)	\$4,500
Occupational Therapist; including Assistants	\$2,500
Physical Therapist	\$3,500
Certified Assessment Specialist (Diagnostician)	\$4,000
Certified Bilingual Assessment Specialist	\$5,000
Licensed Psychologist	\$1,500
CERTIFIED SPEECH PATHOLOGIST:	
Speech-Language Pathology Assistant (SLPA) - Starting Year 4 in Aldine	\$3,500
Clinical Fellowship Year (CFY)	\$5,000
Certificate of Clinical Competence (CCC), Audiologist	\$7,000
Bilingual with CCC	\$8,000
Bilingual Teacher (All Grades)****; including Skills Specialist, Instructional Literacy Coach, RtI, and Academic Intervention Teacher**	\$4,500
ALDINE EDUCATION CENTER (AEC) TEACHERS:	
Math and Science Teachers	\$6,000
All other Teachers	\$3,000
Structured English Immersion (SEI) Teacher****; including Instructional Literacy Coach, RtI, and Academic Intervention Teacher**	\$2,500
District Instructional Math Coach**	\$3,000
English as a Second Language (ESL) identified intensive classroom teacher**** (must meet requirements)	\$2,500
INTERNATIONAL BACCALAUREATE (IB) COORDINATOR:	
Early Childhood (EC)/PK/Kindergarten	\$2,000
Elementary/Middle School (2)	\$2,500
9th Grade/High School	\$3,500
High School and IB Program Coordinator (1)	\$5,000
Carver Magnet Coordinator	\$1,500

Additional clarifications relevant to Critical Needs Stipends:

**Science teachers must be certified in the science they are teaching. Intermediate Math and Science Teachers do not receive a critical needs stipend, even if they are certified. Elementary Resource and Inclusion teachers do not receive the critical needs stipend. Middle School and High School Resource teachers who are also certified in Math and Science and are serving students in those subject areas are eligible for the critical needs stipend.*

***Must have a standard certification in the critical needs area to qualify. Generalists must have taught in the Critical Needs area in the preceding year to qualify.*

****AEA (Accelerated English Academy) teachers must be fully certified in ESL and English and teaching ELL students.*

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**** CLARIFICATIONS: SPECIFIC ELIGIBILITY REQUIREMENTS

English as a Second Language (ESL) Stipend

STIPENDS WILL BE PRORATED TO THE DATE ALL THREE REQUIREMENTS ARE MET.

(Grades PK-12) - ONLY applicable to the ESL program (which includes the newcomer program at grades 7-12). Teachers must be identified by their principal, complete a series of specific professional development, possess a standard certification in ESL, and be assigned to sheltered teams. Does not include bilingual students.

Single Sheltered Class (Grades PK-2) and Sheltered Team (Grades 3-8) must reach capacity before an additional teacher is approved.

Middle and High School Only: Employees in this position (EOC course, English courses, and AEA content courses) who meet specific certain eligibility criteria can receive two stipends; they are not bound to the rule that you can only receive one stipend and it will be the higher of the two. (Exception: see PK below) The Executive Director of Multilingual Services will submit list of recipients and Human Resources will validate certificate.

(Grades PK-2) - PK: The general education teacher and the inclusion special education teacher may co-teach in one classroom. The general education teacher may be eligible for the ESL stipend. The special education co-teacher may also be eligible for the stipend if there are more than 10 dually-served (ESL/SPED) students enrolled; however, they will only receive the higher of the two (special ed or ESL). PK-2: The number of teachers eligible for the ESL stipend will be determined by the number of ESL students enrolled in each grade level. When the grade level ESL enrollment does not exceed the established teacher/ student ratio, on the campus makes the decision to departmentalize (team teach), the ESL stipend will be divided among the teacher in the team.

Bilingual Stipend (Grades PK-6) - ONLY applicable to the Bilingual program. Teachers (including Title I teachers) must be identified by their principal, possess a standard certification in bilingual, and be assigned to bilingual students at least 50% of the day. (grades PK-6) Does not include ESL students.

Spanish English Immersion (SEI) Stipend (Grades 3-6) - ONLY applicable to the Bilingual program. Teachers must be identified by their principal, possess a standard certification in ESL, team teach with a bilingual teacher, and be assigned to teach the English Language Arts (ELA) and possibly other content areas in Spanish or English to bilingual students. Does not include ESL students.

C. SUPPLEMENTAL DUTY PAY

The amounts of the supplements are monetary allocations given to employees for performing specific roles as determined by the Board. Supplements are paid throughout the year, unless noted otherwise on the supplement list. The annual amount of the supplement is divided by 24 and is paid out proportionally on each paycheck. Supplements are listed on the annual Compensation Statement and are subject to TRS deductions.

The amounts of the supplements are approved by the Board. The Superintendent or designee can remove these roles from an employee and the payment of the supplement will be stopped at any time, based on the financial or supplemental needs of the District. Receiving a supplement in one school year does not guarantee or give rights to receiving the supplement in following years. District administrators, principals, and assistant principals cannot serve in supplemental roles such as coaches, cheerleader sponsors, or performing arts directors. Employees who have a district vehicle are not eligible to receive the travel supplement for their position.

Examples of the supplements offered at Aldine ISD include:

- Mentors for teachers and principals who mentor and support new principals and teacher(s) graduating from the College of Education in a university setting or an alternative certification program. This is a one-time payout.

Mentors will be selected by the campus principal or School Assistant Superintendent. Predetermined qualifications, as outlined in the district mentorship program, must be met to serve in this capacity.

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- Cooperating Teachers for teachers who are assigned a student teacher at any time during a semester. Cooperating teachers will be selected by the campus principal. Predetermined qualifications, as outlined in the district's student teacher program, must be met to serve in this capacity. This is a one-time payout.
 - Extra-Curricular for eligible employees who are assigned certain extra-curricular activities. The list of activities and supplements are identified and approved by the School Board.
 - Campus Leadership Roles for teachers who serve in leadership roles such as department chairperson. A selection process will be held to determine who is the most qualified to assume these roles. The School Assistant Superintendents will provide principals with details regarding the selection process.
1. Length of supplement awards: Annual reviews will be scheduled with campus principals to determine eligibility. Employees may continue to receive supplement allocations if they continue to perform the required supplemental duties.
 2. Partial assignments: Supplements will be distributed on a prorated basis for partial assignments. Employees sharing a position will each receive half of the total annual supplement.
 3. Sponsorships: Employees who serve as a sponsor, have a CDL, and drive students to and from events, will be paid additional for drive time. However, time spent at the event will not be paid as additional time as it is covered by the supplemental pay associated with the sponsorship.

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D. SUPPLEMENTS - EXTRA DUTY, TRAVEL, LEADERSHIP, ETC.

ACE DEMONSTRATION SCHOOLS STIPENDS (New 2019-2020)	
To be eligible:	
1) Teachers/Professionals/Administrators must complete the required series of specific professional development.	
2) Teachers/Professionals/Administrators must not be on a professional support plan/professional growth plan.	
3) Teachers/Professionals/Administrators must work an additional hour daily (school day will be extended by one hour).	
4) Teachers/Professionals/Administrators cannot miss more than 10 days of work unless preapproved by the Chief of Schools.	
<i>(Paid in two installments: half of annual amount on 10/20 paycheck and half on 3/20 paycheck)</i>	
	AMT.
Principal	\$15,000
Assistant Principal	\$13,500
Classroom Teacher	\$10,000
Counselor	\$10,000
Music Teacher	\$10,000
Physical Education Teacher	\$10,000
Dyslexia Specialist/Diagnostician	\$8,000
Information Literacy Specialist (Librarian)	\$8,000
Instructional Coach	\$8,000
Nurse	\$8,000
RTI Teacher	\$8,000
Skills Specialist/Interventionist	\$8,000

Extra Duty, Travel, and Leadership Supplements Payout: The annual amount of the supplement is divided by the number of checks the employee receives for the contract period and paid in equal payments throughout the year. Supplements will be distributed on a prorated basis for partial

ITECH - DISTRICT DIGITAL LEARNING SPECIALIST SUPPLEMENT			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
<i>Information comes through Human Resources Director.</i>			
SUBJECT		EVENT	AMT.
Technology Specialist	TECH	192	\$3,100

DEPARTMENT CHAIRPERSON SUPPLEMENTS			
<i>* These designated department chairpersons will have an additional five (5) days added to their contract.</i>			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
INTERMEDIATE SCHOOL (HOUSTON) DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT	EVENT	#DAYS	AMT.
*Reading	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
MIDDLE SCHOOL (Grades 6-8) DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT	EVENT	#DAYS	AMT.
*Reading	DEPTC	192	\$1,000
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000
Academic Pentathlon	AP	187	\$900

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9th GRADE DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT	EVENT	#DAYS	AMT.
*English	DEPTC	192	1,000
*Math	DEPTC	192	1,000
*Science	DEPTC	192	1,000
*Social Studies	DEPTC	192	1,000
Physical Ed/Health	DEPTC	187	1,000
Business	DEPTC	187	1,000
Other Languages	DEPTC	187	1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	1,000
Octathlon	AF	187	1,200

HIGH SCHOOL DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT	EVENT	#DAYS	AMT.
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
*Special Education	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Other Languages	DEPTC	187	\$1,000
Career & Technology	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000

9th GRADE and HIGH SCHOOL SPONSOR SUPPLEMENTS			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
ASSIGNMENT	EVENT	#DAYS	AMT.
Yearbook	AA	187	\$1,200
Newspaper	AB	187	\$1,000
Academic Decathlon	AC	187	\$2,000
Student Council	AD	187	\$1,100
National Honor Society	AE	187	\$400
SAT Specialist	AF	187	\$2,000
Prep Bowl	AG	187	\$200
Asst Academic Decathlon	AH	187	\$1,200
Academic Pentathlon	AP	187	\$900
Texaco Star	UU	187	\$200
UIL Accounting	UU	187	\$200
UIL Art	UU	187	\$200
UIL Calculator	UU	187	\$200
UIL Computer Science	UU	187	\$200
UIL Current Events	UU	187	\$200
UIL Keyboarding	UU	187	\$200
UIL Literary Criticism	UU	187	\$200
UIL Mathematics	UU	187	\$200
UIL Number Sense	UU	187	\$200
UIL Reading/Writing	UU	187	\$200
UIL Science	UU	187	\$200
UIL Spelling	UU	187	\$200

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CHEERLEADING SUPPLEMENTS			
POSITION	EVENT	DAYS	AMT.
HIGH SCHOOL			
Cheerleader Sponsor 10	PH	192	\$1,500
Cheerleader Sponsor 11	PH	192	\$1,500
Cheerleader Sponsor 12	PG	192	\$2,500
Pep Squad	PI	187	\$800
9TH GRADE			
Cheerleader Sponsor 9	PH	192	\$1,500
MIDDLE			
Cheerleader Sponsor 7	PO	192	\$1,400
Cheerleader Sponsor 8	PO	192	\$1,400

MIDDLE SCHOOL COACHING ASSIGNMENT SUPPLEMENTS				
ASSIGNMENT	EVENT	#CLASSES	#DAYS	AMT.
Head Football Coach	A1	5-5	197	\$4,500
First Assistant Football	B0	5-5	197	\$3,600
Assistant Football	B1	5-5	192	\$3,400
Assoc Football/7th	B9	6-6	187	\$1,600
Assoc Football/8th	B9	6-6	187	\$1,600
Head Boys Basketball	C0	5-5	187	\$3,000
Assistant Boys Basketball	C1	5-5	187	\$2,800
Head Girls Basketball	C6	5-5	187	\$3,000
Assistant Girls Basketball	C7	5-5	187	\$2,800
Assoc Boys Basketball/7th	D9	6-6	187	\$1,200
Assoc Boys Basketball/8th	D9	6-6	187	\$1,200
Assoc Girls Basketball/7th	D9	6-6	187	\$1,200
Assoc Girls Basketball/8th	D9	6-6	187	\$1,200
Head Boys Track	G0	6-5	187	\$2,500
Assistant Boys Track	G1	6-5	187	\$2,300
Head Girls Track	G6	6-5	187	\$2,500
Assistant Girls Track	G7	6-5	187	\$2,300
Assoc Boys Track/7th	G9	6-6	187	\$1,200
Assoc Boys Track/8th	G9	6-6	187	\$1,200
Assoc Girls Track/7th	G9	6-6	187	\$1,200
Assoc Girls Track/8th	G9	6-6	187	\$1,200
Head Volleyball	H0	5-6	192	\$3,000
Assistant Volleyball	H1	5-6	192	\$2,800
Tennis (CO-ED)	I0	6-6	187	\$2,500
Head Boys Soccer	H3	5-5	187	\$2,500
Assistant Boys Soccer	H4	5-5	187	\$2,300
Head Girls Soccer	H5	5-5	187	\$2,500
Assistant Girls Soccer	H6	5-5	187	\$2,300
Assoc Volleyball/7th	H9	6-6	187	\$1,200
Assoc Volleyball/8th	H9	6-6	187	\$1,200

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HIGH SCHOOL COACHING ASSIGNMENT SUPPLEMENTS				
ASSIGNMENT	EVENT	#CLASSES	#DAYS	AMT.
Head Football/Campus Coordinator	A0	0-0	220	\$22,000
First Assistant Head Coordinator Football	B0	2-2	213	\$7,000
Second Assistant Coordinator Football	B1	2-2	213	\$6,500
Assistant Football (9)	B4	2-2	197	\$6,000
Assistant Sub Varsity Football (4)	B3	2-2	197	\$5,500
Trainer (2)	A2	0-0	200	\$7,000
Head Boys Basketball	C0	2-2	197	\$7,000
J.V. Boys Basketball	C1	2-2	197	\$3,500
Sophomore Boys Basketball	C2	2-2	197	\$2,900
Freshman Boys Basketball (2)	C3	2-2	187	\$2,900
Head Girls Basketball	C6	2-2	197	\$7,000
J.V. Girls Basketball	C7	2-2	197	\$3,500
Freshman Girls Basketball (2)	C8	2-2	187	\$2,900
Head Baseball	D0	2-2	187	\$5,000
Assistant Baseball	D1	3-2	187	\$3,500
J.V. Baseball	D2	3-2	187	\$3,500
Sophomore Baseball	D3	3-3	187	\$3,200
Cross Country (Co-Ed)	F0	2-3	197	\$4,000
Assistant Cross Country	F1	3-3	192	\$3,000
Head Boys Track	G0	3-2	187	\$4,000
J.V. Boys Track	G1	3-2	187	\$3,000
Freshman Boys Track	G2	3-2	187	\$3,000
Head Girls Track	G6	2-2	187	\$4,000
J.V. Girls Track	G7	3-2	187	\$3,000
Freshman Girls Track	G8	3-2	187	\$3,000
Head Volleyball	H0	2-2	197	\$5,500
J.V. Volleyball	H1	2-2	197	\$3,500
Freshman Volleyball (2)	H2	3-2	197	\$2,900
Team Tennis (Co-Ed)	I0	2-3	187	\$2,750
Spring Tennis (Co-Ed)	I1	3-2	187	\$2,750
Assistant Spring Tennis (Co-Ed)	I2	3-2	187	\$2,750
Head Swimming (Co-Ed)	J0	2-2	187	\$4,500
Athletic Academic Advisor	J1	3-3	187	\$2,900
Head Golf (Co-Ed)	K0	2-2	187	\$4,500
Head Softball	L0	3-2	187	\$5,000
Assistant Varsity Softball	L1	3-2	187	\$3,500
J.V. Softball	L1	3-2	187	\$3,500
Power Lifting (new 2019-2020)	L2	3-2	187	\$3,500
Head Boys Soccer	M0	3-2	192	\$5,000
J.V. Boys Soccer	M1	3-2	192	\$3,500
Freshman Boys Soccer	M2	3-2	187	\$3,500
Head Girls Soccer	M6	3-2	192	\$5,000
J.V. Girls Soccer	M7	3-2	192	\$3,500
Freshman Girls Soccer	M8	3-2	187	\$3,500

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PERFORMING ARTS SUPPLEMENTS			
PERFORMING ARTS ASSIGNMENT	EVENT	# DAYS	AMT.
Houston Academy			
Orchestra Director (Houston Academy)	PL	187	\$1,000
Theatre Arts (Houston Academy)	PN	187	\$1,000
Dance Director (Houston Academy)	PR	187	\$1,000
Middle School			
Head Band Director	PK	197	\$5,000
First Assistant Band Director	PL	192	\$3,500
Second Assistant Band Director (Based on enrollment)	PL	192	\$3,500
Strings Director (Drew)	PL	192	\$3,700
Choir Director	PM	187	\$3,800
Theatre Arts	PN	187	\$1,500
Speech <i>(Will receive at end of year when all criteria are met.)</i>	PN	187	\$1,500
Piano (Drew)	PP	187	\$500
Assistant Choir	PQ	187	\$2,250
Dance Director (Drew)	PR	187	\$1,500
9th Grade			
Theatre Arts	AT	187	\$2,500
Head Band Director	PC	203	\$5,000
Dance Teacher/Director (Housed at High School)	PE	192	\$2,000
Choir Director (Housed at High School)	PV	192	\$4,000
High School			
Head Band Director	PA	208	\$9,500
First Assistant Band Director	PB	203	\$5,000
Second Assistant Band Director	PB	203	\$5,000
Strings Director (Carver)	PB	192	\$3,700
Strings/Guitar/Piano (Carver)	PB	192	\$3,700
Choir Director	PD	192	\$5,500
Piano and Choir Director (Carver)	PD	192	\$5,500
Head Dance Team Director (Drill Team)	PE	203	\$5,000
Assistant Dance Director	PE	192	\$2,000
Theatre Arts Director	PF	187	\$5,000
Assistant Theatre Arts Director	PF	187	\$2,500
Pep Squad	PI	187	\$800
Speech/Debate <i>(Will receive at end of year when all criteria are met.)</i>	PJ	187	\$4,000
Color Guard	PQ	197	\$3,000
Assistant Speech/Debate <i>(Will receive at end of year when all criteria are met.)</i>	PS	187	\$1,500
Steel Drum	PX	187	\$3,000

Criteria: Speech and Debate will receive at end of year on the 5/20 check after set criteria has been met.

CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATION SPONSOR SUPPLEMENTS		
POSITION	EVENT	AMT.
High School Sponsor	CRSTP	\$1,500
High School Co-Sponsor	CRSTP	\$1,200
9th Grade and Middle School Sponsor	CRSTP	\$1,200
9th Grade and Middle School Co-Sponsor	CRSTP	\$1,000

Criteria: Will receive at end of year when sponsorship criteria has been met.

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JROTC SUPPLEMENTS		
POSITION	EVENT	AMT.
High School JROTC <i>Will receive at end of year when all criteria are met</i> \$500.00 for each team they coach up to four teams.	CRSTP	\$2,000
Middle School LOTC <i>Will receive at end of year when all criteria are met</i> \$400.00 for each team they coach up to four teams.	CRSTP	\$1,600

Criteria: Will have to complete in a set number of drill meets in the Fall and Spring, as well as, at the Aldine District JROTC and LOTC drill meets.

JROTC SUPPLEMENTS		
POSITION	EVENT	AMT.
High School Commander	DEPTC	\$1,000
High School Commander	ROTC	\$2,000

High School Commander receives both.

POLICE DEPARTMENT ANNUAL CERTIFICATION SUPPLEMENTS		
<i>Given to police officers only (PD1) upon completion of certification</i>	EVENT	AMT.
Intermediate	PDPSI	\$600
Advanced	PDPSA	\$1,200
Master	PDPSM	\$1,800

POLICE OFFICER K-9 OFFICER SUPPLEMENT		
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*Paid at a rate of officers overtime hourly rate times 3.5 hrs per week for 52 weeks; spread over 24 cks
To be calculated once a year at beginning of fiscal year*

EVENT: PK9DG

PSYCHOLOGIST/LSSP PHD SUPPLEMENT		AMT.
EVENT: PHD		\$500

PRINCIPAL MENTOR SUPPLEMENT		AMT.
<i>School Asst. Sups will submit to HR, but will be processed in Payroll. To be paid in one payment in March.</i>		\$2,500
EVENT: MISCP		

TEACHER MENTOR SUPPLEMENTS	EVENT	AMT.
Mentor to ACP beginning teachers (per year) <i>Paid in June.</i>	MISCP	\$500
Mentor to other beginning teachers (per year) <i>Paid in May.</i>	MISCP	\$250

Paid once a year.

COOPERATING TEACHER SUPPLEMENTS <i>(works with a student teacher)</i>		AMT.
Full term	MISCP	\$250
Partial term	MISCP	\$125
Mentor to TechTeach teacher (first semester)	TETCH	\$250
Mentor to TechTeach teacher (second semester)	TETCH	\$500

Paid twice a year in December and June.

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ONEGOAL SUPPLEMENT - (Fall, Spring)		AMT.
<i>Paid twice a year using critical needs schedule.</i>		\$1,000
SCHOOL:	EVENT:	
Nimitz	5GOAL	
MacArthur	3GOAL	
Carver	2GOAL	
Eisenhower	4GOAL	
Aldine	1GOAL	
Davis	12GOA	

ACADEMIC ASSESSMENT AND DATA SPECIALIST CAMPUS SUPPORT PERSONNEL - CERTIFIED TESTING LIAISON		AMT.
Elementary - one per campus	EVENT: AADS	\$1,000
<i>Paid twice a year using critical needs schedule. (Assistants Principals, Counselors, Information Literacy Specialists, and Skills Specialists working in this capacity are eligible for supplement.)</i>		

THORNE VIDEO SCOREBOARD TECHNOLOGY SUPPLEMENT (2)	AMT.
EVENT: VIDSB	\$3,500

TEXES PREP COORDINATOR SUPPLEMENT (1)	AMT.
EVENT: TEXPR	\$2,000

DYSLEXIA ASSESSOR SUPPLEMENT	AMT.
<i>Paid twice a year using critical needs schedule.</i>	EVENT: MISCP
<i>To be submitted to HR but processed in Payroll.</i>	\$4,500

CHILD NUTRITION	LEVEL	EVENT:	AMT.
	1	1FSCE	.15 / hr
	2	2FSCE	.30 / hr
	3	3FSCE	.45 / hr
	4	4FSCE	.60 / hr

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TRAVEL SUPPLEMENTS (EVENT: TRAVL)		
Position	Days	AMT.
Accountant	226	\$2,498.50
Adaptive Physical Education (Lane)	187	\$1,775.25
Administrative Assistant (if warranted)	226	\$2,498.50
Agriculture Teacher FFA Sponsor/Co-Sponsor	220	\$5,000.00
Assistant Principal for Head Start	205 only	\$1,315.00
Assistant Superintendent (new 2019-2020)	226	\$2,498.50
Attorney	226	\$2,498.50
Audiologist (Lane)	202	\$1,775.25
Behavior Specialist	200	\$657.50
Building and Construction	226	\$2,498.50
Coordinator (if warranted)	202/220/226	\$2,498.50
Campus Diagnostician	199/200	\$591.75
Chief Officer/General Counsel (new 2019-2020)	226	\$2,498.50
Deputy Superintendent (new 2019-2020)	226	\$2,498.50
Diagnostician and Intern	187	\$591.75
Diagnostician AU team; District LSSP	199/210	\$1,709.50
Director/Assistant Director/Executive Director	226	\$2,498.50
Food Service Equipment/Safety Coordinator	226	\$2,288.10
Food Service Supervisor	202	\$2,498.50
High School Athletic Coordinator	220	\$591.75
High School Band Asst. Director/Director (as approved by Program Director)	203/208	\$591.75
High School Choir Director	192	\$591.75
High School Trainer	200	\$723.25
Homebound Pregnancy	187	\$1,775.25
Campus Home Bound Teacher gets MILEAGE		
Nurse	187	\$591.75
Orientation & Mobility Instructor (Lane)	187	\$1,775.25
Occupational Therapist	189/202	\$1,775.25
Physical Therapist	189/202	\$1,775.25
Principal - PK/Elementary	226	\$394.50
Principal -9th/ High School	226	\$1,315.00
Principal - Middle School	226	\$789.00
Program Director	210/220/226	\$2,498.50
Public Information (if warranted)	226	\$2,498.50
Risk Management (if warranted)	226	\$2,498.50
School Psychologist (LSSP)	210	\$2,498.50
Shared Choir Director	187	\$591.75
Social Worker	200/226	\$1,315.00
Special Education Counselor	199	\$591.75
Special Education Counselor (Itinerant)	199	\$1,315.00
Special Education-Program Director/Bilingual Diagnosticians (housed at CO)	199	\$2,498.50
Speech Pathologist (AU team; or serves entire district)	187	\$1,709.50
Speech Pathologist (tests within large geographical area of district)	187	\$1,249.25
Speech Pathologist (travels to 3 or more schools for testing/therapy)	187	\$591.71
Speech Pathologist (travels to 3 or more for therapy only; travels to more than one school for testing)	187	\$394.50
Textbook Custodian (PCOC4)	226	\$2,498.50
Traveling Bookkeeper (Special Programs PCOC3)	226	\$2,498.50
Virtual School Coordinator (Virtual School teachers submit mileage)	226	\$2,498.50
Visually Impaired (Lane)	187	\$1,775.25

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E. INCENTIVES

An incentive is a one-time, lump-sum payment and is not part of the employee’s salary. Aldine ISD offers two incentives.

1. Variable Pay: Aldine ISD has implemented a compensation model that aligns a portion of the pay structure with Invest, the districts evaluation system for campus professionals.

Subject to Board approval, teachers and staff evaluated in the Invest system who rated “Highly Effective” on Part A: Teacher Effectiveness for the previous school year may receive a one-time variable pay reward that will be paid the following January.

Employees who resign before the payout date are not eligible to receive this payment. Employees who retire before the payout date are eligible to receive this payment.

This incentive is categorized as performance pay according to TRS Rule 25.24, Subchapter B, and is subject to TRS deductions.

2. Recruitment Incentive: Aldine ISD employees (excluding employees of the Human Resources department and cabinet members) who recruit employees for the following positions will be paid an incentive. The employee who was recruited must be in the position for one full year (12 months) and the incentive will be paid the following year. The employee receiving the incentive must be employed at the time of the payout to be eligible for this payment. Recruitment incentives are paid in September and January and are not subject to TRS deductions.

<u>Position Recruited</u>	<u>Incentive Amount</u>
7 th - 12 th Grade Science	500.00
7 th - 12 th Grade Math	500.00
Bilingual Teachers	500.00
Nurses	500.00
All other certified teachers	300.00

SECTION 5 – BOARD POLICY

ALDINE INDEPENDENT SCHOOL DISTRICT
Compensation Manual

A. BOARD POLICY

The following Board Policies relate to the District's Compensation Plan.

1. DEA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN

2. DEAA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN

3. DEAB (Local) – COMPENSATION PLAN – WAGE AND HOUR LAWS

COMPENSATION MANUAL

2019-2020



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

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 2. DEAA (Local)

 3. DEAB (Local)

SECTION 1 – COMPENSATION MANAGEMENT

A. COMPENSATION PHILOSOPHY

Each year the Compensation Department develops and recommends a pay system for all District personnel to the Superintendent, who presents the pay system to the Board of Education for adoption. The pay system is designed to provide appropriate pay for the assessed worth of the individual jobs.

The system shall be administered with the intention that employee pay will:

- stay competitive with appropriate labor markets so that the District may attract and retain qualified personnel and top performers;
- achieve a performance-driven work culture that ensures every student has access to an effective teacher;
- reflect the levels of skill, effort, and responsibility required for 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; and
- encourage outstanding individual and team performance.

In addition, Aldine ISD offers a funding neutral local compensation plan that is applied consistently to local, state, and federal activities.

B. COMPENSATION RESPONSIBILITIES

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

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

C. COMPENSATION TERMINOLOGY

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

Annualized – Annualization is the process of spreading the payments to the employee over the entire year, even though the salary is only earned for part of the year. This gives the employee paychecks of equal amounts even when they are not working.

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

Compensation Statement – A personalized report provided annually showing name, address, title, number of contract days, years of local and qualified state experience, base pay, and extra duty supplements for the current contract year. If the employee worked the previous contract year, those amounts are also provided.

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

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

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

Exempt Employee – Employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

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

Incentive Pay – Pay that is designed to reward accomplishment of specified goals and/or outcomes.

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

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

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

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

Lateral Transfer – A lateral transfer occurs when an employee moves in to a position with a similar level of responsibilities that pays the same as the position they were in previously.

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

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

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

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

Promotion – A promotion occurs when an employee moves into a position with a higher level of responsibility that pays more than the position they were in previously.

Salary Schedules - A salary structure that helps determine the initial placement salary of an employee based on one or more factors such as the employee's level, rank or status within the employer's organization, and the length of time the employee has been employed. Salary schedules can include grades (including minimums, midpoints and maximums) to define the ranges of pay available to employees in each grade/range.

Salary Survey – Compensation data collected from several employers to develop an understanding of the market value and influence decisions regarding developing pay structures.

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

D. JOB DESCRIPTIONS

The Compensation Department is responsible for maintaining and updating job descriptions with input and approval from position supervisors. All new job descriptions must be approved by the Superintendent of Schools.

In maintaining job descriptions, a job analysis and evaluation are performed, pay grades based on internal and external equity are recommended, and exempt or non-exempt status based on FLSA requirements is determined for all positions. The essential job functions, the mental and physical demands of the position, including the environmental factors relative to the position, are also included in each job description.

Job descriptions for most positions within Aldine ISD can be accessed by employees via the ePortal. Job descriptions are also posted with all job postings on the Aldine ISD website.

E. THE PAY ANALYSIS PROCESS

Aldine ISD's pay analysis process serves several purposes:

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

Salaries are analyzed as follows:

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

F. EXEMPT AND NON-EXEMPT STATUS

Positions are classified as exempt or non-exempt. The Fair Labor Standards Act (FLSA) defines jobs as either exempt or non-exempt.

Exempt employees receive their full salary regardless of the number of days or hours worked. They do not receive overtime pay or accrue compensatory time. Therefore, administrators are not eligible for extended day pay.

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

G. DUTY SCHEDULES

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

Duty Schedules can be found on the District website under ePortal. Select Document Management in the left hand column and then select Calendars. On the ePortal, they are labeled as Work Calendars.

H. TEMPORARY EMPLOYEES AND SUBSTITUTES

Aldine ISD employees will be paid over 12 months in 24 paychecks as prescribed by Board policy DEA (local). The only exceptions to this policy are temporary employees, substitutes, and some part-time employees who have been identified by department supervisors that will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

**SECTION 2 – SALARY
DETERMINATION AND
PAY STRUCTURE**

A. ANNUALIZED SALARY

Board policy DEA (Local) states that salaries for all 'salaried' employees are to be annualized and paid over 12 months in 24 paychecks on the 5th and 20th of each month. An employee's annual salary, regardless of the number of contract days that they work, is divided by 24 determining an equal amount that will be paid on each of the 24 paychecks. The only exceptions to this policy are temporary employees, substitutes, and some part-time employees who have been identified by department supervisors that will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

B. PAY DAYS

Aldine ISD employees are paid on the 5th and the 20th of each month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by the Board. The date of the first check of a new contract year is based on the number of contract days the employee works. Teachers on a 187-day duty schedule will receive their first check on September 5.

A new employee's first check will be a paper check that is delivered to their campus or department on payday. All future checks for that employee will be direct deposit using the bank account information provided by the employee.

C. SALARY SCHEDULE APPROVAL

Prospective changes to salary schedules are presented to the Board for consideration prior to July 1. A Board workshop is held in which the cost of salary increases for groups of positions is presented for an array of percentage increases and/or flat rate increases. The Chief Human Resource Officer and/or Chief Financial Officer present the recommendations for pay increases, based on the market value of positions and the results of the workshop, to the Board for approval prior to July 1st.

In addition, at the July Board meeting, the Compensation Manual, with proposed amendments and the new salary schedules is presented for approval.

D. DETERMINING SALARIES

1. New Hires:
 - a. Teachers - The initial salary placement for new teachers is determined by years of experience and degrees held. CTE teachers can receive up to two years of experience for prior industry related work.
 - b. Other Positions - The initial salary placement for new hires in other positions is determined by reviewing internal and external equity factors for the specified position.

2. Promotions, Demotions, and Lateral Transfers:

- a. Promotions – For employees within the District who move to a higher paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision.
- b. Demotions – For employees within the District who move to a lower paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision.
- c. Lateral – Some position changes are lateral moves and no change in salary is reflected.

3. Additional Assistant Principal (AP) Support at Campuses

Former certified campus administrators who provide additional Assistant Principal (AP) support or who substitute during the absence of an assistant principal at campuses will be paid using an Aldine ISD Vendor Contract for the period needed at a rate of \$250 per day.

E. EMPLOYMENT AFTER RETIREMENT FROM TRS

Aldine ISD hires individuals who have retired from the Teacher Retirement System (TRS) of Texas. Teachers may be hired on a full-time basis and applicants for other positions may be hired only on a part-time basis. These applicants should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. There are circumstances under which an employee may draw both checks at the same time and there are other circumstances when TRS will stop payment of retirement checks for a period. Each individual is responsible for determining his or her status with TRS. Aldine ISD is not responsible for researching or guiding any individual seeking re-employment after retirement on the status of their TRS retirement payments.

These applicants must have sat out for one full year as required by TRS. Applicants who are hired are required to sign a form stating that they will be responsible for all TRS surcharges. This form will have to be signed each year when their new contract is signed. These employees shall not be eligible for the reimbursement of sick leave as described by the 'reimbursement for leave upon retirement provision' in Board policy DEC (Local).

Returning teachers will be placed on the teacher scale at the Pay ID that reflects their years of professional experience. (For example, if someone were a teacher for 20 years and a program director for 5 years, they would be placed on the teacher's salary schedule at the level reflecting 25 years.) These teachers are eligible for critical needs stipends.

Employees who has retired from the TRS and then hired as a substitute teacher may only substitute for teachers or paraprofessionals who are absent. They may not take a substitute teaching position that covers a vacancy. It is the responsibility of the substitute teacher to verify that the position they are substituting for is not a vacancy. Substitutes who accept and cover vacancies will be removed from the

substitute roster. Any substitute who works in a vacancy position for more than 20 days will be responsible for the additional fees and surcharges assessed by TRS.

Note that this practice does not apply to people who have retired from other retirement systems.

F. CREDITABLE YEARS OF SERVICE

Employees whose salaries are based on creditable years of service must submit official Service Records and/or Verification of Employment documentation to be fully credited for their past employment. Full-time employment, which is a minimum of ninety (90) workdays during a school year, counts as a year of employment with a school district or business.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the Pay Grade. The employee's salary will be adjusted to the approved amount effective the date that the official Service Records and/or Verification of Employment documentation have been received in the Human Resources Department. If the documentation is received within 60 calendar days of the employee's start date, the adjustment will be effective back to the employee's start date. If an employee submits Service Records and/or Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally. Pay adjustments will not be given for prior contract years.

Official documentation submitted becomes the property of Aldine ISD and will not be released to the employee or a third party. When an employee retires, they may submit an online request from the Aldine ISD website to have their original Service Records from other schools returned to them.

1. **Service Records:** Each school district has its own procedure for providing service records. Contact the Human Resources Department of the district in which you were employed to obtain needed service records. Official service records have a raised seal and a signature.
2. **Verification of Employment:** Acceptable Verification of Employment must be on company or business letterhead that includes contact information and has an original signature of the supervisor or an administrative representative.
3. **Year for Year Credit:** In all cases, the Texas Education Agency (TEA) guidelines for crediting experience and degree levels will be followed, where applicable. To earn a year of credit, an employee must work at least 90 full-time days of a contract year.

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

Nurses receive year for year credit for RN experience with acceptable verification of employment.

Police Officers receive year for year credit for work as a certified peace officer with acceptable verification of employment.

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

Classroom instructional aides, with acceptable service records, receive year for year credit for up to two years of service.

4. Substitute Credit: The TEA defines substitute teacher for the purpose of 'Recognition of Creditable Years of Service' in TAC §153.1021 as 'a certified teacher who works on call, does not have a full-time assignment, and provides instruction.' Aldine ISD uses this definition and gives credit for substitute experience as a certified teacher only. To earn a year of credit, a substitute must work at least 90 days of a school year.

G. EDUCATION

Employees whose salaries are based on a particular degree or level of education must submit official transcripts to be fully credited for their education. The only degrees acceptable are those conferred by institutions of higher learning that were accredited or otherwise approved by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred. Accredited Institutions of Post-Secondary Education will be used to determine an institutions' accreditation status.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the Pay Grade. The employee's salary will be adjusted to the approved amount effective the date that the official Service Records and/or Verification of Employment documentation have been received in the Human Resources Department.

If the documentation is received within 60 calendar days of the employee's start date, the adjustment will be effective back to the employees start date. If an employee submits Service Records and/or

Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally. Pay adjustments will not be given for prior contract years.

Official transcripts submitted become the property of Aldine ISD and will not be released to the employee or a third party.

H. LONGEVITY

Aldine ISD pays an additional four cents per hour for each year of employment with the district for paraprofessionals and support staff, and an additional \$100 per year for each year of employment with the district for administrative and professional staff. The annual longevity amount is divided by 24 and paid out proportionally on each paycheck. Longevity is paid for a maximum of 20 years. Longevity payments are capped at 80 cents per hour for paraprofessionals and support staff and \$2,000 a year for administrative and professional employees.

Payment begins in the third year of employment, at which time the longevity earned during the first two years of employment is paid. The employee must work at least 90 days in the contract year to earn credit for a year of service. Temporary employees and substitutes are not eligible for longevity pay. In years of financial constraints, the Board of Trustees may vote to suspend the annual increase in longevity pay.

I. BOARD APPROVED PAY INCREASES

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

The Compensation Department adjusts the pay structures as approved by the Board at the beginning of the fiscal year. The Superintendent or designee shall also determine pay adjustments for individual employees, within the approved budget, following established procedures.

Employees who started late in the year and did not earn a creditable year of service, as defined by TEA (TAC §153.1021), by working at least 90 days of their contract, do not receive any Board approved pay increases and do not move to the next level of the pay structure.

J. REASSIGNMENTS

Salary changes for reassignments will be determined on an individual basis. Typically, salaries are frozen for one year and then adjusted to be commensurate to the position the following year.

K. INELIGIBILITY FOR PAY INCREASES

Board policy DEA (Local) states that an employee will automatically be ineligible for salary increases and incentive payments for one full year under specific conditions. These conditions are:

- 1) The person's contract has been non-extended;
- 2) The person has returned to probationary contract status;
- 3) The person received an overall summative rating of "Ineffective" or "Unsatisfactory;" or
- 4) The person received an overall summative rating of "Needs Improvement" for two consecutive years. (This includes employees who receive an "Ineffective" in one year and a "Needs Improvement" in the following year.)

Upon recommendation of the Superintendent, the Board may also approve the ineligibility of a person for a salary increase and incentive payments under the following conditions:

- 1) An overall summative rating of "Needs Improvement" on the district's evaluation system; or
- 2) Multiple placements or continuation on a professional growth plan.

L. SALARY INQUIRIES

The Aldine Human Resources Department recommends that employees verify their personal information and salary amount on their annual Compensation Statement for accuracy. If there are any errors or inaccuracies, the employee should contact the Human Resources Compensation Department.

If an employee believes that a paycheck is incorrect, they should contact the Payroll Department.

It is the policy of Aldine ISD to protect the confidentiality of its employees' Social Security numbers (SSN) obtained and used in the course of business. Except for verification of identity, and to meet federal and state reporting requirements, no SSN or portion of an SSN should be used in the conduct of the district's business. Therefore, every employee is encouraged to learn the last five digits of their Aldine ID number and provide this number when discussing any information related to their personnel files. To help protect against identity theft, no one should give their SSN over the phone, in person, in writing, in emails, or in any online transactions.

SECTION 3 – SALARY INFORMATION

A. SALARY SCHEDULES

The salary schedules as presented on the following pages are depicted in a format that groups positions into Pay Grades. Jobs that have approximately the same relative internal equity, and are paid within a similar salary range are presented as a group, listing the minimum pay, mid-point pay, and maximum pay for that group, or Pay Grade. The left column of the table lists the specific jobs within the Pay Grade and the number of contract days for that job. The right column shows the minimum, mid, and maximum pay for jobs in that Pay Grade based on the number of contract days.

The Mid Pay amount cannot be used to determine pay relative to the number of years of experience. Each position within the Pay Grade has its own salary table, with a unique minimum and maximum pay amount. In addition, the salaries within a table do not increase proportionally for each year of experience.

All positions within Aldine ISD, except for temporary and substitute positions are salaried positions.

All positions within Aldine ISD have an eight-hour a day work schedule.

The numbering of the Pay Grades is as follows:

100s – Educators

Campus professionals including teachers, nurses, librarians, counselor, diagnosticians, speech pathologists, social workers, and intervention specialists

200s – School Administrators

Principals and Assistant Principals

300s – District-Wide Administrators

400s –Paraprofessionals (Support Staff)

500s – Technology Personnel

600s – Auxiliary

Food Service, Transportation, Maintenance, and Custodial

700s – Police

800s – Superintendent, Deputy Superintendent, Chief Officers, and Assistant Superintendents

Temporary and substitute positions are not included in a pay grade.

B. EDUCATORS (Campus Professionals)

Pay Grade	Job Title/Position	Calendar
101		
	Intervention Specialist	226
	Certified OT Aide	189
	Social Worker	200

	Minimum	Mid Pay	Maximum
Daily	188,7116	306,5196	424,3275
189 Days	35,666	57,932	80,198
200 Days	37,742	61,304	84,866
226 days	42,649	69,273	95,898

102		
	Assessment Specialist/LSSP (Campus Diag.)	199/200
	Behavior Intervention Spec/Elem BRICKS	200
	Board Certified Behavior Analyst (District BCBA)	207
	Counselor Special Education	199
	District Psychologist/LSSP	210/226
	Speech Pathologist Licensed Assistant	187
	Speech Pathologist TEA Certified Assistant	187
	Speech Pathologist CFY	187

Daily	290.5936	385.3738	480.1539
187 Days	54,341	72,065	89,789
199 days	57,828	76,689	95,551
200 days	58,119	77,075	96,031
207 days	60,153	79,772	99,392
210 days	61,025	80,928	100,832
226 days	65,674	87,094	108,515

Teacher Scale * - includes Nurse, Librarian, Testing Coord., Math & Literacy Coach, Specialist, Attendance Officer, Athletic Coord., etc.

* Teacher scale calendar days range from 187 to 226
All days have the same daily rate

103		
	Coordinator of Student Financial Aide	226
	Counselor Elementary	189
	Counselor High School	207
	Counselor Middle	199
	Lead Counselor Middle School/High School	226
	Speech Path. Master + CCC/ASHA Nat'l	187/199
	Student Financial Aide Specialist	226

Daily	306.3814	397.1172	487.8529
187 days	57,293	74,261	91,228
189 days	57,906	75,055	92,204
199 days	60,970	79,026	97,083
207 days	63,421	82,203	100,986
210 days	64,340	83,395	102,449
226 days	69,242	89,748	110,255

104		
	Audiologist	202
	OT/PT	189/202

Daily	370.3704	406.0186	441.6667
189 days	70,000	76,738	83,475
202 days	74,815	82,016	89,217

C. SCHOOL ADMINISTRATORS

Pay Grade	Job Title/Position	Calendar
201		
	Assistant Principal PK/Elem.	215

	Minimum	Mid Pay	Maximum
Daily	306.3814	396.3574	486.3333
215 days	65,872	85,217	104,562
226 days	69,242	89,577	109,911

202		
	Assistant Principal Middle	215/226
	Assistant Principal Small High School	215/226

Daily	314.1488	404.7880	495.4272
215 days	67,542	87,029	106,517
226 days	70,998	91,482	111,967

203		
	Assistant Principal 9th Grade and High School	215/226
	Principal PK/Elem/Middle	226

Daily	331.2093	454.3215	577.4336
215 days	71,210	97,679	124,148
226 days	74,853	102,677	130,500

204		
	Principal 9th Grade and Small High School	226

Daily	441.5044	538.2301	634.9558
226 Days	99,780	121,640	143,500

205		
	Principal High School	226

Daily	500.0000	588.4956	676.9912
226 Days	113,000	133,000	153,000

Salary schedules change each year.

D. DISTRICT-WIDE ADMINISTRATORS

Pay Grade	Job Title/Position	Calendar
301		
	Administrative Assistant 1	226
	Bond Accountant	257
	Bond Administrator 1	257
	Construction Project Manager 1	257
	Tax Assessor-Collector	226

	Minimum	Mid Pay	Maximum
Daily	177,1206	294,0693	411,0179
226 Days	40,029	66,460	92,890
257 days	45,520	75,576	105,632

302		
	Construction Project Manager 2	257
	Bond Administrator 2	257
	Communication Department Specialists	226
	Web Developer	226

Daily	224,6459	320,6419	416,6378
226 Days	50,770	72,465	94,160
257 days	57,734	82,405	107,076

303		
	Accountant	226
	Administrative Assistant 2	226
	Coordinator of Assessment	226
	District Translator	226
	E-Rate Compliance Officer	226
	Energy Manager	226
	Medicare Manager	215
	Intranet Application Administrator/Web Master	226
	Senior Programmer for Staff Development	226

Daily	247,2655	340,6182	433,9709
215 days	53,162	73,233	93,304
226 days	55,882	76,980	98,077

304		
	Assistant Director	226
	Dietician/Chef	226
	Payroll Supervisor	226

Daily	269,9646	355,6667	441,3687
226 Days	61,012	80,381	99,749

305		
	Attorney	226
	Coordinator of Head Start	226
	Director	226
	Facilities Manager - M.O. Campbell Ed. Ctr.	226
	Human Resources Director	226
	Multilingual Program Specialist	226
	Police Captain	226
	Program Director	210/220/226

Daily	320,1762	426,9288	533,6813
210 days	67,237	89,655	112,073
220 days	70,439	93,924	117,410
226 days	72,360	96,486	120,612

306		
	Assistant General Counsel	226
	Chief of Police	226
	Executive Director	226

Daily	442,4779	555,1770	667,8761
226 Days	100,000	125,470	150,940

Salary schedules change each year.

E. PARAPROFESSIONALS (Support Staff)

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
401			Hourly	11.5518	18.7959	26.0400
	Attendance Clerks: Head Start, PK	226	187 days	17,281	28,119	38,956
	Attendance Clerks: High School	197	192 days	17,744	28,871	39,997
	Attendance Clerks: Middle, Elementary	187	197 days	18,206	29,622	41,039
	Campus Aides: SAC, Autistic, GAP, SPPCD, SLC, Clinic, and LRC	187	199 days	18,390	29,923	41,456
	Campus Bookkeeper	226	202 days	18,668	30,374	42,081
	Campus Clerical: Computer, Geneal, ESL Support	187	207 days	19,130	31,126	43,122
	Campus Clerical: Even Start, HS SIS, HS Textbook	226	210 days	19,407	31,577	43,747
	Campus Monitor	187	226 days	20,886	33,983	47,080
	Campus Registrar	226	256 days	23,658	38,494	53,330
	Central Office Print Shop Clerk/Supervisor	256				
	Day Care Worker	187				
	District Security Monitor	256				
	Mail Room Clerk	226/256				
	Parking Lot Attendant	187/226				
	Secretary to Assistant Principal (not HS)	187				
	Secretary to Counselor	207				
	Secretary to Diagnostician (SEMS Clerk)	199				
	Secretary to High School Assistant Principal	210				
	Secretary to Principal (not HS)	226				
	Teacher/Instructional Aide	187				
402			Hourly	15.1992	21.8756	28.5519
	Bookkeeper - Central Office	226/256	220 days	26,751	38,501	50,251
	Clerical I, II & III - Central Office	220/226/256	226 days	27,480	39,551	51,622
	Clerical - Warehouse	256	256 days	31,128	44,801	58,474
	Food Service Office Manager - Central Office	226				
	Payroll Clerk	226				
	Secretary to Director/Executive Director	226/256				
	Secretary - Elementary/Intermediate/Middle	226				
403			Hourly	18.8686	26.4861	34.1035
	Clerical IIII - Central Office: Certification, GHRS, PEIMS, Public Info., Purchasing, Textbook	226	226 days	34,114	47,887	61,659
	Food Service Supv Non Degreed - Central Office	226	256 days	38,643	54,243	69,844
	Secretary to High School Principal	226				
	Secretary - Warehouse	256				
404			Hourly	23.7917	31.3458	38.8999
	Clerical VI - Central Office Supevisor	226/256	187 days	35,592	46,893	58,194
	Licensed Deaf Ed Interpreter	187	226 days	43,015	56,673	70,331
	Paralegal	226	256 days	48,725	64,196	79,667
	Executive Assistant to Assistant Superintendent	226				
	Executive Assistant to Chief	226				
	Executive Assistant to Deputy Superintendent	226				
	Executive Assistant to Superintendent	226				
405			Hourly	28.8743	36.2532	43.6320
	Food Service Supervisor Degreed - Central Office	226/256	226 days	52,205	65,546	78,887
			256 days	59,135	74,246	89,358

Salary schedules change each year.

F. TECHNOLOGY

Pay Grade	Job Title/Position	Calendar
501		
	Campus Computer Technician	226
	Desktop Support Technician	226
	Technology Services Technician	226
	Senior Computer Operator	256
502		
	Junior Programmer Analyst/Business Analyst	226
	Security Hardware Technician	226
	Senior Telecommunications Technician	226
503		
	Network Administrator	226
	Network Engineer	226
	Programmer Analyst	226
	Technology Facilitator	226
504		
	Project Manager	226
	Systems Programmer/Administrator	226
	Senior Programmer Analyst	226
	Technology Supervisor	226

	Minimum	Mid Pay	Maximum
Hourly	17.0967	23.3955	29.6942
226 days	30,911	42,299	53,687
256 days	35,014	47,914	60,814

Hourly	22.6505	29.9378	37.2251
226 days	40,952	54,128	67,303

Hourly	28.7659	40.0490	51.3321
226 days	52,009	72,409	92,808

Hourly	33.8295	45.4610	57.0924
226 days	61,164	82,193	103,223

Salary schedules change each year.

G. AUXILIARY

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
601			Hourly	10,446.7	16,551.7	22,656.6
	Athletic Maintenance Worker	256	177 days	14,793	23,437	32,082
	Bus Driver Aide	177	179 days	14,960	23,702	32,444
	Catering Specialist	179	205 days	17,133	27,145	37,157
	Catering Specialist - Central Office	210	210 days	17,550	27,807	38,063
	Custodian II	205/257	226 days	18,888	29,925	40,963
	Custodian III-Asst Head Middle School	257	256 days	21,395	33,898	46,401
	Custodian V-Asst Head High School	257	257 days	21,478	34,030	46,582
	Custodian VI-Head Elementary	257				
	Food Service Accountability Specialist	179				
	Food Service Employee	179				
	General Maintenance Worker	256				
	Grounds Worker	257				
	Nursery Attendant - Transportation	177				
	Security and Heavy Equip - Buildings and Prop.	257				
	Special Needs Attendant - Transportation	177				
	Truck Driver - Central Receiving/Textbooks	226/257				
	Utility Worker - Transportation	256				
602			Hourly	13,680.9	20,176.9	26,672.9
	Application Processor - Transportation	226	185 days	20,248	29,862	39,476
	Custodian VII-Head Middle School	257	256 days	28,018	41,322	54,626
	Custodian VIII-Head High School/Admin	257	257 days	28,128	41,484	54,839
	High School Maintenance	256				
	Oil Change Technician	256				
	Tire Mechanic	256				
	Transportation Parts Room	256				
603			Hourly	15,493.4	24,448.2	33,402.9
	Bus Driver/Bus Driver Supervisor/Star Driver	177	177 days	21,939	34,619	47,299
	Bus Inspector	256	207 days	25,657	40,486	55,315
	Fleet Manager - Transportation	256	226 days	28,012	44,202	60,392
	Food Service Manager Trainee	185	256 days	31,730	50,070	68,409
	Maintenance Mechanic III	256	257 days	31,854	50,265	68,676
	Maintenance Technician I	256				
	Mechanic III - Transportation	256				
	Nursery Supervisor - Transportation	177/226				
	Painter	256				
	Pump Man - Maintenance	256				
	Security Camera Technician - Transportation	256				
	Technology Specialist - Transportation	256				
	Transportation Dispatcher/Key Dispatcher/Router	207/226				
	Transportation Trainer/Training Academy Supv.	256				
	Warehouse Supervisor - Central Receiving	257				
604			Hourly	19,527.1	26,678.8	33,830.4
	Carpenter	256	185 days	28,900	39,485	50,069
	Food Service Manager - Elem., AEC, Hall, Avalos	185	210 days	32,806	44,820	56,835
	Food Service Technician	256	256 days	39,992	54,638	69,285
	Maintenance Technician III	256	257 days	40,148	54,852	69,555
	Pest Control Technician	257				
	Technician III - Buildings and Properties	257				
605			Hourly	21,745.0	28,707.5	35,669.9
	A/C Specialist	256	185 days	32,183	42,487	52,791
	Food Service Manager - 9th Grade and Middle School	185	210 days	36,532	48,229	59,925
	Food Service Manager - Large High School	185/210	256 days	44,534	58,793	73,052

AUXILIARY (con't)

Pay Grade	Job Title/Position	Calendar
606		
	Leadman - A/C, Plumber, Mechanic	256
	Compliance Technician - Maintenance	256
	Chief Operating Engineer	256
	Custodial Supervisor (District)	226/257
	Transportation Foreman	256

	Minimum	Mid Pay	Maximum
Hourly	24,901.1	33,711.2	42,521.3
256 days	50,997	69,041	87,084

H. POLICE

Pay Grade	Job Title/Position	Calendar
701		
	Police Dispatcher	257
	Police Dispatch Supervisor	257
	Security Camera Repair Technician	226

	Minimum	Mid Pay	Maximum
Hourly	15,745.6	22,094.0	28,442.3
256 days	32,247	45,248	58,250
257 days	32,373	45,425	58,477

Pay Grade	Job Title/Position	Calendar
702		
	Alarm Technician	256
	Police Patrolman	257
	Police Sergeant	257

	Minimum	Mid Pay	Maximum
Hourly	22,962.6	32,014.0	41,065.3
256 days	47,027	65,565	84,102
257 days	47,211	65,821	84,430

I. SUPERINTENDENT, DEPUTY SUPERINTENDENT, ASSISTANT SUPERINTENDENTS, AND SCHOOL ASSISTANT SUPERINTENDENTS

Pay Grade	Job Title/Position	Calendar
801		
	Assistant Superintendent	226
802		
	Chief Officers	226
803		
	Deputy Superintendent	226
804		
	Superintendent	226

	Minimum	Mid Pay	Maximum
Hourly	663,716.8	741,592.9	819,469.0
226 days	150,000	167,600	185,200
Hourly	751,991.2	826,296.5	900,601.8
226 days	165,000	186,743	203,536
Hourly	786,172.6	900,110.7	1,014,048.7
226 days	177,675	203,425	229,175
Hourly	929,203.5	1,101,323.0	1,273,442.5
226 days	210,000	248,899	287,798

Salary schedules change each year.

J. TEMPORARY EMPLOYEES AND SUBSTITUTES

1. Hourly Positions:

<u>Temporary Employees</u>	<u>Starting Salary</u>
Part-Time or summer – High School Student	\$ 7.6185 per hour
Part-Time or summer – Other	\$ 8.1607 per hour
Temporary	\$ 9.3887 per hour
<u>Temporary/Substitutes</u>	<u>Starting Salary</u>
Non-Teaching (Custodian / Food Service / Central Receiving / Athletic Maintenance / Warehouse)	\$ 8.8298 per hour
Crossing Guard	\$10.5601 per hour
Police Department	\$ 21.1201 per hour

2. Daily Positions:

<u>Substitutes</u>			
Teacher:	1 – 10 Days	11 – 24 Days	25+ Days
Non-Degreed	\$ 87 per day	\$ 92 per day	\$104 per day
Degreed	\$ 93 per day	\$107 per day	\$126 per day
Certified	\$ 98 per day	\$118 per day	\$150 per day
Paraprofessional:	1 – 10 Days	11+ Days	
Non-Degreed	\$ 81 per day	\$ 85 per day	
Degreed	\$ 85 per day	\$ 92 per day	
SAC Aide:	1+ Days		
Non-Degreed	\$ 81 per day		
Degreed	\$ 85 per day		

Salary schedules change each year.

Temporary employees and substitutes who have retired from the Teacher Retirement System (TRS) of Texas and are re-employed should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. See Section II, paragraph F, of this manual for more details.

K. EXTRA DUTY PAY

Employees are paid for performing extra duties such as creating and developing materials for staff development, preparing for and presenting at staff development, curriculum writing, and working extended days for specific activities. See the Financial Procedures Manual for more details and pay amounts regarding Extra Duty Pay. Administrative staff, principals, and assistant principals are not eligible for extra duty pay, other than those listed in the Board approved supplement list.

L. OVERPAYMENT RECOVERY

As afforded in Government Code 666, a state agency may recover the amount of a state employee's indebtedness. Employees are not entitled to any fund the District overpays employee and the District may deduct any overpayments from one or more of an employee's paychecks.

M. POSITIONS FUNDED BY FEDERAL AND/OR STATE GRANTS

Employment in positions funded by Federal and/or State grants is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.

(Also add to employee handbook)

SECTION 4 – STIPENDS, SUPPLEMENTS AND INCENTIVES

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A. CRITICAL NEEDS STIPENDS

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

Critical Needs Stipends are paid twice a year (October and March). The annual amount of the supplement is divided by two and the employee will receive that amount in each of these months. Critical Needs Stipends are not shown on the annual Compensation Statement. Critical Needs Stipends qualify as creditable compensation and are subject to TRS deductions.

1. Eligibility: A teacher in a critical needs area could be eligible for a stipend if the following conditions are met:
 - Teachers must hold a standard certification in the critical needs areas that are defined by the Board. Teachers in an alternative certification program will not be eligible for the critical needs supplement until they receive their standard certification.
 - Teachers in the qualifying role must teach in that role for at least 50% of the instructional day. The stipend amount will be prorated based on the number of sections taught as a percentage of total sections available during a school day.
 - Teachers must be teaching during the regular school day. Teachers who teach in a critical needs area during a zero period will not be eligible for the supplement.
 - If a teacher qualifies for more than one stipend, the teacher will receive only one stipend, the one with the highest money allocation.

2. Length of stipend awards: Annual reviews will be scheduled with campus principals to determine eligibility. Teachers may continue to receive stipend allocations if they continue to meet eligibility requirements.

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

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B. CRITICAL NEEDS STIPENDS

AMOUNT

Math Teacher (Grades 6-12)*; including Skills Specialist, Instructional Coach, Response to Intervention (RtI), and Academic Intervention Teacher** (6th Grade new 2018-2019)	\$3,000
Science Teacher (Grades 6-12)*; including Skills Specialist, Instructional Coach, RtI, and Academic Intervention Teacher** (6th Grade new 2018-2019)	\$3,000
Reading Teachers (Grades 9-12)	\$2,500
English I & II Teacher; including Skills Specialist, RtI, and Academic Intervention Teacher** & Accelerated English Academy (AEA)***	\$3,000
Health Science Teacher	\$4,000
Montessori Teacher (excluding Bilingual and ESL who receive stipends)	\$1,500
SPECIAL EDUCATION: (All Grades)	
Structured Learning Center (SLC), Structured Preschool Program for Children with Disabilities (SPPCD), Gaining Acceptable Performance (GAP), Visually Impaired, Hearing Impaired, Orientation & Mobility, Pre-Kindergarten (PK) Inclusion, PK Play Based Assessment Team (PBAT)	\$3,000
GAP Center and Compliance Unit - Lane & Aldine Education Center (AEC)	\$4,500
Occupational Therapist; including Assistants	\$2,500
Physical Therapist	\$3,500
Certified Assessment Specialist (Diagnostician)	\$4,000
Certified Bilingual Assessment Specialist	\$5,000
Licensed Psychologist	\$1,500
CERTIFIED SPEECH PATHOLOGIST:	
Speech-Language Pathology Assistant (SLPA) - Starting Year 4 in Aldine	\$3,500
Clinical Fellowship Year (CFY)	\$5,000
Certificate of Clinical Competence (CCC), Audiologist	\$7,000
Bilingual with CCC	\$8,000
Bilingual Teacher (All Grades)****; including Skills Specialist, Instructional Literacy Coach, RtI, and Academic Intervention Teacher**	\$4,500
ALDINE EDUCATION CENTER (AEC) TEACHERS:	
Math and Science Teachers	\$6,000
All other Teachers	\$3,000
Structured English Immersion (SEI) Teacher****; including Instructional Literacy Coach, RtI, and Academic Intervention Teacher**	\$2,500
District Instructional Math Coach**	\$3,000
English as a Second Language (ESL) identified intensive classroom teacher**** (must meet requirements)	\$2,500
INTERNATIONAL BACCALAUREATE (IB) COORDINATOR:	
Early Childhood (EC)/PK/Kindergarten	\$2,000
Elementary/Middle School (2)	\$2,500
9th Grade/High School	\$3,500
High School and IB Program Coordinator (1)	\$5,000
Carver Magnet Coordinator	\$1,500

Additional clarifications relevant to Critical Needs Stipends:

**Science teachers must be certified in the science they are teaching. Intermediate Math and Science Teachers do not receive a critical needs stipend, even if they are certified. Elementary Resource and Inclusion teachers do not receive the critical needs stipend. Middle School and High School Resource teachers who are also certified in Math and Science and are serving students in those subject areas are eligible for the critical needs stipend.*

***Must have a standard certification in the critical needs area to qualify. Generalists must have taught in the Critical Needs area in the preceding year to qualify.*

****AEA (Accelerated English Academy) teachers must be fully certified in ESL and English and teaching ELL students.*

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**** CLARIFICATIONS: SPECIFIC ELIGIBILITY REQUIREMENTS

English as a Second Language (ESL) Stipend

STIPENDS WILL BE PRORATED TO THE DATE ALL THREE REQUIREMENTS ARE MET.

(Grades PK-12) - ONLY applicable to the ESL program (which includes the newcomer program at grades 7-12). Teachers must be identified by their principal, complete a series of specific professional development, possess a standard certification in ESL, and be assigned to sheltered teams. Does not include bilingual students.

Single Sheltered Class (Grades PK-2) and Sheltered Team (Grades 3-8) must reach capacity before an additional teacher is approved.

Middle and High School Only: Employees in this position (EOC course, English courses, and AEA content courses) who meet specific certain eligibility criteria can receive two stipends; they are not bound to the rule that you can only receive one stipend and it will be the higher of the two. (Exception: see PK below) The Executive Director of Multilingual Services will submit list of recipients and Human Resources will validate certificate.

(Grades PK-2) - PK: The general education teacher and the inclusion special education teacher may co-teach in one classroom. The general education teacher may be eligible for the ESL stipend. The special education co-teacher may also be eligible for the stipend if there are more than 10 dually-served (ESL/SPED) students enrolled; however, they will only receive the higher of the two (special ed or ESL). PK-2: The number of teachers eligible for the ESL stipend will be determined by the number of ESL students enrolled in each grade level. When the grade level ESL enrollment does not exceed the established teacher/ student ratio, on the campus makes the decision to departmentalize (team teach), the ESL stipend will be divided among the teacher in the team.

Bilingual Stipend (Grades PK-6) - ONLY applicable to the Bilingual program. Teachers (including Title I teachers) must be identified by their principal, possess a standard certification in bilingual, and be assigned to bilingual students at least 50% of the day. (grades PK-6) Does not include ESL students.

Spanish English Immersion (SEI) Stipend (Grades 3-6) - ONLY applicable to the Bilingual program. Teachers must be identified by their principal, possess a standard certification in ESL, team teach with a bilingual teacher, and be assigned to teach the English Language Arts (ELA) and possibly other content areas in Spanish or English to bilingual students. Does not include ESL students.

C. SUPPLEMENTAL DUTY PAY

The amounts of the supplements are monetary allocations given to employees for performing specific roles as determined by the Board. Supplements are paid throughout the year, unless noted otherwise on the supplement list. The annual amount of the supplement is divided by 24 and is paid out proportionally on each paycheck. Supplements are listed on the annual Compensation Statement and are subject to TRS deductions.

The amounts of the supplements are approved by the Board. The Superintendent or designee can remove these roles from an employee and the payment of the supplement will be stopped at any time, based on the financial or supplemental needs of the District. Receiving a supplement in one school year does not guarantee or give rights to receiving the supplement in following years. District administrators, principals, and assistant principals cannot serve in supplemental roles such as coaches, cheerleader sponsors, or performing arts directors. Employees who have a district vehicle are not eligible to receive the travel supplement for their position.

Examples of the supplements offered at Aldine ISD include:

- Mentors for teachers and principals who mentor and support new principals and teacher(s) graduating from the College of Education in a university setting or an alternative certification program. This is a one-time payout.

Mentors will be selected by the campus principal or School Assistant Superintendent. Predetermined qualifications, as outlined in the district mentorship program, must be met to serve in this capacity.

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- Cooperating Teachers for teachers who are assigned a student teacher at any time during a semester. Cooperating teachers will be selected by the campus principal. Predetermined qualifications, as outlined in the district's student teacher program, must be met to serve in this capacity. This is a one-time payout.
 - Extra-Curricular for eligible employees who are assigned certain extra-curricular activities. The list of activities and supplements are identified and approved by the School Board.
 - Campus Leadership Roles for teachers who serve in leadership roles such as department chairperson. A selection process will be held to determine who is the most qualified to assume these roles. The School Assistant Superintendents will provide principals with details regarding the selection process.
1. Length of supplement awards: Annual reviews will be scheduled with campus principals to determine eligibility. Employees may continue to receive supplement allocations if they continue to perform the required supplemental duties.
 2. Partial assignments: Supplements will be distributed on a prorated basis for partial assignments. Employees sharing a position will each receive half of the total annual supplement.
 3. Sponsorships: Employees who serve as a sponsor, have a CDL, and drive students to and from events, will be paid additional for drive time. However, time spent at the event will not be paid as additional time as it is covered by the supplemental pay associated with the sponsorship.

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D. SUPPLEMENTS - EXTRA DUTY, TRAVEL, LEADERSHIP, ETC.

ACE DEMONSTRATION SCHOOLS STIPENDS (New 2019-2020)	
To be eligible:	
1) Teachers/Professionals/Administrators must complete the required series of specific professional development.	
2) Teachers/Professionals/Administrators must not be on a professional support plan/professional growth plan.	
3) Teachers/Professionals/Administrators must work an additional hour daily (school day will be extended by one hour).	
4) Teachers/Professionals/Administrators cannot miss more than 10 days of work unless preapproved by the Chief of Schools.	
<i>(Paid in two installments: half of annual amount on 10/20 paycheck and half on 3/20 paycheck)</i>	
	AMT.
Principal	\$15,000
Assistant Principal	\$13,500
Classroom Teacher	\$10,000
Counselor	\$10,000
Music Teacher	\$10,000
Physical Education Teacher	\$10,000
Dyslexia Specialist/Diagnostician	\$8,000
Information Literacy Specialist (Librarian)	\$8,000
Instructional Coach	\$8,000
Nurse	\$8,000
RTI Teacher	\$8,000
Skills Specialist/Interventionist	\$8,000

Extra Duty, Travel, and Leadership Supplements Payout: The annual amount of the supplement is divided by the number of checks the employee receives for the contract period and paid in equal payments throughout the year. Supplements will be distributed on a prorated basis for partial

ITECH - DISTRICT DIGITAL LEARNING SPECIALIST SUPPLEMENT			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
<i>Information comes through Human Resources Director.</i>			
SUBJECT		EVENT	AMT.
Technology Specialist		TECH	192
			\$3,100

DEPARTMENT CHAIRPERSON SUPPLEMENTS			
<i>* These designated department chairpersons will have an additional five (5) days added to their contract.</i>			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
INTERMEDIATE SCHOOL (HOUSTON) DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT		EVENT	#DAYS
*Reading		DEPTC	192
*Math		DEPTC	192
MIDDLE SCHOOL (Grades 6-8) DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT		EVENT	#DAYS
*Reading		DEPTC	192
*English		DEPTC	192
*Math		DEPTC	192
*Science		DEPTC	192
*Social Studies		DEPTC	192
Physical Ed/Health		DEPTC	187
Fine Arts (Speech, Drama, Art, Choir, and Band)		DEPTC	187
Academic Pentathlon		AP	187
			\$900

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9th GRADE DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT	EVENT	#DAYS	AMT.
*English	DEPTC	192	1,000
*Math	DEPTC	192	1,000
*Science	DEPTC	192	1,000
*Social Studies	DEPTC	192	1,000
Physical Ed/Health	DEPTC	187	1,000
Business	DEPTC	187	1,000
Other Languages	DEPTC	187	1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	1,000
Octathlon	AF	187	1,200

HIGH SCHOOL DEPARTMENT CHAIRPERSON SUPPLEMENTS			
SUBJECT	EVENT	#DAYS	AMT.
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
*Special Education	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Other Languages	DEPTC	187	\$1,000
Career & Technology	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000

9th GRADE and HIGH SCHOOL SPONSOR SUPPLEMENTS			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
ASSIGNMENT	EVENT	#DAYS	AMT.
Yearbook	AA	187	\$1,200
Newspaper	AB	187	\$1,000
Academic Decathlon	AC	187	\$2,000
Student Council	AD	187	\$1,100
National Honor Society	AE	187	\$400
SAT Specialist	AF	187	\$2,000
Prep Bowl	AG	187	\$200
Asst Academic Decathlon	AH	187	\$1,200
Academic Pentathlon	AP	187	\$900
Texaco Star	UU	187	\$200
UIL Accounting	UU	187	\$200
UIL Art	UU	187	\$200
UIL Calculator	UU	187	\$200
UIL Computer Science	UU	187	\$200
UIL Current Events	UU	187	\$200
UIL Keyboarding	UU	187	\$200
UIL Literary Criticism	UU	187	\$200
UIL Mathematics	UU	187	\$200
UIL Number Sense	UU	187	\$200
UIL Reading/Writing	UU	187	\$200
UIL Science	UU	187	\$200
UIL Spelling	UU	187	\$200

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CHEERLEADING SUPPLEMENTS			
POSITION	EVENT	DAYS	AMT.
HIGH SCHOOL			
Cheerleader Sponsor 10	PH	192	\$1,500
Cheerleader Sponsor 11	PH	192	\$1,500
Cheerleader Sponsor 12	PG	192	\$2,500
Pep Squad	PI	187	\$800
9TH GRADE			
Cheerleader Sponsor 9	PH	192	\$1,500
MIDDLE			
Cheerleader Sponsor 7	PO	192	\$1,400
Cheerleader Sponsor 8	PO	192	\$1,400

MIDDLE SCHOOL COACHING ASSIGNMENT SUPPLEMENTS				
ASSIGNMENT	EVENT	#CLASSES	#DAYS	AMT.
Head Football Coach	A1	5-5	197	\$4,500
First Assistant Football	B0	5-5	197	\$3,600
Assistant Football	B1	5-5	192	\$3,400
Assoc Football/7th	B9	6-6	187	\$1,600
Assoc Football/8th	B9	6-6	187	\$1,600
Head Boys Basketball	C0	5-5	187	\$3,000
Assistant Boys Basketball	C1	5-5	187	\$2,800
Head Girls Basketball	C6	5-5	187	\$3,000
Assistant Girls Basketball	C7	5-5	187	\$2,800
Assoc Boys Basketball/7th	D9	6-6	187	\$1,200
Assoc Boys Basketball/8th	D9	6-6	187	\$1,200
Assoc Girls Basketball/7th	D9	6-6	187	\$1,200
Assoc Girls Basketball/8th	D9	6-6	187	\$1,200
Head Boys Track	G0	6-5	187	\$2,500
Assistant Boys Track	G1	6-5	187	\$2,300
Head Girls Track	G6	6-5	187	\$2,500
Assistant Girls Track	G7	6-5	187	\$2,300
Assoc Boys Track/7th	G9	6-6	187	\$1,200
Assoc Boys Track/8th	G9	6-6	187	\$1,200
Assoc Girls Track/7th	G9	6-6	187	\$1,200
Assoc Girls Track/8th	G9	6-6	187	\$1,200
Head Volleyball	H0	5-6	192	\$3,000
Assistant Volleyball	H1	5-6	192	\$2,800
Tennis (CO-ED)	I0	6-6	187	\$2,500
Head Boys Soccer	H3	5-5	187	\$2,500
Assistant Boys Soccer	H4	5-5	187	\$2,300
Head Girls Soccer	H5	5-5	187	\$2,500
Assistant Girls Soccer	H6	5-5	187	\$2,300
Assoc Volleyball/7th	H9	6-6	187	\$1,200
Assoc Volleyball/8th	H9	6-6	187	\$1,200

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HIGH SCHOOL COACHING ASSIGNMENT SUPPLEMENTS				
ASSIGNMENT	EVENT	#CLASSES	#DAYS	AMT.
Head Football/Campus Coordinator	A0	0-0	220	\$22,000
First Assistant Head Coordinator Football	B0	2-2	213	\$7,000
Second Assistant Coordinator Football	B1	2-2	213	\$6,500
Assistant Football (9)	B4	2-2	197	\$6,000
Assistant Sub Varsity Football (4)	B3	2-2	197	\$5,500
Trainer (2)	A2	0-0	200	\$7,000
Head Boys Basketball	C0	2-2	197	\$7,000
J.V. Boys Basketball	C1	2-2	197	\$3,500
Sophomore Boys Basketball	C2	2-2	197	\$2,900
Freshman Boys Basketball (2)	C3	2-2	187	\$2,900
Head Girls Basketball	C6	2-2	197	\$7,000
J.V. Girls Basketball	C7	2-2	197	\$3,500
Freshman Girls Basketball (2)	C8	2-2	187	\$2,900
Head Baseball	D0	2-2	187	\$5,000
Assistant Baseball	D1	3-2	187	\$3,500
J.V. Baseball	D2	3-2	187	\$3,500
Sophomore Baseball	D3	3-3	187	\$3,200
Cross Country (Co-Ed)	F0	2-3	197	\$4,000
Assistant Cross Country	F1	3-3	192	\$3,000
Head Boys Track	G0	3-2	187	\$4,000
J.V. Boys Track	G1	3-2	187	\$3,000
Freshman Boys Track	G2	3-2	187	\$3,000
Head Girls Track	G6	2-2	187	\$4,000
J.V. Girls Track	G7	3-2	187	\$3,000
Freshman Girls Track	G8	3-2	187	\$3,000
Head Volleyball	H0	2-2	197	\$5,500
J.V. Volleyball	H1	2-2	197	\$3,500
Freshman Volleyball (2)	H2	3-2	197	\$2,900
Team Tennis (Co-Ed)	I0	2-3	187	\$2,750
Spring Tennis (Co-Ed)	I1	3-2	187	\$2,750
Assistant Spring Tennis (Co-Ed)	I2	3-2	187	\$2,750
Head Swimming (Co-Ed)	J0	2-2	187	\$4,500
Athletic Academic Advisor	J1	3-3	187	\$2,900
Head Golf (Co-Ed)	K0	2-2	187	\$4,500
Head Softball	L0	3-2	187	\$5,000
Assistant Varsity Softball	L1	3-2	187	\$3,500
J.V. Softball	L1	3-2	187	\$3,500
Power Lifting (new 2019-2020)	L2	3-2	187	\$3,500
Head Boys Soccer	M0	3-2	192	\$5,000
J.V. Boys Soccer	M1	3-2	192	\$3,500
Freshman Boys Soccer	M2	3-2	187	\$3,500
Head Girls Soccer	M6	3-2	192	\$5,000
J.V. Girls Soccer	M7	3-2	192	\$3,500
Freshman Girls Soccer	M8	3-2	187	\$3,500

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PERFORMING ARTS SUPPLEMENTS			
PERFORMING ARTS ASSIGNMENT	EVENT	# DAYS	AMT.
Houston Academy			
Orchestra Director (Houston Academy)	PL	187	\$1,000
Theatre Arts (Houston Academy)	PN	187	\$1,000
Dance Director (Houston Academy)	PR	187	\$1,000
Middle School			
Head Band Director	PK	197	\$5,000
First Assistant Band Director	PL	192	\$3,500
Second Assistant Band Director (Based on enrollment)	PL	192	\$3,500
Strings Director (Drew)	PL	192	\$3,700
Choir Director	PM	187	\$3,800
Theatre Arts	PN	187	\$1,500
Speech <i>(Will receive at end of year when all criteria are met.)</i>	PN	187	\$1,500
Piano (Drew)	PP	187	\$500
Assistant Choir	PQ	187	\$2,250
Dance Director (Drew)	PR	187	\$1,500
9th Grade			
Theatre Arts	AT	187	\$2,500
Head Band Director	PC	203	\$5,000
Dance Teacher/Director (Housed at High School)	PE	192	\$2,000
Choir Director (Housed at High School)	PV	192	\$4,000
High School			
Head Band Director	PA	208	\$9,500
First Assistant Band Director	PB	203	\$5,000
Second Assistant Band Director	PB	203	\$5,000
Strings Director (Carver)	PB	192	\$3,700
Strings/Guitar/Piano (Carver)	PB	192	\$3,700
Choir Director	PD	192	\$5,500
Piano and Choir Director (Carver)	PD	192	\$5,500
Head Dance Team Director (Drill Team)	PE	203	\$5,000
Assistant Dance Director	PE	192	\$2,000
Theatre Arts Director	PF	187	\$5,000
Assistant Theatre Arts Director	PF	187	\$2,500
Pep Squad	PI	187	\$800
Speech/Debate <i>(Will receive at end of year when all criteria are met.)</i>	PJ	187	\$4,000
Color Guard	PQ	197	\$3,000
Assistant Speech/Debate <i>(Will receive at end of year when all criteria are met.)</i>	PS	187	\$1,500
Steel Drum	PX	187	\$3,000

Criteria: Speech and Debate will receive at end of year on the 5/20 check after set criteria has been met.

CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATION SPONSOR SUPPLEMENTS		
POSITION	EVENT	AMT.
High School Sponsor	CRSTP	\$1,500
High School Co-Sponsor	CRSTP	\$1,200
9th Grade and Middle School Sponsor	CRSTP	\$1,200
9th Grade and Middle School Co-Sponsor	CRSTP	\$1,000

Criteria: Will receive at end of year when sponsorship criteria has been met.

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JROTC SUPPLEMENTS		
POSITION	EVENT	AMT.
High School JROTC <i>Will receive at end of year when all criteria are met</i> \$500.00 for each team they coach up to four teams.	CRSTP	\$2,000
Middle School LOTC <i>Will receive at end of year when all criteria are met</i> \$400.00 for each team they coach up to four teams.	CRSTP	\$1,600

Criteria: Will have to complete in a set number of drill meets in the Fall and Spring, as well as, at the Aldine District JROTC and LOTC drill meets.

JROTC SUPPLEMENTS		
POSITION	EVENT	AMT.
High School Commander	DEPTC	\$1,000
High School Commander	ROTC	\$2,000

High School Commander receives both.

POLICE DEPARTMENT ANNUAL CERTIFICATION SUPPLEMENTS		
<i>Given to police officers only (PD1) upon completion of certification</i>	EVENT	AMT.
Intermediate	PDPSI	\$600
Advanced	PDPSA	\$1,200
Master	PDPSM	\$1,800

POLICE OFFICER K-9 OFFICER SUPPLEMENT

*Paid at a rate of officers overtime hourly rate times 3.5 hrs per week for 52 weeks; spread over 24 cks
To be calculated once a year at beginning of fiscal year*

EVENT: PK9DG

PSYCHOLOGIST/LSSP PHD SUPPLEMENT	AMT.
EVENT: PHD	\$500

PRINCIPAL MENTOR SUPPLEMENT

*School Asst. Sups will submit to HR, but will be processed in Payroll.
To be paid in one payment in March.*

EVENT: MISCP

\$2,500

TEACHER MENTOR SUPPLEMENTS	EVENT	AMT.
Mentor to ACP beginning teachers (per year) <i>Paid in June.</i>	MISCP	\$500
Mentor to other beginning teachers (per year) <i>Paid in May.</i>	MISCP	\$250

Paid once a year.

COOPERATING TEACHER SUPPLEMENTS <i>(works with a student teacher)</i>	AMT.
Full term	\$250
Partial term	\$125
Mentor to TechTeach teacher (first semester)	\$250
Mentor to TechTeach teacher (second semester)	\$500

Paid twice a year in December and June.

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ONEGOAL SUPPLEMENT - (Fall, Spring)		AMT.
<i>Paid twice a year using critical needs schedule.</i>		\$1,000
SCHOOL:	EVENT:	
Nimitz	5GOAL	
MacArthur	3GOAL	
Carver	2GOAL	
Eisenhower	4GOAL	
Aldine	1GOAL	
Davis	12GOA	

ACADEMIC ASSESSMENT AND DATA SPECIALIST CAMPUS SUPPORT PERSONNEL - CERTIFIED TESTING LIAISON		AMT.
Elementary - one per campus	EVENT: AADS	\$1,000
<i>Paid twice a year using critical needs schedule. (Assistants Principals, Counselors, Information Literacy Specialists, and Skills Specialists working in this capacity are eligible for supplement.)</i>		

THORNE VIDEO SCOREBOARD TECHNOLOGY SUPPLEMENT (2)	AMT.
EVENT: VIDSB	\$3,500

TEXES PREP COORDINATOR SUPPLEMENT (1)	AMT.
EVENT: TEXPR	\$2,000

DYSLEXIA ASSESSOR SUPPLEMENT	AMT.
<i>Paid twice a year using critical needs schedule.</i>	EVENT: MISCP
<i>To be submitted to HR but processed in Payroll.</i>	\$4,500

CHILD NUTRITION	LEVEL	EVENT:	AMT.
	1	1FSCE	.15 / hr
	2	2FSCE	.30 / hr
	3	3FSCE	.45 / hr
	4	4FSCE	.60 / hr

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TRAVEL SUPPLEMENTS (EVENT: TRAVL)		
Position	Days	AMT.
Accountant	226	\$2,498.50
Adaptive Physical Education (Lane)	187	\$1,775.25
Administrative Assistant (if warranted)	226	\$2,498.50
Agriculture Teacher FFA Sponsor/Co-Sponsor	220	\$5,000.00
Assistant Principal for Head Start	205 only	\$1,315.00
Assistant Superintendent (new 2019-2020)	226	\$2,498.50
Attorney	226	\$2,498.50
Audiologist (Lane)	202	\$1,775.25
Behavior Specialist	200	\$657.50
Building and Construction	226	\$2,498.50
Coordinator (if warranted)	202/220/226	\$2,498.50
Campus Diagnostician	199/200	\$591.75
Chief Officer/General Counsel (new 2019-2020)	226	\$2,498.50
Deputy Superintendent (new 2019-2020)	226	\$2,498.50
Diagnostician and Intern	187	\$591.75
Diagnostician AU team; District LSSP	199/210	\$1,709.50
Director/Assistant Director/Executive Director	226	\$2,498.50
Food Service Equipment/Safety Coordinator	226	\$2,288.10
Food Service Supervisor	202	\$2,498.50
High School Athletic Coordinator	220	\$591.75
High School Band Asst. Director/Director (as approved by Program Director)	203/208	\$591.75
High School Choir Director	192	\$591.75
High School Trainer	200	\$723.25
Homebound Pregnancy	187	\$1,775.25
Campus Home Bound Teacher gets MILEAGE		
Nurse	187	\$591.75
Orientation & Mobility Instructor (Lane)	187	\$1,775.25
Occupational Therapist	189/202	\$1,775.25
Physical Therapist	189/202	\$1,775.25
Principal - PK/Elementary	226	\$394.50
Principal -9th/ High School	226	\$1,315.00
Principal - Middle School	226	\$789.00
Program Director	210/220/226	\$2,498.50
Public Information (if warranted)	226	\$2,498.50
Risk Management (if warranted)	226	\$2,498.50
School Psychologist (LSSP)	210	\$2,498.50
Shared Choir Director	187	\$591.75
Social Worker	200/226	\$1,315.00
Special Education Counselor	199	\$591.75
Special Education Counselor (Itinerant)	199	\$1,315.00
Special Education-Program Director/Bilingual Diagnosticians (housed at CO)	199	\$2,498.50
Speech Pathologist (AU team; or serves entire district)	187	\$1,709.50
Speech Pathologist (tests within large geographical area of district)	187	\$1,249.25
Speech Pathologist (travels to 3 or more schools for testing/therapy)	187	\$591.71
Speech Pathologist (travels to 3 or more for therapy only; travels to more than one school for testing)	187	\$394.50
Textbook Custodian (PCOC4)	226	\$2,498.50
Traveling Bookkeeper (Special Programs PCOC3)	226	\$2,498.50
Virtual School Coordinator (Virtual School teachers submit mileage)	226	\$2,498.50
Visually Impaired (Lane)	187	\$1,775.25

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E. INCENTIVES

An incentive is a one-time, lump-sum payment and is not part of the employee’s salary. Aldine ISD offers two incentives.

1. **Variable Pay:** Aldine ISD has implemented a compensation model that aligns a portion of the pay structure with Invest, the districts evaluation system for campus professionals.

Subject to Board approval, teachers and staff evaluated in the Invest system who rated “Highly Effective” on Part A: Teacher Effectiveness for the previous school year may receive a one-time variable pay reward that will be paid the following January.

Employees who resign before the payout date are not eligible to receive this payment. Employees who retire before the payout date are eligible to receive this payment.

This incentive is categorized as performance pay according to TRS Rule 25.24, Subchapter B, and is subject to TRS deductions.

2. **Recruitment Incentive:** Aldine ISD employees (excluding employees of the Human Resources department and cabinet members) who recruit employees for the following positions will be paid an incentive. The employee who was recruited must be in the position for one full year (12 months) and the incentive will be paid the following year. The employee receiving the incentive must be employed at the time of the payout to be eligible for this payment. Recruitment incentives are paid in September and January and are not subject to TRS deductions.

<u>Position Recruited</u>	<u>Incentive Amount</u>
7 th - 12 th Grade Science	500.00
7 th - 12 th Grade Math	500.00
Bilingual Teachers	500.00
Nurses	500.00
All other certified teachers	300.00

SECTION 5 – BOARD POLICY

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A. BOARD POLICY

The following Board Policies relate to the District's Compensation Plan.

1. DEA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN

2. DEAA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN

3. DEAB (Local) – COMPENSATION PLAN – WAGE AND HOUR LAWS