



# Compensation Resource Book 2019-2020

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## The Dallas Independent School District Compensation Program

The Dallas ISD Compensation Program is designed to ensure that 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. Dallas 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.

The Superintendent of Schools shall propose a compensation plan for all district personnel. The compensation plan for the upcoming school year will be reflected in the budget approved by the Board of Trustees and the administration shall be responsible for developing procedures and guidelines for proper implementation of the Board approved compensation plan (see policy DEA (LOCAL)).

Dallas 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).

## The Compensation Department

The function of the Compensation Department is to direct the strategic planning, design, implementation, administration and communication of all district compensation programs. The department is in charge of researching the organizational needs of the district and evaluating market trends to ensure compensation programs are strategically aligned according to the district's compensation philosophy.

### **Compensation Structure**

Dallas Independent School District's compensation plans are comprised of salary pay grades, with respective ranges, as well as supplemental earnings and benefit programs that are approved by the Board of Trustees. Salary ranges are determined by market rates for benchmark positions. To ensure that salary ranges are competitive with the market, the Compensation Department conducts market pricing research to determine current compensation levels for comparable positions. Employees are paid according to the pay range for their respective position (*all employees are paid on a 12-month basis regardless of their respective position's schedule of days except for bi-weekly employees whom are paid every other week*).

### **Pay Grades and Position Classification**

The Compensation Department determines the compensatory value of a position by conducting market analysis of positions to evaluate relative internal and external value. The position is then assigned an associated pay grade. Pay grades are used to group positions that have approximately the same relative internal value based on compensatory factors (job descriptions, market data, internal equity, divisional consistency, and administrative input are all considered when performing job evaluations). Additionally, all positions will be classified as exempt or nonexempt in accordance with Fair Labor Standards Act (FLSA) requirements.

The Divisional Chief of Human Capital Management and Finance will approve the need for any new position. If a department determines that a position has been improperly classified or that the scope of responsibilities has substantially changed, the department head may request an Individual Compensation Review which is conducted quarterly (see Individual Compensation Review, p. 11 of this Resource Book).

### **New Hire Compensation Determination**

New hire compensation for district positions is based on a variety of factors, including but not limited to each candidate's knowledge, skills and abilities (KSAs), related work experience as compared to the job description and internal incumbent evaluations with employees who have similar positions and KSA's within Dallas ISD. Human Capital Management is responsible for calculating candidate offers and communicating the offer of assignment to the candidate. An employee will not be paid below the minimum rate or above the maximum rate for their respective pay grade unless the employee was earning more than the maximum amount prior to the adoption of the newly assigned pay grade.

New hires with significant KSAs and experience may be hired at a pay rate above the median salary of comparable incumbents if the position is considered "high-demand" based upon market analysis and thorough evaluation of similarly situated employees.

### **Documentation of Service Credit for Experience**

To receive service credit for prior work experience, personnel must provide documentation of service to Human Capital Management's Records Department on an official Texas Education Agency (TEA) approved record and must be validated by the appropriate institutional official. Direct service and related experience for new hires must be documented prior to the determination of salary credit. The following forms of documentation are acceptable for review by the Records Department:

- Service records from previous school employment (required for all service covered by TEA regulations)
- Contracts or Letters of Appointment
- Tax returns (for private practice)
- Completed "Verification of Prior Work Experience" Form, submitted from previous employers specifying position held, dates of employment and hours worked.

The Compensation Department may request additional documentation as necessary to substantiate prior experience for salary credit.

The salary credit for Creditable Years of Service (CYS) will be granted upon receipt of an official service record. Applicable salary adjustments will be made effective on the date of hire or date of new assignment honoring CYS if the employee provides the official service records within 30 calendar days from the assignment start date; otherwise, the effective date is the date upon which the Records Department receives the official service record. **It is the responsibility of the employee to provide all official documentation.**

### **Campus Professional: Teachers**

The salaries of newly hired Dallas ISD teachers are based upon consideration of Creditable Years of Service (CYS), when an employee has not earned an effectiveness level within the last 30 months. All teachers, excluding JROTC, CATE and Vocational Instructors, are required to possess, a bachelor's degree and certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC). Teachers who serve as Athletic Coaches will receive supplemental earnings in addition to their annual base salary.

### **Junior Reserve Officers Training Corps (JROTC) Instructors – High School**

High School JROTC instructors will be paid on the Instructional Support – 195 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 (CATE) Teachers**

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

CATE 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 a 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.

### **Counselors, Media Specialists and Instructional Support**

Persons in these positions who are new to the District will be credited one creditable year of service ("CYS") for each year of experience per the following guidelines:

- One year of service credit for each 12-month period of directly related full-time experience,
- One year of service credit for each 24-month period of directly related part-time experience,
- Full-time professional employment according to approved TEA regulations; or
- Any full-time employment in certified or licensed public agencies or private practice/agency employer that provide social services and/or psychosocial treatment for children, youth or families (for salary consideration only, not eligible for TEA or TRS approved service)

### **Instructional Support: School Nurse**

Nurses new to the district will be credited one creditable year of service ("CYS") for each year of professional experience or school district nursing experience as approved by the TEA guidelines. Newly employed staff nurses shall be given credit

for work experience in a hospital, private medical practice, community health practice that includes assignment to a community health agency, industrial nursing or an out-patient clinic which involves family contact. Newly employed school nurses shall not receive credit for work experience acquired during the contract period for the current work year, until after the contract period has expired. The Work Experience Verification Form is to be completed and provided to the Records Department.

### **Support Staff: Police and Security**

Persons hired as Police Officers/Telecommunicators must possess the certification or license required by law and/or Dallas ISD policy to be eligible for pay in their designated paygrade. The level of pay is determined by the relevant experience the Officer/Telecommunicator possesses. The Police Officer/Telecommunicator shall receive a stipend to compensate the Officer/Telecommunicator for the Texas Commission on Law Enforcement (“TCOLE”) certification the Officer/Telecommunicator holds.

### **Campus Professional: Administrators**

The salaries of newly hired Assistant Principals, Principals and Executive Directors of School Leadership, may be placed between the effectiveness levels of Progressing I and Progressing III based on review of professional experience and confirmation of relevant performance achievement. The Compensation Department will determine the compensation of all newly hired administrators in collaboration with the Assistant Superintendent of Human Capital Management and School Leadership designee.

### **Returning Employees**

Former Dallas 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 employees that were previously on an Excellence Initiative will be placed at the salary commensurate with their last Scorecard Effectiveness Level earned (if the new position aligns to the position and level in which the employee earned the effectiveness level), when the Effectiveness Level was earned within 30 months of the employee’s start date under the Excellence Initiative. In the case the Effectiveness Level was earned outside of 30 months, employee will be placed at the currently adopted hiring schedule for the position.

*\*The current school year evaluations under Excellence Initiatives are utilized in salary determinations for the following school year.*

### **Salary Adjustments**

According to DEA (LOCAL), the Superintendent of Schools may recommend an amount for employee salary adjustments as a part of the annual budget. The Superintendent of Schools or designee shall approve salary adjustments for employees within the Board approved budgeted amounts and in accordance with the Compensation Guidelines.

An employee’s salary shall not be adjusted after the employee has reported to work. If there is a change in an employee’s job assignment or duties that warrant a compensation adjustment, the Superintendent of Schools or designee may adjust the pay within budgetary constraints. [See DEA (LEGAL) for provisions on pay increases and public hearing requirements].

### **Promotion Adjustments**

A promotion is defined as a movement to a new position with a midpoint that is greater than the midpoint of the previous position’s pay grade. The number of contract days or applicable district calendar days of both positions will be considered. Pay increases for all employees shall be applied to the employee’s daily or hourly rate of pay. The increased amount of the daily rate will be up to the greater of:

- Five percent of the employee's current daily rate; or
- The minimum amount of the new salary range; or
- An amount determined by the Compensation Department within the new pay grade.

Any promotion which would result in a 15% increase or greater to an employee's daily rate may be subject to review by the Director of Compensation and the Assistant Superintendent of HCM. No employee shall receive a promotional increase beyond the maximum of the new salary range. In cases where promotions occur at the beginning of the school year and the promotional increase coincides with any annual salary increase authorized by the Board of Trustees, the annual increase shall be applied to the employee's new salary (after promotional increase). Movement to and from Excellence Initiative pay structures may not follow typical promotional guidelines. Salary changes are evaluated on a case by case basis, and aligned based on incumbent data and employee knowledge, skills, abilities, and experience. Excellence Initiative effectiveness levels only apply for the position in which they are earned, they do not carry across Excellence Initiatives or up and down levels within an Excellence Initiative.

### **Demotion Adjustments**

A demotion is defined as a movement to a new position with a midpoint that is less than the midpoint of the previous position's pay grade. The number of contract days or applicable district calendar days of both positions will be considered. Pay decreases for all employees shall be applied to the employee's daily or hourly rate of pay. The decreased amount of the daily rate will be up to the greater of:

- A minimum of five percent of the employee's current daily rate; or
- The maximum amount of the new salary range; or
- An amount determined by the Compensation Department

Any demotion which would result in a 15% decrease or greater to an employee's daily rate may be subject to review by the Director of Compensation and the Assistant Superintendent of Human Capital Management. All demotions must place the employee within or at the maximum of the salary range. No employee shall exceed the maximum of the new salary range. Movement to and from Excellence Initiative pay structures may not follow typical demotion guidelines. Salary changes are evaluated on a case by case basis, and aligned based on incumbent data and employee knowledge, skills, abilities, and experience. Excellence Initiative effectiveness levels only apply for the position in which they are earned, they do not carry across Excellence Initiatives or up and down levels within an Excellence Initiative.

### **Lateral Transfer and Adjustments**

A lateral transfer is defined as a movement to a new position with the same pay grade or a midpoint that is within a considerable range of the midpoint of the previous position's pay range. Typically, the movement is to another job with equal responsibilities. In most cases lateral transfers are not eligible for salary increases, except for adjustments required to reflect the work calendar days of the new job. An equity adjustment may also be given for lateral transfers when the salaries of peer employees significantly exceed the salary of the new employee in the department or the scope of work as significantly increased. Lateral adjustments shall not exceed 5%, any adjustment that exceeds 3% may be subject to review by the Director of Compensation and the Assistant Superintendent of Human Capital Management. All lateral movements must place employees within the newly assigned salary range. Movement to and from Excellence Initiative pay structures may not follow typical lateral transfer guidelines.

## **Reassignment**

An administrative decision to reassign an employee to a lower grade level position will be accompanied by a letter of assignment signed by the Assistant Superintendent of Human Capital Management or the Chief of Human Capital Management. The letter shall clearly state the conditions under which the employee is reassigned, and whether there will be a reduction in current compensation.

## **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.

## **Transfer between Pay Groups**

The compensation structure and placement guidelines for each employee Pay Groups are unique and are not interchangeable. The Compensation Department will determine the equivalent grade and base salary when an employee transfer occurs between pay groups. An overlap in employee calendars occurs with transfers from 226-days and 235-days Central Staff positions to campus positions. Due to campus contract dates beginning in July/August and ending in June and central staff contract dates beginning in September and ending in August, there will a be reduction in compensable days for the respective year. In other words, employees will not complete their contracts in the central staff position or will not be paid for all of the days in their new campus positions. Confirmation of the reduction in pay due to the transfer can be provided by the Payroll Department.

## **Transfer to/from Excellence Initiative Positions**

The Dallas ISD Excellence Initiatives have been designed to encourage employees to remain in key positions as defined by the District. Employees moving to an Excellence Initiative position will be assigned a new salary based upon the compensation program for that Excellence Initiative. Employees that were previously on an Excellence Initiative will be placed at the salary commensurate with their last Scorecard Effectiveness Level earned (if the new position aligns to the position and level in which the employee earned the effectiveness level) pending the Effectiveness Level was earned within 30 months of the employee's start date under the Excellence Initiative. Employees moving from an Excellence Initiative shall have their salary determined based upon incumbent data, employee knowledge, skills, abilities, and experience for the newly selected position. Maintaining the hourly/daily rate for employees may not be applicable in these cases. Excellence Initiative effectiveness levels only apply for the position in which they are earned, they do not carry across Excellence Initiatives or up and down levels within an Excellence Initiative.

## **Annual Pay Adjustments**

The Superintendent of Schools may propose an annual employee pay adjustment as part of the District's budget approval process and in accordance with the Compensation Guidelines. To receive a Board-approved annual pay adjustment, an employee must be in an active status or on an approved leave of absence at the time of the issuance of the first payroll reflecting the annual pay adjustment. Unless otherwise noted, employees **not eligible** to receive the 2019-2020 Annual Pay Adjustment are shown below.

- Employees on Performance Based Excellence Initiatives
- Newly hired employees in the following groups hired after December 31, 2018.

- Employees whose performance appraisal rating is below, unsatisfactory and/or do not meet expectations. [See DN Local].
- Employees who are compensated at or above their effectiveness level.
- Temporary Employees

Employees that have salaries at or over the maximum of their respective paygrade may receive the annual employee pay adjustment in a TRS eligible stipend that is to be paid during their respective pay periods for the year in which the increase is granted. (The stipend is not added to the base salary of the employee and the base rate will remain the same unless the paygrade receives modification in value or the employee moves to a paygrade higher than their current paygrade).

### **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 September 1, 2018. For supplemental earnings, back payment can only be rectified back to September 1, 2019.

### **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. If discovered and/or reported in the current fiscal year, 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).

### **Compensation Reviews**

If a Supervisor determines that two or less positions have been improperly classified or that the content and scope of responsibilities have substantially changed, they may request a re-evaluation of the position from the Compensation Department via the Individual Compensation Review (ICR) Form. If a supervisor determines that three or more positions have been improperly classified, the content and scope of responsibilities of many positions have substantially changed, or that retention or recruitment issues exist, they may request a re-evaluation of the department from the Compensation Department via the Department Compensation Review (DCR) Form. Reviews will only consider positional duties that are currently performed at the time of submission. Duties or responsibilities that are not currently performed will not be considered and the request for review will be returned with reassignment to the Department Restructure process.

#### **Request for Individual Compensation Review**

Individual Compensation Reviews (ICR) may be held periodically throughout the year. To be considered eligible for an ICR, the employee must:

- be an active employee at Dallas ISD or in current position for a full 12 months.
- receive approval from immediate supervisor, Executive Director and Divisional Chief (all signatures are required).
- not be in an Executive Leadership position.
- have no more than two incumbents in the department submit a Compensation Review Form (if three or more reviews have been filed the ICRs will be reassigned to a Department Compensation Reviews).
- have not been a part of an Individual or Department Compensation Review within 12 months of ICR submission date or a part of a current Department Review.

All ICR adjustments will be effective the first day of the month following the Compensation Review Committee meeting. Approved requests will be subject to budgetary restrictions. Employees who are evaluated on any of the district's Excellence Initiatives or who are on an Instructional Support, Telecommunicator or Police Officer pay scale are not eligible for an Individual Compensation Review.

### **Request for Department Compensation Review**

Department Compensation Reviews (DCR) may be held periodically throughout the school year in conjunction with budget development.

- All department reviews must have final approval from the Superintendent of Schools.
- All requests must be initiated by the department head and approved by the department Executive Director and Divisional Chief and/or Deputy Superintendent.
- All recommended adjustments should be included in the Department's budget development process and departments are responsible for funding the costs of any proposed recommendations.

All DCR adjustments will be effective July 1<sup>st</sup> or the first of month following the Board of Trustees approval of the following year's budget or a date determined by the Chief of Human Capital Management.

### **Additional Information**

- For positions to be classified as a Manager or above, the position must supervise at least 2 FTE (full-time equivalents), unless otherwise waived by the Compensation Department.
- Department vacancies are eligible to be either upgraded or downgraded for business necessities with approval from the Chief of Human Capital Management. No position can be upgraded or downgraded while in a filled status with a current active Dallas ISD employee without approval from the Assistant Superintendent of Human Capital Management or the Chief of Human Capital Management.
- Additional information regarding salary structure and base pay administration, is located in the Salary Handbook included in this Compensation Resource Book. For additional information regarding stipends, incentives and supplemental pay, please refer to the Supplemental Earnings Handbook enclosed in this Compensation Resource Book. For all further information, please contact the Compensation Department at [notifycomp@dallasisd.org](mailto:notifycomp@dallasisd.org).

# Compensation

## Salary Handbook: 2019-2020 School Year

Effective July 1, 2019

The base schedules are 187/191 days. Extended-Day schedules for 195, 202, 205, 207, 215 and 226 days are based on the 187-day schedules found below. All salaries reflected on these schedules are an annual, 100 percent full time equivalent FTE assignment.

Part-time teacher salaries would be a reflection of the employee's FTE percent of that assignment. (Note: CYS indicates Creditable Years of Service for all salary schedules). Neither past nor future salaries can be predicted or calculated from this schedule. Only salary information regarding the 2019-2020 school year can be obtained from these schedules.

## Salary Schedule – Campus Professional: Teachers

Days	Unsat	Progressing		Proficient			Exemplary		Master
		I	II	I	II	III	I	II	
187/191	\$47,000	\$54,000	\$54,500	\$58,500	\$63,000	\$70,000	\$74,000	\$82,000	\$90,000
195	\$49,011	\$56,310	\$56,832	\$61,003	\$65,695	\$72,995	\$77,166	\$85,508	\$93,850
205	\$51,524	\$59,198	\$59,746	\$64,131	\$69,064	\$76,738	\$81,123	\$89,893	\$98,663
207	\$52,027	\$59,775	\$60,329	\$64,757	\$69,738	\$77,487	\$81,914	\$90,770	\$99,626
215	\$54,037	\$62,086	\$62,660	\$67,259	\$72,433	\$80,481	\$85,080	\$94,278	\$103,476

CYS	Teachers Introductory Compensation Schedule				
	187/191	195	205	207	215
Novice (0)	\$54,000	\$56,310	\$59,198	\$59,775	\$62,086
1	\$54,400	\$56,727	\$59,636	\$60,218	\$62,545
2	\$54,600	\$56,936	\$59,856	\$60,440	\$62,775
3	\$54,900	\$57,249	\$60,184	\$60,772	\$63,120
4	\$55,200	\$57,561	\$60,513	\$61,104	\$63,465
5	\$55,500	\$57,874	\$60,842	\$61,436	\$63,810
6	\$55,800	\$58,187	\$61,171	\$61,768	\$64,155
7	\$56,100	\$58,500	\$61,500	\$62,100	\$64,500
8	\$56,400	\$58,813	\$61,829	\$62,432	\$64,845
9	\$56,700	\$59,126	\$62,158	\$62,764	\$65,190
10+	\$57,000	\$59,439	\$62,487	\$63,096	\$65,535

\* newly hired teachers with 11+ CYS may receive salaries above scale as determined by Human Capital Management and School Leadership.

Only teachers new to Dallas Independent School District will be compensated (for the first year only), based on their Creditable Years of Service (“CYS”) upon receipt of official records to the Records Department. The Teachers Introductory Compensation Schedule details the corresponding salary amount based on CYS.

Once a new teacher has been evaluated under TEI and has a hire date on or before December 31, 2019, their compensation for subsequent years will be based upon their earned Effectiveness Level. If a teacher receives a lower evaluation rating for four consecutive years, their effectiveness level and corresponding salary may decrease by one level in the fifth year.

Teachers who are eligible for a pay increase based on their Effectiveness Level will receive the increase on their October 2019 paycheck, retroactive to the employee’s contract start date. Teachers not evaluated on TEI are paid on the Instructional Support Salary Schedule for the 2019-2020 School Year. For more information on the Teacher’s Excellence Initiative, visit [tei.dallasisd.org](http://tei.dallasisd.org).

Pursuant to 2019 State Legislation (HB3), Proficient II & III on TEI are equivalent to “Recognized” and Exemplary I & II are equivalent to “Exemplary” designations.

## Salary Schedule – Campus Professional: Administrators

Level	ASSISTANT PRINCIPAL EXCELLENCE INITIATIVE						
	CAMPUS LEADERSHIP : 207 DAYS						
	Progressing			Proficient			Exemplary
	I	II	III	I	II	III	
Elementary	\$61,200	\$66,600	\$69,300	\$72,000	\$77,000	\$82,000	\$86,400
Middle	\$63,750	\$69,375	\$72,188	\$75,000	\$80,000	\$85,000	\$90,000
Magnet HS	\$65,450	\$71,225	\$74,113	\$77,000	\$82,000	\$87,000	\$92,400
High	\$70,550	\$76,775	\$79,888	\$83,000	\$88,000	\$93,000	\$99,600

Level	PRINCIPAL EXCELLENCE INITIATIVE						
	CAMPUS LEADERSHIP : 221 DAYS						
	Progressing			Proficient			Exemplary
	I	II	III	I	II	III	
Elementary Magnet	\$85,500	\$90,250	\$92,625	\$95,000	\$100,000	\$105,000	\$109,000
Elementary Traditional	\$89,100	\$94,050	\$96,525	\$99,000	\$104,000	\$109,000	\$118,800
Middle School Magnet	\$95,400	\$100,700	\$103,350	\$106,000	\$111,000	\$116,000	\$121,000
Middle School Traditional	\$99,000	\$104,500	\$107,250	\$110,000	\$115,000	\$120,000	\$127,000
Stand-Alone Early College High School	\$99,000	\$104,500	\$107,250	\$110,000	\$115,000	\$120,000	\$127,000
High School Magnet	\$100,000	\$105,500	\$108,250	\$111,000	\$116,000	\$121,000	\$128,000
High School Traditional	\$110,700	\$116,850	\$119,925	\$125,000	\$128,000	\$133,000	\$145,000

Level	EXECUTIVE DIRECTOR (SCHOOLS) EXCELLENCE INITIATIVE						
	CAMPUS LEADERSHIP : 226 DAYS						
	Progressing			Proficient			Exemplary
	I	II	III	I	II	III	
Executive Director	\$142,000	\$150,100	\$154,000	\$158,000	\$160,500	\$163,000	\$165,000

Starting salaries for Administrators new to Dallas Independent School District will be determined based on review of professional experience, internal incumbents and other compensatory factors. The Compensation Department will determine the salaries for all new Dallas ISD administrators.

Once an administrator has been evaluated under the appropriate appraisal system AND has an Administrator hire date on or before December 20, 2019, their compensation for subsequent years will be based upon their respective earned effectiveness level.

Administrators who are eligible for a pay increase based on their effectiveness level will receive the increase on the October 2019 paycheck, retroactive to the employee's current year contract start date. Excellence Initiative effectiveness levels only apply for the position in which they are earned, they do not carry across Excellence Initiatives or up and down levels within an Excellence Initiative

For the 2019-2020 School Year, the Assistant Principal's maximum salary increase will be capped at \$7,500 from the 2018-2019 base salary.

If an administrator receives a lower evaluation rating for four consecutive years, their effectiveness level and corresponding salary may decrease by one level in the fifth year.

All salaries reflected on these schedules are an annual, 100 percent full time equivalent FTE assignment. Only salary information regarding the 2019-2020 school year can be obtained from these schedules.



Salary Schedule: Instructional Support

**Instructional Support**

Pay Grade		Minimum	Midpoint	Maximum
<b>IS 1</b>	<b>Daily</b>	<b>\$274.47</b>	<b>\$343.09</b>	<b>\$411.71</b>
	185	\$50,777	\$63,472	\$76,166
	187/191	\$51,326	\$64,158	\$76,990
	195	\$53,522	\$66,903	\$80,283
	205	\$56,266	\$70,333	\$84,401
	215	\$59,011	\$73,764	\$88,518
	226	\$62,030	\$77,538	\$93,046

<b>IS 2</b>	<b>Daily</b>	<b>\$289.70</b>	<b>\$362.13</b>	<b>\$434.56</b>
	185	\$53,595	\$66,994	\$80,394
	187/191	\$54,174	\$67,718	\$81,263
	195	\$56,492	\$70,615	\$84,739
	205	\$59,389	\$74,237	\$89,085
	215	\$62,286	\$77,858	\$93,430
	226	\$65,472	\$81,841	\$98,211

<b>IS 3</b>	<b>Daily</b>	<b>\$304.19</b>	<b>\$380.24</b>	<b>\$456.29</b>
	185	\$56,275	\$70,344	\$84,414
	187/191	\$56,884	\$71,105	\$85,326
	195	\$59,317	\$74,147	\$88,977
	205	\$62,359	\$77,949	\$93,539
	215	\$65,401	\$81,752	\$98,102
	226	\$68,747	\$85,934	\$103,122

<b>IS 4</b>	<b>Daily</b>	<b>\$319.40</b>	<b>\$399.25</b>	<b>\$479.10</b>
	185	\$59,089	\$73,861	\$88,634
	187/191	\$59,728	\$74,660	\$89,592
	195	\$62,283	\$77,854	\$93,425
	205	\$65,477	\$81,846	\$98,216
	215	\$68,671	\$85,839	\$103,007
	226	\$72,184	\$90,231	\$108,277

<b>IS 5</b>	<b>Daily</b>	<b>\$335.37</b>	<b>\$419.21</b>	<b>\$503.05</b>
	185	\$62,043	\$77,554	\$93,064
	187/191	\$62,714	\$78,392	\$94,070
	195	\$65,397	\$81,746	\$98,095
	205	\$68,751	\$85,938	\$103,125
	215	\$72,105	\$90,130	\$108,156
	226	\$75,794	\$94,741	\$113,689

<b>IS 6</b>	<b>Daily</b>	<b>\$368.90</b>	<b>\$461.13</b>	<b>\$553.36</b>
	185	\$68,247	\$85,309	\$102,372
	187/191	\$68,984	\$86,231	\$103,478
	195	\$71,936	\$89,920	\$107,905
	205	\$75,625	\$94,532	\$113,439
	215	\$79,314	\$99,143	\$118,972
	226	\$83,371	\$104,215	\$125,059

INSTRUCTIONAL SUPPORT POSITIONS:

- ATHLETIC COORDINATOR
- ATHLETIC TRAINER
- AUDIOLOGIST
- CAMPUS INSTRUCTIONAL COACH
- COUNSELOR
- EDUCATIONAL DIAGNOSTICIAN
- EVALUATION COACH
- HEAD FOOTBALL COACH
- HIGH SCHOOL ROTC INSTRUCTOR
- INSTRUCTIONAL SPECIALIST
- LICENSED PSYCHOLOGIST (LSSP)
- LICENSED PSYCHOTHERAPIST
- MEDIA SPECIALIST
- MOBILITY THERAPIST
- MUSIC THERAPIST
- OCCUPATIONAL THERAPIST
- OCCUPATIONAL THERAPIST ASSISTANT
- PHYSICAL THERAPIST
- PHYSICAL THERAPIST ASSISTANT
- PSYCHOTHERAPIST
- REGISTERED NURSE
- REGISTERED NURSE – AREA LEAD
- SPEECH PATHOLOGIST
- SPEECH THERAPIST
- SPEECH THERAPIST ASSISTANT
- SOCIAL WORKER
- TEACHER – SPECIAL EDUCATION
- TEACHER – ITINERANT
- THERAPY ASSISTANT

\*This is not intended to be an exhaustive list of all roles included in the Instructional Support Salary Schedule.

## Salary Schedule – Central Staff Schedule

For duty periods other than 226 days, multiply the daily rate by the number of duty days for the respective position. All salaries are subject to proration guidelines.

Grade	Central Staff Pay Schedule (226-Annualized Salary   Daily Rate)		
	Minimum	Midpoint	Maximum
1	\$29,651   \$131.20	\$36,160   \$160.00	\$42,669   \$188.80
2	\$34,099   \$150.88	\$41,584   \$184.00	\$49,069   \$217.12
3	\$40,237   \$178.04	\$49,069   \$217.12	\$57,901   \$256.2
4	\$46,676   \$206.53	\$56,920   \$251.86	\$67,165   \$297.19
5	\$53,675   \$237.50	\$65,459   \$289.64	\$77,242   \$341.78
6	\$61,727   \$273.13	\$75,278   \$333.09	\$88,829   \$393.05
7	\$70,987   \$314.10	\$86,569   \$383.05	\$102,152   \$452.00
8	\$81,636   \$361.22	\$99,555   \$440.51	\$117,475   \$519.80
9	\$93,880   \$415.40	\$114,489   \$506.59	\$135,098   \$597.78
10	\$105,147   \$465.25	\$128,228   \$567.38	\$151,309   \$669.51

Grade	Technical Staff Pay Schedule (226-Annualized Salary   Daily Rate)		
	Minimum	Midpoint	Maximum
1	\$37,620   \$166.46	\$45,878   \$203.00	\$54,136   \$239.54
2	\$43,263   \$191.43	\$52,760   \$233.45	\$62,256   \$275.47
3	\$54,077   \$239.28	\$65,868   \$291.45	\$77,821   \$344.34
4	\$60,568   \$268.00	\$73,864   \$326.83	\$87,159   \$385.66
5	\$69,653   \$308.20	\$84,942   \$375.85	\$100,231   \$443.50
6	\$80,101   \$354.43	\$97,684   \$432.23	\$115,267   \$510.03
7	\$89,713   \$396.96	\$109,407   \$484.10	\$129,100   \$571.24
8	\$101,375   \$448.56	\$123,629   \$547.03	\$145,883   \$645.50
9	\$113,540   \$502.39	\$138,463   \$612.67	\$163,387   \$722.95
10	\$136,246   \$602.86	\$166,155   \$735.20	\$196,064   \$867.54

Grade	Executive Leadership Pay Schedule (226-Annualized Salary   Daily Rate)		
	Minimum	Midpoint	Maximum
11	\$117,766   \$521.09	\$143,616   \$635.47	\$169,466   \$749.85
12	\$134,253   \$594.04	\$163,723   \$724.44	\$193,194   \$854.84
13	\$153,049   \$677.21	\$186,644   \$825.86	\$220,239   \$974.51
14	\$174,474   \$772.01	\$212,774   \$941.48	\$251,075   \$1,110.95

Grade	Construction Services Pay Schedule (226-Annualized Salary   Daily Rate)		
	Minimum	Midpoint	Maximum
1	\$48,506   \$214.63	\$57,065   \$252.50	\$65,626   \$290.38
2	\$55,781   \$246.82	\$65,626   \$290.38	\$75,470   \$333.94
3	\$63,592   \$281.38	\$74,813   \$331.03	\$86,034   \$380.68
4	\$72,492   \$320.76	\$85,286   \$377.37	\$98,079   \$433.98
5	\$95,946   \$424.54	\$106,606   \$471.71	\$117,267   \$518.88
6	\$105,540   \$466.99	\$117,267   \$517.77	\$128,994   \$570.77
7	\$116,094   \$513.69	\$128,994   \$570.77	\$141,894   \$627.85
8	\$127,706   \$565.07	\$141,894   \$627.85	\$156,085   \$690.64

Salary Schedule – Maintenance, Operations, and Transportation

<b>Maintenance, Operations, and Transportation</b>				
<b>Grade</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	-	\$12.00	\$14.63	\$17.26
2	-	\$14.00	\$17.07	\$20.14
3	-	\$15.40	\$18.78	\$22.16
4	-	\$16.94	\$20.66	\$24.38
5	-	\$17.96	\$21.90	\$25.84
6	-	\$19.03	\$23.21	\$27.39
7	-	\$20.17	\$24.60	\$29.03
8	-	\$22.19	\$27.06	\$31.93
9	-	\$24.41	\$29.77	\$35.13
10	-	\$26.86	\$32.75	\$38.65
11	226 Days	\$59,248   \$262.16	\$72,248   \$319.68	\$85,247   \$377.20
12	226 Days	\$77,021   \$340.80	\$93,926   \$415.60	\$110,830   \$490.40

Salary Schedule – Food and Child Nutrition Services

<b>Food and Child Nutrition Services</b>				
<b>Grade</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	-	\$12.12	\$14.78	\$17.44
2	-	\$13.58	\$16.56	\$19.54
3	-	\$14.93	\$18.22	\$21.51
4	-	\$16.43	\$20.04	\$23.65
5	189 Days	\$27,322   \$144.56	\$33,324   \$176.32	\$39,327   \$208.08
6	189 Days	\$29,514   \$156.16	\$35,986   \$190.40	\$42,457   \$224.64
7	189 Days	\$31,858   \$168.56	\$38,858   \$205.60	\$45,859   \$242.64
8	226 Days	\$51,438   \$227.60	\$62,738   \$277.60	\$74,038   \$327.60
9	226 Days	\$58,670   \$256.60	\$69,011   \$305.36	\$79,353   \$351.12

Salary Schedule – Police and Security Services Salary Schedule

<b>Police and Security Services</b>				
<b>Grade</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	185 Days	\$22,718   \$122.80	\$28,401   \$153.52	\$34,084   \$184.24
1	235 Days	\$28,858   \$122.80	\$36,077   \$153.52	\$43,296   \$184.24
2	235 Days	\$32,543   \$138.48	\$39,687   \$168.88	\$46,831   \$199.28
3	235 Days	\$35,156   \$149.60	\$42,864   \$182.40	\$50,572   \$215.20
4	235 Days	\$50,516   \$214.96	\$59,427   \$252.88	\$68,338   \$290.80
5	235 Days	\$63,149   \$268.72	\$74,279   \$316.08	\$85,408   \$363.44
6	235 Days	\$78,941   \$335.92	\$92,853   \$392.12	\$106,765   \$454.32

Salary Schedule – Office Support Salary Schedule

Office Support				
		Minimum	Midpoint	Maximum
OS 1	Daily	\$113.92	\$146.00	\$178.16
	185	\$21,075	\$27,010	\$32,960
	195	\$22,214	\$28,470	\$34,741
	220	\$25,062	\$32,120	\$39,195
	226	\$25,746	\$32,996	\$40,264

OS 2	Days	\$124.64	\$159.84	\$195.04
	185	\$23,058	\$29,570	\$36,082
	195	\$24,305	\$31,169	\$38,033
	220	\$27,421	\$35,165	\$42,909
	226	\$28,169	\$36,124	\$44,079

OS 3	Days	\$139.68	\$179.04	\$218.40
	185	\$25,841	\$33,122	\$40,404
	195	\$27,238	\$34,913	\$42,588
	220	\$30,730	\$39,389	\$48,048
	226	\$31,568	\$40,463	\$49,358

OS 4	Days	\$148.00	\$189.76	\$231.52
	185	\$27,380	\$35,106	\$42,831
	195	\$28,860	\$37,003	\$45,146
	220	\$32,560	\$41,747	\$50,934
	226	\$33,448	\$42,886	\$52,324

OS 5	Days	\$156.88	\$201.12	\$245.36
	185	\$29,023	\$37,207	\$45,392
	195	\$30,592	\$39,218	\$47,845
	220	\$34,514	\$44,246	\$53,979
	226	\$35,455	\$45,453	\$55,451

OS 6	Days	\$166.32	\$213.20	\$260.08
	185	\$30,769	\$39,442	\$48,115
	195	\$32,432	\$41,574	\$50,716
	220	\$36,590	\$46,904	\$57,218
	226	\$37,588	\$48,183	\$58,778

Office Support				
		Minimum	Midpoint	Maximum
OS 7	Days	\$176.32	\$226.00	\$275.76
	185	\$32,619	\$41,810	\$51,016
	195	\$34,382	\$44,070	\$53,773
	220	\$38,790	\$49,720	\$60,667
	226	\$39,848	\$51,076	\$62,322

OS 8	Days	\$186.88	\$239.60	\$292.32
	185	\$34,480	\$44,326	\$54,079
	195	\$36,442	\$46,722	\$57,002
	220	\$41,114	\$52,712	\$64,310
	226	\$42,235	\$54,150	\$66,064

OS 9	Days	\$198.16	\$254.00	\$309.92
	185	\$36,660	\$46,990	\$57,335
	195	\$38,641	\$49,530	\$60,434
	220	\$43,595	\$55,880	\$68,182
	226	\$44,784	\$57,404	\$70,042

OS 10	Days	\$210.00	\$269.28	\$328.56
	185	\$38,850	\$49,817	\$60,784
	195	\$40,950	\$52,510	\$64,069
	220	\$46,200	\$59,242	\$72,283
	226	\$47,460	\$60,857	\$74,255

OS 11	Days	\$283.52	\$363.52	\$443.52
	185	\$52,451	\$67,251	\$82,051
	195	\$55,286	\$70,886	\$86,486
	220	\$62,374	\$79,974	\$97,574
	226	\$64,076	\$82,156	\$100,236

Salary Schedule – Paraprofessional Salary Schedule

<b>Paraprofessional</b>				
		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Para 1</b>	<b>Daily</b>	<b>\$116.64</b>	<b>\$145.84</b>	<b>\$175.04</b>
	<b>185</b>	\$21,578	\$26,980	\$32,382
	<b>195</b>	\$22,745	\$28,438	\$34,133
	<b>205</b>	\$23,911	\$29,897	\$35,883
	<b>226</b>	\$26,361	\$32,960	\$39,559

<b>Para 2</b>	<b>Days</b>	<b>\$123.68</b>	<b>\$154.56</b>	<b>\$185.44</b>
	<b>185</b>	\$22,880	\$28,593	\$34,306
	<b>195</b>	\$24,118	\$30,139	\$36,161
	<b>205</b>	\$25,354	\$31,685	\$38,015
	<b>226</b>	\$27,952	\$34,931	\$41,909

<b>Para 3</b>	<b>Days</b>	<b>\$131.04</b>	<b>\$163.84</b>	<b>\$196.64</b>
	<b>185</b>	\$24,242	\$30,310	\$36,378
	<b>195</b>	\$25,553	\$31,949	\$38,345
	<b>205</b>	\$26,863	\$33,587	\$40,311
	<b>226</b>	\$29,615	\$37,028	\$44,441

<b>Para 4</b>	<b>Days</b>	<b>\$176.96</b>	<b>\$221.20</b>	<b>\$265.44</b>
	<b>185</b>	\$32,737	\$40,922	\$49,106
	<b>195</b>	\$34,507	\$43,134	\$51,761
	<b>205</b>	\$36,277	\$45,346	\$54,415
	<b>226</b>	\$39,993	\$49,991	\$59,989

<b>Para 5</b>	<b>Days</b>	<b>\$209.76</b>	<b>\$262.16</b>	<b>\$314.56</b>
	<b>185</b>	\$38,805	\$48,499	\$58,193
	<b>195</b>	\$40,903	\$51,121	\$61,339
	<b>205</b>	\$43,001	\$53,743	\$64,485
	<b>226</b>	\$47,406	\$59,248	\$71,091

# Compensation

## Supplemental Earnings Handbook: 2019-2020 School Year

Effective July 1, 2019

### The Dallas Independent School District Supplemental Earnings Guideline

Supplemental Earnings are wages paid to active Dallas Independent School District employees in addition to their regular base salary. The rates at which supplemental pay is determined is governed by the Compensation Department. The District categorizes supplemental pay into three classes: **stipends, incentive pay and extra duty pay.**

#### **Stipends**

Dallas Independent School District defines stipends as a nondiscretionary 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 September 1<sup>st</sup> and ending as late as August 31<sup>st</sup> for the fiscal year.

#### **Incentive Pay**

In some circumstances, positions may be identified as **critically needed** in order to fulfill the strategic plans of Dallas ISD. The Board of Trustees may grant the usage of discretionary incentive pay in order to motivate or encourage active employees to assist in achieving the aims desired by the district. Incentives may also be disbursed to assist teachers in preparation for the upcoming school year (i.e. supply incentive). Incentives are paid out at a predesignated time within the school year and are available for disbursement until designated funds have been exhausted. Incentive payments are not subject to proration and the Human Capital Management Department is responsible for monitoring the disbursement of the incentive funds.

#### **Extra Duty Pay**

Active employees who perform certain duties outside of their normal contract responsibilities throughout the course of the school year are eligible for additional earnings outlined in the Supplemental Earnings Handbook. These earnings are called extra duty pay. Performance is considered helpful, yet not mandatory and earnings are disbursed upon completion of the requested duties. Non-exempt employees are eligible to receive extra duty pay, however, utilizing non-exempt employees for extra duty should be limited and carefully monitored as overtime rates may apply and must be followed accordingly (supplemental pay should not be used as an alternative to overtime payment for non-exempt employees when overtime payment should be paid).

#### **Secondary Pay Source**

This is an element code that should be used to pay a biweekly and or monthly support employee who works extra duty hours paid from a different funding source. This element code is designed to look at the support employee's work hours in a workweek, then determine if all hours in that work week/pay period should be paid at the time and a half rate.

#### **Secondary Pay Source Regular**

This is an element used once the SPS process reviews the biweekly or monthly support employee's actual hours worked. If the support employee did not complete a 40-hour week during a work week where they have incurred SPS hours; once calculated, Oracle will take the SPS hours and will pay part of the hours needed to complete the 40 hours as SPSR (regular hourly pay). This process will also make an entry to the actual hours that can be paid at the time and a half rate (SPS).

## Supplemental Pay Information

*The following information provides the framework for Dallas ISD 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 Executive Director of the Campus/Department prior to actual work being performed.
4. Supplemental pay duties may not be conducted from home.
5. It is the responsibility of the campus or department to notify the Compensation Department when all extra duties have been performed and to ensure overtime guidelines for non-exempt employees have been followed.
6. 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.
7. Long-term Substitute Teachers that remain in the same classroom, with the same students, and have no break in service are eligible to receive supplemental pay for before, after, and Saturday school tutoring only, not to exceed 10 hours per week. Substitutes of any other kind are **not** eligible to receive any other type of supplemental pay including but not limited to pay for coaching, pay for working athletic events, and pay for driving school buses.
8. 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 outside of the exceptions outlined in this guide.
9. All supplemental earnings are subject to the employee and employer's statutory deductions. Earnings may qualify for Teachers Retirement System (TRS) eligibility.
10. 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.
11. 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.
12. Supplemental earnings are paid at the rate commensurate with the employee's employment category at the time of payout.

*NOTE: Item 4 in the Educator's Term Contract states, "Supplemental duties, as defined by the District, and any payment and/or stipend that may be paid for such duties and/or assignments are not covered by this contract. Any such payments are not included as part of the annual salary under this contract. This contract does not create a property interest or right under this contract to the assignment of any such supplemental duties or any stipend or payment for such supplemental duties. No property right to continued employment exists in such supplemental duties."*

# Dallas Independent School District

Supplemental Earnings Listing  
2019-2020 School Year

## CURRICULAR

### ATHLETICS

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
1.00*	HIGH SCHOOL	HS HEAD COACH	XSTIP	STIPEND	\$4,000 - \$8,000/YR
1.01*	HIGH SCHOOL	HS ASSISTANT COACH	XSTIP	STIPEND	\$1,500 - \$6,500/YR
1.02*	HIGH SCHOOL	HS COORDINATOR	XSTIP	STIPEND	\$2,500 - \$7,500/YR
1.03*	MIDDLE SCHOOL	MS COACH – ATHLETIC COORDINATOR	XSTIP	STIPEND	\$3,000/YR
1.04*	MIDDLE SCHOOL	MS HEAD COACH	XSTIP	STIPEND	\$1,000 - \$3,000/YR
1.05*	MIDDLE SCHOOL	MS ASSISTANT COACH	ASTIP	STIPEND	\$1,000/SPORT
1.06	DISTRICT	ATHLETIC TRAINER / SPORTS MEDICINE MANAGER	X138	STIPEND	\$6,500/YR
1.07	DISTRICT	VARIOUS ATHLETIC EVENT WORKERS	ATHL	XTRA DTY	REFER TO CHART
1.08	HIGH SCHOOL	CAMPUS SUMMER GYM MANAGER	CSGM	XTRA DTY	\$20/HR
1.09	DISTRICT	ATHLETIC EVENT DELAY	SUPL	XTRA DTY	\$10/HR
1.10	DISTRICT	ATHLETIC DRIVER	BUSS	XTRA DTY	REFER TO CHART
1.11	DISTRICT	VIDEO SCOREBOARD OPERATOR	TBD	STIPEND	\$8,000

\*Refer to Athletic Coaches chart for details per sport and campus level.

### VISUAL AND PERFORMING ARTS

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
2.00	HIGH SCHOOL	HS BAND DIRECTOR	X141	STIPEND	\$9,000/YR
2.01	HIGH SCHOOL	HS ASSISTANT BAND DIRECTOR	X142	STIPEND	\$4,700/YR
2.02	HIGH SCHOOL	HS CHORAL DIRECTOR	X031	STIPEND	\$4,500/YR
2.03	HIGH SCHOOL	HS ASSISTANT CHORAL DIRECTOR	X032	STIPEND	\$2,150/YR
2.04	HIGH SCHOOL	HS DANCE TEACHER	XN51	STIPEND	\$2,150/YR
2.05	HIGH SCHOOL	HS THEATRE TEACHER	XN61	STIPEND	\$2,150/YR
2.06	HIGH SCHOOL	HS DRAMA ONE ACT PLAY	STIP	XTRA DTY	\$900/YR
2.07	HIGH SCHOOL	HS ORCHESTRA DIRECTOR	X081	STIPEND	\$4,000/YR
2.08	MIDDLE SCHOOL	MS BAND DIRECTOR	X143	STIPEND	\$4,500/YR
2.09	MIDDLE SCHOOL	MS ASSISTANT BAND DIRECTOR	X144	STIPEND	\$2,700/YR
2.10	MIDDLE SCHOOL	MS CHORAL DIRECTOR	X033	STIPEND	\$2,400/YR
2.11	MIDDLE SCHOOL	MS DANCE TEACHER	XN52	STIPEND	\$1,600/YR
2.12	MIDDLE SCHOOL	MS THEATRE TEACHER	XN62	STIPEND	\$1,600/YR
2.13	MIDDLE SCHOOL	MS ORCHESTRA DIRECTOR	X080	STIPEND	\$2,600/YR

### JUNIOR ROTC

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
3.00	HIGH SCHOOL	HS JROTC INSTRUCTOR	X151	STIPEND	\$4,440/YR
3.01	MIDDLE SCHOOL	MS JROTC INSTRUCTOR	X152	STIPEND	\$2,220/YR
3.02	SECONDARY	JROTC SUMMER CAMP	JROTC	XTRA DTY	\$20/HR

Dallas Independent School District

Supplemental Earnings Listing  
2019-2020 School Year

**STUDENT ACTIVITIES DEPARTMENT**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
4.00	DISTRICT	ACADEMIC DECATHLON	ACAD	STIPEND	\$500 - \$5,800/YR
4.01	DISTRICT	DESTINATION IMAGINATION	ADDI	STIPEND	\$1,300 - \$4,000/YR
4.02	DISTRICT	ACADEMIC PENTATHLON	PENT	STIPEND	\$1,000 - \$3,000/YR
4.03	DISTRICT	LONE STAR CHALLENGE	LONE	STIPEND	UP TO \$2,000/YR
4.04	DISTRICT	TEXAS MATH & SCIENCE COACHES ASSOCIATION	STEX	STIPEND	UP TO \$5,000/CAMPUS
4.05	HIGH SCHOOL	SCHOOL NEWSPAPER	NEWS	STIPEND	\$1,000 - \$2,000/YR
4.06	HIGH SCHOOL	SCHOOL YEARBOOK	YEAR	STIPEND	\$1,000 - \$2,000/YR
4.07	HIGH SCHOOL	HS DEBATE TEACHER	HSDT	STIPEND	UP TO \$4,500/YR
4.08	HIGH SCHOOL	HS DEBATE ASSISTANT COACH	HSDA	STIPEND	UP TO \$2,500/YR
4.09	MIDDLE SCHOOL	MS DEBATE TEACHER	MSDT	STIPEND	UP TO \$4,500/YR
4.10	MIDDLE SCHOOL	MS DEBATE ASSISTANT COACH	MSDA	STIPEND	UP TO \$2,500/YR
4.11	HIGH SCHOOL	HS CHEERLEADER SPONSOR (VARSITY)	X301	STIPEND	\$2,700/YR
4.12	HIGH SCHOOL	HS CHEERLEADER (JV)	X302	STIPEND	\$2,000/YR
4.13	HIGH SCHOOL	HS DRILL TEAM SPONSOR	X101	STIPEND	\$3,500/YR
4.14	ALL SCHOOLS	CAMPUS ACTIVITY COORDINATOR	UILC	STIPEND	\$500 - \$1,000/YR
4.15	ALL SCHOOLS	UIL ACADEMIC COMPETITION STAFF	UIL/UILH	XTRA DTY	\$18/HR, \$200, \$250
4.16	DISTRICT	CHES COMPETITION SPONSOR	CHES	STIPEND	\$1,500 - 3,000/YR
<b>GENERAL STUDENT ACTIVITIES</b>					
4.17	DISTRICT	ROBOTICS COMPETITION SPONSOR	ROBO	STIPEND	\$1,000 - \$4,000/YR
4.18	HIGH SCHOOL	SENIOR SPONSOR	SSPR	STIPEND	REFER TO CHART
4.19	HIGH SCHOOL	SENATE SPONSOR	SENS	STIPEND	\$2,000/YR
4.20	HIGH SCHOOL	HS MOCK TRIAL	XMOC	STIPEND	\$3,800/YR
4.21	DISTRICT	CAMPUS STAND ALONE ACTIVITY PROGRAMS	CSAA	STIPEND	\$250/SEMESTER

**DISTRICTWIDE PROGRAMS**

**LEADERSHIP AND INSTRUCTIONAL DEVELOPMENT**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
5.00	DISTRICT	INTERIM STIPEND	XSTI	STIPEND	UP TO 15% ANNL SAL
5.01	DISTRICT	STAFF DEVELOPMENT (PROFESSIONAL)	SDEV	XTRA DTY	\$20/HR
5.02	DISTRICT	MANDATORY STAFF DEVELOPMENT (SUPPORT)	SPS	XTRA DTY	OVRTIME GUIDELINES
5.03	DISTRICT	STAFF DEVELOPMENT INSTRUCTOR	INST/INSF	XTRA DTY	VARIABLE
5.04	DISTRICT	CURRICULUM WRITING	CURR	XTRA DTY	\$20/HR
5.05	ASSESSMENT DEPT.	SUMMER ASSESSMENTS OF CORE PERFORMANCE (ACP) ITEM DEVELOPMENT (ASSESSMENT DEPT. ONLY)	SUPL	XTRA DTY	\$31/HR
5.06	4 CORE CONTENT AREAS	CURRICULUM DEVELOPMENT WRITER- SUMMER DEVELOPMENT			\$31/HR
5.07	ASSESSMENT DEPT.	SUMMER ACP ITEM DEVELOPMENT (ASSESSMENT FOR COURSE PERFORMANCE)	CDEV	XTRA DTY	\$1,000/UNIT
5.08	4 CORE CONTENT AREAS	CURRICULUM DEVELOPMENT WRITER	CDEV	XTRA DTY	\$750/UNIT

# Dallas Independent School District

Supplemental Earnings Listing  
2019-2020 School Year

## OPERATIONS AND MAINTENANCE

### FACILITIES

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
6.00	DISTRICT	ASBESTOS PAY	XASB	XTRA DTY	\$1,900 - \$2,500/YR
6.01	DISTRICT	MECHANIC CERTIFICATION PROGRAM	XASE	XTRA DTY	\$500/YR
6.02	DISTRICT	TRANSPORATION ATTENDANCE INCENTIVE	TSAI	INCENTIVE	\$50/MONTH
6.03	DISTRICT	TRANSPORTATION REFERRAL INCENTIVE	TREF	INCENTIVE	\$200/REFERRAL
6.04	DISTRICT	TRANSPORTATION RETENTION INCENTIVE	TRET	INCENTIVE	\$800/YR
6.05	DISTRICT	MAINTENANCE OPERATIONS MASTER STIPEND	XMOS	STIPEND	\$3,800/YR

### FOOD AND CHILD NUTRITION

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
7.00	ALL SCHOOLS	DUAL CAFETERIA SUPERVISOR	XFSD	STIPEND	\$4,000/YR
7.01	ALL SCHOOLS	FOOD SERVICE LEAD	XFSL	STIPEND	\$0.50/HR
7.02	ALL SCHOOLS	TRAINING SUPERVISOR	XFST	STIPEND	\$1,500/YR
7.03	ALL SCHOOLS	MEAL EQUIVALENCY STIPEND	TBD	STIPEND	\$2,000-\$2,500/ SEMESTER

### POLICE AND SECURITY

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
8.00	POLICE DEPT	POLICE & SECURITY COMMAND SUPERVISOR	PSCS	XTRA DTY	REFER TO CHART
8.01	POLICE DEPT	NIGHT SHIFT DIFFERENTIAL	XPSD	INCENTIVE	\$600 - \$2,900/YR
8.02	POLICE DEPT	PEACE OFFICER CERTIFICATION STIPEND	XPOC	STIPEND	\$1,200 - \$7,200/YR

## HUMAN CAPITAL MANAGEMENT

### RECRUITMENT (SIGNING) INCENTIVES

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
9.00	ALL SCHOOLS	CRITICAL SHORTAGE SPEECH OCCUPATIONAL PHYSICAL THERAPIST	SBSO	INCENTIVE	\$3,000
9.01	ELEMENTARY	CRITICAL SHORTAGE BILINGUAL TEACHER	SBBL	INCENTIVE	\$4,000
9.02	SECONDARY	CRITICAL SHORTAGE SCIENCE TEACHER	SBSI	INCENTIVE	\$3,000
9.03	SECONDARY	CRITICAL SHORTAGE MATH TEACHER	SBMI	INCENTIVE	\$3,000
9.04	SECONDARY	CRITICAL SHORTAGE CTE	SBCT	INCENTIVE	\$3,000
9.05	ALL SCHOOLS	CRITICAL SHORTAGE AUTISM AND BEHAVIORIAL UNIT TEACHER	SBAB	INCENTIVE	\$3,000

Supplemental Earnings Listing  
2019-2020 School Year

**INSTRUCTIONAL**

**ACCELERATED LEARNING**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
10.00	HIGH SCHOOL	APGT CAMPUS MANAGER	SGTC	STIPEND	\$1,500/YR

**ALTERNATIVE EDUCATION AND SUMMER PROGRAMS**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
11.00	DISTRICT	COMPENSATORY EDUCATION HOME INSTRUCTION	S COMP CEHI	XTRA DTY	\$12.86 - \$20/HR
11.01	DISTRICT	EVENING SCHOOL PART TIME POSITIONS	EVEN	XTRA DTY	\$25 - \$31/HR
11.02	DISTRICT	RECONNECTION CENTER FACILITATOR	RECF	XTRA DTY	\$2,000/YR
11.03	DISTRICT	SUMMER SCHOOL ACADEMIC SESSIONS	DWSS	XTRA DTY	REFER TO CHART
11.04	ALL SCHOOLS	APPROVED SUMMER STAND ALONE PROGRAMS	SUMS	XTRA DTY	\$15-\$31/HR
11.05	ALL SCHOOLS	CAMPUS AND DEPT BASED SUMMER PROGRAMS	SUMS	XTRA DTY	\$10 - 20/HR

**CAMPUS**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
12.00	ALL SCHOOLS	BEFORE/AFTER SCHOOL	ASCH	XTRA DTY	\$20/HR
12.01	ALL SCHOOLS	CLASS COVERAGE TA's – FULL DAY	CTAF	XTRA DTY	\$37/DAY
12.02	ALL SCHOOLS	CLASS COVERAGE TA's – HALF DAY	CTAH	XTRA DTY	\$18.50/DAY
12.03	ALL SCHOOLS	CLASS COVERAGE	CLAS	XTRA DTY	\$20/HR
12.04	ALL SCHOOLS	CAMPUS TEST COORDINATOR	TEST	XTRA DTY	REFER TO CHART
12.05	ALL SCHOOLS	GRADUATION DUTY	GRAD	XTRA DTY	VARIABLE
12.06	ALL SCHOOLS	AFTER SCHOOL AND SATURDAY TUTORING	TUTR	XTRA DTY	\$20/HR
12.07	ALL SCHOOLS	CERTIFIED SUBSTITUTE TUTORING	TUTS	XTRA DTY	\$12.86/HR
12.08	ALL SCHOOLS	END OF COURSE TUTORING (EOC)	-EOCT	XTRA DTY	\$31/HR
12.09	ALL SCHOOLS	SUPPLY FUNDS	OSUP	INCENTIVE	\$200, \$100/SEMSTR
12.10	ALL SCHOOLS	OPENING SCHOOLS (OFF CONTRACT)	OPEN	XTRA DTY	\$10 - \$20/HR
12.11	ALL SCHOOLS	CLOSING SCHOOLS (OFF CONTRACT)	CLOSE	XTRA DTY	\$10 - \$20/HR
12.12	ALL SCHOOLS	TEXTBOOK DUTIES	TEXT	XTRA DTY	\$20/HR
12.13	HIGH SCHOOL	TRANSCRIPT CLERK	TRAN	XTRA DTY	\$20/HR
12.14	ALL SCHOOLS	TEI EXPERT STIPEND	TEIX	STIPEND	\$500/YR
12.15	ELEMENTARY	EARLY LEARNING LEAD SPECIALIST	ECLD	STIPEND	\$5,000/YR

**COLLEGE READINESS**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
13.00	ALL SCHOOLS	AVID COORDINATOR	AVID	XTRA DTY	\$2,000/YR

**CAMPUS LEADERSHIP**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
14.00	SELECT SCHOOLS	TIER ONE SCHOOLS	XPT1	STIPEND	\$3,000 - \$5,000/YR
14.01	ALL SCHOOLS	CAMPUS SIZE	XCAM	STIPEND	REFER TO CHART
14.02	ALL SCHOOLS	MASTER PRINCIPAL	MAPS	STIPEND	\$5,000/YR
14.03	ALL SCHOOLS	LEVEL LEAD – INSTRUCTIONAL LEAD COACH	TBD	STIPEND	REFER TO CHART
14.04	ALL SCHOOLS	SECONDARY EXECUTIVE DIRECTOR STIPEND	TBD	STIPEND	\$3,000/YR

**Dallas Independent School District**

**Supplemental Earnings Listing  
2019-2020 School Year**

**MENTORSHIP**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
15.00	ALL SCHOOLS	RACIAL EQUITY OFFICE INITIATIVE (REOI)	REOI	STIPEND	UP TO \$1,000/YR
15.01	ALL SCHOOLS	MULTICULRURAL AND DIVERSITY CAMPUS TRAINER	DMCT	STIPEND	UP TO \$1,000/YR

**MULTI-LANGUAGE**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
16.00	DISTRICT	BILINGUAL STIPEND	XBLS	STIPEND	\$3,000 - \$4,000/YR
16.01	ALL SCHOOLS	LPAC CHAIR	LPAC	XTRA DTY	\$1,600/YR
16.02	SECONDARY	ENGLISH AS A SECOND LANGAUGE STIPEND	SESL	STIPEND	\$1,000

**SPECIAL EDUCATION**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
17.00	DISTRICT	LEVEL INTERPRETERS – DEAF	DEAF	XTRA DTY	\$15/HR + TRVL TIME
17.01	DISTRICT	SPECIAL OLYMPICS COACH	XSOC	STIPEND	\$3,000/YR
17.02	DISTRICT	SPED SUPPLEMENTAL (VARIOUS)	SPEC/IFCH	XTRA DTY	VARIABLE
17.03	DISTRICT	DIAGNOSTICIANS AND SPEECH EVALUATIONS	SEDE/SESE	XTRA DTY	VARIABLE
17.04	DISTRICT	ESY/COMPENSATORY THERAPY	SEDF	XTRA DTY	VARIABLE
17.05	DISTRICT	OCCUPATIONAL   PHYSICAL   SPEECH THERAPIST SUPERVISOR	X586	STIPEND	5% ANNL SALARY
17.06	DISTRICT	DYSLEXIA LEAD TEACHER	XDLX	STIPEND	\$5,000/YR

**STRATEGIC CAMPUS INITIATIVES**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
18.00	SELECT SCHOOLS	ACE SIGNING INCENTIVE	ACEI	INCENTIVE	\$2,000/YR
18.01	SELECT SCHOOLS	ACE RETENTION STIPEND	ACES	STIPEND	\$6,000 - \$15,500/YR
18.02	DISTRICT	ACE EXECUTIVE LEADERSHIP STIPEND	ACES	STIPEND	\$10,000/YR
18.03	SELECT SCHOOLS	CREATING ACCELERATED PERFORMANCE (CAP)	CAPS	STIPEND	\$5,000 - \$6,000/YR
18.04	SELECT SCHOOLS	INSTRUCTIONAL LEAD TEACHER	XINC	STIPEND	\$5,000/YR

**UNDEFINED EXTRA DUTY SUPPLEMENTAL EARNINGS**

LINE	LEVEL	DESCRIPTION	CODE	TYPE	AMOUNT
19.00	DISTRICT	PROFESSIONAL STIPEND	STIP	STIPEND	TBD
19.01	DISTRICT	PROFESSIONAL EXTRA DUTY FLAT RATE	SUPF	XTRA DTY	TBD
19.02	DISTRICT	PROFESSIONAL EXTRA DUTY HOURLY RATE	SUPL	XTRA DTY	\$20/HR
19.03	DISTRICT	SUPPORT EXTRA DUTY HOURLY RATE (OFF CONTRACT)	SUPL	XTRA DTY	\$20/HR or SPS
19.04	DISTRICT	TEA ACADEMY STIPEND	TEAA	STIPEND	Varies
19.05	DISTRICT	DONATIONS	DONA	STIPEND	Varies

**Dallas Independent School District**

Supplemental Earnings Listing  
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**20.00 – SUBSTITUTE EARNINGS PAY SCHEDULE – MORE ENCLOSED IN SUMMARY**

**INDIVIDUAL DAY ASSIGNMENTS**

<b>SUBSTITUTE CATEGORY</b>	<b>CODE</b>	<b>AMOUNT</b>
TEACHER ASSISTANT   OFFICE MANAGER   CLERK	SUBO	\$78.00/DAY
TEACHER NON-DEGREED – NON-CERTIFIED	SUBI	\$85.00/DAY
TEACHER DEGREED – NON-CERTIFIED	SUBI	\$100.00/DAY
TEACHER DEGREED – CERTIFIED	SUBI	\$110.00/DAY
BILINGUAL TEACHER – VACANCY	SUBI	\$160.00/DAY
NURSE	SUBN	\$130.00/DAY
COUNSELOR	SUBA	\$260.00/DAY
ASSISTANT PRINCIPAL	SUBA/SUBR	\$279.36/DAY
PRINCIPAL	SUBA/SUBR	\$374.50/DAY

These guidelines must be interpreted in compliance with all applicable federal and state laws and district policies. If any provision conflicts in whole or in part with any law or policy, the law or policy will control the outcome of any such conflict

**CURRICULAR**

**ATHLETICS SUPPLEMENTAL EARNINGS: 1.00 – 1.08**

**1.00– 1.05 Athletic Coaches**

Supplemental earning is designed to compensate certified teachers who serve as coaches of extracurricular athletic activities. The rules for the supplemental earning require that coaches, including retired coaches, meet district and University Interscholastic League (UIL) certification requirements, as well as the minimum standard requirements of the Athletics Department. Coaches must sign their coaching agreements prior to coaching, 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 supplemental 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 supplemental 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. **Supplemental earning amounts are determined according to the Athletic Department Supplemental Earnings chart below and paid over 12 months from September through August.** Retired Coaches will receive a lump sum payment at the end of their season. If a coach is assigned to a sport after September 1, 2019, but prior to the start of the sport or in the middle of the season, the employee may be eligible for the full or prorated amount of the athletic stipend. Coaches assigned after the start of the season may not be eligible for a full stipend. 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.

<b>LEVEL</b>	<b>SPORT/ASSIGNMENT</b>	<b>HEAD COACH</b>	<b>JV/ASSISTANT COACH</b>	<b>COORDINATOR/S</b>
High School	Baseball	\$5,500	\$3,500	N/A
High School	Basketball	\$8,000	\$4,000	\$8,000
High School	Cross Country	\$4,000	\$2,000	N/A
High School	Football	Salaried Position	\$6,500	\$7,500
High School	Golf	Up to \$6,000	N/A	N/A
High School	Soccer	\$5,500	\$3,500	N/A
High School	Softball	\$5,500	\$3,500	N/A
High School	Swimming	Up to \$6,000	N/A	N/A
High School	Team Tennis	Up to \$3,000	Up to \$1,500	N/A
High School	Tennis	Up to \$3,000	Up to \$1,500	N/A
High School	Track	\$5,500	\$3,500	N/A

High School	Volleyball	\$6,500	\$4,000	N/A
High School	Wrestling	\$5,500	Up to \$3,500	N/A
High School	Assistant Coordinator	N/A	N/A	\$3,500
High School	Transportation Coordinator	N/A	N/A	\$3,500
High School	Video Coordinator	N/A	N/A	\$2,500
Middle School	Athletic Coordinator	N/A	N/A	\$3,000
Middle School	Baseball	\$2,000	\$1,000	N/A
Middle School	Basketball	\$2,000	\$1,000	N/A
Middle School	Cross Country	\$2,000	Up to \$1,000	N/A
Middle School	Football	\$2,500	\$1,000	N/A
Middle School	Soccer	\$2,000	\$1,000	N/A
Middle School	Softball	\$2,000	\$1,000	N/A
Middle School	Track	\$2,000	\$1,000	N/A
Middle School	Volleyball	\$2,500	\$1,000	N/A

**1.06 – District Athletic Trainer and Sports Medicine Manager**

Supplemental earning is designed to compensate Athletic Trainers and Sports Medicine Managers for providing onsite emergency medical care and providing assistance and rehabilitation services to injured athletes during assigned Dallas ISD District athletic events. This stipend compensates employees for time worked after work hours and on weekends. **The supplemental earning amount is paid at the rate of \$6,500/year paid over 12 months.**

**1.07 – Athletic Events**

Supplemental earning is designated to compensate active employees for working District UIL Athletic events performing duties as determined and outlined by the Athletics Department. All Staffing assignments are determined by the Athletics Department **The supplemental earning amount is variable and is based on supplemental position and sport. See Appendix A.**

**1.08 – Campus Summer Gym Managers**

Supplemental earning is designed to compensate athletic coaches who serve as summer gym managers at high school campuses during the strength training and conditioning sessions and athletic camps. The gym manager will monitor students while on the campus and oversee safety measures. **The supplemental earning amount is \$20/hour for professional employees only and is contingent upon the availability of campus funds.**

**1.09 – Athletic Event Delay**

Supplemental earning is designed to compensate employees that remain onsite additional hours worked beyond the standard time frame due to unforeseen circumstances or additional work requirements at an athletic event that was delayed due to Student Transportation, weather and or acts of God, game officials. Payment must be approved by the Athletics Department. Compensation is not guaranteed and will be approved by the Athletics Department. **The Supplemental earning amount is \$10/hour and paid in addition to the defined supplemental payment for the role.**

**1.10 Video Scoreboard Coordinator**

Supplemental earning is designed to compensate an event worker for the Department of Athletics and responsible for technical directing, broadcasting, and creative design of the digital scoreboard at Kincaide Stadium. Position will oversee management and operation of all athletic stadiums and fieldhouses with digital scoreboards. **The supplemental earning amount is \$8,000/year paid over 12 months.**

**Dallas Independent School District**

**Supplemental Earnings Listing  
2019-2020 School Year**

**1.11 Athletic Driver**

Supplemental Earning is designed to compensate District employees that serve as Bus Drivers for Athletic Events outside of scheduled work hours. The supplemental earning amount is paid according to the chart below.

Role	Amount
Athletic Coach driving for the team which the coach. (Paid for drive seat time only)	\$20.00/HR
Non CDL Driver (Blue Bus Only)	\$20.00/HR
CDL Driver (Yellow Bus Only)	\$25.00/HR

**VISUAL AND PERFORMING ARTS SUPPLEMENTAL EARNINGS: 2.00 – 2.13**

**2.00 – HS Band Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of High School Band Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department in the HS Band Director Stipend Agreement. **The supplemental earning amount is \$9,000/year paid over 12 months.**

**2.01 – HS Band Assistant Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of Assistant High School Band Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by Visual & Performing Arts Department. **The supplemental earning amount is \$4,700/year paid over 12 months.**

**2.02 – HS Choral Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of High School Choral Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$4,500/year paid over 12 months.**

**2.03 – HS Assistant Choral Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of Assistant High School Choral Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$2,150/year paid over 12 months.**

**2.04 – HS Dance Teacher**

Supplemental earning is designed to compensate teachers who serve in the capacity of High School Dance Teacher. The teacher must be an active full time employee of Dallas ISD, hold a valid certification in Dance and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$2,150/year paid over 12 months.**

**2.05 – HS Theatre Teacher**

Supplemental earning is designed to compensate teachers who serve in the capacity of High School Drama Teacher. The teacher must be an active full time employee of Dallas ISD, hold a valid certification in Theatre Arts and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$2,150/year paid over 12 months.**

**2.06 – HS One Act Play**

Supplemental earning is designed to compensate High School Magnet programs without a certified Theatre Arts teacher. A teacher not certified in Theatre Art can request to sponsor the UIL One Act Play with prior approval from the Visual & Performing Arts Department. The teacher MUST meet the HS One Act Play Sponsor stipend requirements. **The supplemental earning amount is \$900 paid in June.**

**2.07 – HS Orchestra Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of High School Orchestra Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$4,000/year paid over 12 months.**

**2.08 – MS Band Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of Middle School Band Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$4,500/year paid over 12 months.**

### **2.09 – MS Assistant Band Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of Assistant Middle School Band Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$2,700/year paid over 12 months.**

### **2.10 – MS Choral Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of Middle School Choral Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$2,400/year paid over 12 months.**

### **2.11 – MS Dance Teacher**

Supplemental earning is designed to compensate teachers who serve in the capacity of Middle School Dance Teacher. The teacher must be an active full time employee of Dallas ISD, hold a valid certification in Dance and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$1,600/year paid over 12 months.**

### **2.12 – MS Theatre Teacher**

Supplemental earning is designed to compensate teachers who serve in the capacity of Middle School Drama Teacher. The teacher must be an active full time employee of Dallas ISD, hold a valid certification in Theatre Arts and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$1,600/year paid over 12 months.**

### **2.13 – MS Orchestra Director**

Supplemental earning is designed to compensate teachers who serve in the capacity of Middle School Orchestra Director. The teacher must be an active full time employee of Dallas ISD and meet all University Interscholastic League (UIL) and district requirements as outlined by the Visual & Performing Arts Department. **The supplemental earning amount is \$2,600/year paid over 12 months.**

## **JUNIOR ROTC SUPPLEMENTAL EARNINGS: 3.00 – 3.03**

### **3.00 – HS JROTC Instructor**

Supplemental earning is designed to compensate campus based teachers of High School JROTC programs coded as (6200.TEACHER.ROTC HS.TEAC that holds a certification as a JROTC Instructor by the U.S. Army. This stipend covers all duties associated with the Annual Summer Camp. **The supplemental earning amount is \$4,440/year paid over 12 months.**

### **3.01 – MS JROTC Instructor**

Supplemental earning is designed to compensate middle school Leadership Cadet Corps (LCC) instructors. This is an incentive for employees of the district who serve as middle school LCC instructors to be compensated for the extracurricular activities that are required by the demands of the job. Demands includes developing competitive teams, participation in team competition, and other activities that require the instructor's presence after a normal duty day. To be eligible for this supplemental earning, the teacher would be responsible for recruiting, coaching and directing students for the district competitions and/or chaperone field trips deemed by the Principal or the Director of Army Instruction that contribute to the academic and mental growth of the cadets. **The supplemental earning amount is \$2,220/year paid over 12 months.**

### **3.02 – JROTC Summer Camp Supplemental Pay**

Supplemental earning is designed to compensate employees for the Annual JROTC Summer Camp held at Camp Bullis in San Antonio, Texas. Staff receiving supplemental pay will not exceed 40 hours. Summer camp usually begins the second week of June and lasts for up to 7 days. **The supplemental earning amount is or \$20/hour for duties paid as worked. Central staff employees and employees receiving the High School JROTC Instructor stipend are not eligible to receive the JROTC Summer Camp Supplemental Pay.**

## **STUDENT ACTIVITIES DEPARTMENT SUPPLEMENTAL EARNINGS: 4.00 – 4.21**

### **4.00 – Academic Decathlon**

Supplemental earning is designed to compensate teachers who serve as the coach over an Academic Decathlon team. The United States Academic Decathlon (USAD) is a program that provides high school students an opportunity to experience the challenges of

rigorous academic competitionS through participation in team activities. To meet eligibility requirements, the coach is responsible for recruiting, coaching, and directing students for the Academic Decathlon district, regional, and state competition. The coach must schedule and attend practices, study sessions, and team meetings for both the district and regional competition. **The supplemental earning amount is up to \$5,800/year based on participation and level and advancement outlined by the Student Activities Department, paid after each level has been completed and recorded. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

Academic Decathlon	Amount
Academic Decathlon District	<b>\$1,000</b>
Academic Decathlon Regionals	<b>\$1,000</b>
Academic Decathlon State	<b>\$1,500</b>
Academic Decathlon Nationals	<b>\$1,500</b>
Academic Decathlon Virtual Nationals	<b>\$800</b>
Academic Decathlon Invitational (optional)	<b>\$300</b>

#### 4.01 – Destination Imagination

Supplemental earning is designed to compensate teachers who serve as the Destination Imagination Team Manager or Campus Liaison. Duties are as outlined in the DI Team Manager/Liaison agreement. **The supplemental earning amount is up to \$3,500/year based on participation and level of advancement outlined by the Student Activities Department paid after each level has been completed and recorded. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

Destination Imagination	Amount
Destination Imagination	<b>\$1,500</b>
Destination Imagination State	<b>\$1,000</b>
Destination Imagination Global Finals	<b>\$1,000</b>

#### 4.02 – Academic Pentathlon

Supplemental earning is designed to compensate teachers who serve as the sponsor over an Academic Pentathlon team. The State Academic Pentathlon is a program that provides middle school students an opportunity to experience the challenges of rigorous academic competition through participation in team activities. To meet eligibility requirements, the coach is responsible for recruiting, coaching, and directing students for the Academic Pentathlon district competition. The coach must schedule and attend practices, study sessions, and team meetings for the district competition. **The supplemental earning amount is up to \$3,000/year based on participation and level of advancement outlined by the Student Activities Department paid after each level has been completed and recorded. See table below. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

Academic Pentathlon	Amount
Academic Pentathlon (up to 2 per school)	<b>\$1,000</b>
Academic Pentathlon Regionals	<b>\$2,000</b>

#### 4.03 – Lone Star Challenge

Supplemental earning is designed to compensate teachers who serve as the sponsor over the Lone Star Challenge Team. Lone Star Challenge is a state program that provides 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students an opportunity to experience the challenges of rigorous

academic competition through participation in team activities. To meet eligibility requirements, the coach is responsible for recruiting, coaching, and directing students for the Lone Star Challenge district competition. The coach must schedule and attend practices, study sessions, and team meetings for the district competition. **The supplemental earning amount is up to \$2,000/year paid in June. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.04 – Texas Math & Science Coaches Association**

Supplemental earning is designed to compensate teachers who serve as coaches in the Texas Math & Science Coaches Association (TMSCA) competitions. Teachers must recruit students and coach students using the competition study materials. Coaches must attend coach trainings and meetings as scheduled. The stipend is based upon the number of student competitors and the number of attended competitions. **The supplemental earning amount is \$1,500 - \$2,500/year to pay out in January and May, paid according to stipend agreements requirements. The total campus allotment is \$5,000. Each campus will be allotted an additional coach stipend for every 9 student competitors with a maximum of 3 coach stipends per event. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

Texas Math & Science Coaches Association	Amount
TMSCA Elementary School Coaches	\$1,500
TMSCA Middle School Coaches	\$2,000
TMSCA Middle School State Competition	\$500
TMSCA High School Coaches	\$2,000
TMSCA High School State Competition	\$500

**4.05 – High School Newspaper**

Supplemental earning is designed to compensate high school teachers who work with the school newspaper. See newspaper advisor sponsor agreement and department guidelines. The supplemental earning amount is \$1,000 - \$2,000/year based on number of pages paid in June. **Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.06- High School Yearbook**

Supplemental earning is designed to compensate high school teachers who work with the school yearbook (see yearbook advisor sponsor agreement and department guidelines). Refer to the coaching agreement for additional information. The supplemental earning amount is \$1,000 - \$2,000/year based on number of pages paid in June. See table below. **Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

NEWSPAPER/YEARBOOK SPONSOR		
CATEGORY	HS NEWSPAPER	ANNUAL AMOUNT
A	Fewer than 47 total pages	\$1,000
B	48-71 pages	\$1,500
C	72 or more pages	\$2,000
CATEGORY	HS YEARBOOK	ANNUAL AMOUNT
A	Fewer than 128 pages	\$1,000
B	129-250 pages	\$1,500
C	251 or more pages	\$2,000

**4.07 – High School Debate Teacher**

Supplemental earning is designed to compensate High School Speech teachers that meet the requirements outlined in the signed Speech Coach agreement. **The supplemental earning amount is up to \$4,500/year based on level of student participation outlined by the Student Activities Department paid after each level has been completed and recorded. See table below. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.08 – High School Debate Assistant**

Supplemental earning is designed to compensate professional employees who assist with speech and debate responsibilities for campuses and meet the criteria for an HS Speech and Debate Assistant. Eligibility will be based on previous year tournament data. **The supplemental earning amount is up to \$2,500/year based on level of student participation outlined by the Student Activities Department paid after each level has been completed and recorded. See table below. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.09 – Middle School Debate Teacher**

Supplemental earning is designed to compensate Middle School Speech teachers that meet the requirements outlined in the signed Speech Coach agreement. **The supplemental earning amount is up to \$4,500/year based on level of student participation outlined by the Student Activities Department paid after each level has been completed and recorded. See table below. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.10 – Middle School Debate Assistant**

Supplemental earning is designed to compensate professional employees who assist with speech and debate responsibilities for campuses and meet the criteria for a MS Speech and Debate Assistant. Eligibility will be based on previous year tournament data. **The supplemental earning amount is up to \$2,500/year based on level of student participation outlined by the Student Activities Department paid after each level has been completed and recorded. See table below. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

Speech and Debate Stipends: 4.07 – 4.10	Amount
HS Debate (3-6 students per district event)	\$200
HS Debate (7-10 students per district event)	\$300
HS Debate (more than 10 students per district event)	\$450
HS Debate (2 or more students per non-district event)	\$200
HS Debate Asst. (6-10 students per district event)	\$200
HS Debate Asst. (more than 10 students per district event)	\$300
MS Debate (3-6 students per district event)	\$200
MS Debate (7-10 students per district event)	\$300
MS Debate (more than 10 students per district event)	\$450
MS Debate Asst. (6-10 students per event)	\$200
MS Debate Asst. (more than 10 students per event)	\$300

**4.11 – High School Varsity Cheerleader Sponsor**

Supplemental earning is designed to compensate High School Varsity Cheerleader Sponsors. See sponsor agreement and department guidelines. **The supplemental earning amount is \$2,700/year paid over 12 months paid September through August. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.12 – High School JV Cheerleader Sponsor**

Supplemental earning is designed to compensate High School JV Cheerleader Sponsors. See sponsor agreement and department guidelines. **The supplemental earning amount is \$2,000/year paid over 12 months paid September through August. Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

**4.13 – High School Drill Team Sponsor**

Supplemental earning is designed to compensate high school Drill Team Sponsor. See sponsor agreement and department guidelines. **The supplemental earning amount is \$3,500/year paid over 12 months paid September through August.**

\*The rules for the following supplemental earnings require an employee be an active, full-time professional employee of Dallas ISD. Cheerleading and Drill teams fall under regulations regarding No Pass-No Play, eight-hour practice limitation, athletic periods, one

contest during the school week and extracurricular absences. Cheerleader and Drill Team sponsors must also complete the mandatory emergency training as required by UIL.

**4.14 – Campus Activity Coordinator**

Supplemental earning is designed to compensate a professional employee who serves as an academic campus competition coordinator including but not limited to UIL academic competitions. **The supplemental earning amount is \$500-\$1,000 based on participation levels and meeting the criteria outlined by the Student Activities Department paid per event.**

Campus Academic Competition Coordinator	Amount
Campus Activity Coordinator (minimum criteria)	\$500
Campus Activity Coordinator (minimum 4 events where one must be UIL)	\$500

**4.15 – Academic Competition Staff**

Supplemental earning is designed to compensate Dallas ISD professional employees for assisting with the functions required for academic competitions sponsored by the Student Activities Department, including but not limited to UIL. The supplemental earning amount is paid at \$18/hour or flat rates as outlined by the Student Activities Department. Flat rates include: Contest Director - \$200 per event for contest event preparation, and securing judges if applicable; Essay Grader - \$200 per competition; Essay Grader + contest proctor/grader - \$250 paid per event.

**4.16 – Chess Competition Sponsor**

Supplemental earning is designed to compensate Dallas ISD professional employees for duties associated with Chess Competitions organized through the Student Activities Department. The supplemental earning amount is up to \$3,000/year based on level of participation and advancement outlined by the Student Activities Department paid per event. **Refer to sponsor agreement and department guidelines at [dallasisd.org/SAAgreements](http://dallasisd.org/SAAgreements) for more information.**

Chess	Amount
Chess (minimum qualifier)	\$1,500
Chess Regionals	\$500
Chess State	\$500
Chess Nationals	\$500

**GENERAL STUDENT ACTIVITIES SUPPLEMENTAL EARNINGS: 4.00 – 4.21**

**4.17 – Robotics Competition Sponsor**

Supplemental earning is designed to compensate Dallas ISD professional employees for duties associated with Robotics Competitions organized and outlined through the STEM Department. **The supplemental earning amount is up to \$4,000/year based on level of participation and advancement paid per event.**

Robotics	Amount
Robotics Scrimmage	\$250
Robotics Expo	Up to \$750
Robotics Qualifier	\$1,500
Robotics Regionals	\$1,500
Robotics Championship	\$1,500

**4.18 – Senior Sponsor**

Supplemental earning is designed to compensate high school senior sponsor/s for coordinating senior activities such as senior picnic, senior trip, etc. The stipend amount is based on total student enrollment\* (see table below). **The supplemental earning amount is variable and paid according to the chart below. It is based on student enrollment, paid in June and is contingent on the availability of campus funds. If more than one sponsor is selected, the total campus allocation is to be split between the sponsors.**

HS SENIOR SPONSOR	
CAMPUS ENROLLMENT*	AMOUNT PER CAMPUS
0-499	\$250
500-1499	\$350
1500-2499	\$500
2500-3999	\$750
4000+	\$1,000
If more than one sponsor, the stipend will be split.	
*Based upon official PIEMS data	

#### 4.19 – Senate Sponsor

Supplemental earning is designed to compensate district high school teachers who serve as sponsor/s over senate activities such as Academic Affairs, Communications, Campus Life, Business Affairs, Finance, and Internal Development senate activities. To be eligible, the teacher is required to chaperone field trips to local and state capitol courts, teach about the government and judicial system, sponsor student council and junior Statesman of America clubs, and teach about political processes such as voter registration and presidential debates. **The supplemental earning amount is \$2,000/year (\$1,000 paid in December and June) and is contingent on the availability of campus funds. If more than one sponsor is selected, the total campus allocation is to be split between the sponsors unless official PIEMS enrollment exceeds 3500 students. If the campus enrollment exceeds 3500 students, two allocations per campus may be awarded.**

#### 4.20 – High School Mock Trial

Supplemental earning is designed to compensate high school teachers who serve as Mock Trial Sponsors. These teachers are nominated by the campus Principal and direct Mock Trial extracurricular programs for high school students. For eligibility the sponsor must be an active, full time teacher of the Dallas ISD, attend Mock Trial Clinic with their student team in November, retain an attorney as advisor to the student team, monitor student grades, compete in the Dallas ISD Mock Trial Competition in January, and submit agendas and sign in sheets of mock trial meetings to the social studies department. **The supplemental earning amount is \$3,800/year paid over 12 months.**

#### 4.21 – Campus Stand-Alone Student Activity Programs

Supplemental earning is designed to compensate employees of the district who work campus-based activity programs not included under the umbrella of the official student activities program and who meet the following criteria and submission deadline set by the Compensation Department. **The supplemental earning amount is \$250 per semester paid in December and June.**

1. Description of the club must be provided to and approved by the campus principal and executive director prior to club performing any work
2. Description of the club must be provided to and approved by Compensation prior to any payout being made.
3. The professional(s) in charge of the club and meeting times of the club
4. There must be a minimum of ten (10) kids participating in the club (attendance must exceed 75% for at least 10 kids)
5. The club must meet at least once a week after or before school hours (work cannot be performed during the teacher’s work hours.

### DISTRICTWIDE PROGRAMS

#### LEADERSHIP AND INSTRUCTIONAL DEVELOPMENT SUPPLEMENTAL EARNINGS: 5.00 – 5.08

### **5.00 – Interim Stipend**

Supplemental earning is designed to compensate employees who, in addition to their normal assignment, take on responsibilities outside of their typical scope of work in an existing assignment as approved by the Compensation Department. This supplemental earning must be requested and approved by the corresponding Executive Director prior to the first day of the supplemental assignment. The interim assignment should be at least 30 days and not exceed 60 days without additional approvals or a maximum of one consecutive year. If the interim assignment is for an Executive Director position, then Chief-Level approval is required. **The supplemental earning amount will be a percentage of the employees' annual salary, paid over 12 months, and prorated to actual number of days served in the interim assignment. The amount will be paid on top of the employee's current pay.**

### **5.01 – Staff Development**

Supplemental earning is designed to compensate professional staff for attending training tied to classroom learning and programs. Teachers will not be compensated for staff development or training affiliated with teacher certification, compliance, or regulatory reasons. Campus based professional development above and beyond contract hours may be compensated at the discretion of the principal or the School Leadership Division. Professional development that is a requirement of a grant or partnership may also be compensated. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.**

### **5.02 – Mandatory Staff Development Support Staff**

If staff development falls outside of the normal contracted work day and attendance is mandatory, the support staff employee should clock in or remain clocked in for accurate reporting of total hours worked for the respective week. **Overtime guidelines apply.**

### **5.03 – Staff Development Instructor**

Supplemental earning is designed to compensate Staff Development instructors for preparing and presenting training directly tied to classroom learning and programs. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees. A flat rate of \$100/class or \$200/class with prep may be applied based on criteria as outlined by the Teaching and Learning Department.**

### **5.04 – Curriculum Writing**

Supplemental earning is designed to compensate professional employees who aid in the writing and development of instructional curriculum and assessments. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.**

### **5.05 – Summer Assessments of Core Performance (ACP) Item Development (Assessment Dept. Only)**

Supplemental earning is designed to compensate professional employees who aid in the writing and development of summer ACP's and assessments for the Assessment Department. **The supplemental earning amount is \$31/hour professional duty rate and is only available for employees approved by the Assessment Department and District Wide Summer School and Extended Learning Opportunities Enrichment Department.**

### **5.06 – 4 Core Content Areas Curriculum Development Writers – Summer Development**

Supplemental earning is designed to compensate professional employees who aid in preparation for the following school year, including review and creation of scope and sequences and instructional calendars and who aid in writing and development of key instructional curriculum, providing instructional resources and best practices for Literacy, Social Studies, Math, and Science content area teachers. **The supplemental earning amount is \$1,000 per writer for each content unit. Each content area defines the unit for that content. (Max of up to 3 writers per course for each unit.)**

### **5.07– Summer ACP Item Development (Assessment for Course Performance)**

Supplemental earning is designed to compensate professional employees who aid in the writing and development of ACP's and assessments for the Assessment Department. **The supplemental earning amount is \$31/hour, only available for employees approved by the Assessment Department and District Wide Summer School and Extended Learning Opportunities Enrichment Department.**

#### 5.08- 4 Core Content Areas Curriculum Development Writers

Supplemental earning is designed to compensate professional employees who aid in writing and development of key instructional curriculum, providing instructional resources and best practices for Literacy, Social Studies, Math, and Science content area teachers. The supplemental earning amount is \$750 per writer for each content unit. Each content area defines the unit for that content. (Max of up to 3 writers per course for each unit.)

### OPERATIONS AND MAINTENANCE

#### FACILITIES SUPPLEMENTAL EARNINGS: 6.00 – 6.02

##### 6.00 – Asbestos

Supplemental earning is designed to compensate active employees for the hazards of removing asbestos and working in areas where asbestos products exist. It is necessary that employees working in these areas be asbestos certified in order to protect themselves, students and staff from the hazards associated with asbestos and its removal. The acceptance to work in hazardous areas is determined by the job classification and/or duties and responsibilities. Employees must have a valid, active asbestos certification. There are two levels of pay for the difference in duties and potential exposure. **The supplemental earning amount is \$1,900/year or \$2,500/year as determined by the Operations Department.**

Description	Amount
Employees whom handle materials on a periodic basis	\$1,900
Employees whom handle materials on a frequent basis	\$2,500

##### 6.01 – Mechanic Certification

Supplemental earning is designed to compensate for participation in the District's certification of fleet operations mechanics. The certification program, Automotive Service Excellence (ASE), signifies that the mechanics certified through this program are skilled, knowledgeable, and up to date on current and new technology relating to the automotive industry. Each certified mechanic under this program is required to re-certify every five years regarding automotive technology and development. **The supplemental earning amount is \$500/year for each ASE certification designation, maximum of eight (8), and paid over 12 months.**

##### 6.02 – Transportation Attendance Incentive

Supplemental earning is designed to compensate full-time Transportation CDL Bus Drivers, MPV Bus Drivers and Bus Monitors that attain perfect attendance monthly. Eligibility for perfect attendance are employees having no paid time off/chargeable absences/hours for any established work day from the first of the month through the end of the month excluding Jury Duty and Military Leave. **The supplemental earning amount is \$50/month.**

##### 6.03 – Transportation Referral Incentive

Supplemental earning is designed to compensate Dallas ISD employees that refer external candidates to the Transportation Department for full time driver positions. Eligibility for the incentive require candidate to notify Human Capital Management at the time of hire of any referral via official referral form, and prior to their official start date as part of their on-boarding process. The newly hired driver must reach forty-five drive days based on the 185-work day calendar for the driver referrer to qualify for the payment. **The supplemental earning amount is \$200**

##### 6.04 – Transportation Retention Incentive

Supplemental earning is designed to compensate full-time Transportation CDL Bus Drivers that hold their passenger and student endorsements. Eligibility for the incentive require the employee be a full time employee holding a CDL with P/S endorsement as of January 1, 2019. The employee must be active at the time of pay out and have remained a transportation Bus Driver with no break in assignment or service. **The supplemental earning amount is \$800/year 50% paid in December and remaining 50% paid in May**

##### 6.05 – Maintenance Operations Master Stipend

Supplemental earning is designed to compensate employees who are appointed as the districts Master Plumber (1)/Master Electrician (1) to hold the Dallas ISD permit as determined by the Chief of Operations. **The supplemental earnings amount is \$3,800/year paid over 12 months**

**FOOD SERVICES SUPPLEMENTAL EARNINGS: 7.00 – 7.04**

**7.00 – Dual Cafeteria Supervisor**

Supplemental earning is designed to compensate active employees in the Food Services Department for supervising another cafeteria that is not staffed with a regular supervisor. **The supplemental earning amount is \$4,000/year paid over 12 months. The stipend will be prorated based on start date and end date.**

**7.01 – Food Service Lead**

Supplemental earning is designed to compensate active employees in the Food Services Department to take on leadership responsibilities in the cafeteria that is not staffed with a regular supervisor. The Food Services Technician Lead is supervising a school of 300 or less students with one or two employees. The Food Services Assistant Lead is paid additional compensation for the leadership role in the After-School supper program. The employees are given additional responsibility as the in-charge person of dining services in the evening at the school cafeteria. **The supplemental earning amount is an additional \$0.50/hour paid as worked.**

**7.02 – Training Supervisor**

Supplemental earning is designed to compensate active employees in the Food Services Department to select nutritional staff for providing training to a supervisor trainee at the campus. **The supplemental earning amount is \$1,500/year paid over 12 months.**

**7.03 – Meal Equivalency Stipend**

Supplemental earning is designed to compensate Cafeteria Supervisors who manage participation of a defined average daily basis Meal Equivalency (MEQ) during a defined assessment period. The employee must qualify each assessment period to receive the stipend. The Meal Equivalency Stipend cannot be combined with Dual Cafeteria Supervisor Stipend. To qualify the employee must be an active employee at the time of payout and must have worked a minimum of 60 serving days during the assessment period. Assessment Period 1 is from September – December and Assessment Period 2 is from January through April. **The supplemental earning amount is up to \$2,500/assessment period payments are made in March (Assessment Period 1) and July (Assessment Period 2).**

Tier	Meal Equivalent (MEQ)	Amount
Tier I	1,200 – 2,499 meal (MEQ) average daily basis	\$2,000
Tier II	2,500 meals (MEQ) or more average daily basis	\$2,500

- The Tier I and Tier II cannot be combined.

**POLICE AND SECURITY SUPPLEMENTAL EARNINGS: 8.00 – 8.01**

**8.00 – Police and Security Command Level Supervisor**

Supplemental earning is designed to compensate command level staff for extra activities that require their supervisory presence at multiple district events on a 24/7 on call schedule. Eligible positions include the Assistant Chief, Deputy Chief, and Police Lieutenants. Command level staff must be sworn peace officers and approved by the Chief of Police to cover the event(s) in advance. Event coverage would be subject to review and adjustment based on police intelligence prior to the time of the event. A minimum of 5 events each semester is necessary to be eligible for the stipend. See chart below. **The supplemental earning amount is up to \$5,000/year (up to \$2,500 paid in December and May).**

COMMAND LEVEL SUPERVISOR	
EVENTS PER SEMESTER	AMOUNT
5-10 events	\$1,000/semester
11-20 events	\$2,000/semester

20+ events	\$2,500/semester
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**8.01 – Night Shift Differential**

Supplemental earning is designed to compensate Police Officers and Sergeants that work shifts from 6:00p.m. to 6:00a.m. and Police Telecommunicators that work shifts from 2:00p.m. to 6:00a.m. The differential pay will be disbursed as long as the employee is on one of the designated shifts. If the Officer or Telecommunicator should change shifts, the supplemental earning will cease. **The supplemental earning is paid over 12 months. See table below.**

NIGHT SHIFT DIFFERENTIAL		
POSITION	SHIFT	AMOUNT
Police Officer	6:00p.m – 6:00a.m	\$2,600/YR
Police Sergeant	6:00p.m – 6:00a.m	\$2,900/YR
Telecommunicator	2:00p.m. – 10:00p.m	\$600/YR
Telecommunicator	10:00p.m – 6:00a.m	\$2,100/YR

**8.02 – Peace Officer Certification Stipend**

Supplemental earning is designed to compensate Police Officer and Police Telecommunicators based on the TCLOSE certification they hold. See chart below. **The supplemental earnings amount is up to \$7,200/year paid of 12 months.**

Position	Certification	Amount
Telecommunicator	Basic	\$1,000/YR
	Intermediate	\$1,500/YR
	Advanced	\$2,500/YR
	Master	\$5,000/YR
Police Officer / Sergeants / Lieutenant	Intermediate	\$2,800/YR
	Advanced	\$3,800/YR
	Master	\$7,200/YR

**HUMAN CAPITAL MANAGEMENT**

**RECRUITMENT (SIGNING) SUPPLEMENTAL EARNINGS: 9.00 – 9.05**

**9.00 – Speech, Occupational and Physical Therapist Signing Incentive**

Supplemental earning is designed as a signing incentive to support the district’s critical shortage objectives for Speech, Occupational, and Physical Therapists. This incentive applies to new Dallas ISD employees who are hired into a full time Special Education position after acquiring a degree and/or teaching certification in the critical shortage area of Speech, Occupational, and Physical Therapists; as well as any candidate or employee hired, transferring, or promoted into critical shortage. Any employee already serving in a full-time Speech, Occupational and Physical Therapist position with the district OR who received the incentive for the 2018-2019 SY is NOT eligible for the incentive. **The supplemental earning amount is a one-time payment of \$3,000, with 50% paid on employee’s November 2019 paycheck and the remaining 50% paid on the January 2021 paycheck if eligibility is maintained. This incentive is contingent on the availability of funds.**

**9.01 – Critical Shortage Bilingual Teacher Signing Incentive**

Supplemental earning is designed as a signing incentive to support the District’s critical shortage objectives for Elementary Bilingual Teachers. The Teacher must hold a valid Bilingual Certification or Permit recognized by The State Board for Educator Certification, be placed in a full time classroom instructional assignment with a minimum of four (4) classes in Elementary Bilingual and complete the entire hiring process for the 2018-2019 school year. This incentive applies to new Dallas ISD employees who are being hired into a full

time classroom instructional assignment in the critical shortage area of Elementary Bilingual after acquiring a degree and a teaching certification as well as any candidate or employee hired, transferring, or promoted into critical shortage areas of Elementary Bilingual. Any employee already serving in a full time Elementary Bilingual teaching position with the district OR who received the incentive beginning in 2018-2019 is NOT eligible for the incentive. **The supplemental earning amount is \$4,000 with 50% paid on the employee's November 2019 paycheck and the remaining 50% paid on the January 2021 paycheck if eligibility is maintained. This incentive is contingent on the availability of funds.**

#### **9.02 – Critical Shortage Science Teacher Signing Incentive**

Supplemental earning is designed as a signing incentive to support the District's critical shortage objectives for Secondary Science Teachers. The Teacher must hold a valid Science Certification or Permit recognized by The State Board for Educator Certification and be placed in a full time classroom instructional assignment with a minimum of four (4) classes in Secondary Science. This incentive applies to new Dallas ISD employees who are being hired into a full-time classroom instructional assignment in the critical shortage area of Secondary Science after acquiring a degree and a teaching certification as well as any candidate or employee hired, transferring, or promoted into critical shortage areas of Secondary Science. Any employee already serving in a full time Secondary Science teaching position with the district OR who received the incentive beginning in 2018-2019 is NOT eligible for the incentive. **The supplemental earning amount is \$3,000 with 50% paid on the employee's November 2019 paycheck and the remaining 50% paid on the January 2021 paycheck if eligibility is maintained. This incentive is contingent on the availability of funds.**

#### **9.03 – Critical Shortage Math Teacher Signing Incentive**

Supplemental earning is designed as a signing incentive to support the District's critical shortage objectives for Secondary Math Teachers. The Teacher must hold a valid Math Certification or Permit recognized by The State Board for Educator Certification and be placed in a full time classroom instructional assignment with a minimum of four (4) classes in Secondary Math. This incentive applies to new Dallas ISD employees who are being hired into a full-time classroom instructional assignment in the critical shortage area of Secondary Math after acquiring a degree and a teaching certification as well as any candidate or employee hired, transferring, or promoted into critical shortage areas of Secondary Math. Any employee already serving in a full-time Secondary Math teaching position with the district OR who received the incentive beginning in 2018-2019 is NOT eligible for the incentive. **The supplemental earning amount is \$3,000 with 50% paid on the employee's November 2019 paycheck and the remaining 50% paid on the January 2021 paycheck if eligibility is maintained. This incentive is contingent on the availability of funds.**

#### **9.04 – Critical Shortage CTE Teacher Signing Incentive**

Supplemental earning is designed as a signing incentive to support the District's critical shortage objectives for Career & Technology Education (CTE) Teachers, specifically for high school teachers in one of the following areas: Engineering, Health Science, Culinary Arts, Arts, A/V and Communications, and/or Information Technology. The Teacher must hold a valid CTE Certification or Permit recognized by The State Board for Educator Certification and be placed in a full time classroom instructional assignment with a minimum of four (4) classes in one of the Career & Technology Education subjects listed above. This incentive applies to new Dallas ISD employees who are being hired into a full-time classroom instructional assignment in the critical shortage area of Secondary CTE after acquiring a degree and a teaching certification as well as any candidate or employee hired, transferring, or promoted into critical shortage areas of Secondary CTE. Any employee already serving in a full-time Secondary CTE teaching position with the district OR who received the incentive beginning in 2018-2019 is NOT eligible for the incentive. **The supplemental earning amount is \$3,000 with 50% paid on the employee's November 2019 paycheck and the remaining 50% paid on the January 2021 paycheck if eligibility is maintained. This incentive is contingent on the availability of funds.**

#### **9.05 – Autism and Behavioral Unit Teacher Signing Incentive**

Supplemental earning is designed as a signing incentive to support the district's critical shortage objectives for Autism, Behavioral Unit Teachers. The Teacher must hold a valid SPED and Core Subject Certification or Permit recognized by The State Board for Educator Certification and be placed in a full time classroom instructional assignment with a minimum of four (4) classes in one of the SPED subjects listed above. This incentive applies to new Dallas ISD employees who are hired into a full time Special Education position after acquiring a degree and a teaching certification in the critical shortage area of Autism and Behavioral Unit Teacher; as well as any candidate or employee hired, transferring, or promoted into critical shortage. Any employee already serving in a full-time Autism and Behavioral Unit Teacher position with the district OR who received the incentive for the 2018-2019 SY is NOT eligible for the incentive. **The supplemental earning amount is \$3,000, with 50% paid on the employee's November 2019 paycheck and the remaining 50% paid on the January 2021 paycheck if eligibility is maintained. This incentive is contingent on the availability of funds.**

**INSTRUCTIONAL**

**ACCELERATED LEARNING SUPPLEMENTAL EARNINGS: 10.00**

**10.00 – Advanced Placement Gifted and Talented (AP/GT) Manager**

Supplemental earning is designed to compensate active employees who serve as the campus Advance Placement/Gifted and Talented Managers. Eligible employees may be a classroom teacher, Assistant Principal, Campus Instructional Coach, Counselor, Testing Coordinator or Media Specialist. They serve as the primary contact at each high school to collaborate with the district Advanced Academics Department and Gifted and Talented Departments regarding processes and systems for PSAT, AP, GT and Professional Development. The person assigned will be responsible for attending the district level Advanced Placement Advisory Council meetings (see the AP/GT Manager Agreement for a complete list of responsibilities). All documentation must be maintained by the employee, failure to provide requested documentation may result in the stipend being recovered. **The supplemental earning amount is \$1,500/year (50% paid in December and 50% paid in June).**

**ALTERNATIVE EDUCATION AND SUMMER PROGRAMS SUPPLEMENTAL EARNINGS: 11.00 – 11.06**

**11.00 – Compensatory Education Home Instruction (CEHI)**

Supplemental earning is designed to compensate employees for providing Compensatory Education Home Instruction (CEHI) to students in the Pregnancy Related Services (PRS) program. CEHI is the mandatory component districts offer in a PRS program. CEHI provides academic services to the student at home or hospital bedside when a valid medical necessity for confinement during the pregnancy prenatal or postpartum periods prevent the student from attending classes on a district campus. CEHI must consist of face-to-face instruction by a certified teacher of the district. The CEHI teacher must maintain a log to document the actual amount of prenatal and postpartum CEHI each student receives (only a Certified Substitute Teacher may sub for CEHI). **The supplemental earning amount is \$12.86/hour Certified Substitute Teacher and \$20/hour Dallas ISD Certified Teacher.**

**11.01 – Evening Academy (Districtwide Student Initiatives Department)**

Supplemental earning is designed to compensate employees who work with the Evening Academy Program. **The supplemental earning amount is \$31/hour Teachers and \$25/hour Site Supervisors.**

**11.02 – Reconnection Center Facilitator**

Supplemental earning is designed to compensate employees who facilitate the campus Reconnection Centers and programs during extended hours. The Facilitator performs maintenance of program data, participate in training, lead the parent and student orientation process, and schedule the Reconnection Center(s) staff meetings. **The supplemental earning amount is \$2,000/year (50% paid in December and 50% paid in June)**

**11.03 – Summer School Academic Sessions**

Supplemental earning is designed to compensate teachers and employees of the district who work Student Success Initiatives (5<sup>th</sup> and 8<sup>th</sup> grade), End of Course, and Summer Readiness and Credit Recovery for District Wide Summer School or Extended Learning Opportunities Enrichment. **The supplemental earning amounts are paid in June, July, and August.**

DWSS AND THRIVING MINDS	
HIGH SCHOOL	
Principal	\$65.79/hour
Assistant Principal	\$49.34/hour
Professional Duty Rate	\$31/hour
Support Duty Rate (except nutritional)	\$15/hour
Bus Monitors	\$10.37/hour
MIDDLE SCHOOL	
Principal	\$52.63/hour
Assistant Principal	\$39.47/hour

Professional Duty Rate	\$31/hour
Support Duty Rate (except nutritional)	\$15/hour
Bus Monitors	\$10.37/hour
<b>ELEMENTARY SCHOOL</b>	
Principal	\$49.34/hour
Assistant Principal	\$36.18/hour
Professional Duty Rate	\$31/hour
Support Duty Rate (except nutritional)	\$15/hour
Bus Monitors	\$10.37/hour

- Substitute employees are not eligible to receive supplemental earnings during summer programming.
- Campus Instructional Coaches are not eligible to ser as Campus Administrators during District Wide Summer School.

#### 11.04 – Approved Stand-Alone Summer Programs

Supplemental earning is designed to compensate teachers and employees of the district who work campus- based summer programs not included under the umbrella of the official district-wide summer school program and who meet the following criteria and submission deadline set by School Leadership. **The supplemental earning amount is \$31/hour for professional employees and \$15/hour (with the exception of nutritional) for support employees off contract.**

1. A minimum of 30 students enrolled in the program.
2. Enrollment forms with parent signatures must be on file for review.
3. All contracts with outside vendors, partners or consultants have followed District protocol.
4. All volunteers for the program have completed District volunteer procedures.
5. An individual with an active Administration credential is on site 90% of the time of operation of the program.
6. An individual with current First Aid training is on the campus during the program.
7. An emergency response plan has been developed and available for review prior to the first day of the program.
8. Non-sport programs do not excluded students based on language proficiency, race, or gender.

#### 11.05 – Non Approved Campus and Department Based Summer Programs Excluded from 11.00 and 11.04

Supplemental earning is designed to compensate teachers and employees of the district who work campus or department based summer programs not meeting the criteria of the Summer School Academic Sessions or the Campus Stand-Alone programs listed above. **The supplemental earning amount is \$20/hour for professional duties and \$10/hour for support duties (with the exception of nutritional programs).**

### CAMPUS SUPPLEMENTAL EARNINGS: 12.00 – 12.14

#### 12.00 – Before and After School Programs

Supplemental earning is designed to compensate employees for work performed before and/or after the employee’s normal work hours for District approved enrichment activities.. **The supplemental earning amount is \$20/hour. Support employees should be coded SPS Secondary pay source, overtime guideline apply. This supplemental earning is contingent on availability of department or campus funds.**

#### 12.01 – Class Coverage TA Full Day

Supplemental earning is designed to compensate a Teacher Assistants that currently work in a Teacher Assistant job code for class coverage for four (4) hours or more. Employees with a Teacher Assistant certification but do not work in a Teacher Assistant job code do not qualify to perform class coverage as Teacher Assistant and are not eligible to receive class coverage payment. Other support positions should not be used for this supplemental duty. **The supplemental earning amount is \$37.00/day coded CTAF.**

#### 12.02 – Class Coverage TA Half Day

Supplemental earning is designed to compensate a Teacher Assistant that currently work in a Teacher Assistant job code for class coverage for a minimum of 3 hours. Other support positions should not be used for this supplemental duty. Employees with a Teacher Assistant certification but do not work in a Teacher Assistant job code do not qualify to perform class coverage as Teacher Assistant and are not eligible to receive class coverage payment. **The supplemental earning amount is \$18.50/day coded CTAH.**

**NOTE:** A Teacher Assistant may be used as Substitute Teacher only in an emergency need situation and cannot exceed three consecutive days. The time allotment includes covering for multiple teachers for lesser periods of time, when the total time in one school day is at least three (3) hours. No additional compensation is awarded for coverage less than three (3) hours. Campus administrators should utilize the CTAF and CTAH pay code, using the substitute line code for the absent teacher to identify this compensation.

Teacher assistants for Pre-Kindergarten should only be used to serve as a Substitute Teacher with supplemental earnings for the unit to which they are assigned. No Special Education Teacher Assistants are to be used as Substitutes for General Education classrooms. The appointed Executive Director of the Feeder Pattern should be notified on each occasion of the Administrator’s intent to utilize a Teacher Assistant as a Substitute Teacher with the above noted compensation. Administrators should continue to make every effort to identify a Substitute Teacher available to cover the absent teacher.

**12.03 – Class Coverage Teacher**

Supplemental earning is designed to compensate classroom teachers for covering an extra class during their planning period. The teacher must stay past the contract hours to make up the planning period to be eligible for this supplemental pay. The Teacher must make up their planning period by clocking out at the end of their regular work day, and clocking back in using the class coverage code. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.**

**12.04 – Testing Coordinator**

Supplemental earning is designed to compensate campus test coordinators who are responsible for extra activities that require the organizing and implementation of the testing program. Those positions eligible to serve as test coordinators are outlined in district policy (EK Regulation) which states that test coordinators must have a teacher certification. Any exceptions to this requirement must be approved by the Evaluation and Assessment Department in conjunction with the School Leadership Department. Principals, Assistant Principals and Counselors may serve as the campus test coordinator, but these positions are not eligible to be compensated for the duty. All other eligible positions may be compensated. Special circumstances will be reviewed on an individual basis. Assistants helping with support duties do not need to be certified. **The supplemental earning amount is paid according to the chart below and is contingent upon availability of campus funds.**

TESTING COORDINATOR	
POSITION	AMOUNT
Support Duties	SPS – Straight time or Overtime
Teacher Assistant Duties (TA)	SPS – Straight time or Overtime
Professional Duties	\$20/hour

**12.05 – Graduation Duty**

Supplemental earning is designed to compensate district employees who assist with specific functions necessary in holding district graduation ceremonies. **The supplemental earning amount is \$20/hour for duties performed and is contingent upon availability of campus/department funds.**

**12.05a – Graduation Duty (Districtwide Student Initiatives Department)**

Supplemental earning is designed to compensate employees who assist the Districtwide Student Initiatives Department with staffing graduation ceremonies. **The supplemental earning amount is paid at the rate of \$25/hour for professional duties.**

**12.06 – After School and Saturday Tutoring**

Supplemental earning is designed to compensate professional employees for tutoring students’ after school and on Saturdays. **The supplemental earning amount is the professional duty rate of \$20/hour and is only available for professional employees.**

**12.07 – Tutoring by a Certified Substitute**

Supplemental earning is designed to compensate certified Substitutes tutoring students before and after school or on Saturday if a teacher is not available. The substitute must be certified in the discipline area being tutored. **The supplemental earning amount is \$12.86/hour.**

**12.08 – End of Course Tutoring (EOC)**

Supplemental earning is designed to compensate professional employees for tutoring students’ afterschool and on Saturdays specifically for EOC exams. This duty must be pre-approved by School Leadership. **The supplemental earning amount is \$31/hour and is only available for professional employees.**

### **12.09 – School Supply Stipend**

Supplemental earning is designed as an incentive to assist Teachers, Speech Therapists, Speech Therapist Assistants, and Media Specialists (Librarians) with funds for supplies and materials. **The supplemental earning amount is \$200/year paid in September. (Employees hired on or after January 1<sup>st</sup> will receive \$100.)**

### **12.10 – Opening Schools**

Supplemental earning is designed to compensate employees who work outside of their calendar contract days performing duties associated with launching the new school year. This supplemental earning is only offered up to 10 working days prior to the first day of the employee's calendar contract date. Note: If the employee is a new hire, the employee is not eligible to begin work prior to the official report to work date on their assignment letter. **The supplemental earning amount \$20/hour for duties as performed. This extra duty may not be performed during the school year.**

### **12.11 – Closing Schools**

Supplemental earning is designed to compensate employees who work outside of their calendar contract days performing duties associated with wrapping up the current school year. This supplemental earning is only offered up to 10 working days following the last day of the employee's calendar contract date. Note: If the employee has resigned, been released or otherwise terminated from the district, the employee is not eligible to perform supplemental duty past their effective separation. **The supplemental earning amount is \$ \$20/hour for duties as performed. This extra duty may not be performed during the school year.**

### **12.12 – Textbook Duties**

Supplemental earning is designed to compensate employees during the school year who aid in the organization, inventory, issuing, and the return of campus textbooks outside of normal contract hours. **The supplemental earning amount is \$20/hour.**

### **12.13 – Transcript Clerk (off contract only)**

The supplemental earning is designed to compensate employees for preparing official copies of transcripts for students. **The supplemental earning amount is \$20/hour for time worked after the calendar contract end date. Any days/hours worked during the school year (prior to the calendar contract end date) should be coded SPS and overtime guidelines apply. This supplemental earning is contingent on the availability of campus funds.**

### **12.14 – Teacher Excellence Initiative Campus Expert Stipend**

The supplemental earning is designed to compensate employees for serving as the TEI subject matter expert campuses in Dallas ISD. The TEI Campus Expert is to complete all responsibilities as outlined by the TEI Department's Campus Expert guidelines and criteria prior to receiving the payout. **The supplemental earning amount is \$500/year 50% paid in December and 50% paid in May)**

### **12.15 – Early Learning Lead Specialist Stipend**

The supplemental earning is designed to compensate employees for serving as the Lead Instructional Specialist for the Early Learning Department. These specialists have a wide range of responsibility to provide monitoring, training, technical assistance, and recommendations for the instruction of early learning students. **The supplemental earning amount is \$5,000/year (50% paid in December and 50% paid in June).**

## **COLLEGE READINESS SUPPLEMENTAL EARNINGS: 13.00**

### **13.00 – AVID (Advancement via Individual Determination)**

Supplemental earning is designed to compensate Teachers, Counselors, and Campus Instructional Coaches who serve as the AVID Coordinator on campuses listed on the Dallas ISD AVID contract. To be eligible, coordinator must meet the following requirements. Attend a two hour AVID training once per month, gather and input critical data required by AVID Center such; certification, data reports, conduct monthly meetings with campus AVID site team; coordinate at least one AVID parent event per semester;; schedule field trips to colleges and universities, invite speakers to be part of the AVID classroom at least once per month, and ensure the implementation of the AVID site plan. All documentation must be maintained by the employee, failure to provide requested documentation may result in the stipend being recovered. **The supplemental earning amount is \$2,000/year (50% paid in December and 50% paid in June) and is contingent on the availability of campus funds.**

## **CAMPUS LEADERSHIP SUPPLEMENTAL EARNINGS: 14.00 – 14.03**

#### 14.00 – Tier 1 Schools

Supplemental Earning is designed to compensate Principals recruited to a Tier 1 school prior to the 2019-2020 school year. Tier 1 is defined as a school that has received an “improvement required” rating on the state accountability system or if it is a “priority and/or focus” school under the federal accountability guidelines. Principals are eligible for the Tier I stipend for two years if recruited or hired into a Tier I campus prior to the 2019-2020 school year, even if the school has been removed from Tier I status prior to the end of their 2 years. Principals newly placed at existing Tier I campuses or those at newly identified Tier I campuses not eligible to receive the Tier I stipend. **The supplemental earning amount is \$5,000/year for Principals. Payment of stipends are to begin disbursement on the October 2019 paycheck. Principals assigned to an ACE campus are not eligible for Tier I and ACE payments (only the ACE stipend would be received not the Tier 1 school stipend).**

#### 14.01 – Campus Size

Supplemental earning is designed to compensate District Principals for campus size based on the school’s student enrollment submitted to PEIMS. **The supplemental earning amount is variable according to the chart below and is based on the official PIEMS data received during the 2018-2019 school year. Payment of stipends are to begin disbursement on the October 2019 paycheck. Amount is subject to Principal pay for performance rules and guidelines.**

Campus Level	Enrollment Size	Annual Stipend
Elementary School	900 or more	\$6,000
Middle School	1,000 or more	\$7,000
High School	2,000 or more	\$8,000
High School	3,500 or more	\$12,000

#### 14.02 – Master Principal Stipend

Supplemental Earning is designed to compensation Campus Principals whom have earned the Master Principal designation for the previous school year. The employee must be active at the time of payout to receive payment. **The supplemental earning amount is \$5,000 (50% paid in January and the 50% paid in May).**

#### 14.03. – Instructional Level Lead Coach

Supplemental earning is designed to compensate District identified Instructional Lead Coaches in School Leadership for level leadership service. The identified persons work closely with the ED Level Leads to design and facilitate level meetings. **The supplemental earning paid according to the chart below and payment of stipends are to begin disbursement on the November 2018 paycheck.**

LEVEL LEAD – INSTRUCTIONAL LEAD COACH	AMOUNT
High School - 1	\$3,000
Middle School - 1	\$3,000
Elementary School - 2	\$3,000

#### 14.04 – Secondary Executive Director Stipend

Supplemental earning designed to compensate Executive Director (Schools) whom are responsible for 7 or more Secondary Schools. The supplemental earning compensates the employee for the additional responsibilities associated with covering secondary schools. **The supplemental earning amount is \$3,000 paid over 12 months (September through August) and is contingent upon availability of funds.**

### MENTORSHIP SUPPLEMENTAL EARNINGS: 15.00 – 15.01

#### 15.00 – Racial Equity Office Initiative (REOI)

Supplemental earning is designed to compensate employees who are assigned to coordinate the REO program and who meet all the criteria as outlined by the department. **The supplemental earning amount is up to \$1,000/year (50% paid in December and 50% paid in June).**

#### 15.01 – Multicultural and Diversity Campus Trainer

Supplemental earning is designed to compensate Teachers not core that coordinate and conduct ongoing Implicit Bias, Cultural Intelligence, Cultural Competency, and Culturally Relevant Teaching and Learning Relevance training for campus staff throughout the school year. **All documentation must be maintained by the employee, failure to provide requested documentation may result in**

the stipend being recovered. The supplemental earning amount is \$1,000/year 50% paid in the employee paycheck in December and remaining 50% paid in June paycheck.

**MULTI-LANGUAGE SUPPLEMENTAL EARNINGS: 16.00 – 16.01**

**16.00 – Bilingual Stipend**

Supplemental earning is designed to compensate, qualified personnel in key positions as outlined below: **The supplemental earning amount is \$3,000 for professional support positions listed below and \$4,000 for certified bilingual teachers in the necessary job codes and valid certifications or permits. Details are provided in the table below. Both are paid over 9 months from December through August with proration based on contract start date.**

Bilingual, for the purpose of this stipend, means demonstrated language proficiency in both English and Spanish. To be eligible, the employee must be a full-time employee of the district, be bilingual as defined by the district, must have a valid certificate, probationary certificate, permit, or license in the discipline area on file with the district’s Certification Department and must be working in the specified discipline area in a capacity as defined by the district. The employee must have a valid certification, permit, and or license as defined in the above table or have a minimum passing score or better on the TexES Bilingual Target Language Proficiency Test (BTLPT) Spanish test (taken as a PACT Candidate). This is the route most candidates for the stipend will take. Important to note: under this route, the employee is not seeking educator certification in Texas in order to receive the stipend. Professional support employees must take and pass the Language Testing International (LTI), Speaking ACTFL OPI 30-minute exam. In addition to these criteria, an employee must also complete the Professional Development requirements listed below to receive the stipend.

**Professional Development of Eligibility for Stipend**

Bilingual Teachers and Professional Support employees must complete the additional 7 hours of professional development requirement as defined by the Bilingual ESL Department specific to the Bilingual stipend qualification. Please see the districts Cornerstone Platform for Professional and Digital Learning for specific dates/times of required course offerings. Returning employees who have not completed their professional development by November 1<sup>st</sup> will not be eligible for the Bilingual stipend for that school year. New hire employees will have until November 1<sup>st</sup> or 30 days from their hire date to complete the professional development requirement to be eligible for the Bilingual stipend. Please contact the Bilingual ESL Department for more information. See Appendix C

<b>BILINGUAL ESL CONTACT INFORMATION</b>	
Bilingual ESL Department	<a href="mailto:BilingualESL@dallasisd.org">BilingualESL@dallasisd.org</a>

**Certification of Eligibility for Stipend**

A District Certification Specialist along with the Bilingual/ESL Department certifies the employee’s eligibility to receive the stipend. All required paperwork, credentials, and exams required for eligibility to receive the stipend are the sole responsibility of the employee seeking the stipend. All required documentation for the stipend must be on file with the District’s Certification Office and completion of required professional development before the stipend will be awarded. When it is determined that the employee is eligible to receive the stipend, the Certification Specialist will notify the employee. The employee must be assigned to an eligible job code (1 FTE) and must Follow EHBE regulation. See Appendix C.

<b>CERTIFICATION CONTACT INFORMATION</b>	
Certification Department	<a href="mailto:certification@dallasisd.org">certification@dallasisd.org</a>

<b>Teacher Job Positions (\$4,000)</b>		<b>Special Education Job Positions (\$4,000)</b>		<b>Certified Professional Job Positions (\$3,000)</b>		<b>Professional Job Positions (\$3,000)</b>	
60F0	Bilingual Teacher	6060	Special Education Teacher	6870	Counselor	6890	Psychologist
61F0	Bilingual Teacher 5-6	6061	Special Education Teacher Adaptive PE	6880	Educational Diagnostician	6935	Occupational Therapist
6180	Bilingual Teacher Title I	6062	Special Education Teacher Centralized Unit	6785	Media Specialist	6938	Physical Therapist

60KB	Bilingual Teacher Pre-K	6063	Special Education Teacher Deaf Ed	6310	Itinerant Teacher	6910	Social Worker
		6064	Special Education Teacher Hospital/Homebound	6110	Dyslexia Teacher	6940	Speech Therapist
		6065	Special Education Teacher Itinerant Vision			6945	Speech Therapist Assistant
		6066	Special Education Teacher Itinerant			6750	Nurse
						6920	Visiting Teacher (Language Proficiency Exam Not Required)
Teacher must hold a valid bilingual certification or permit and must follow EHBE regulation and complete PD requirements. Only fulltime FTE's are eligible.		Teacher must hold a valid SPED and a valid bilingual certification or permit and complete PD requirements. Only fulltime FTE's are eligible.		Certified professionals must hold both a valid license and a bilingual certification or permit and complete PD requirements. Only fulltime FTE's are eligible		Professionals must hold a valid license or certification and pass the language proficiency exam offered by Language Testing International (LTI) and complete PD requirements. Only fulltime FTE's are eligible.	

#### 16.01 – Language Proficiency Assessment Committee (LPAC)

Supplemental earning is designed to compensate employees who coordinate the activities of the LPAC and complete *all* duties and responsibilities as assigned in the district LPAC Manual and stipend agreement form. **The supplemental earning amount is up to \$1,600/year (50% paid in December and 50% paid in June).**

#### 16.02 – Secondary Teacher English as a Second Language

Supplemental earning is designed to compensate teachers who serve as an ESL teacher for Middle School or High School. The teacher must be in coded as a 60H0.TEACHER.ESOL.TEAC or 60P0.TEACHER.NEWCOMER.TEAC, hold a valid certification in ESL and ELAR or Generalist, and teach at least four ESL/ESOL course periods as determined by the Language and Literacy Department. **The supplemental earning amount is \$1,000/year (50% paid in November and 50% paid in May).**

### SPECIAL EDUCATION SUPPLEMENTAL EARNINGS: 17.00 – 17.06

#### 17.00 – Level Interpreters for the Deaf

Supplemental earning is designed to compensate sign language interpreters during any school related activity where a deaf student, staff or parent is to participate. The sign language interpreter could be any staff member in the Deaf Education Program of Dallas ISD. If these services are provided during the regular school year then each person would be paid according to their hourly rate; overtime may apply. Eligible Job Codes: 5915 Paraprofessionals, 5925 Paraprofessionals, 5645 Level 1 Interpreter, 5640 Level 2 Interpreter, 6063 Deaf Education Teacher, 6310 Deaf Education Itinerant Teacher or any qualified personnel as described above. If services are performed during non-school hours, the below pay scale is used. **The supplemental amount is \$15-\$20 per hour plus an hour travel time per event for qualified professional employees.**

- Non-Certified, Board of Evaluators for the Deaf (BEI) Level 1 or equivalent - \$15 per hr.
- BEI Level 2 or equivalent - \$17 per hr.
- BEI Level 3 or equivalent, or teacher - \$20 per hr.

### 17.01 – Special Olympics Coach

Supplemental earning is designed to compensate Adaptive P.E. Teachers to serve as Special Olympics Coaches.

Eligible Job Codes: 6061 Teacher-Sp. Ed./Adaptive PE-Teacher (187). **The supplemental earning amount is \$3,000/year paid over twelve months.**

The following are a list of activities that are performed:

- Any after-school activities involving Special Olympics: for all sports students on the team practice after school and for Basketball and track and field activities this involves a Friday night and all day Saturday competition.
- State games in May, all night Thursday and Friday and all day Saturday until parents' pickup their students.
- Training for all coaches on the campuses participating in competitions and Special Olympics.
- Training for MAPT Program activities.
- Saturday annual conferences to continue required certification.
- Any paperwork required for students to participate in any competition, i.e. entry forms, field trip proposals for each school, classifications prior to competition.

### 17.02 – Special Education (SPED) Supplemental

Supplemental earning is designed to compensate for various extra duties, assist in the operation, management, and monitoring of training and program development activities for SPED and General Ed. Employees. Teachers are compensated for attending special education training (off contract and during non-work hours). Various general and special education staff are compensated for planning and attending critical ARD meetings during non-work hours. Specialized services are performed as needed such as assistance with assistive technology/equipment (Teachers and Instructional Support only). **The supplemental earning amount is \$20/hour, professional. Support employees should be compensated according to overtime guidelines during the normal contract year.**

### 17.03 – Special Education Evaluation/Assessment (SEDE/SESE)

Supplemental earning is designed to compensate 6880 Diagnostician/ 6890 LSSP/ 6940 Speech Therapist or related service evaluators or instructional evaluators (i.e., 6940 Speech Therapist, 6935 Occupational Therapist/ 6938 Physical Therapist) for conducting special education evaluations/assessments on non-scheduled work days. This supplemental pay is to assist the district in meeting state and federally mandated timelines during peak work periods or during staff shortages. The staff should hold appropriate Texas certification or licensure. **The supplemental earning amount will be variable by type and duration and fall within the ranges below.**

EVALUATION/ASSESSMENT CHART 17.03		
Evaluation Type	Range	Explanation For Use of Range
6880 Diagnostician/ 6890 LSSP	\$300-\$700	The scope of the evaluation, such as the complexity of the case; the areas of suspected disability that must be addressed; monolingual or bilingual assessments needed; the coordination needed to include all evaluators to address all suspected disabilities and related services.
6940 Speech Therapist/6935 Occupational Therapist/6938 Physical Therapist 6065/6930 Orientation and Mobility Therapist	\$300-\$550	The scope of the evaluation, such as whether it is monolingual or bilingual; the areas of speech, occupational, physical concerns involved; whether the case is primary speech or secondary and the coordination needed to collaborate on the case completion

### 17.04 – ESY/Compensatory Therapy Supplemental (SEDF)

Supplemental earning is designed to pay for therapy services that are provided as part of an ARD-determined need for ESY services, as part of a TEA decision or to compensate for services determined in the ARD process but not fulfilled during the regular school day. 6935 Occupational Therapist, 6938 Physical Therapist, or 6940 Speech Therapist provide these services after regular school days and during ESY school days. **The supplemental earning amount is \$50/hour paid as worked.**

### 17.05 – Speech Therapist Supervisor

Supplemental earning is designed to compensate Speech Therapist supervisors, Occupational Therapist supervisors, and Physical Therapist supervisors who spend at least 20% of work time performing supervisor duties.

Eligible Job Codes: 6940.THERAPIST.SPEECH.TEAC, 6938.THERAPIST.PHYSICAL.THER, and 6935.THERAPIST.OCCUPATIONAL.THER.

**The supplemental earning amount is 5% of the employee’s annual salary paid over 12 months.**

Speech Therapist Supervisory Duties may include:

- Required speech supervision of licensed speech pathology assistants
- State-required speech supervision of licensed speech pathology interns
- State- and federally-required speech supervision of speech therapy services being billed for SHARS/Medicaid reimbursement
- State-required speech supervision of graduate students through the TETN/TWU distance learning program
- District monitoring of speech staff performance, including mentoring of new staff, TEA compliance, best practices in speech-language pathology, and co-appraisals of campus-based speech staff members

To be eligible for the stipend, the Occupational or Physical Therapist must:

- Serve as the PRIMARY supervisor of at least one (1) Certified Occupational Therapist Assistant (COTA) or at least one (1) Physical Therapist Assistant.
- License certification by the State of Texas
- Experience in their field ranging from minimum 3 years to 34+ years  
Degree: Bachelors, Masters or Doctorate

**17.06 – Dyslexia Lead Teacher**

Dyslexia Lead Teacher Supplemental earning is designed to provide the area Lead Dyslexia teachers additional compensation in order to attract and retain highly qualified staff for these positions to deliver specialized educational services to meet the district’s obligation to serve students with dyslexia. These teachers have area-wide responsibility to provide monitoring, training, technical assistance, identification, placement of students, and provide reading instruction for students with dyslexia and related disorders. Lead Dyslexia Teachers have school caseloads of 10-30 schools in which they mentor dyslexia interventionist and/or provide all of the formal and informal assessments for dyslexia as the professional who is trained in the evaluation of students for dyslexia in compliance with Texas Administrative Code §74.28 and Section 504 (§504). To comply with §504, Lead Dyslexia Teachers serve on each of their campuses §504 committees as the person knowledgeable of the meaning of the evaluation data and the service options. Lead Dyslexia Teachers are hired to the position based on their background in reading and working with students with reading difficulties and disabilities. **The supplemental earning amount is \$5,000/year, paid over twelve months (\$416.67/month from September through August). Eligible Job Code: 6310 Teacher, Itinerant Dyslexia Services)**

**STRATEGIC CAMPUS SUPPLEMENTAL EARNINGS: 18.00 – 18.05**

**18.00 – Accelerated Campus Excellence (ACE)**

Supplemental earning is designed to compensate Principals, Assistant Principals, Counselors, Campus Instructional Coaches, Media Specialists, and Teachers accepting a new position or renewing a contract at an ACE campus who meet the criteria as defined in the ACE Stipend Agreement . Media Specialist are not included in the ACE 3.0 Leadership. Distinguished Teacher is defined as Proficient II Effectiveness Level and above. **The supplemental earning amount is \$2,000 paid on the employee’s September paycheck (employees hired after January 1<sup>st</sup>, will receive \$1,000 on their first paycheck). Principals and Assistant Principals receiving the ACE incentive and/or stipend are not eligible to receive the Tier 1 Schools stipend. The supplemental earning amount will only apply to ACE 2.0 and 3.0. See appendix B for a list of schools.**

**18.01 – Accelerated Campus Excellence (ACE)**

Supplemental earning is designed to compensate Principals, Assistant Principals, Counselors, Campus Instructional Coaches, Media Specialists (only 2.0 are eligible, 3.0 are not eligible), and Teachers who remain in key positions at an ACE campus following the criteria as defined in the ACE Stipend Agreement. Distinguished Teacher is defined as Proficient II Effectiveness Level and above. **All documentation must be maintained by the employee, failure to provide requested documentation may result in the stipend being prorated or recovered. The supplemental earning is \$6,000 - \$13,000 as outlined in the below table 50% paid in December and 50% paid in May Principals and Assistant Principals receiving the ACE incentive and/or stipend are not eligible to receive the Tier 1 Schools stipend. See Appendix B for a list of schools.**

**ACE 2.0 Year3: 2019-2020**

Position	Signing Incentive	ACE Stipend
Principal	\$2,000	\$13,000

Assistant Principal	\$2,000	\$11,500
Campus Instructional Coach	\$2,000	\$8,000
Counselor	\$2,000	\$8,000
Media Specialist	\$2000	\$6000
Distinguished Teacher (Proficient II Effectiveness Level and above)	\$2,000	\$10,000
Proficient Teacher (Proficient I Effectiveness Level)	\$2,000	\$8,000
Progressing/No Level Teacher	\$2,000	\$6,000

**ACE 3.0 Year 2: 2019-2020**

Position	Signing Incentive	ACE Stipend
Principal	\$2,000	\$13,000
Assistant Principal	\$2,000	\$11,500
Campus Instructional Coach	\$2,000	\$8,000
Counselor	\$2,000	\$8,000
Distinguished Teacher Leader (Proficient II Effectiveness Level and above)	\$2,000	\$10,000
Proficient Teacher Leader Teacher (Proficient I Effectiveness Level)	\$2,000	\$8,000
Progressing/No Level Teacher Leader	\$2,000	\$6,000

**18.02 - Executive Leadership ACE Stipend**

Supplemental earning is designated to compensate the Deputy Chief whom oversees all ACE campuses. ***The supplemental earning amount is \$10,000/year (50% paid in December and 50% paid in May).***

**18.03 – Creating Accelerated Performance (CAP)**

Supplemental earning is designed to compensate Teachers (Proficient I or higher preferred), Dyslexia Teachers, and Site Administrators for participation in the CAP Program. The stipend amount will compensate employees for the additional time requirements, including but not limited to the summer Professional Development, Summer Instruction, Super Saturdays, meetings, and planning session requirements. The stipend also covers the Site Administrator requirements of conducting interviews, staff selections and the daily operations of the program. Recipients of the CAP stipend that do not complete all required sessions will receive a prorated stipend amount. The District professional extra duty rate will apply to Nurses, and non-Exempt employees will follow overtime guidelines. ***The supplemental earning amount is annually \$5,000 for Teachers and \$6,000 for Site Administrators, to be paid in equal payments in September, November and May.***

**18.04 – Instructional Lead Teacher**

Supplemental Earning designed to compensate Teachers who serve in the 6055.INSTRUCTIONAL LEAD TEACHER.N/A.TEAC job code. The supplemental earning will compensate the employee for the additional time (6 days, evenings, weekends, as needed) required to fulfill the responsibilities of the role. ***The supplemental earning amount is \$5,000/year paid over 12 months.***

**GENERAL SUPPLEMENTAL EARNINGS: 19.00 – 19.03**

**19.00 – Stipend**

Supplemental earning is designed to compensate employees who have performed duties, or taken on additional responsibilities or assignments due to special district need which has been pre-approved and is not defined in this handbook. It is not meant to circumvent the process of obtaining approval for the creation of a new stipend. It should not be used as a way to compensate employees for a stipend that has previously been eliminated, to supplement a stipend that has been reduced, or to pay arbitrary amounts that have not been reviewed by the Compensation Department. **The supplemental earning amount will be determined on a case by case basis and will be distributed as approved by the appropriate levels.**

**19.01 – Professional Extra Duty Flat Rate**

Supplemental earning is designed to compensate professional employees who have performed duties in association with a flat rate extra duty which has been pre-approved for creation. It is not meant to circumvent the process of obtaining approval for the creation of a new flat rate extra duty. It should not be used as a way to compensate employees for an extra duty or stipend that has previously

been eliminated, to supplement a stipend that has been reduced, or to pay arbitrary amounts that have not been reviewed by the Compensation Department. **The supplemental earning amount will be determined on a case by case basis and will be distributed as approved by the appropriate levels.**

**19.02 – Professional Extra Duty Hourly**

Supplemental earning is designated to compensate professional employees who have been pre-approved to perform duties undefined in this handbook at the district approved rates. This should not be used as a way to compensate employees for a stipend that has previously been eliminated, to supplement a stipend that has been reduced, or to pay arbitrary amounts that have not been reviewed by the Compensation Department. **The supplemental earning amount is \$20/hour for professional duties unless defined otherwise through a board approved grant or donation agreement.**

**19.03 – Support Extra Duty Hourly (off contract)**

Supplemental earning is designated to compensate support employees who have been pre-approved to perform duties undefined in this handbook at the district approved rates. This should not be used as a way to compensate employees for a stipend that has previously been eliminated, to supplement a stipend that has been reduced, or to pay arbitrary amounts that have not been reviewed by the Compensation Department. **The supplemental earning amount is \$20/hour for support duties unless defined otherwise through a board approved grant or donation agreement. All extra duty worked during the contract assignment are compensated following overtime guidelines and coded SPS – Secondary Pay Source.**

**19.04 –TEA Academy Stipend**

Supplemental earning is designed to compensate employees who have performed duties in association with the Texas Education Agency (TEA) Achievement Academies. Employees eligible for this stipend should have completed the required Academy and signed a verification form accepting the stipend. Information regarding the academies can be found on the TEA website at <http://tea.texas.gov/Curriculum/Academies/>. Employee listings are provided the TEA and payment is facilitated through the Compensation Department. This stipend is no meant to circumvent the process of obtaining approval for the creation of a new stipend, and should not be used as a way to compensate employees for a stipend that has previously been eliminated, to supplement at stipend that has been reduced, or to pay arbitrary amounts that have not been reviewed by the Compensation Department. **The supplemental earning amount is determined by the Texas Education Agency.**

**19.05 – Donations**

Supplemental earning is designed to compensate employees who are eligible for an undefined stipend as part of a donation from an external source. This stipend is no meant to circumvent the process of obtaining approval for the creation of a new stipend, and should not be used as a way to compensate employees for a stipend that has previously been eliminated, to supplement at stipend that has been reduced, or to pay arbitrary amounts that have not been reviewed by the Compensation Department. **The supplemental earning amount will vary.**

**NOTE: The element codes of STIP, SUPL and SUPF are to be used only by the Compensation and Payroll Departments who will keep records of all authorized payments that do not have a designated earning element. The submitting department is responsible for maintaining detailed records for each submission.**

**SUBSTITUTES PAY SCHEDULE: 20.00**

**20.00 – Substitutes**

Supplemental earning is designed to compensate the various positions of substitutes for performance of duties as outlined by the Substitute Office. **The supplemental earning amount is variable according to the chart below and is based on position as well as consideration for number of continuous days served in the same assignment.**

SUBSTITUTE CATEGORY	CODE	Amount Per Day		
		1-10 Days	11-30 Days	31+ Day ***
Teacher Assistant / Office Manager	SUBI	\$78	\$78	\$78
Teacher Non-Degreed^	SUBI	\$85	\$85	\$85
Teacher Degreed	SUBI	\$100	\$105	\$110
Teacher Certified (in content area) %	SUBI	\$110	\$115	\$224.60
Teacher Certified (Not in content area) %	SUBI	\$110	\$115	\$120

Teacher Bilingual – Vacancy*	SUBI	\$160	\$160	\$160
Teacher Retired Dallas ISD*	SUBI	\$120	\$120	\$224.60
Teacher Special Education Units**	SUBI	\$115	\$115	\$224.60
Nurse	SUBI	\$130	\$130	\$130
Counselor	SUBI	\$260	\$260	\$260
Assistant Principal	SUBI	\$279.36	\$279.36	\$279.36
Principal	SUBI	\$374.50	\$374.50	\$374.50

Substitutes will be compensated an additional \$5.00 for service on Mondays and \$10.00 for service on Fridays.

Substitutes will be compensated an additional \$10.00 for a full day of service at an ACE 1.0 and ACE 2.0 Campus only. ACE 3.0 campuses do not qualify. (see Appendix B for Campuses)

\* An active certification must be maintained to qualify for the Retired Dallas ISD Teacher rate

\* Rate applies to a bilingual vacancy when a substitute is selected by Campus Principal for the position and substitute has attempted the BTLPT exam or Bilingual Supplemental exam.

\*\* An active certification must be maintained to qualify for the Special Education Teacher rate. *(Must be serving in a 6062 Specialized unit Teacher FTE-this does not include Special Education Inclusion)*

\*\*\* Parental notification must be delivered to parents

% Must have an active teacher certification with SBEC or an active out-of-state teacher certification to qualify for any certified rates.

^ Shall not exceed 10 days in assignment.

- In order to received 11+ day pay the substitute must work at the same school, with the same students with no absences.

**SUBI** = Substitute Code used for 1-10 days continuous day assignments

**SUBI/SUBR** = Substitute Code use for 11-30 days continuous day assignments

**SUBI/SUBR** = Substitute Code use for 31+ days continuous day assignments

## APPENDIX A

ATHLETIC DEPARTMENT EVENT POSITIONS					
FOOTBALL - VARSITY ONLY					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour			
Clerk	\$48.00	\$96.00			
Ticket Seller	\$45.00	\$90.00			
Ticket Taker	\$42.00	\$84.00			
Announcer	\$50.00	\$100.00			
Gate	\$42.00	\$82.00			
Scoreboard Operator	\$48.00	\$96.00			
40/25 Send Play Clock Operator	\$48.00	\$90.00			
Chain Crew	\$45.00	\$90.00			
FOOTBALL – JUNIOR VARSITY/ FRESHMAN / MIDDLE SCHOOL					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour			
Clerk	\$35.00	\$70.00			
Ticket Seller	\$32.00	\$64.00			
Ticket Taker	\$30.00	\$60.00			
Gate	\$30.00	\$60.00			
Scoreboard Operator	\$35.00	\$70.00			
40/25 Send Play Clock Operator	\$35.00	\$70.00			
BASKETBALL / VOLLEYBALL – VARSITY/JUNIOR VARSITY/ FRESHMAN					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour
Clerk	\$35.00	\$45.00	\$55.00	\$65.00	\$13.00/hour
Call Center					\$30.00/hour
Floor Supervisor					\$30.00/game
Ticket Seller	\$32.00	\$42.00	\$52.00	\$62.00	\$12.00/hour
Ticket Taker	\$30.00	\$40.00	\$50.00	\$60.00	\$10.00/hour
Scorebook (Varsity)	\$35.00	\$50.00	\$65.00	\$80.00	\$13.00/hour
Libero Tracker (Varsity)	\$20.00	\$40.00	\$60.00	\$80.00	\$13.00/hour
Announcer (Varsity) - BSKTBALL	\$40.00	\$60.00	\$80.00	\$100.00	\$40.00/game
Gate	\$30.00	\$40.00	\$50.00	\$60.00	\$10.00/hour
Scoreboard Operator – BSKTBALL	\$40.00	\$60.00	\$80.00	\$100.00	\$40.00/game

## APPENDIX A

ATHLETIC DEPARTMENT EVENT POSITIONS					
BASKETBALL/VOLLEYBALL – MIDDLE SCHOOL PLAYOFFS					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour
Clerk	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Ticket Seller	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Ticket Taker	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Scoreboard Operator	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
SOCCER – VARSITY/JUNIOR VARSITY/FRESHMAN					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour
Clerk	\$35.00	\$45.00	\$55.00	\$65.00	\$13.00/hour
Ticket Seller	\$32.00	\$42.00	\$52.00	\$62.00	\$12.00/hour
Ticket Taker	\$30.00	\$40.00	\$50.00	\$60.00	\$10.00/hour
Gate	\$30.00	\$40.00	\$50.00	\$60.00	\$10.00/hour
Announcer (Playoffs)	\$40.00	\$60.00	\$80.00	\$100.00	\$40.00/game
Scoreboard Operator	\$20.00	\$30.00	\$40.00	\$50.00	\$40.00/game
SOCCER – MIDDLE SCHOOL					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour
Clerk	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Ticket Seller	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Ticket Taker	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Gate	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Announcer (Playoffs)	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Scoreboard Operator	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
BASEBALL/SOFTBALL – VARSITY/JUNIOR VARSITY/FRESHMAN					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour
Clerk	\$35.00	\$45.00	\$55.00	\$65.00	\$13.00/hour
Ticket Seller	\$32.00	\$42.00	\$52.00	\$62.00	\$12.00/hour
Ticket Taker	\$30.00	\$40.00	\$50.00	\$60.00	\$10.00/hour
Scorebook (Playoffs)	\$35.00	\$50.00	\$65.00	\$80.00	\$13.00/hour
Gate	\$30.00	\$40.00	\$50.00	\$60.00	\$10.00/hour
Announcer (Playoffs)	\$40.00	\$60.00	\$80.00	\$100.00	\$13.00/hour
Scoreboard Operator	\$20.00	\$30.00	\$40.00	\$50.00	\$13.00/hour
Pitch Counter (Varsity Only)	\$35.00	\$70.00	\$105.00	\$40.00	\$35.00/game

## APPENDIX A

BASEBALL/SOFTBALL – MIDDLE SCHOOL					
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	TOURNAMENT
Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour	\$20.00/hour
Clerk	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Ticket Seller	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Ticket Taker	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Gate	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Announcer (Playoffs)	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour
Scoreboard Operator	\$20.00	\$30.00	\$40.00	\$50.00	\$10.00/hour

ATHLETIC EVENT POSITIONS – TOURNAMENT/MEET/SPECIAL EVENTS					
SOCCER – MIDDLE SCHOOL					
POSITION	CROSS-COUNTRY	GOLF	WRESTLING	SWIMMING	TENNIS
Director	\$100.00/day	\$100.00/day	\$100.00./>20 Brackets	\$100.00/day	\$100.00/day
			\$150.00/>40 Brackets		
			\$200.00/>60 Brackets		
Official	\$100.00/day			\$75.00/day	
Announcer	\$100.00/day			\$75.00/meet	
Worker	\$50.00/day		\$45/4 hours	\$50.00/day	\$50.00/day
Ticket Seller			\$12.00/hour	\$12.00/hour	\$12.00/hour
Ticket Taker			\$10.00/hour	\$10.00/hour	\$10.00/hour

ATHLETIC EVENT POSITIONS – TOURNAMENT/MEET/SPECIAL EVENTS			
TRACK AND FIELD			
POSITION	TRACK & FIELD	POSITION	TRACK & FIELD
Timing System Director	\$300/meet	Result/Award	\$75.00/day
Meet Director	\$125/day (\$75/day MS)	Certified USATF Referee	\$100.00/day
HYTEK (Scoring System)	\$125/day (\$75/day MS)	Certified USATF Official (Various)	\$50.00/day
FINISHLYNX (Timing System)	\$125/day (\$75/day MS)	Weight Implement Inspector	\$50.00/day
Scoreboard Operator - Regionals	\$100.00/day	Stadium Manager	\$20.00/hour
Starter	\$125.00/day	Clerk	\$13.00/hour
Announcer	\$150.00/day	Ticket Seller	\$12.00/hour
Field Event Head Official	\$75.00/day	Ticket Taker	\$10.00/hour
Back-Up Starter	\$75.00/day	Gate	\$10.00/hour
Start Clerk	\$75.00/day		
Finish Clerk	\$75.00/day		
Clerk of Course/Hip# Check-In	\$75.00/day		

## APPENDIX A

ATHLETIC EVENT POSITIONS – CAMPUS SITES					
BASKETBALL/VOLLEYBALL – VARSITY/JUNIOR VARSITY/FRESHMAN (DISTRICT ONLY)					
POSITION	GAME 1	GAME 2	GAME 3	GAME 4	TOURNAMENT
Gym Manager	\$20.00	\$40.00	\$60.00	\$80.00	
Ticket Seller	\$20.00	\$30.00	\$40.00	\$50.00	
Ticket Taker	\$20.00	\$30.00	\$40.00	\$50.00	
Scorebook (Varsity)	\$35.00	\$50.00	\$65.00	\$80.00	
Libero Tracker (Varsity)	\$35.00	\$50.00	\$65.00	\$80.00	
Scoreboard Operator	\$35.00	\$50.00	\$65.00	\$80.00	
BASKETBALL/VOLLEYBALL – MIDDLE SCHOOL (DISTRICT ONLY)					
POSITION	GAME 1	GAME 2	GAME 3	GAME 4	TOURNAMENT
Gym Manager	\$20.00	\$40.00	\$60.00	\$80.00	
Scoreboard Operator	\$20.00	\$30.00	\$40.00	\$50.00	
BASEBALL/SOFTBALL – VARSITY/JV (DISTRICT ONLY)					
POSITION	GAME 1	GAME 2	GAME 3	GAME 4	TOURNAMENT
Field Manager	\$25.00	\$45.00	\$65.00	\$85.00	
Ticket Seller	\$20.00	\$30.00	\$40.00	\$50.00	
Ticket Taker	\$20.00	\$30.00	\$40.00	\$50.00	
Scorebook	\$20.00	\$30.00	\$40.00	\$50.00	

ATHLETIC DEPARTMENT AUDIO AND VIDEO POSITIONS Ellis Davis / Kincaide is video only.						
FOOTBALL – VARSITY						
POSITION	1 GAME					
Per Crew Member	\$50.00					
Director	\$65.00					
FOOTBALL – MIDDLE SCHOOL PLAYOFFS						
POSITION		2 GAMES				
Per Crew Member		\$50.00				
Director		\$65.00				
BASKETBALL – VARSITY						
POSITION	1 GAME	2 GAMES				
Per Crew Member	\$35.00	\$65.00				
Director	\$45.00	\$80.00				
BASKETBALL – MIDDLE SCHOOL PLAYOFFS						
POSITION		2 GAMES		4 GAMES		
Per Crew Member		\$40.00		\$65.00		
Director		\$50.00		\$80.00		

TOURNAMENTS						
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POSITION				4 GAMES	6 GAMES	8 GAMES
Per Crew Member				\$79.00	\$133.00	\$165.00
Director				\$89.00	\$143.00	\$175.00
SPECIAL EVENT TOURNAMENTS						
POSITION	1 GAME					
Per Crew Member	\$30.00					
TRACK EVENTS						
POSITION	1 GAME					
Per Crew Member	\$30.00					
ALL NON-ATHLETIC EVENTS						
POSITION	EVENT					
Per Crew Member	\$20.00/hour					

**APPENDIX B**

<b>ACCELERATED CAMPUS EXCELLENCE SCHOOLS</b>	
<b>CAMPUS</b>	<b>PROGRAM</b>
C.F Carr Elementary School	ACE 2.0
J.N. Ervin Elementary School	ACE 2.0
Edward Titche Elementary School	ACE 2.0
Thomas J. Rusk Middle School	ACE 2.0
Cesar Chavez Elementary School	ACE 3.0
Paul L. Dunbar Elementary School	ACE 3.0
L.L. Hotchkiss Elementary School	ACE 3.0
Martin Luther King Jr. Learning Center	ACE 3.0
Maple Lawn Elementary School	ACE 3.0
Elisha M. Pease Elementary School	ACE 3.0
J.J. Rhoads Elementary School	ACE 3.0

**APPENDIX C**

<b>Dallas ISD</b>	
<b>057905</b>	

<b>SPECIAL PROGRAMS</b>	<b>EHBE</b>
<b>BILINGUAL EDUCATION/ESL</b>	<b>(REGULATION)</b>

The District's ESL/ELL program is based on the following regulations:

Instruction will be in English and the primary language of students identified as English language learners (ELLs) who are enrolled in language classrooms in prekindergarten–grade 6.

In prekindergarten and grade 1, literacy will be developed in the child's foundational language; in grade 2, formal literacy instruction shall begin in the student's second language while literacy instruction in the foundational language continues through the end of the elementary years.

In dual language classrooms, English shall be utilized for mathematics instruction and Spanish for science and social studies instruction. Languages shall be separated for instruction.

The dual language goal of bilingualism and biliteracy shall be supported by transitioning students to general education instruction no earlier than grade 5.

English as a Second Language (ESL) instruction shall be provided to all students categorized as ELLs (not eligible for dual language classes) in prekindergarten–grade 12.

ESL-trained teachers shall teach the sheltered content courses.

All core content teachers shall be provided with best practices for ELLs.

The use of any language as a means of communication will be permissible during the school day.

Language integrity will be maintained during instruction without concurrent translation.

ELL students shall be provided access to all curricular and extracurricular activities (e.g. Talented and Gifted/advanced academic classes, academic competitions, athletics, and band).

## **DOCUMENTATION**

The District will retain documentation in each ELL student's permanent record as required by Texas Education Code Chapter 89, subchapter BB statute. Additionally, the Spanish-language proficiency test scores (for ELL students who are Spanish speakers and non-ELL students participating in two-way dual language classes) shall be on file.

<b>Dallas ISD</b>	
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<b>SPECIAL PROGRAMS</b>	<b>EHBE</b>
<b>BILINGUAL EDUCATION/ESL</b>	<b>(REGULATION)</b>

## **PARENTAL DENIAL OF PERMISSION FOR PLACEMENT OF A STUDENT**

If the parent of guardian denies permission to enroll the student in the state-required bilingual education or ESL classrooms as recommended by the language proficiency assessment committee (LPAC), a conference must be held with an administrator, the parent or guardian, and another member of the LPAC. The conference will address, and strive to ensure that the parent/guardian understands, the purpose and content of the dual language/bilingual education or ESL program.

## **APPENDIX C**

The parent must state the denial of permission in writing and the original letter must be retained in the student’s cumulative record. The District or campus may neither solicit a parent to deny permission nor provide a form denying permission to be signed by the parent or guardian.

**MONITORING AND REVIEWING STUDENT PERFORMANCE**

Each LPAC in the District shall assess achievement for essential knowledge and skills in accordance with Education Code Chapter 39 to ensure accountability for limited English proficiency (LEP) students and the schools that serve them. [See EHBE(LEGAL)]

In grades 3–12, a LEP student shall participate in the assessment of academic skills in accordance with commissioner's rules at 19 TAC Chapter 101, subchapter AA. [See EKB]

1. The LPAC recommendation will consider the use of the child's native language as the language of assessment, given that it is the foundational language of instruction for reading in dual language classes.
2. The LPAC recommendation will consider the use of the ELL child's second language as the language of assessment, given that it is the foundational language of instruction for mathematics in dual language classes.

**PARTICIPATION OF NON-ELL STUDENTS**

With the approval of the Board to establish two-way dual language classrooms throughout the District, and with the approval of a student's parent, a student who is not LEP may also participate in a bilingual education program. The number of participating students who are not LEP may not exceed 40 percent of the number of students enrolled in the program. Education Code 29.058.

**EXIT PROCEDURES**

LPACs are responsible for reclassifying all identified ELL students as non-ELL, according to the procedures listed below. The actions and recommendation of the LPAC are documented on the ELL student database printouts and on the student’s cumulative records.

Exiting from the program at grade 5 or later supports the goal of bi-literacy and higher academic achievement for program participants.

To exit from a developmental bilingual education or ESL classroom, a student must:

- Pass the reading sections of the English state-mandated assessment for grades 3, 5, 6, and 7 and achieve a score of 4, 5, or 6 on the English language proficiency tests; or
- Pass the reading and writing section of the English state-mandated assessment for grades 8, 9, 10, and 11 and achieve a score of 4, 5, or 6 on the broad-ability subtests (all four parts) of the language proficiency test.

Recommendations for students to exit will be made only after re-view of all test data for students in grades 5–12, at the end of each school year. LPACs are responsible for informing parents in writing when students meet the exit criteria and exit from a dual language/bilingual education or ESL classroom.

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<b>BILINGUAL EDUCATION/ESL</b>	<b>(REGULATION)</b>

The student’s parent or guardian may request, in writing, the removal of the child from the dual language/bilingual education or ESL classroom.

**GRADING ELL STUDENTS**

A student’s proficiency in English is expected to grow from year to year. The proficiency in English is not an indicator of academic performance nor mastery of TEKS, and therefore, cannot be the sole reason for a student to fail a course.

**MONITORING FORMER ELL STUDENTS**

LPACs will monitor—for each grading period for two years—the academic progress of each student who exited from a dual language/bilingual education or ESL classroom, to determine whether the student is academically successful.

A student who earns a failing grade in a subject in the foundation curriculum during any grading period in the first two years after the student is transferred out of the program shall be evaluated by the LPAC [see EHBE(LEGAL)]. After the evaluation, the LPAC may request input from the school support team, if applicable.

#### **PROGRAM EVALUATION**

The District will monitor and annually assess the proper implementation of the dual language/bilingual and ESL classrooms. Classroom effectiveness is monitored using the CIPP model, a comprehensive evaluation process that includes context, input, process, and product evaluations.

Norm- and criterion-referenced measures in English and Spanish will be used for evaluation. The District will use a conditional inclusion model when testing ELL students with ITBS/TAP and state-mandated assessment tests. This conditional inclusion model tests students with the most linguistically appropriate instrument to obtain more meaningful results.

The District will give specific attention to the proper progression of all ELL students in the programs in which they are enrolled by the use of the language proficiency assessment as well as the use of the program levels of secondary ELL students. Progression will be based on annual data. The number of SOL students who exit the program starting with grade 5 also will be documented.

Additionally, for the purpose of supporting the expansion of the two-way dual language classes, the District will begin to collect student language proficiency data in the spring for grades K, 2, and 4 in the two languages of instruction for all participating students.

The District will monitor the personnel development of teachers and the quality of the parental involvement component.

#### **ADOPTION OR LAST AMENDED DATE**

This regulation was last adopted or amended on January 23, 2008.

## HISTORICAL COMPENSATION EXCEPTIONS

1. **Career Ladder:** For those employees under the salary schedule for Teachers, Related Instructional and Professional Support who had Career Ladder (Level II \$1,500 or Level III \$3,000) back in the 1999-2000 school year, their Career Ladder was added to their 1999-2000 annual base salary to determine the 2000-2001 Board approved salary increase in the 2000-2001 15 step compressed salary schedule. This decision had the effect of placing those employees in higher steps than their corresponding creditable years of service (See the Compensation Book for 2000-2001 school years).
2. **Career and Technology/Vocational Teachers:** Based on recruitment needs for these type of employees, the Dallas ISD offered to recognize up to seven (7) years of practical business related experience (first two years one for one year, and thereafter one year for every two). As of the 2001-2002 school year, the recognition of such experience was strictly based on the Texas Education Code for recognition of Creditable Years of Service for Vocational teachers that only grants two years (See Texas Education Code).
3. **ROTC High School Instructors:** The recognition of Creditable Years of Service was using the same criteria mentioned for Vocational teachers, and additionally, they were also granted the next degree level to the one they actually had (this practice was also stopped by the 2001-2002 school year), and the annual base salary is always the higher of the Dallas ISD salary and step that is closest to the ROTC military level or the Dallas ISD approved increase (See ROTC Grievance decision).
4. **Longevity:** For those employees receiving Longevity pay in the 2007-2008 school year, the Board approved salaries for the 2008-2009 school year were determined by adding to their 2007-2008 base annual salary, the higher of the Board approved increase (step up salary on the 2007-2008 salary schedule) or the Longevity. As a result of this decision, their salaries are out of step in reference to the 2008-2009 salary schedules, and until future salary increases exceed their 2008-2009 salary, will continue receiving such salary (See Board document of June 26, 2008). This Board decision has been over ruled by the Board approved decision of August 27, 2009 that granted a salary increase for these employees giving them the difference to their next 09-10 step, plus \$851 WADA calculated amount. If the new 09-10 was still lower than their 08-09 salary, then they received only \$851 of WADA.
5. **Retired/Rehired TRS Subsidy:** Effective April 27, 2006, the Dallas ISD Board of Trustees adopted a provision which states that any person who retired with TRS after September 1, 2005 and is rehired in a non-teaching position or as a teacher in a noncritical shortage area will be compensated at 85% of their salary. Retirees who are hired in non-covered TRS positions, like substitutes and in positions less than half time, are not subject to the adjusted compensation of 85% of their salary. Critical shortage areas are Bilingual, Secondary Math (7 -12), Secondary Science (7-12), Special Education, and languages other than English.
6. **New hires who did not work 90 days for a full Creditable Year of Service:** Employees who did not have a complete CYS\* were granted a Board approved increase because the Board did not specifically limit the increase to those with a complete CYS\* by having worked at the District for at least 90 days the previous school year (See Board document of June 26, 2008).

**A**

**Ability to Pay** - The ability of an organization to pay a given level of wages or to fund a wage increase while remaining profitable. A frequent issue in union contract negotiations.

**Across-the-Board Increase/Decrease ("ATB")** - An identical pay raise/decrease – either in a flat rate such as cents per hour or as a percentage of salary – given to a defined group of eligible employees.

**B**

**Back Pay** - The difference between what the employee was paid and the amount he or she should have been paid and is owed due to an error, or discrepancy.

**Base Pay** - The fixed compensation paid to an employee for performing specific job responsibilities. It is typically paid as a monthly salary or hourly rate.

**Base Rate** - The hourly rate or salary paid for a job performed. It does not include shift differentials, stipends, benefits, overtime, incentive premiums, or any pay element other than the base rate.

**Benchmark Job** - A job commonly found in the marketplace which is used as a reference point for making pay comparisons. Pay data for these jobs are readily available in published surveys. Benchmark jobs are found in other organizations, have job specifications that relate to what, why and how work is done on a consistent level, and are fairly stable over time with respect to job content.

**C**

**Common Review Date** - The date on which all (or a group of) employees receive pay increases. For example, an organization may implement increases for all employees on April 1; employees hired off cycle usually receive prorated increases. Also known as focal point review date.

**Compa-ratio** - The ratio of the employee's actual pay rate (numerator) to the midpoint of their pay range (denominator). Compa-ratios are used primarily to measure and monitor an employee's actual rate of pay to the midpoint of their range. A compa-ratio can be calculated for a group, a department or an entire organization. (Also, see Market Compa-ratio).

**Compensable Factor** - Any factor used to assess the value of job content in a job evaluation method. Typical compensable factors are knowledge and skill, problem solving, decision making, impact, accountability, and communication skills.

**Compensation** - Cash provided by an employer to an employee for services rendered. Compensation is comprised of elements of pay such as base pay, variable pay, stock, etc. that an employer offers an employee in return for their services.

**Compensation Cost** - The total cost to the organization, including the unrealized or unknown future cost effects of today's compensation decisions regarding the total compensation program. Included are base pay, incentive opportunities, benefits costs and liabilities, perquisite costs, time-off programs (vacations, sick pay, etc.)

**Compensation Philosophy** - The principles that guide the design, implementation, and administration of compensation program at an organization. The strategy ensures that a compensation program supports the organization's mission, goals and business objectives. The philosophy ensures that a compensation program supports an organization's culture.

**Compensation System** - A system of components developed to maintain internal and external equity between employees, including but not limited to job descriptions, job analysis, job evaluations, pay structures, salary surveys, and policies and regulations.

**Competency** - A behavior, attribute or skill that is a predictor of personal success.

**Competitive Pay Policy** - The strategic decision of an organization makes about which labor markets to use as comparison groups and how to set pay levels with respect to those groups. After choosing the comparison group, the organization must decide its market position with respect to the group.

**Compression** - Pay differentials too small to be considered equitable. The term may apply to differences between (1) the pay of supervisors and subordinates, (2) the pay of experienced and newly hired personnel of the same job, and (3) pay-range midpoints in successive job grades or related grades across pay structures.

**Continuous Day** – The substitute employee works at the same school, with the same students with no absences.

**CYS** - Creditable years of service. An employee receives a creditable year of service credit after completing the equivalent of a minimum of 90 working days in a school year.

## D

**Demotion** - Movement to a job in a pay range with a midpoint that is less than the midpoint of the previous job's pay range. Demotions may be the result of poor performance, a re-organization or re-engineering, or an employee request.

**Downgrading** - The movement of a job to a lower job grade and pay range within a pay structure.

**Downsizing**- Reducing the size of the work force.

## E

**Exempt Employees** - Employees who are exempt from the Fair Labor Standards Act of 1938 (FLSA) minimum wage and overtime provisions due to the type of duties performed.

**External Equity** - A standard that fairly establishes pay levels that correspond to each job's relative value compared to that of its labor market competitors, as determined by market pricing.

## F

**Fair Labor Standards Act (FLSA)** - A federal law passed on 1938 governing minimum wage, overtime pay, child labor, and record-keeping requirements.

**FTE** - Full-time equivalent. A 100% FTE is 40 hours per week.

## G

**Grade (Salary or Pay Grade)** - A group of jobs of the same or similar value, used for compensation purposes. All jobs in a (salary) grade have the same salary range: minimum, midpoint, and maximum.

## H

**Hourly** - The rate of pay per hour for a job being performed. An "hourly" worker may be assigned to various rated jobs during any pay period and is paid the "rate" applicable to each job while working on it. The term hourly also is used to distinguish between nonexempt and exempt employees, even though so-called hourly or nonexempt employees often are paid on a salaried basis.

## I

**Internal Equity** - A standard that fairly establishes pay levels that correspond to each job's relative value within Dallas ISD.

## J

**Job** - The total collection of tasks, duties and responsibilities assigned to one or more individuals whose work has the same nature and level. Also called a position.

**Job Analysis** -The systematic, formal study of the duties and responsibilities that comprise job content. The process seeks to obtain important and relevant information about the nature and level of the work performed and the specifications required for an incumbent to perform the job at a competent level.

**Job Analysis Interview** - A method for gathering information about a job by conducting a question-and-answer session with a person who is knowledgeable about that job.

**Job Description** - A document that outlines the most important features of the job including the major responsibilities, physical conditions, work environment and the skills, experience, and education required to perform the job duties. A job description should describe and focus on the job itself and not on any specific individual who might fill the job.

**Job Evaluation** - A systematic approach to comparing different jobs within an organization for the purpose of determining relative value. Job evaluation is conducted using a defined set of compensable factors that are linked to compensation.

**Job Family** - A group of jobs having the same nature of work (e.g., engineering) but requiring different levels of skill, effort, responsibility or working conditions (e.g., entry-level vs. senior engineer).

**Job Grade** - One of the classes, levels or groups into which jobs of the same or similar value are grouped for compensation purposes. Usually, all jobs in a grade have the same pay range; minimum, midpoint, and maximum. However, sometimes different jobs in the same pay grade have different pay ranges, due to market conditions for some of the jobs.

**Job Responsibility** - One or a group of duties that identifies and describes the major purpose or reason for the existence of the job.

**Job Title** - A label for a job that uniquely identifies it. Job titles should describe the nature and level of work performed.

## M

**Market Compa-ratio** - The ratio of internal pay to competitive pay for a company, group or individual, calculated by dividing the internal weighted average pay by the related market weighted average pay.

**Market Pricing** - A process that sets the pay range for a job as determined by what other organizations pay employees performing a similar job. To assign a range to a position, at least two market data sources are used. Consideration is given to variations in: 1) industry, 2) range of responsibilities, 3) complexity of the organization, and 4) size of the organization.

**Market Rate** - The employer's best estimate of the wage rate that is prevailing in the external labor market for a given job or occupation.

**Mean** - A simple arithmetic average obtained by adding a set of numbers and then dividing the sum by the number of items in the set.

**Median** - The middle item in a set of ranked data points containing an odd number of items. When an even number of items are ranked, the average of the two middle items is the median.

**Midpoint** - The salary that represents the middle of a given salary range or pay grade.

**Minimum Wage** - The lowest allowable hourly pay level for most Americans, established by Congress as part of the Fair Labor Standards Act (FLSA). Some states have laws that mandate higher minimum wages for some employees.

## N

**Nonexempt employees** - Employees who are not exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act of 1938 (FLSA).

## O

**Overtime** - Under the Fair Labor Standards Act of 1938 (FLSA), nonexempt employees must be paid one-and-a-half times their normal wage rates for all hours worked in excess of 40 in any work week.

## P

**Pay grade** - A group of jobs of the same or similar value, used for compensation purposes. All jobs in a pay grade have the same salary range: minimum, midpoint, and maximum.

**Performance Appraisal** - A system to determine how well an employee has performed during a period of time, frequently used as a basis for determining merit increases.

**Performance Management** - A managerial process that consists of planning performance, managing performance (through observation and feedback), improving performance through development, appraising performance and rewarding performance.

**Promotion** - Movement to a job in a pay range with a midpoint that is greater than the midpoint of the previous job's pay range.

## R

**Red Circle Rate** - An employee pay rate that is above the established range maximum assigned to the job grade. The employee is usually not eligible for further base pay increases until the range maximum surpasses the individual pay rate.

## S

## APPENDIX E

**Salary Budget** - An amount or pool of money allocated for payment of salaries during a specified period. Salary budgets must be taken into account when planning structure adjustments or individual employee adjustments.

**Salary Range** - The market rates of pay, from minimum to maximum, established for a pay grade based on Market salary surveys.

**Salary Structure** - The hierarchy of job grades and pay ranges established within an organization. The salary structure may be expressed in terms of job grades, job-evaluation points or policy lines.

**Salary Survey** - Published data on wages and salaries paid by other employers for benchmark jobs.

## **T**

**Total Compensation** - The yearly total amount paid to an employee in base salary, benefits, and supplemental earnings.