



AUSTIN
Independent School District

Compensation Manual 2021-2022

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Compensation Terminology

Administrative Calculation (admin calc) – The process for which AISD places administrators and professionals in a salary schedule using experience calculation to place employees with their peers within the pay grade.

Back Pay – An amount of pay due to an employee for periods prior to the current pay period.

Career Pathway Positions – AISD defines career pathway positions as instructional coaches, counselors, curriculum specialists, educational diagnosticians, assistant principals, academic deans, academic director, principal.

Change in Months – The movement of an employee from one position to another at the same pay grade, but with a different number of months or schedule.

Creditable Year of Service – The number of days that determines whether an employee qualifies for base pay increases. 90 days of full-time or 180 days of half-time service earned during a 12-month period as defined by TRS Guidelines.

CTE – Career and Technology Education

Demotion – A demotion occurs when an employee moves into a position which is in a lower pay grade than the position s/he was in previously.

Duty Schedule (work schedule) – The number of specified days employees are required to work within the position's annual work schedule.

Exempt Employee – An employment status that indicates that an employee is exempt from the provisions of the Fair Labor Standards Act (FLSA) regarding payment of overtime wages. Exempt employees are paid on a salaried basis.

Extended Time – Employees on the Teacher Placement Table who work beyond the regular contract year (as determined by the principal) shall be paid at their daily rate of pay. Extended time cannot be used for working summer school.

Fair Labor Standards Act (FLSA) – A federal law which governs minimum wage, overtime pay, and equal pay for employees in the same type of jobs, and child labor. The law also has extensive recordkeeping requirements.

Interim Pay – Temporary additional pay for a regular employee assigned to perform duties of a higher-level position on a temporary basis.

Mid-point – The midpoint of the structure is considered the competitive market rate for the job. AISD attempts to align employee pay rates with the midpoint of their relative pay ranges. This will vary by salary structure. With teachers on a state mandated step and grade scale, their mid-point is the average of their collective salaries.

Nonexempt Employee – An FLSA employment status that indicates an employee must receive overtime compensation at a rate of one and one-half times the regular rate of pay for all hours worked over 40 in a work week.

Overtime – Working hours in excess of a regular working day or week. Under the Fair Labor Standards Act (FLSA), non-exempt employees must be paid one-and-one-half times their normal wage rates for all hours worked in excess of 40 in any work week.

Pay Grade – The numeric designation that identifies the range of difficulty and responsibilities of work and the level of qualification requirements for the job.

Pay Period – A recurring length of time over which employee time is recorded and paid (i.e. 26 pay periods a year).

Pay Plan – A compensation and payroll construct that groups people who have like work schedules and like professional attributes. Please see Section XII, Appendix for pay plan codes and definitions.

Peers – Other employees in your same position and/or calendar with similar years of qualifying creditable experience.

Permanent Sub – A sub assigned to an Improved Rating Campus the entire school year.

Positive Pay – An employee who clocks in and out and is only paid for the time clocked.

Promotion – A promotion occurs when an employee moves into a position which is in a higher pay grade than the position s/he was in previously.

Re-evaluation – This is the process used for assessing the value of a job when the duties and responsibilities of an existing job have changed substantially.

Regular status employee – This status indicates that an employee works for AISD on an open-ended basis, rather than for short periods of time. Regular status employees can be classified further as either salaried (exempt) or hourly (nonexempt).

Salary – A salary is an annual compensation amount paid to exempt employees in exchange for performance of job duties. Monthly rates for exempt employees are calculated by dividing their annual salary by the number of months in their work schedule. Longevity, allotment pay, and performance contract pay are not used to calculate a salaried employee's base salary.

Salary Survey – Provides information concerning outside pay levels for a wide variety of positions. AISD also conducts special surveys which pertain to special competitive situations and other pay practices which are strategically important to the district.

SBEC – State Board for Educator Certification

Service Record – An official document used by Texas school districts to record service/experience and unused State days.

Structure Adjustment – Periodically, the district may choose to increase the minimum, midpoint, and/or maximum of any or all of the pay grades. When this process occurs, it is a structure adjustment.

TEA – Texas Education Agency

Temp/Hourly (Temporary Status) – An employment status indicating that the temporary status employee is compensated with an hourly wage versus a monthly salary. Hourly employees are paid only for hours worked.

Transfer / Lateral – A lateral transfer occurs when an employee moves into a position which is in the same pay grade as the position he/she was in previously. A lateral transfer does not result in a pay adjustment. A change in work schedule only is not considered a lateral transfer.

Compensation Philosophy and Department Responsibilities

The District's greatest resource is its human capital. AISD strives to prepare every student with the knowledge and skills to thrive in college, career, and life. To accomplish the AISD mission, the strategic framework of AISD points specifically to employee well-being, the human capital that prepares our students.

The compensation department function is to direct the strategic planning, design, & implementation of all district compensation programs. Each component promotes an atmosphere that attracts, motivates and retains high performing employees and provides support to the organizational mission of educating all students for success. Austin ISD seeks to provide compensation that is competitive within the parameters of the Board of Trustees' approved budget and complies with all state and federal regulations governing compensation practices.

Compensation for district positions are based on market competitiveness and pay equity for the position. Market competitiveness is valued separately for operational positions and career pathways positions. Campus based career pathway positions are largely based on local and urban peer districts with the same or similar positions. District operational positions are largely compared to the local market competitive pay for similar positions.

Compensation management at AISD is a multi-faceted process focused on furthering the organization's compensation philosophy. The major aspects include defining and evaluating jobs, establishing pay rates and ranges for jobs, determining the proper compensation level for employees, and administering various aspects of the program.

Austin Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

Elements of Compensation

The following policies reflect the major elements of the compensation management process at AISD.

Defining and Evaluating Jobs

Job evaluation is a systematic process for determining the relative value of various jobs within the district. Once a position has been in use for a period of time, re-evaluation may become necessary if the scope of the job has changed substantially.

Determining a Job's Market Value

Once a position's relative internal value has been established through the AISD job evaluation process, the Compensation Department determines its dollar value in the external marketplace. To accomplish this, the Compensation Department relies on a series of surveys which allow comparisons with numerous types of positions.

Through combining the information obtained from both the job evaluation process and the market valuation process, jobs can be assigned to appropriate pay grades.

Determining an Employee's Actual Pay Rate

Once the position has been assigned a specific pay grade, that grade's pay range can be used to assist in assigning the employee's salary or pay rate.

Many other factors can impact an employee's pay rate within a particular pay grade. A series of policies used to determine how employees are paid, based on factors such as experience, the length of the work schedule, and even the job family associated with certain positions.

Administering Pay Over the Long Term

The prior three steps are just the beginning of compensation management at AISD. Over time, any number of changes can be made to an employee's pay rate. From promotions and transfers to periodic adjustments made to pay grades and individual pay, the Compensation Department monitors and occasionally may recommend adjustments to employee pay and the supporting structures in order to achieve external competitiveness and internal equity. New policies may also be adopted from time to time.

Unless expressly so provided, new compensation policies are not retroactive.

As the Superintendent designee, the Compensation Department will be responsible for setting the compensation rates annually for the following positions:

- Temp/Hourly
- Supplemental

Additionally, each year, the Compensation Department will put forward a compensation plan for the district that will be submitted to the school board as part of the annual budget.

Salary Calculations:

Service Credit Applied

Non-Exempt Classified Employees:

Salaries are determined through a review of relevant experience credit by placement at the appropriate salary structure. Salary structures are Auxiliary (AUX), Instructional Support (IS), Non-Instructional Support (NIS), Bus Drivers (BD), Police Department (PD), Technology (IT)

New employees are hired at the minimum rate of pay for their respective pay grade at the time of hire, but may be eligible for a higher salary placement based on properly documented prior work experience that is related to the position for which they are being hired. This process will compensate the employee for prior related work experience.

Credit may be granted for a college degree from an accredited college or university. As a general rule the following guidelines shall apply:

- For a position that does not require a degree, an Associate's degree will be counted as the equivalent of one (1) yr of experience credit. A Bachelor's degree will be counted as the equivalent of two (2) years of experience credit. A Master's degree or higher degree will be counted as the equivalent of three (3) years of experience credit.

Exceptions: The Office of Human Capital may also set a rate of pay that is above or below a standard rate of pay for an employee’s position and level of experience, typically to maintain salary equity based on comparable levels of experience with other employees in the same pay grade. Such placements should be reviewed by the Compensation Analyst.

Police Officers:

Experience as a licensed, commissioned police officer will be accounted for in salary calculations for officer and command-level positions. It is the employee’s responsibility to provide the necessary documentation for salary consideration. Documentation may include official degree transcripts (for education verification) and TCOLE reports (for certification verification). Completed years of service are based on the school year calendar, which runs from July through June. While an officer may have earned an additional year of service as evidenced on their TCOLE report, the additional year would not be applied to their AISD service record until July 1. For employees being selected for a promotional opportunity, salary placement will account for years of experience as a licensed, commissioned police officer, while also ensuring internal compensation equity with employees in the same position with similar experience.

Professional Employees:

Professional operational positions in the AP3A, 4A, 5-16 pay structures will have their service records evaluated for relevant professional and administrative experience only and will have credit applied at a 1:1 ratio. Professional operational positions in the AP1,2, 3P, 4P pay structures will have their service records evaluated for job related classified experience (capped at 3 years) and all professional and administrative experience evaluated at 1:1 ratio. All professional employees outside the AP pay structures (AUX 13-14; NIS10; PD 4-6; IT 6-7) will be placed on the scale based on their professional and administrative experience at a 1:1 ratio. Relevant classified experience (capped at 3 years) may also be considered for these positions. Career Pathways professional positions in all pay structures will be placed in the structures based on service records provided for professional and administrative experience at a 1:1 ratio. Teaching experience will be capped at 10 years.

Administrators:

Administrative operational positions in the AP3A, 4A, 5-16 pay structures will have their service records evaluated for relevant professional and administrative experience only and will have credit applied at a 1:1 ratio. All administrative employees outside the AP pay structures will be placed on the scale based on their professional and administrative experience at a 1:1 ratio. Positions outside the AP pay structure are IT 8-10. Career Pathways professional positions in all pay structures will be placed in the structures based on service records provided for professional and administrative experience at a 1:1 ratio. Teaching experience will be capped at 10 years.

Teachers:

Salaries are determined through experience credit by placement at the appropriate step of the Teacher/Librarian Compensation Placement Table. AISD grants one (1) year of teaching experience for every one (1) year of TEA approved teaching experience.

IT (Technology):

Since technology positions are compared to peers in the marketplace, service credit is used to calculate salary based on the below formula:

0 – 2 years	Minimum of Salary Range
3 – 5 years	5% above the Minimum
6 – 8 years	10% above the Minimum
9 – 11 years	15% above the Minimum

12 – 15 years
16 + years

20% above the Minimum
Midpoint of Salary Range

While credit may be applied at a 1:1 ratio, many placement schedules within AISD are capped at the top for years of service.

New Hire/Change of Assignment:

Upon newly hired and/or change of assignment within the district, an employee must submit any service records for evaluation within 135 days of their start date in the new position. The Compensation Analyst will verify that documentation submitted reflects work experience related to the employee’s current AISD position.

- The employee will receive credit for prior work experience at the time they submit the proper documentation if within the 135 days. The Compensation Analyst will make the salary adjustment retroactive to the employee’s date of hire. Documentation does not have to be all submitted at the same time, but does have to be submitted within the 135 calendar days of hire date into the position.
- If the employee submits additional experience credit within the 135 calendar days of the change of assignment and prior to April 1st the Compensation Analyst will make additional salary adjustments as necessary, retroactive to the employee’s date of hire in the new position. If the employee submits additional experience within the 135 days but after April 1st, the salary adjustment will take effect July 1st or the first duty date of the employees new calendar in the following school year.

Relevant work experience is determined by the compensation department. If no agreement can be reached over relevant experience by the compensation department, the final determination is made by a chief human resources officer. Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role outside of the AP 1,2 3P, & 4P structures. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary. Salaries are determined according to AISD policies and procedures, regardless of funding source. The salary amount of previous incumbents is not a factor in determining salaries of their replacements.

Junior Reserve Officers Training Corps (JROTC) Instructors: JROTC instructors will be paid on the 205 day salary schedule or according to active duty Armed Forces pay requirements as advised by the JROTC Coordinator, if the amount is greater. Both school experience and active-duty experience may be counted for local salary credit Tex. Admin. Code. §153.1021(d)(2).

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

Career and Technology Education (CTE) Teachers: For CTE Teachers, prior work experience (not to exceed two years) will be considered in determining initial salary as if it were teaching experience with the following limitations:

- Work experience must have been required for certification; or
- The teacher must have been employed in a CTE position within the 1982-1983 school year and thereafter for at least 50% of the time in an approved CTE position,
- Prior (non-school, professional) work experience is not creditable towards the Teacher Retirement System.

CTE teachers without degrees, may be employed if they possess comparable career or technological work, provided they possess an appropriate certificate. In the absence of a bachelor's degree, eight years of specifically related work experience will be credited for compensation determinations. Prior work experience not accredited by TEA should be documented on a statement of qualifications form provided by the Career and Technology Department.

Credit for Teachers with prior Teacher Assistant Experience

Effective May 5, 2005, a teacher assistant receiving standard Texas teaching certificate during the 2004-2005 academic year, or any subsequent year, will be credited with up to two years of full-time student instruction equivalency for salary increment purposes when employed as a teacher (experience must be verified on the teacher service record (Amendment 19 TAC §153.1021m)). One year of teacher salary credit will be given for each creditable year of teacher assistant experience. A maximum of two years will be credited.

Returning Employees

Former Austin ISD employees who return to the district will be placed at the appropriate pay level for the position in which they are newly hired. This may differ from the pay level and/or position they occupied at the time of their departure from the district. Returning teachers to a teaching position with less than 2 school years separation from the district will be placed at value of the currently adopted new hire schedule based on creditable years of service plus any PPfT earnings while previously employed. Returning teachers over 2 years of separation of service are placed at the value of the currently adopted new hire schedule.

Police Officers who are hired for the same position following a break-in-service that is less than twelve months shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater. If rehired to a position at a different pay grade level or following a break in service that is longer than twelve months, the employee's pay rate will be calculated according to the procedures for placement of new hires.

Documentation of Service Credit for Experience

To receive service credit for prior work experience, employees must provide documentation of service to the Compensation Department via email reviewhr@austinisd.org on an official Texas Education Agency (TEA) record or Supplemental Experience Form and must be validated by the appropriate institutional official. The following forms of documentation are acceptable for review by the Compensation Department:

- Service records from previous school employment
- Tax returns (for private practice only)
- Completed Supplemental Experience Form submitted from previous employers specifying position held, dates of employment, and hours worked.

Determining Pay for Promotion

A promotion occurs when an employee is selected to a new position in a higher-level pay grade. The promoted employee will be placed on the placement scale according to their years of experience for the respective position.

The following outlines the promotional adjustments for all regular employees promoted to regular status positions:

Scope of Promotion AISD Promotion Policy

Classified Non-Exempt Staff:	Any employee on the NIS, IT, IS, AUX, BD, PD pay structure who is promoted to an ascending pay grade shall receive the placement value in the new pay grade. If the employee already makes above that placement, the employee will be given 3% above their current pay rate.*
Professional/Administrative Exempt Staff:	Any employee on the AP, NIS, IT, AUX pay structure who is promoted to an ascending pay grade shall receive the placement value in the new pay grade. If the employee already makes above that placement, the employee will be given 3% above their current pay rate.*
Teachers	Any teacher/librarian moving outside the teacher/librarian pay structure will be placed in the new pay structure for that position.

*New service records can be reviewed within 30 days of change of assignment for existing employees.

Involuntary Transfer, Administrative Transfer & Transfer Due to Staffing Reductions/Reorganizations

Employees who are reassigned to a lower pay range or transfer due to an administrative transfer, a reorganization, or a reduction in staff will be placed in the new pay range with a salary commensurate with the position and in line with other employees currently in the position to which they are reassigned. If the work schedule changes as part of the reassignment, then pay is adjusted accordingly.

Salary Freezes

An employee experiencing a salary freeze will have their pay maintained for the duration of the employee’s contract or for the duration of the current school year. If the employee remains in the lower-level job assignment after a new school year starts, the salary will be adjusted to reflect the paygrade associated with the lower position, unless otherwise noted.

Back Payment

A back payment will occur if the employee was paid less than the amount that the employee should have been paid under the assigned pay grade. If a request for back payment is presented in the current fiscal year, the Compensation Department will rectify the issue by paying the difference in base salary back to the start of the current school calendar year. For supplemental earnings, back payment can only be rectified back to July 1 of the current school year.

Overpayment

An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/or related supplemental earning. The Compensation Department will rectify the issue based on the respective case of the occurrence (this includes by recovering the funds for the current year only and employees may work with the Payroll Department regarding repayment plans).

You are not entitled to any fund the District overpays you and you further agree that the District may deduct any wage overpayments from one or more of your paychecks. The District shall provide you with benefits as provided

by state law and Board policy. The District reserves the right to amend its policies at any time, in accordance with Board policy at the Board's sole discretion.

Salary Proration

Salaried employees who start an assignment after the start of the calendar start date will receive a prorated salary for the remaining calendar days within the position. In these situations, employees will receive an offer letter of their assignment denoting an hourly or daily rate dependent on the position type and the actual days remaining in that assignment for the year.

Employees Working Summer School Assignments

Summer school assignments are considered extra optional assignments performed after completion of the regular or contract work schedule and are not classified as extended time assignments. Employees working an additional authorization during the summer will be paid at the base hourly rate for the additional assignment.

Transportation hourly employees are to be paid based on the type of work performed. The rates of pay are the same as used during the normal school year based on the job and employee’s rate of pay.

Clerk, Teaching Assistant, Non-Instructional Aide, Custodian	Regular hourly rate
Food Service	Adjusted summer rates of pay
Instruction/Tutoring for AISD professional employees	\$34.50/hour
Tutoring- non AISD professional	Current T/H or supplemental rate
Administrative	See Administrative/Professional Rate Table

Oftentimes employees resign or retire from Austin ISD at the end of the school year. *Please note that a separation of employment at the end of the contract or school year prohibits summer supplemental work.

Pay Administration/Salary Structures

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

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

Hiring Placement

Non-Exempt Classified Employees: The basis for a Classified employee’s salary is an hourly rate of pay. The annual payroll cycle for Classified employees paid on a monthly basis runs from either July through June, or August through July, depending on the start date of the employee's position. Employees who are paid on a monthly basis receive 12 monthly paychecks per year. For monthly employees who work 9, 10 or 11 months per year, the

annualized earnings are paid out over 12 monthly paychecks per year. For employees paid on a monthly basis the base monthly paycheck is calculated as follows:

$$\begin{aligned} & \text{Base daily rate of pay (pro-rated for any employee who works less than full-time)} \\ X & \quad \text{total number of duty days to be paid in the employee's duty year} \\ = & \quad \text{total annualized earnings for the employee's duty year} \\ \div & \quad 12 \text{ (number of monthly paychecks in the annual payroll cycle)} \\ = & \quad \text{monthly base salary paid to the employee (not including deductions or adjustments)} \end{aligned}$$

Police: New hires will be given experience credit on a year-for-year basis, up to a maximum of fifteen years. Current employees who have been selected for a promotion will be given experience credit on a year-for-year basis, up to a maximum of twenty years. Positions in pay grades PD4 – PD6 require previous law enforcement experience – the minimum placement scales reflect those minimums e.g. PD 6 – lieutenant requires a minimum of ten years as a certified peace officer.

Professional/Administrative: These positions are placed into the pay structure based on their years of experience, peer placement, market value, and structure midpoint.

Teacher/Librarians: These positions will be placed into the pay structure based on their years of experience at time of hire.

Late Start Employees: For employees who begin working in a position after the established beginning date for the position, the number of days remaining to be paid in the duty year, the annualized earnings and the number of monthly paychecks remaining in the annual payroll cycle will be calculated from the date that the employee began working in the position. This will allow the remaining annualized earnings for late-start employees to be paid out in equal monthly payments for the remainder of the employee's annual payroll cycle.

$$\begin{aligned} & \text{Base daily rate of pay (pro-rated for any employee who works less than full-time)} \\ X & \quad \text{actual duty days worked} \\ = & \quad \text{total annualized earnings for the employee's duty year} \\ \div & \quad \text{number of monthly paychecks left in annual payroll cycle} \\ = & \quad \text{monthly base salary paid to the employee (not including deductions or adjustments)} \end{aligned}$$

Compensation Pay Structure

Non-Exempt Classified Employees: Salary structures are Auxiliary (AUX 1-13C), Instructional Support (IS), Non-Instructional Support (NIS 1-9), Bus Drivers (BD), Police Department (PD), Technology (IT 1-5)

Professional Employees: Professional operational positions are in the following pay structures:

AP 1, 2, 3P, 4P; AUX 13P, 14; NIS 10; IT 6-7

Administrators: Administrative operational positions in the AP3A, 4A, 5-16 pay structures.

Teacher/Librarian: Teachers and Librarians are on a traditional step and grade pay structure upon initial hire.

2021-2022 Administrative/Professional Pay Plan					
Pay Grade	Duty Days		Minimum	Midpoint	Maximum
AP 1	187	Days	\$49,742.00	\$52,360.00	\$67,298.00
	226	Days	\$61,880.00	\$64,400.00	\$83,720.00
AP 2	187	Days	\$51,507.00	\$60,595.48	\$69,683.68
	197	Days	\$54,262.00	\$63,835.88	\$73,410.08
	207	Days	\$57,016.00	\$67,076.28	\$77,136.48
	208	Days	\$57,292.00	\$67,400.32	\$77,509.12
	209	Days	\$57,567.00	\$67,724.36	\$77,881.76
	210	Days	\$57,842.00	\$68,048.40	\$78,254.40
	220	Days	\$60,597.00	\$71,288.80	\$81,980.80
	226	Days	\$63,351.00	\$74,529.20	\$96,886.40
	AP 3	187	Days	\$54,080.00	\$63,624.88
197		Days	\$56,972.00	\$67,027.28	\$73,730.01
202		Days	\$58,418.00	\$68,728.48	\$75,601.33
205		Days	\$59,286.00	\$69,749.20	\$76,724.12
207		Days	\$59,864.00	\$70,429.68	\$77,472.65
208		Days	\$60,154.00	\$70,769.92	\$77,846.91
210		Days	\$60,732.00	\$71,450.40	\$78,595.44
220		Days	\$63,624.00	\$74,852.80	\$82,338.08
226		Days	\$66,516.00	\$78,255.20	\$97,308.64
AP 4	187	Days	\$56,788.16	\$66,812.86	\$70,153.42
	197	Days	\$59,825.00	\$70,385.74	\$73,904.94
	200	Days	\$60,736.00	\$71,457.60	\$75,030.40
	207	Days	\$62,862.00	\$73,958.62	\$77,656.46
	210	Days	\$63,773.00	\$73,958.62	\$78,781.92
	212	Days	\$64,380.00	\$75,745.06	\$79,532.22
	215	Days	\$65,291.00	\$76,816.92	\$80,657.68
	220	Days	\$66,810.00	\$78,603.36	\$82,533.44
	226	Days	\$69,846.00	\$82,176.24	\$97,539.52
AP 5	200	Days	\$63,776.00	\$75,025.60	\$78,774.40
	210	Days	\$66,965.00	\$78,776.88	\$82,710.43
	215	Days	\$68,559.00	\$80,652.52	\$84,682.48
	220	Days	\$70,154.00	\$82,528.16	\$86,651.84
	225	Days	\$71,748.00	\$84,403.80	\$88,621.20
	226	Days	\$73,342.00	\$86,279.44	\$102,406.72
AP 6	215	Days	\$71,982.00	\$84,675.60	\$88,906.80
	220	Days	\$73,656.00	\$86,644.80	\$90,974.40
	226	Days	\$77,004.00	\$90,583.20	\$95,109.60
AP 7	220	Days	\$77,334.00	\$90,976.16	\$95,522.24

	226	Days	\$80,850.00	\$95,111.44	\$112,889.92
AP 8	226	Days	\$84,879.00	\$99,858.64	\$118,526.72
AP 9	226	Days	\$89,111.00	\$104,843.20	\$110,087.20
AP 10	226	Days	\$96,250.00	\$113,233.60	\$118,893.44
AP 11	226	Days	\$103,445.00	\$118,900.80	\$124,052.80
AP 11 PD	226	Days	\$106,726.24	\$124,253.36	\$129,466.08
AP 12	226	Days	\$113,786.00	\$130,787.20	\$136,454.40
AP 13	226	Days	\$120,612.00	\$138,623.76	\$144,627.68
AP 14	226	Days	\$162,822.00	\$187,146.40	\$195,253.44
AP 15	226	Days	\$170,973.00	\$195,512.00	\$205,023.84
AP 16	226	Days	\$179,510.00	\$206,337.60	\$215,280.00
AP 17	226	Days	OPEN	OPEN	OPEN

2021-2022 Auxiliary & Bus Driver Pay Plan					
Pay Grade	Duty Days		Minimum	Midpoint	Maximum
Aux 1	201	Days	\$21,708.00	\$25,202.31	\$29,259.10
	209	Days	\$22,572.00	\$26,205.39	\$30,423.65
	260	Days	\$28,080.00	\$32,600.01	\$37,847.60
Aux 2	201	Days	\$22,367.28	\$25,967.72	\$30,147.71
	260	Days	\$28,932.80	\$33,590.08	\$38,997.04
Aux 3	201	Days	\$23,042.64	\$26,751.79	\$31,058.00
	260	Days	\$29,806.40	\$34,604.31	\$40,174.52
Aux 4	209	Days	\$25,146.88	\$29,410.48	\$33,674.08
	218	Days	\$26,229.76	\$30,676.96	\$35,124.16
	260	Days	\$31,283.20	\$36,587.20	\$41,891.20
Aux 5	203	Days	\$25,902.80	\$29,654.24	\$34,639.92
	218	Days	\$27,816.80	\$31,845.44	\$37,199.52
	260	Days	\$33,176.00	\$37,980.80	\$44,366.40
Aux 6	203	Days	\$27,218.24	\$31,197.04	\$36,150.24
	260	Days	\$34,860.80	\$39,956.80	\$46,300.80
Aux 7	203	Days	\$29,020.88	\$33,243.28	\$38,594.42
	260	Days	\$37,169.60	\$42,577.60	\$49,431.27
Aux 8	203	Days	\$31,067.12	\$35,744.24	\$41,497.95
	260	Days	\$39,790.40	\$45,780.80	\$53,150.09
Aux 9	203	Days	\$32,609.92	\$37,530.64	\$43,084.72
	260	Days	\$41,766.40	\$48,068.80	\$55,182.40
Aux 10	203	Days	\$34,233.92	\$39,398.24	\$45,195.92
	260	Days	\$43,846.40	\$50,460.80	\$57,886.40
Aux 11	260	Days	\$48,214.40	\$55,473.60	\$64,363.20

Aux 12	260	Days	\$50,627.20	\$58,198.40	\$67,567.01
Aux 13P	225	Days	\$52,578.00	\$60,444.00	\$68,310.00
	226	Days	\$60,756.80	\$69,846.40	\$78,936.00
Aux 13C	260	Days	\$60,756.80	\$69,846.40	\$78,936.00
Aux 14	226	Days	\$69,222.40	\$79,560.00	\$89,897.60
BD	209	Days	\$28,424.00	\$32,520.40	\$37,755.17

2021-2022 Non-Instructional Support Pay Plan					
Pay Grade	Duty Days		Minimum	Midpoint	Maximum
NIS 1	209	Days	\$22,572.00	\$27,542.13	\$33,607.20
	218	Days	\$23,544.00	\$28,728.15	\$35,054.40
	260	Days	\$28,080.00	\$34,262.94	\$41,808.00
NIS 2	209	Days	\$23,625.36	\$29,544.24	\$35,463.12
	218	Days	\$24,642.72	\$30,816.48	\$36,990.24
	224	Days	\$25,320.96	\$31,664.64	\$38,008.32
	260	Days	\$29,390.40	\$36,753.60	\$44,116.80
NIS 3	209	Days	\$26,935.92	\$33,674.08	\$40,412.24
	218	Days	\$28,095.84	\$35,124.16	\$42,152.48
	233	Days	\$30,029.04	\$37,540.96	\$45,052.88
	260	Days	\$33,508.80	\$41,891.20	\$50,273.60
NIS 4	218	Days	\$29,508.48	\$36,868.16	\$44,227.84
	260	Days	\$35,193.60	\$43,971.20	\$52,748.80
NIS 5	218	Days	\$30,973.44	\$38,716.80	\$46,460.16
	233	Days	\$33,104.64	\$41,380.80	\$49,656.96
	260	Days	\$36,940.80	\$46,176.00	\$55,411.20
NIS 6	218	Days	\$33,136.00	\$41,420.00	\$49,704.00
	233	Days	\$35,416.00	\$44,270.00	\$53,124.00
	260	Days	\$39,520.00	\$49,400.00	\$59,280.00
NIS 7	260	Days	\$42,702.40	\$53,372.80	\$64,043.20
NIS 8	209	Days	\$37,753.76	\$47,200.56	\$56,647.36
	260	Days	\$46,966.40	\$58,718.40	\$70,470.40
NIS 9	260	Days	\$51,667.20	\$64,584.00	\$77,500.80
NIS 10	226	Days	\$55,776.80	\$69,742.40	\$83,699.20

2021-2022 Instructional Support Pay Plan					
Pay Grade	Duty Days		Minimum	Midpoint	Maximum
IS 1	185	Days	\$19,980.00	\$24,379.40	\$28,860.00
	209	Days	\$22,572.00	\$27,542.13	\$32,604.00
IS 2	209	Days	\$23,249.16	\$28,368.39	\$34,225.84
	218	Days	\$24,250.32	\$29,590.00	\$35,699.68
	260	Days	\$28,922.40	\$35,290.82	\$42,577.60
IS 3	209	Days	\$24,009.92	\$29,728.16	\$36,014.88
	231	Days	\$26,537.28	\$32,857.44	\$39,805.92
IS 4	209	Days	\$25,213.76	\$31,266.40	\$37,820.64
IS 5	209	Days	\$28,992.48	\$36,048.32	\$43,505.44
	260	Days	\$36,067.20	\$44,844.80	\$54,121.60
IS 6	209	Days	\$31,032.32	\$38,723.52	\$46,548.48
	260	Days	\$38,604.80	\$48,172.80	\$57,907.20
IS 7	205	Days	\$33,177.20	\$41,377.20	\$49,774.00
IS 8	209	Days	\$37,737.04	\$47,100.24	\$56,597.20
	231	Days	\$41,709.36	\$52,058.16	\$62,554.80

2021-2022 Information Technology Pay Plan					
Pay Grade	Duty Days		Minimum	Midpoint	Maximum
IT 1	260	Days	\$33,987.20	\$42,474.00	\$50,960.00
IT 2	209	Days	\$31,400.00	\$39,259.00	\$47,117.00
	233	Days	\$35,006.00	\$43,767.00	\$52,528.00
	260	Days	\$39,062.40	\$48,838.40	\$58,614.40
IT 3	260	Days	\$46,945.60	\$58,676.80	\$70,408.00
IT 4	260	Days	\$49,753.60	\$62,192.00	\$74,630.40
IT 5	260	Days	\$52,728.00	\$65,915.20	\$79,102.40
IT 6	226	Days	\$61,152.00	\$76,440.00	\$91,728.00
IT 7	226	Days	\$64,209.60	\$80,267.20	\$96,324.80
IT 8	226	Days	\$70,636.80	\$88,296.00	\$105,955.20
IT 9	226	Days	\$74,172.80	\$92,705.60	\$111,238.40
IT 10	226	Days	\$79,976.00	\$99,964.80	\$119,953.60

2021-2022 Police Department Pay Plan					
Pay Grade	Duty Days		Minimum	Midpoint	Maximum
PD 1	261	Days	\$46,311.84	\$56,229.84	\$67,170.96
PD 2	261	Days	\$51,928.56	\$63,078.48	\$75,355.92
PD 3	261	Days	\$55,561.68	\$67,358.88	\$80,617.68
PD 4	261	Days	\$58,338.72	\$70,762.32	\$84,689.28

PD 5	261	Days	\$68,862.24	\$83,728.80	\$99,889.92
PD 6	261	Days	\$80,116.56	\$97,467.84	\$116,259.84

2021-2022 New Hire Pay Plan for Teachers and Librarians		
Years of Experience	187- Day Annual Salary	Hourly Rate
0	\$51,150	\$34.191
1	\$51,407	\$34.363
2	\$51,743	\$34.587
3	\$52,016	\$34.770
4	\$52,307	\$34.964
5	\$52,582	\$35.148
6	\$52,703	\$35.229
7	\$53,330	\$35.648
8	\$53,430	\$35.715
9	\$53,530	\$35.782
10	\$53,629	\$35.848
11	\$53,729	\$35.915
12	\$53,829	\$35.982
13	\$53,930	\$36.049
14	\$54,030	\$36.116
15	\$54,129	\$36.182
16	\$54,230	\$36.250
17	\$54,474	\$36.413
18	\$54,856	\$36.668
19	\$55,222	\$36.913
20	\$55,985	\$37.423
21	\$56,763	\$37.943
22	\$57,511	\$38.443
23	\$58,258	\$38.942
24	\$59,037	\$39.463
25	\$59,784	\$39.962
26	\$60,547	\$40.472
27	\$61,295	\$40.972
28	\$62,072	\$41.492
29	\$62,835	\$42.002
30+	\$63,583	\$42.502

AUSTIN ISD SUBSTITUTE PAY PLAN
EFFECTIVE 6/1/2021

2021-2022 Teacher Substitute Pay Plan				
Teacher Incentive Pay (Per Day)	60+ College Hours	Degreed	Certified Teacher	Permanent Sub at Improved Rating Campus
Current Base Pay for Teachers	\$115.00	\$125.00	\$135.00	\$150.00
Title 1 Campus Assignment	\$10.00	\$10.00	\$10.00	\$10.00
Special Education (Life Skills, SCORES, SBS, ECSE) Assignment	\$5.00	\$5.00	\$5.00	\$5.00
AISD Retired Teacher	\$5.00	\$5.00	\$5.00	\$5.00
Long Term Teacher Pay (20 consecutive days or more in the same assignment)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)
	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)
Incremental Pay (45+ days in any combination of assignments)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)
	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)
Maximum Payout Amount	\$175.00	\$185.00	\$195.00	\$210.00
2021-2022 Teacher Assistant Substitute Pay Plan				
Teacher Assistant Incentive Pay (Per Day)	60+ College Hours	Degreed	Certified Teacher	Permanent Sub at Improved Rating Campus
Current Base Pay for Teacher Assistants	\$95.00 (\$85.00 for HS Diploma or GED)	\$100.00	\$105.00	\$115.00
Title 1 Campus Assignment	\$10.00	\$10.00	\$10.00	\$10.00
Special Education (Life Skills, SCORES, SBS, ECSE) Assignment	\$5.00	\$5.00	\$5.00	\$5.00

Long Term Teacher Assistant Pay (20 consecutive days or more in the same assignment)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)
	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)
Incremental Pay (45+ days in any combination of assignments)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)	\$20.00 (Full day)
	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)	\$10.00 (Half day)
Maximum Payout Amount	\$150.00	\$155.00	\$160.00	\$170.00

**AUSTIN ISD CLASSIFIED TEMPORARY-HOURLY
EFFECTIVE 6/1/2021**

Flat Rates Category	Flat Rate
Lunchroom Monitor	\$7.25
Food Service Substitutes	\$12.00
Clerical – AISD Retirees	\$15.00
Bus Drivers	\$17.00
AVID Tutors – No Experience	\$12.00
AVID Tutors - Experience	\$15.00
Instructional Tutoring - Degreed	\$25.00

Pay Grade	Pay Rate	Pay Grade	Pay Rate
NIS01	\$12.00	IS01	\$11.00
NIS02	\$13.00	IS02	\$12.00
NIS03	\$14.00	IS03	\$13.00
NIS04	\$15.00	IS04	\$14.00
NIS05	\$15.50	IS05	\$15.00
NIS06	\$17.00	IS06	\$17.00
NIS07	\$18.00	IS07	\$18.00
NIS08	\$20.00	IS08	\$19.00
NIS09	\$21.00	IS09	\$20.00
NIS10	\$22.00	IS10	\$21.00

Pay Grade	Pay Rate	Pay Grade	Pay Rate
IT01	\$14.00	AUX01	\$12.00
IT02	\$15.00	AUX02	\$12.50
IT03	\$16.00	AUX03	\$13.00
IT04	\$19.00	AUX04	\$13.50
IT05	\$21.00	AUX05	\$14.00
IT06	\$24.00	AUX06	\$15.00
IT07	\$26.00	AUX07	\$15.50
IT08	\$28.00	AUX08	\$17.00
IT09	\$30.00	AUX09	\$18.00
IT10	\$35.00	AUX10	\$19.00
		AUX11	\$20.00
		AUX12	\$21.00
		AUX13	\$23.00
		AUX14	\$25.00

**AUSTIN ISD ADMINISTRATIVE/PROFESSIONAL RATES
 TEMPORARY-HOURLY AND SUBSTITUTE RATES
 EFFECTIVE 6/1/2021**

Position and Pay Grade	Rate
Principal, High School	\$67.00
Principal, Middle School	\$60.00
Principal, Elementary School	\$52.00
Assistant Principal, High School	\$45.00
Assistant Principal, Middle School	\$39.50
Assistant Principal, Elementary School	\$39.00
Teacher- Librarian	\$34.50
Instructional Tutoring-AISD Certified	\$34.50
Band Instructor	\$28.00

**AUSTIN ISD STUDENT SUPPORT SERVICES
TEMPORARY-HOURLY RATES
EFFECTIVE 6/1/2021**

Student Support Services-Adult Classes	Starting Wage	Maximum Wage
ABE/GED/ESL Instructors	\$19.00	\$34.50
Youth Programs Child Care and Camps	Starting Wage	Maximum Wage
Child Care Worker	\$10.00	\$13.00
Lead Child Care Worker	\$13.00	\$16.00
Summer Camp Director	\$13.00	\$16.00
After School Classes and Programs	Starting Wage	Maximum Wage
Snack Monitor	\$8.00	\$8.00
After School Teacher Assistant	\$10.00	\$10.00
After School Enrichment Instructor (Non-Certified)	\$10.00	\$16.00
After School Enrichment Instructor (Cert Non-AISD Tch)	\$18.00	\$18.00
After School Enrichment Instructor (Cert AISD Tch)	\$25.00	\$25.00
21st Century Community Learning Center Enrichment Instructor	\$13.00	\$13.00
Program Specialist - Non AISD	\$17.00	\$17.00
Program Facilitator	\$18.00	\$18.00
Instructional Tutoring - AISD Prof Employee	\$34.50	\$34.50
Instructional Tutoring - Degreed	\$25.00	\$25.00
Facility Use and Management	Starting Wage	Maximum Wage
Custodian	\$10.00	\$10.00
Student Aide	\$7.25	\$7.25
Setting the Salary Rate		
1. Classified Non-Exempt employee guidelines according to the DOL. (*If more than 40 hours are worked, at least one and one-half times the regular rate for each hour over 40 is due".)		
2. The AISD workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.		

SUMMER SCHOOL PAY RATES 2021		
ADMINISTRATIVE / PROFESSIONAL RATES		
ACTIVITY POSITION CODE	TITLE/ACTIVITY	2020 HOURLY RATE OF PAY
12668	Teacher, Librarian (Including Tutoring)	\$34.50
Large scale, District level program		
12679	Principal, High School	\$67.00
12680	Principal, Middle School	\$60.00
12678	Principal, Elementary School	\$52.00
Includes administrator over special program/camp		
12658	Assistant Principal, High School	\$45.00
12659	Assistant Principal, Middle School	\$39.50
12657	Assistant Principal, Elementary School	\$39.00
Other		
12669	Instructional Coordinator	\$42.00
12673, 12684, 12670, 12666, 12674	Occupational Therapist, Speech Pathologist, LSSP, Educational Diagnostician, Physical Therapist	\$38.50
12663	Counselor	\$36.00
12688	Substitute Teacher	\$10.00
Summer School Principal Planning and Preparation Stipend		
	Effective Summer 2017, Summer School overlap pay was replaced by a one-time stipend. This stipend covers all duties associated with planning and preparation for Summer School. Stipends are limited to the Summer School Principal only.	
	Principal, High School	\$1,500.00
	Principal, Middle School	\$1,500.00
	Principal, Elementary School	\$1,125.00
NON-EXEMPT RATES		
12466	Auxillary 1-13C, BD, NIS 1-9, IS, IT 1-5 and other Non-Exempt employees are paid their regular hourly rate of pay if working in their regular or similar assignment.	
OTHER RELATED SUMMER COMPENSATION RATES		
	<i>See Guidelines and Rates for Supplemental Pay</i>	
Curriculum Writing		
12664	Curriculum Writing for Campus Level/Professional Non-Instructional Work/Planning & Prep	\$25.00/hr
12665	Curriculum Writing for District Level Audiences	\$28.00/hr
Staff Development		
12672	Attending Staff Development Outside of Workday	\$15.00/hr
12677	Presenting Staff Development Outside of Workday	\$25.00/hr
12676	Preparing Staff Development Outside of Workday (See guidelines)	\$25.00/hr

PPFT Compensation for Teachers

BACKGROUND

Professional Pathways for Teachers (PPfT) is the result of the collaboration between Austin Independent School District, Education Austin, and American Federation of Teachers (AFT) to design a Human Capital System that blends appraisal, compensation, professional learning, and teacher leadership. The Board of Trustees approved a consultation agreement on April 25, 2016 to implement a new compensation framework beginning in the 2016-2017 school year. For the PPfT system, a teacher is defined as staff with a half-time or greater teaching assignment, and whose primary assignment is a teaching assignment.

THE FRAMEWORK

The PPfT Compensation Framework is base-building, which means it adds permanent pay increases to a teacher’s base salary. This framework does not impact stipends or board approved raises. Teachers will still be able to earn all district approved stipends and raises. The framework builds the base salary in a second way through a point system. Teachers will earn professional points each year. PPfT Compensation points are cumulative and determine the amount of additional base salary increase. Teachers can earn points from five elements: Current Year of Service, Appraisal, Professional Development Units, Leadership Pathways, and Leadership Pathways Plus 1.

*Please see the attached document for information on enhanced compensation campuses.

Elements	Professional Points (per year)	
Current Year of Service	1	
Appraisal	Standard	Enhanced
	Effective	6
	Highly Effective	12
	Distinguished	20
PDU (Professional Development Unit)	2	
Leadership Pathways	Professional Points (per 2 years)	
4 micro-credentials & badge	15	
LP Plus 1	1	

BASE SALARY INCREASES

As teachers earn PPfT Compensation points, they will become eligible for base salary increases outlined on the table below. Teachers earn increases when the point amount is determined at the end of the school year. The base salary increase will be added to the teacher’s salary for the following year. For example, once a teacher earns 5 points, the teacher will receive a \$500 increase to the base salary. Once the teacher earns an additional 5 points for a total of 10 points, the teacher will earn another \$750 increase. The next increase would come at 20 points. The amount associated with the points is only earned once, but the base salary increase is permanent while staffed in a teaching position in AISD. The increases listed below are based on a full-time 187-day teaching contract.

See next page for a chart explaining the base increases.

PPFT BASE SALARY INCREASES

Professional Points	Base Increase	Professional Points	Base Increase	Professional Points	Base Increase
5	\$500	110	\$750	220	\$750
10	\$750	120	\$750	230	\$750
20	\$750	130	\$750	240	\$750
30	\$750	140	\$750	250	\$750
40	\$750	150	\$750	260	\$750
50	\$750	160	\$750	270	\$750
60	\$750	170	\$750	280	\$750
70	\$750	180	\$750	290	\$750
80	\$750	190	\$750	300	\$750
90	\$750	200	\$750		
100	\$750	210	\$750		

PPFT Enhanced Compensation Campuses 2021-2022

Enhanced Compensation Campuses are defined as the top 25% of campuses with the highest instructional services index, which takes into account the percentage of economically disadvantaged students, percentage of students served in Bilingual/ESL programs, and the percentage of students served with special education programs. Campuses with an overall F accountability rating and are not in the top 25% will also be included. Enhanced Compensation is designed to provide recruitment and retention support to campuses.

All teachers will either be working on a Standard Compensation Campus or an Enhanced Compensation Campus.

Below is the list of Enhanced Compensation Campuses for the 21-22 school year.

High Schools	Elementary Schools
Eastside Memorial High School	Andrews Elementary
Navarro High School	Barrington Elementary
Northeast High School	Brown Elementary
Travis ECP High School	Cook Elementary
	Galindo Elementary
Middle Schools	Guerrero-Thompson Elementary
Burnet Middle School	Harris Elementary
Dobie Middle School	Hart Elementary
Garcia YMLA	Jaime Padron Elementary
Sadler Means YWLA	Jordan Elementary
Webb Middle School	Langford Elementary
	McBee Elementary
Accountability Based Campuses	Overton Elementary
Martin Middle School	Perez Elementary
Mendez Middle School	Pickle Elementary
Widen Elementary	Metz-Sanchez Elementary
	Uphaus ECCL
Special Campuses	Walnut Creek Elementary
Rosedale	Wooldridge Elementary
	Wooten Elementary

* Any additions or adjustments to Enhanced Compensation Campuses may be made throughout the year

More details around PPFT Compensation can be obtained in the PPFT Compensation Guide published annually by the Employee Effectiveness Department.

Pay Topics

Overtime

The Fair Labor Standards Act (FLSA) requires all positions in an organization to be designated as either “exempt” or “non-exempt” according to their definitions. The employer is not required to pay overtime to employees in exempt positions, but must pay overtime to employees in non-exempt positions. A nonexempt employee must have the approval of their supervisor before working beyond their normal work schedule. An employee who works beyond their normal work schedule without prior approval must be compensated in accordance with federal wage and hour laws but is subject to the District discipline process.

Nonexempt employees are paid on an hourly basis and shall be compensated for all hours worked. Nonexempt employees will be compensated for overtime, defined as any time physically worked beyond 40 hours in a work week.

- Overtime is not measured by the number of hours worked in a day.
- Overtime is not measured by time worked beyond the employee’s normal work schedule. For example, if an employee normally works 20 hours in a workweek, then any additional hours worked beyond 20 hours up to 40 hours will be paid at straight time.
- In order to qualify for overtime pay, an employee must first physically work 40 hours in a workweek. Then, any time physically worked beyond 40 hours will qualify for overtime. For example, if an employee normally works 40 hours/week, but takes one day of paid leave (due to holiday, illness, etc.), then the employee has physically worked only 32 hours in that week. Any additional time physically worked beyond 32 hours up to 40 hours will be paid at straight time. Any additional time physically worked beyond 40 hours will be paid at the overtime rate.
- An employee who qualifies for the overtime rate is compensated at one and one-half (1.5) times the employee’s regular rate of pay, or by time and one-half in earned compensatory time.
- For purposes of FLSA compliance, the workweek for District employees is defined as 12:00 a.m. Saturday through 11:59 p.m. Friday.

At the District’s option, and in advance of any overtime being worked, it will be determined whether the nonexempt employee will be paid for overtime or will accrue compensatory time. The supervisor and employee should document how the employee will be compensated, and the supervisor is responsible for tracking any compensatory time the employee earns.

FLSA recognizes that employees in exempt positions may need to work more than 40 hours/week in order to accomplish the duties and responsibilities associated with the job. Employees in exempt positions are NOT required to receive any additional pay for working beyond 40 hours in a week.

Compensatory Time

Per AISD Policy DEAB (LOCAL), the supervisor and the nonexempt employee shall reach a mutual agreement in advance to determine whether the employee will receive compensatory time off, rather than overtime pay, for overtime work.

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

An employee shall use compensatory time within 60 work days from when it is earned. If an employee carries compensatory time for more than 60 workdays, the employee shall be required to take the time or, at the District's option, shall receive pay for the compensatory time.

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

Regular Nonexempt Staff: Non Exempt status employees are eligible to earn compensatory time at straight time to forty hours, and time and a half for time worked over forty.

Regular Exempt Staff: Regular status exempt employees are not eligible to earn compensatory time.

In emergency operation situations of the district, the Chief Human Capital Officer may grant duty exchange days for exempt staff that function like compensatory time for employees who work significantly beyond the scope of their normal duties. These days are not eligible for payment like compensatory time and must be taken within the school year.

By the nature of their positions, exempt employees are often required to work beyond a "typical" forty hour work week.

Exempt employees are not eligible for overtime pay or compensatory time.

Compensation During Closing

An employee who works at a facility that has been closed shall not report to work unless instructed to do so by his or her supervisor or appropriate District administrator. [See AISD Policy EB for authority to close schools] The Superintendent shall determine the manner in which employees will make up the hours missed due to facility closure.

During an emergency closure of the District, each employee who is assigned to a regular, budgeted position with benefits shall continue to be paid for their regular duty schedule regardless of whether the employee is required to report to work unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See AISD Policy EB for the authority to close schools]

An employee who is on scheduled leave during a facility closure shall be charged for the scheduled leave.

An exempt or nonexempt employee who is instructed to report to work to a closed facility, and the entire District is not closed, shall not receive any additional pay beyond his or her standard rate.

In the event the number of paid workdays during a facility closure extends at least one day beyond an official District holiday, nonexempt employees at that facility shall be paid at the employees' normal holiday pay for the holiday.

Premium Pay During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See AISD Policy DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Employee Pay Periods

AISD employees are paid as follows:

- Employees on 201 FSPH, 203 FSPH, 208 BUSD calendars are paid bi-weekly over 10 months; benefit deductions only occur however over 9 months and 18 pay periods(September-May). These employees are non-exempt and are considered positive pay employees.
- Employees on a 261 BIW calendar are paid bi-weekly over 12 months for a total of 26 pay periods; benefit deductions also occur over 12 months and 26 pay periods(July-June). These employees are non-exempt and are considered positive pay employees.
- Employees on all other calendars are paid monthly at the end of the month. These employees are a mixture of both exempt and non-exempt positions. They are considered to be on spread pay, where the pay for their annual calendar is spread evenly over the year.

Work Schedules (formerly referred as duty day schedules)

Employees are required to work the number of days specified within the position's annual work schedule. Specific work schedules are published annually and available from AISD Human Resource Department, giving the beginning date and ending date for each classification of employee.

Daily Work Schedules: The following policies pertain to daily work schedules in various jobs and job categories within AISD:

- All AISD contract and regular personnel in the following categories and jobs are required to work an eight (8) hour day, exclusive of the lunch period, unless assigned to a position established for a different number of hours.
- Any work schedule which requires the teacher to teach a credit course outside of the regular day must be paid at that teacher's hourly rate from campus or central office funds.
- The Superintendent has the authority to change the length of the duty day and/or the work schedule for various summer programs as needed and as long as it is consistent with state law.

Supplemental Earnings

Stipends

Austin Independent School District defines stipends as a non discretionary amount of earnings paid to an employee on a regular or recurring basis over the course of their duty period contract. The stipend allows an employee to be compensated for specific duties or occurrences that are considered beyond the scope of their present occupation or contract. Stipend payouts are subject to their respective months of disbursement and may begin paying out as early as July 1st and ending as late as June 30th for the fiscal year.

The Superintendent shall recommend a stipend pay schedule as part of the annual compensation plan of the District. [See AISD Policy DEA]

The Superintendent or designee may assign non-contractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the District.

AISD adheres to the following guidelines for stipends:

- Stipend duties should be above and beyond the employee's normal job duties.
- A stipend is not part of an employee's salary, and employees are not guaranteed a stipend even if they
- have received it in the past.
- The minimum and maximum amounts of approved stipends must be followed.
- Stipend requirements and amounts will be reviewed and approved by Human Capital each year.
- Stipend payments can be paid monthly, at the end of each semester, or in a single lump sum at the end of the year.
- Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective contract.

The following are eligible for stipends:

- Only exempt employees, except where otherwise noted, are eligible to receive stipends.
- Retirees should be aware that accepting stipends could jeopardize their annuities.
- Only employees on Compensation Placement Tables can be paid a stipend for working additional hours beyond the regular workday.

The following are not eligible for stipends:

- Assistant Principals/Deans are not eligible for stipends, unless otherwise noted.
- Hourly employees, including hourly teachers, are not eligible to receive stipends.
- Non-Exempt employees are not eligible for stipends and are compensated for extra duties by overtime.

Stipend Request:

A stipend request can be reviewed upon completion of the stipend authorization form housed on the online library.

Prorating Stipends:

- Stipends will be prorated based on the effective date of the stipend and the length of time left in the position for that school year.
- Stipends will be ended automatically if an employee transfers into a different position.

Note: These stipend policies will remain in effect unless superseded by later administrative action.

Criteria for stipends are reviewed annually by the Compensation Office.

Athletic Coordinators:

All high schools are given one athletic coordinator as part of their campus budget. If the campus wishes to just have the one allocated athletic coordinator, they are entitled to the full stipend amount. If a high school wishes to have two athletic coordinators, the two employees sharing the responsibilities must have equivalent duties; must each teach at least half time; and will each receive an athletic coordinator stipend reflective of reduced duties. Additionally, campus principals must exchange a FTE on their campus BTO for the additional coordinator.

Athletic Coaches:

Stipend earning is designed to compensate certified teachers who serve as coaches of extracurricular athletic activities. The rules for the stipend earning require that coaches meet district and University Interscholastic League (UIL) certification requirements, as well as the minimum standard requirements of the Athletics Department. The Athletics Department is responsible for designating coaches based on the needs of the particular school. Coach designations must be communicated by the school to the Athletics Department and then to the Compensation Department in order for the coach to be considered for the stipend earning. Some extracurricular athletic activities may require coaches to serve in the respective position throughout the year in order to be eligible to receive the stipend earning, including but not limited to athletic practices/contests and other activities and/or duties as assigned by the campus athletic coordinator or the Athletics Department executive staff. Stipend earning amounts are paid according to the Athletic Department Stipend chart and paid over 12 months from July through June. If a coach is assigned to a sport prior to the start of the season, the coach will be eligible for the full athletic stipend. If a coach is assigned to a sport in the middle of the season, the coach will be eligible for a prorated amount of the athletic stipend based on the percentage of duty days worked for the sport season. This determination will be made in collaboration with the Campus Principal, Athletic Department, and the Compensation Department. Additionally, any Coach that leaves the district after a season is complete may be entitled to full stipend amount.

Department Chair Stipend Payment Requirements

The purpose of the requirements outlined in this document is to ensure the appropriate payment of a department chair stipend to teachers who supervise other teachers in a department and are required to perform related additional department chair duties outside of the work day.

At all high schools and middle schools, teachers must meet the following minimum requirements to receive the standard department chair stipend in English, Math, Science, Social Studies, and Special Education:

1. Must teach a full load of classes at the school. As an exception, a Department Chair may serve as an Instructional Specialist/Coach for a maximum of 50% FTE as long as the employee is also the teacher of record and issuing grades for at least three credit courses, verified through TEAMS by the compensation analyst.
2. Must have an average of 10 registered students/class taught; 5 students/class taught for special ed.
3. Must have at least 5 teachers in the department (not including the Department Chair) to receive the full stipend. The stipend will be reduced to 50% for any department with 2-4 teachers. The stipend will not be paid for any department with 0-1 teachers.
4. Employees working at multi-level campuses receive the higher of the two stipends, not both.
5. All department chair stipends are subject to review and approval by both the campus principal and Human Resource Services.

For qualification purposes, a teacher reporting to more than one department chair may only be counted in the primary department where he/she teaches. Teacher assistants and vacant positions are not counted.

At all high schools and middle schools, an additional department chair stipend may be established for other areas (e.g., Foreign Languages, Career & Technology Education) if the teacher meets the above requirements and there are at least 10 teachers in the department. Areas may not be combined to create a department. To qualify, a list of names must be provided to HR to verify the number of teachers reporting to the department chair.

HIGH SCHOOL STIPENDS, 2021-2022 SCHOOL YEAR						
This list includes all regular high school stipends in AISD. All schools may not be eligible for all stipends. Each Principal will receive a list of stipends each summer for which his/her school is eligible.						
	POSITION	PAY CODE	STIPEND NAME	ANNUAL AMOUNT	TOTAL DUTY DAYS	# DAYS OVER 187
FOOTBALL STIPENDS						
	12192	3521	Athletic Coordinator* (single role)	\$7,364	212	25
	12192	3521	Athletic Coordinator* (split role)	\$5,000	212	25
	12193	3522	Head Coach, Varsity Football	\$12,272	202	15
	12277	3586	Defensive Coordinator, Varsity Football	\$7,460	202	15
	12276	3585	Offensive Coordinator, Varsity Football	\$7,460	202	15
	12194	3523	Assistant Coach, Varsity Football	\$6,562	202	15
	12197	3524	Asst. Coach, Non-Varsity Football1	\$5,062	202	15
	12197	3524	Asst. Coach, Freshman Football1	\$5,062	197	10
BASKETBALL STIPENDS						
	12200	3525	Head Coach, Varsity Basketball	\$7,364	187	
	12203	3526	Assistant Coach, Jr. Varsity Basketball	\$4,966	187	
	12219	3534	Freshman Coach, Basketball	\$3,682	187	
	12220	3534	Freshman "B" Coach, Basketball	\$3,682	187	
VOLLEYBALL STIPENDS						
	12206	3527	Head Coach, Varsity Volleyball	\$6,820	202	15
	12207	3528	Assistant Coach, Jr. Varsity Volleyball	\$4,601	202	15
	12216	3533	Freshman Coach, Volleyball	\$3,412	197	10
	12217	3533	Freshman "B" Coach, Volleyball	\$3,412	197	10
TRACK STIPENDS						
	12208	3529	Head Coach, Track	\$6,820	187	
	12211	3530	Assistant Coach, Jr. Varsity Track	\$4,601	187	
	12222	3535	Freshman Coach, Track	\$3,682	187	
	12223	3535	Freshman "B" Coach, Track	\$3,682	187	
BASEBALL STIPENDS						

	12214	3531	Head Coach, Baseball	\$6,820	187	
	12215	3532	Assistant Coach, Jr. Varsity Baseball	\$4,601	187	
	12262	3567	Freshman Coach, Baseball	\$3,682	187	

SOCCER STIPENDS

	12225	3536	Head Coach, Soccer	\$6,820	187	
	12226	3537	Assistant Coach, Soccer	\$4,601	187	
	12278	3587	Freshman Coach (JVB), Soccer	\$3,682	187	

WRESTLING STIPENDS

	12238	3543	Head Coach, Wrestling	\$6,820	187	
	12263	3568	Assistant Coach, Jr. Varsity Wrestling	\$3,682	187	
	12264	3568	Assistant Coach (2), Jr. Varsity Wrestling	\$3,682	187	

SOFTBALL STIPENDS

	12239	3544	Head Coach, Softball	\$6,820	187	
	12259	3564	Assistant Coach, Jr. Varsity Softball	\$4,601	187	
	12266	3569	Freshman Coach, Softball	\$3,682	187	

SWIMMING/DIVING STIPENDS

	12235	3540	Swimming / Diving Coach	\$6,135	187	
	12258	3563	Assistant Swimming Coach	\$2,639	187	

1 Some schools may have Asst Coaches for Non-Varsity Football who are not granted additional duty days.

HIGH SCHOOL STIPENDS, 2021-2022 SCHOOL YEAR

This list includes all regular high school stipends in AISD. All schools may not be eligible for all stipends. Each Principal will receive a list of stipends each summer for which his/her school is eligible.

STIPEND NUMBER		PAY CODE	STIPEND NAME	ANNUAL AMOUNT	TOTAL DUTY DAYS	# DAYS OVER 187
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OTHER ATHLETICS STIPENDS

	12229	3538	Tennis Coach	\$6,135	187	
	12269	3582	Assistant Tennis Coach	\$2,639	187	
	12232	3539	Golf Coach	\$6,135	187	
	12272	3583	Assistant Golf Coach	\$2,639	187	
	12237	3542	Cross Country Coach	\$5,283	187	
	12273	3584	Assistant Cross Country Coach	\$2,638	187	
	12256	3561	Athletic Trainer	\$7,033	202	15
	12260	3565	Powerlifting	\$3,138	187	
	12240	3545	Drill Team Director	\$7,073	192	5
	12241	3546	Cheerleader Director	\$3,499	187	

NON-ATHLETICS STIPENDS						
	12242	3547	Band Director	\$10,435	207	20
	12243	3548	Assistant Band Director	\$5,339	207	20
	12244	3549	Mariachi Band Director	\$5,828	187	
	12245	3550	Orchestra Director	\$6,000	187	
	12246	3551	Choral Director	\$5,244	187	
	12248	3553	Dramatics Director	\$5,828	187	
	12249	3554	Forensics Director	\$5,828	187	
	12250	3555	Assistant Forensics Director (9 tournaments/year max)	\$240	187	
	12251	3556	Publications Director	\$4,617	187	
	12252	3557	Future Teacher Organization Director	\$2,316	187	
	12253	3558	Production Print Shop Manager	\$5,845	187	
	12254	3559	Cosmetology	\$2,782	187	
	12255	3560	Department Chair (Stipend only. No off-period.)	\$6,135	187	
	12257	3562	UIL Coordinator	\$447	187	
	12267	3570	Student Council	\$3,499	187	
	12268	3571	National Honor Society	\$2,316	187	
	19978	3572	Robotics	\$3,000	187	

MIDDLE SCHOOL STIPENDS, 2021-2022 SCHOOL YEAR

This list includes all regular middle school stipends in AISD. All schools may not be eligible for all stipends. Each Principal will receive a list of stipends each summer for which his/her school is eligible.

STIPEND NUMBER	PAY CODE	STIPEND NAME	ANNUAL AMOUNT	TOTAL DUTY DAYS	# DAYS OVER 187
FOOTBALL STIPENDS					
	12279	3591	Athletic Coordinator	\$1,316	187
	12280	3592	Head Football Coach	\$3,271	187
	12281	3593	Assistant Football Coach	\$2,454	187
OTHER ATHLETICS STIPENDS					
	12284	3594	Head Coach, Volleyball	\$2,107	187
	12287	3595	Head Coach, Basketball	\$2,107	187
	12290	3596	Head Coach, Track	\$1,843	187
	12303	3606	Head Coach, Tennis	\$1,843	187
	12307	3610	Head Coach, Soccer	\$1,843	187
	12293	3597	Cheerleader Director	\$1,942	187

	12294	3598	Pep Squad Director	\$1,942	187	
NON-ATHLETICS STIPENDS						
	12295	3599	Band Director	\$5,217	197	10
	12296	3600	Assistant Band Director	\$2,916	187	
	12297	3601	Mariachi Band Director	\$2,433	187	
	12298	3602	Orchestra Director	\$4,226	187	
	12299	3603	Choral Director	\$2,916	187	
	12300	3604	Dramatics Director	\$1,942	187	
	12301	3614	Newspaper and Yearbook Director	\$3,208	187	
	12304	3607	Future Teachers Organization Director	\$1,624	187	
	12305	3608	Department Chair (not Sp Ed, stipend only, no off-period)	\$836	187	
	12310	3611	Sp Ed Department Chair (Stipend only. No off-period.)	\$2,937	187	
	12311	3612	Student Council	\$1,624	187	
	12312	3613	National Junior Honor Society	\$1,624	187	
	19979	3615	Robotics	\$2,500	187	

BILINGUAL EDUCATION STIPENDS FOR 2021-2022

1. **General Eligibility Criteria:**

- a) The employee must be providing bilingual education services to emergent bilingual students (English learners) in the target language with fidelity to the district's bilingual model (one-way dual language, two-way dual language, or secondary dual language).
- b) The employee's position code in the HR system must reflect a position eligible for the stipend. (T-positions; BIL positions, DL positions)
- c) Teachers, librarians, and counselors must have a valid Texas bilingual teaching certificate or one-year permit.
- d) Employees listed in #3 below must have a valid Texas bilingual teaching certificate or one-year permit or a passing score on the Bilingual Target Language Proficiency Test.

2. **Eligibility for the \$6000 Stipend:**

- a) Elementary Teachers serving in a Bilingual Classroom
- b) Secondary Teachers serving in a Dual Language Classroom, prorated as described in 6a.
- c) Elementary Special Education Teachers serving in a Bilingual Classroom
- d) Bilingual Dyslexia Intervention Teachers- (as designated by 504/Dyslexia Department as required)
- e) Bilingual Certified Librarians meeting the following requirements (as verified by campus principal):
 - i) Delivers of library services on a designated Dual Language Campus
 - ii) Develops daily lesson plans that meet the DL model of instruction
 - iii) Participates in all DL professional development
 - iv) Participates and engages with grade level PLCs
 - v) Serves as the primary teacher during library instruction
 - vi) Produces a set, published schedule to the campus that is followed daily

3. **Eligibility for the \$2500 Stipend:**

- a) Bilingual Certified Librarians not eligible under 2e, Bilingual Certified Counselors
- b) Campus-funded Bilingual Intervention Teachers
- c) Bilingual Dyslexia Intervention Teachers- (not designated by the 504/Dyslexia Department as required)
- d) Evaluators for Educational Diagnostics, Evaluator Specialists in School Psychology, Occupational Therapists, Physical Therapists, Speech and Language Pathologists.

4. **Expectations regarding Duties and Responsibilities:**

- a) Participation in all required professional learning pertaining to bilingual education
- b) Completion of all LPAC responsibilities, including training
- c) Administering and scoring TELPAS
- d) All other duties and responsibilities associated with bilingual education

5. **Payment Schedule:**

- a) The stipend will be paid in two installments, half of the total amount at the end of each semester. The stipend is dependent on the eligible employee's start date.

6. **Proration of Stipends:**

- a) Secondary Dual Language teachers will be paid a prorated amount based on the number of Dual Language sections taught in the target language (Spanish).
- b) Employees working part-time will be paid a percentage of the stipend equivalent to the percentage of a full-time equivalent position worked.
- c) Employees meeting the stipend criteria for only part of the semester will be paid a percentage of the stipend based on the number of days meeting the stipend criteria.

- d) An employee who starts after the start of school will be paid a percentage of the stipend determined by the start date:

Fall Semester		Spring Semester	
Before 9/1	100%	1/1-1/31	100%
9/1-9/30	80%	2/1-2/28	80%
10/1-10/31	60%	3/1-3/31	60%
11/1-11/30	20%	4/1-4/30	40%
12/1 or later	20%	5/1 or later	20%

Disclosure: All stipends are subject to board approval and the annual budget.

SPECIAL EDUCATION STIPENDS FOR 2021-2022

1. General Eligibility Criteria:

- a) An employee must meet the following requirements in order to receive the stipend:
- b) The employee's position code in the HR system must reflect that they are in a Special Education position.
- c) Must be providing special education services directly to students as identified in their Individualized Education Program (IEP).

2. Specific Situations:

- a) The employee's position code in the HR system must reflect that they are in a Special Education position.
- b) Adaptive Art, Music Therapy and Adaptive Physical Education Teachers who perform special education services will be eligible for the stipend, subject to verification by the Special Education Department. Adaptive Art and Adaptive Physical Education Teachers must have the appropriate license and/or certification. Music Therapists must have a Music Therapy license.
- c) Teachers of the visual impaired and teachers of the deaf or hard of hearing will be eligible for the special education stipend if they are providing direct special education services.
- d) The following positions perform special education services and are eligible for the special education stipend as long as the employee has the appropriate certification/license: Orientation & Mobility Specialists, Speech Language Pathologists, Audiologists, Behavior Specialists, Life Skills Specialists, and Occupational Therapists.
- e) Evaluator Specialists in School Psychology and Mental Health Specialists must be appropriately licensed and/or certified and provide Special Education counseling services directly to Special Education students.
- f) Physical Therapists must be appropriately licensed and provide Special Education services as identified in students' IEP.
- g) Evaluators for Educational Diagnostics and Evaluator Specialists in School Psychology who do not provide Special Education counseling are not eligible for the Special Education stipend.

3. Payment Amounts:

- a) Standard Amount for Special Education Classroom Teacher: \$2,000/year
- b) Life Skills, SBS and SCORES classroom teacher: \$2,500/year
- c) Standard Amount for other eligible positions: \$2,000/year

4. Payment Schedule:

- a) The stipend will be paid in two installments, half of the total amount at the end of each semester. The stipend is dependent on the eligible employee's start date.

5. Proration of Stipends:

- a) Worked only a portion of the semester.
- b) Worked less than full-time during the semester.
- c) Based on the number of classes taught in special education.
- d) Provided special education services directly to students only part-time during semester or only part of semester.
- e) Prorated Hire Date/Change in Position Schedule will be utilized for payout of stipend:

Fall Semester		Spring Semester	
Before 9/1	100%	1/1-1/31	100%
9/1-9/30	80%	2/1-2/28	80%
10/1-10/31	60%	3/1-3/31	60%
11/1-11/30	20%	4/1-4/30	40%
12/1 or later	20%	5/1 or later	20%

Disclosure: All stipends are subject to board approval and the annual budget.

TRAVEL STIPENDS

The following positions are eligible for a travel stipend, for the monthly amounts indicated, and do not require a submitted travel stipend authorization form.

Position	Monthly Amount (\$)	Number of Months
Elementary School Assistant Principal	\$38	10
Middle School Assistant Principal	\$46	11
High School Assistant Principal	\$61	11
Elementary School Principal	\$79	12
Middle School Principal	\$149	12
High School Principal	\$201	12
Director	\$219	12
Executive Director	\$625	12
Associate Superintendent	\$750	12
Assistant Superintendent	\$625	12
Chief Officer/Chief Officer School Leadership	\$625/\$750	12

**Chief Officer School Leadership receives \$750, all other Chiefs are \$625*

***Employees/positions utilizing district vehicles for job duties do not qualify for travel stipends.*

CELL PHONE STIPENDS

The following positions are eligible for a cell phone stipend, for the monthly amounts indicated, and do not require a submitted cell phone stipend authorization form.

Position	Monthly Amount (\$)	Number of Months
Chief Officer	\$60	12
Associate Superintendent	\$60	12
Assistant Superintendent	\$60	12
Executive Director	\$60	12
Senior-level MIS Position	\$50	12
Principal	\$40	12
Director	\$40	12

Supplemental Pay

The following information provides the framework for AISD Supplemental Earnings:

1. Supplemental earnings are not guaranteed wages and may be amended or eliminated at any time.
2. Supplemental earnings are not included in individual base salaries quoted by the Compensation Department.
3. Authorization to pay approved supplemental compensation requires permission from the Principal/Director of the Campus/Department prior to actual work being performed.
4. An employee who has separated from the district (or is no longer active) is not eligible to accrue additional earnings past their effective separation date. A new employee is not eligible to earn supplemental pay prior to their effective start date.
5. A substitute employee is not eligible to receive supplemental earnings outside of substitute teaching.
6. Supplemental duties should take place outside of an employee's normal work hours or calendar days and should be considered voluntary, infrequent, and distinctly different from the employee's normal job description. Non-exempt employees should not receive supplemental pay during their calendar days outside of the exceptions outlined in this guide.
7. All supplemental earnings are subject to the employee and employer's statutory deductions. Earnings may qualify for Teachers Retirement System (TRS) eligibility.
8. If an employee fails to meet all criteria stipulated in the Supplemental Earnings Guide, earnings may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the terms by the Payroll Department.
9. Supplemental earnings are paid at the rate commensurate with the employee's employment category at the time of payout.
10. All supplemental duties for police officers, such as an athletic assignment or school-sponsored event, are compensated at 1.5 times the officer's normal hourly rate. Compensation for supplemental duties will be paid in the next available pay cycle after the time has been BOTH approved by the approving manager and processed by the AISD Payroll Department. Employees have responsibility to ensure that all supplemental time is submitted to the AISD Police Department timekeeper in a timely manner, to ensure prompt payment.

2021-2022 SUPPLEMENTAL PAY RATES
EFFECTIVE 6/1/2021

Activity Code	Description	Hourly Rate	Rate Type	Category
ADMINISTRATOR				
12657	Assistant Principal - Elementary School	\$39.00	Hourly	Admin
12658	Assistant Principal - High School	\$45.00	Hourly	Admin
12659	Assistant Principal - Middle School	\$39.50	Hourly	Admin
12678	Principal - Elementary School	\$52.00	Hourly	Admin
12679	Principal - High School	\$67.00	Hourly	Admin
12680	Principal - Middle School	\$60.00	Hourly	Admin
Activity Code	Description	Hourly Rate	Rate Type	Category
ADMIN/PROFESSIONAL				
12660	Attending Staff Development - AISD Prof Emp	\$15.00	Hourly	
12662	Child Care Manager	\$31.00	Hourly	Prof/Admin
12663	Counselor	\$37.00	Hourly	Prof/Admin
12664	Curriculum Writing/Prof Activity Campus Level - Prof Emp	\$25.00	Hourly	Prof/Admin
12665	Curriculum Writing/Prof Activity District Level - Prof Emp	\$28.00	Hourly	Prof/Admin
12666	Educational Diagnostician	\$38.50	Hourly	Prof/Admin
12668	Instruction/Tutoring - AISD Prof Emp	\$34.50	Hourly	Prof/Admin
12669	Instructional Coordinator	\$42.00	Hourly	Prof/Admin
12670	LSSP	\$38.50	Hourly	Prof/Admin
12672	Non-Professional Activity -AISD Prof Emp	\$15.00	Hourly	Prof/Admin
12673	Occupational Therapist	\$38.50	Hourly	Prof/Admin
12674	Physical Therapist	\$38.50	Hourly	Prof/Admin
12676	Preparing Staff Development - AISD Prof Emp	\$25.00	Hourly	Prof/Admin
12677	Presenting Staff Development - AISD Prof Emp	\$25.00	Hourly	Prof/Admin
12684	Speech Pathologist	\$38.50	Hourly	Prof/Admin
12698	Instructional Tutoring- Degreed	\$25.00	Hourly	Tutoring
ADMIN/PROFESSIONAL				
Activity Code	Description	Hourly Rate	Rate Type	Category
20653	AP1 - Supplemental	\$33.00	Hourly	Prof/Admin
20654	AP2 - Supplemental	\$35.00	Hourly	Prof/Admin
20655	AP3 - Supplemental	\$37.00	Hourly	Prof/Admin
20059	AP4 - Supplemental	\$38.50	Hourly	Prof/Admin
20656	AP5 - Supplemental	\$42.00	Hourly	Prof/Admin
20657	AP6 - Supplemental	\$45.00	Hourly	Prof/Admin
20658	AP7 - Supplemental	\$47.00	Hourly	Prof/Admin

20659	AP8 - Supplemental	\$48.00	Hourly	Prof/Admin
20660	AP9 - Supplemental	\$52.00	Hourly	Prof/Admin
20661	AP10 - Supplemental	\$60.00	Hourly	Prof/Admin
20662	AP11 - Supplemental	\$63.00	Hourly	Prof/Admin
20663	AP12 - Supplemental	\$67.00	Hourly	Prof/Admin
21100	AP13 - Supplemental	\$69.00	Hourly	Prof/Admin
SUMMER				
Activity Code	Description	Hourly Rate	Rate Type	Category
12687	Classified Employee - Summer		Hourly	Summer
12688	Substitute Teacher - Summer	\$15.00	Hourly	Summer
12695	Summer Feeding - FS Employees	\$14.06	Hourly	Summer
12696	Summer Feeding - FS Managers	\$20.01	Hourly	Summer
Activity Code	Description	Hourly Rate	Rate Type	Category
ATHLETICS				
12361	Back-up Trainers (non AISD)	\$25.00	Hourly	Athletics
12362	Bus Driving by Coach in Sport Not Coached	\$13.00	Hourly	Athletics
12363	Conducting CPR Training Class (max 6hrs)	\$25.00	Hourly	Athletics
12364	Event Supvr (Asst Dir)- Non-AISD Events	\$45.00	Hourly	Athletics
12365	Event Supvr (Athl Coor)- Non-AISD Events	\$35.00	Hourly	Athletics
12366	Game Help-Misc (Tourn. or Reg)	\$15.00	Hourly	Athletics
12367	Judging Competitions	\$25.00	Hourly	Athletics
12369	Scheduler (Tournament or Reg)	\$25.00	Hourly	Athletics
Activity Code	Description	Hourly Rate	Rate Type	Category
CLASSIFIED				
12371	Audio Operator	\$20.00	Hourly	Classified
12372	Camera Operator	\$15.00	Hourly	Classified
12466	Gen Activity - Current hourly rate		Hourly	Classified
12592	LR/PK Monitor	\$7.25	Hourly	Classified
12467	Police OT - billed to other entities		Hourly	Classified
12479	Svc Ctr H-keep - Emergency cleanup		Hourly	Classified
12491	Video Editor	\$25.00	Hourly	Classified
13283	Transportation - BOLT Rate		Hourly	Transportation
12675	Police Officer - Prof Other Duty	\$25.00	Hourly	Police
12698	Instructional Tutoring - Degreed	\$25.00	Hourly	Tutoring
Activity Code	Description	Hourly Rate	Rate Type	Category
STUDENT SUPPORT SERVICES				
12492	21st Century Comm Learning Center Enrichment Instructor	\$13.00	Hourly	Student Support
12583	ABE/GED/ESL Instr Assessment	\$15.00	Hourly	Student Support

12584	ABE/GED/ESL Instr Orientation	\$12.00	Hourly	Student Support
12558	ABE/GED/ESL Instructor	\$19.00	Hourly	Student Support
12559	ABE/GED/ESL Instructor	\$19.50	Hourly	Student Support
12560	ABE/GED/ESL Instructor	\$20.00	Hourly	Student Support
12561	ABE/GED/ESL Instructor	\$20.50	Hourly	Student Support
12562	ABE/GED/ESL Instructor	\$21.00	Hourly	Student Support
12563	ABE/GED/ESL Instructor	\$21.50	Hourly	Student Support
12564	ABE/GED/ESL Instructor	\$22.00	Hourly	Student Support
12565	ABE/GED/ESL Instructor	\$22.50	Hourly	Student Support
12566	ABE/GED/ESL Instructor	\$23.00	Hourly	Student Support
12567	ABE/GED/ESL Instructor	\$23.50	Hourly	Student Support
12568	ABE/GED/ESL Instructor	\$24.00	Hourly	Student Support
12569	ABE/GED/ESL Instructor	\$24.50	Hourly	Student Support
12570	ABE/GED/ESL Instructor	\$25.00	Hourly	Student Support
12571	ABE/GED/ESL Instructor	\$25.50	Hourly	Student Support
12572	ABE/GED/ESL Instructor	\$26.00	Hourly	Student Support
12573	ABE/GED/ESL Instructor	\$26.50	Hourly	Student Support
12574	ABE/GED/ESL Instructor	\$27.00	Hourly	Student Support
12575	ABE/GED/ESL Instructor	\$27.50	Hourly	Student Support
12576	ABE/GED/ESL Instructor	\$28.00	Hourly	Student Support
12577	ABE/GED/ESL Instructor	\$28.50	Hourly	Student Support
12578	ABE/GED/ESL Instructor	\$29.00	Hourly	Student Support
12579	ABE/GED/ESL Instructor	\$29.50	Hourly	Student Support

12580	ABE/GED/ESL Instructor	\$30.00	Hourly	Student Support
12581	ABE/GED/ESL Instructor	\$30.50	Hourly	Student Support
13808	ABE/GED/ESL Instructor	\$31.00	Hourly	Student Support
13809	ABE/GED/ESL Instructor	\$31.50	Hourly	Student Support
12582	ABE/GED/ESL Instructor	\$32.00	Hourly	Student Support
13810	ABE/GED/ESL Instructor	\$32.50	Hourly	Student Support
13811	ABE/GED/ESL Instructor	\$33.00	Hourly	Student Support
21162	ABE/GED/ESL Instructor	\$34.50	Hourly	Student Support
12622	ABE/GED/ESL Registration	\$12.00	Hourly	Student Support
12649	ABE/GED/ESL Training	\$15.00	Hourly	Student Support
12493	After School Enrichment Instructor Certified	\$25.00	Hourly	Student Support
12494	After School Teacher Assistant	\$10.00	Hourly	Student Support
12533	After School Enrichment Teacher-Certified (Non-AISD)	\$18.00	Hourly	Student Support
12534	Cert Tchr Level 3 Classes	\$34.50	Hourly	Student Support
12535	Child Care Worker	\$10.00	Hourly	Student Support
12536	Child Care Worker	\$10.50	Hourly	Student Support
STUDENT SUPPORT SERVICES				
Activity Code	Description	Hourly Rate	Rate Type	Category
12537	Child Care Worker	\$11.00	Hourly	Student Support
12538	Child Care Worker	\$11.50	Hourly	Student Support
12539	Child Care Worker	\$12.00	Hourly	Student Support
12540	Child Care Worker	\$12.50	Hourly	Student Support
12541	Child Care Worker	\$13.00	Hourly	Student Support
12542	Custodian	\$10.00	Hourly	Student Support

12593	After School Enrichment Teacher-Non Certified	\$10.00	Hourly	Student Support
12605	After School Enrichment Teacher-Non Certified	\$10.50	Hourly	Student Support
12594	After School Enrichment Teacher-Non Certified	\$11.00	Hourly	Student Support
12595	After School Enrichment Teacher-Non Certified	\$11.50	Hourly	Student Support
12596	After School Enrichment Teacher-Non Certified	\$12.00	Hourly	Student Support
12597	After School Enrichment Teacher-Non Certified	\$12.50	Hourly	Student Support
12598	After School Enrichment Teacher-Non Certified	\$13.00	Hourly	Student Support
12599	After School Enrichment Teacher-Non Certified	\$13.50	Hourly	Student Support
12600	After School Enrichment Teacher-Non Certified	\$14.00	Hourly	Student Support
12601	After School Enrichment Teacher-Non Certified	\$14.50	Hourly	Student Support
12602	After School Enrichment Teacher-Non Certified	\$15.00	Hourly	Student Support
12603	After School Enrichment Teacher-Non Certified	\$15.50	Hourly	Student Support
12604	After School Enrichment Teacher-Non Certified	\$16.00	Hourly	Student Support
12587	Lead Child Care Worker	\$13.00	Hourly	Student Support
12588	Lead Child Care Worker	\$13.50	Hourly	Student Support
12589	Lead Child Care Worker	\$14.00	Hourly	Student Support
12590	Lead Child Care Worker	\$14.50	Hourly	Student Support
12591	Lead Child Care Worker	\$15.00	Hourly	Student Support
12585	Lead Child Care Worker	\$15.50	Hourly	Student Support
12586	Lead Child Care Worker	\$16.00	Hourly	Student Support
12617	Peer Instructor	\$7.25	Hourly	Student Support
12621	Program Facilitator	\$18.00	Hourly	Student Support
20633	Project Specialist I and II	\$35.00	Hourly	Student Support

20634	Project Specialist III	\$37.00	Hourly	Student Support
12637	Snack Monitor	\$8.00	Hourly	Student Support
12648	Student Aide	\$7.25	Hourly	Student Support
12630	Summer Camp Director	\$13.00	Hourly	Student Support
12631	Summer Camp Director	\$13.50	Hourly	Student Support
12632	Summer Camp Director	\$14.00	Hourly	Student Support
12633	Summer Camp Director	\$14.50	Hourly	Student Support
12634	Summer Camp Director	\$15.00	Hourly	Student Support
12635	Summer Camp Director	\$15.50	Hourly	Student Support
12636	Summer Camp Director	\$16.00	Hourly	Student Support

2021-22 AISD STARTING AND ENDING DATES

PROFESSIONAL & ADMINISTRATIVE EMPLOYEES

# DAYS	NAME OF CALENDAR	STARTING DATE		ENDING DATE		POSITIONS
187	PROF	8/12/2021		5/31/2022		Teacher, Librarian, ES Counselor, School Instructional/Curriculum Spec
197	PROF	7/28/2021	a	5/31/2022		Mentor Teacher
197	PRF2	8/2/2021		6/2/2022		MS Counselor
202	PROF	7/21/2021	a	5/31/2022		Athletic Trainer
205	PRF3	7/27/2021	a	6/9/2022	b	HS ROTC Instructor
207	PROF	7/14/2021	a	5/31/2022		HS Band Teacher
207	PRF2	7/21/2021	a	6/7/2022	b	HS Counselor
210	PROF	7/21/2021	a	6/10/2022		Instructional Coordinator, Project Advance Facilitator
212	PROF	7/12/2021		6/2/2022		HS Athletic Teacher, Instructional Coach
220	PRA3	7/1/2021		6/30/2022		Community Education (18 non-duty days)

SCHOOL ADMINISTRATION

207	PRAD	7/19/2021	a	6/3/2022		ES Assistant Principal
215	PRAD	7/12/2021		6/7/2022	b	HS Assistant Principal, MS Assistant Principal
220	PRA3	7/1/2021		6/30/2022		HS/MS Comprehensive Academy Program Director (CAP) (18 non-duty days)
226	PRAD	7/1/2021		6/30/2022		HS/MS/ES Principal, HS Academy Dir, MS Magnet Dir, MS Academic Dean, HS Agriculture Tchr (12 non duty days after 6/14/2022)

SPECIAL EDUCATION PROGRAMS

220	PRA3	7/1/2021		6/30/2022		Clifton Center (220 days within starting and ending dates)
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GARZA HS (Note: Garza HS runs a year round program with intersessions.)

208	GZPR	7/1/2021		6/30/2022		Teacher, Librarian, Facilitator
210	GZPR	7/1/2021		6/30/2022		Instructional/Curriculum Specialist, Counselor
226	PRAD	7/1/2021		6/30/2022		Principal, Asst Principal

CLASSIFIED EMPLOYEES

# DAYS	NAME OF CALENDAR	STARTING DATE		ENDING DATE	POSITIONS
233	CLAS	7/14/2021	a c	6/8/2022	b MS Admin Assistant, ES Admin Assistant, MS Accounting Tech, HS Accounting Tech
224	CLAS	7/21/2021	a c	6/2/2022	One Attendance Specialist at each HS & MS, one clerk at each ES
218	CLAS	7/26/2021	c	5/27/2022	Other School Clerical
209	CLAS	8/10/2021	c	5/31/2022	Teacher Asst, Parent Support Specialist, Graduation Coach, Computer Lab Asst, Library Asst, ISS Monitor, Child Care Worker, Security Guard (formerly Hall Monitor)
260	CLAS	7/1/2021		6/30/2022	Mgt Asst to Principal, Registrar, Admin Assistant, Data Processing Asst
208	BUSD	8/3/2021		5/27/2022	Bus Driver, Bus Monitor (Duty days & starting/ending dates include early training dates. Employees may not work exact number of days shown and are paid on the basis of routes and time worked.)
203	FSPH	8/11/2021		5/31/2022	Food Service Managers
201	FSPH	8/11/2021		5/31/2022	Food Production Workers

GARZA HS (Note: Garza HS runs a year round program with intersessions.)

231	GZCL	7/1/2021		6/30/2022	Computer Lab Asst, Library Asst, Teacher Asst
260	CLAS	7/1/2021		6/30/2022	Mgt Asst to Principal, Registrar, Admin Assistant, Attendance Specialist, Data Processing Asst

SUMMER WORK SCHEDULE

The summer work schedule includes designated weeks where employees work **FOUR, 10-HOUR** days per week, with Fridays off.

As noted below, employees in identified positions will work only **8 hours per day during the FIRST WEEK or LAST WEEK** of duty for the year:

(a) Employees on this calendar work only **8 hours per day during the FIRST WEEK of their duty calendar**, and will be off on Friday of that week.

(b) Employees on this calendar work only **8 hours per day during the LAST WEEK of their duty calendar**.

(c) These calendars have employees not scheduled to work on Professional Learning Days. Additional days have been added at the beginning of each calendar to build in and account for virtual and/or in person professional learning to be completed by these employees.

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