



**BURKBURNETT ISD
COMPENSATION
PLAN**

2020-2021

Revised May 2019 (Draft 3.1, Revised 7/17/2019)

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Purpose

This is a guide for administering salaries and wages for employees of Burkburnett Independent School District. Practices described are intended to implement local board policy and goals, state and federal regulations, and appropriate accreditation standards.

Job Classification

District jobs are assigned to pay grades based upon compensable factors and grouped with jobs of similar value.

On a periodic basis, selected jobs from each job family will be reviewed to ensure that conditions in the district, such as organization structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job classification. This review is to be at the direction of the Superintendent or designee, who shall be the Assistant Superintendent. Options for conducting the review include, but are not limited to, an executive level administrative review panel, outside consultant, or trained district salary administrator.

Newly established jobs are analyzed, job descriptions written, and pay grade assignments are determined prior to hiring personnel for the position. This procedure accomplishes three objectives. First, the job description establishes the responsibilities and duties required to ensure the position is properly classified and in the proper pay grade. Second, the appropriate pay range becomes part of the recruitment and hiring strategy of the district. Third, a consistent practice of salary administration is established at the initiation of the job.

Salary Advancements

Regular or general salary advancement is considered annually by the Board of Trustees.

General pay increase recommendations presented to the Board of Trustees by the administration shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets and budget resources.

Professional employees, paraprofessionals and campus clerical must be on duty for one semester or receive one year of TRS credit in order to be eligible to receive the annual increase.

Please note: If you change positions during the school year, the placement on the pay grade will be based on the combined time in similar responsibilities for all jobs worked.

Pay Grades

Pay grades represent the internal job classification as well as external job market pay levels. The greater the level of compensable factors present in a job, the higher the placement in the pay grade structure. Jobs with similar overall degrees of compensable factors will be in the same pay grade.

The use of pay grade levels facilitates payroll administration and maintains the integrity of the job worth.

The job rate or grade midpoint is the chief control point in the system. A minimum and maximum pay rate for each grade is computed from the midpoint using technical standards that are designed to maintain pay equity or fair pay for each job in the system of jobs.

Employees shall be assigned to a pay grade and paid a salary between minimum and maximum. Minimum and maximum pay rates are valid for only one year.

Minimum: 0-5 years experience; Midpoint: 6-15 years experience; Maximum: 16+ years experience

Annualized Salary: If the employee will work on a less than 12-month basis, the employee's salary will be paid on an annualized basis except hourly employees. The district will make deductions from each paycheck for income tax withholding and benefits.

Initial Employment

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. Where job requirements include transcripts (official), certificates, or licenses, these must be on file with the district.

A Texas educator service record must be on file in order to be placed on any step.

Salary placement will be at the direction of the Superintendent or designee, the Assistant Superintendent. The personnel office shall determine hiring rates based upon job-related qualifications and previous experience in the same position. Job postings will typically identify the pay grade. Salary placement strategies may be different for each employee group consistent with the attainment of district goals.

Administrators/Non-Teaching Professional Employees

The Superintendent or designee(s) shall individually set hiring rates for new administrators/non-teaching professional employees under the following guidelines.

1. Pay rates will be set based upon prior experience and job-related qualifications.
2. New administrator/non-teaching professional employees shall normally not be started at a rate above the salary of other district employees with more experience in the job.

Teaching Professionals

The Superintendent or designee(s) shall annually develop a hiring schedule for new classroom teachers. The hiring schedule will reflect the hiring objectives of the district. The hiring schedule will not place new teachers above salary levels of continuing teachers with similar experience or training. Burkburnett Independent School District's hiring schedule is based on 20 steps. Any teacher with more than 20 years of experience will start at step 20. Note: Teaching experience must be documented by a Texas Service Record.

Educational Assistants/Paraprofessionals

The Superintendent or designee(s) shall annually review the hiring schedule for paraprofessionals. There is one level of classification for all paraprofessionals. Note: Associate, Bachelor or Master Degrees do not determine the pay for an educational assistant/paraprofessional.

Clerical Staff

The Superintendent or designee(s) shall annually review the hiring schedule for clerical staff. There are 8 levels of clerical positions. Each position has a minimum, midpoint, and a maximum salary schedule. The placement on the salary schedule for these jobs is determined by the job posting and prior experience.

Auxiliary Staff

The Superintendent or designee(s) shall annually review the hiring schedule for all auxiliary positions. Transportation employees (except mechanics), child nutrition employees, and the

central receiving manager are paid on an annualized salary. Mechanics, bus porter(s), maintenance, custodial, and grounds employees are paid on an hourly basis.

Dual Positions

Combined grounds/maintenance and bus driver (secretary and bus driver) will be coded 77% to Grounds and 23% to Transportation. Driver must have a CDL license.

If the new hire were to leave the district, remember we have used one position from Grounds and one position from Transportation Bus Driver to fill this position. If the positions separate in the future, then the salary in effect at that time will become the starting salary for each of these positions.

All dual position employees will start at or be adjusted to \$14.63 per hour. (There will be no consideration for salary negotiation if prior service with the district is not in a transportation role.) Any current employee with a salary over \$14.63 will receive a \$1.50 increase. Any current employee with a salary below \$14.63 will increase to \$14.63 or the equivalent of \$1.50 raise, whichever is higher.

Promotion

For compensation purposes, a promotion occurs when an employee is placed in a higher pay grade except for general pay structure changes or position reclassification. The effective date of the promotion is determined by the Superintendent or designee(s). The new salary rate shall be figured based on years of experience and qualifications for the new position.

Reclassification

On a periodic basis, jobs may be reclassified into a different pay grade or salaries may be adjusted within pay grades in order to maintain the internal/external equity to other jobs of similar worth in the district. Reclassification of a job is not a promotion or demotion. Reclassification changes result when there has been a significant modification of job duties or qualifications as determined by the school district. If an employee's job is reclassified, no special increase has to be given unless the employee is below the minimum for the new pay grade or the current job incumbent's pay rate is in an inequitable position in comparison to comparable jobs. These job reclassifications and salary adjustments may be conducted at the direction and approval of the Superintendent or designee(s).

Demotion

For compensation purposes, a demotion occurs when an employee is placed in a lower pay grade except for general salary structure changes or position reclassification. At the direction of the Superintendent or designee(s) an employee's pay rate may be reduced.

Reassignment

Placement in a lower grade not resulting from a demotion may not immediately reduce salary. Programmatic, organization, or funding changes are examples of such actions which may create this condition. These guidelines apply:

1. If an employee's rate is within the pay rate of the reassigned pay grade, then salary advancement will be the same as others in the same pay grade.
2. If an employee's rate is greater than the maximum of the lower pay grade, then the employee's salary may be (not required) "frozen" until such time as the lower pay grade

includes the employee's salary. When the rate is recaptured, the salary increase may be granted in accordance with normal practice.

Salary Adjustments

Salary adjustments can be made per the request of the employee as long as the request is made prior to the first pay period of the contract year.

Docks

Once an employee has exhausted all of their allocated days, then the employee will be docked at their primary daily rate.

Salary Ranges

Salary ranges should be reviewed and recomputed annually.

Final Compensation for Terminated Employees

Any employee who terminates employment with the district will not receive their final pay check until all issued equipment, keys, and/or uniforms, have been turned in. This will be verified with the campus/department.

Pay Grade	Job Title	Calendar s	Minimum	Midpoint	Maximum	5% Raise
1	Tax Assessor/Collector	12 (235)	42,387	52,978	63,568	2,649
	Custodial Supervisor	12 (250)	45,093	56,359	67,625	2,818
2	Social Worker-Headstart	11 (202)	45,877	55,273	64,670	2,764
3	Speech Therapist	10 (187)	46,711	56,278	65,846	2,814
	Behavior Specialist	11 (202)	50,458	60,792	71,128	3,040
	Counselor SPED	11 (202)	50,458	60,792	71,128	3,040
	Counselor/Dean	11 (202)	50,458	60,792	71,128	3,040
	Diagnostician	11 (202)	50,458	60,792	71,128	3,040
	District Police Officer	11 (202)	50,458	60,792	71,128	3,040
	CTE/STEM Coordinator	11 (210)	52,456	63,200	73,945	3,160
	Assessment/Academic Coach	11 (210)	52,456	63,200	73,945	3,160
	Asst. Principal, ES	11 (210)	52,456	63,200	73,945	3,160
	Director, Child Nutrition	12 (235)	58,701	70,723	82,748	3,536
Director, Facilities	12 (250)	62,448	75,238	88,030	3,762	
Director, Transportation	12 (250)	62,448	75,238	88,030	3,762	
4	Occupational Therapist	10 (187)	51,382	61,906	72,430	3,095
	Physical Therapist	10 (187)	51,382	61,906	72,430	3,095
	Psychologist	11 (202)	55,504	66,872	78,241	3,344
	Asst. Principal, MS	11 (210)	57,702	69,521	81,339	3,476
5	Asst. Principal, HS	11 (210)	62,853	73,944	85,036	3,697
	Principal, Gateway	12 (235)	70,336	82,802	95,159	4,137
6	Principal, ES	11 (210)	69,000	81,000	93,000	4,050
7	Athletic Director	12 (235)	77,428	91,180	104,575	4,559

	Principal, MS	12 (235)	77,428	91,180	104,575	4,559
8	Principal, HS	12 (235)	81,572	93,761	105,950	4,688
9	Vacant (calculated at 235)	12	87,620	98,449	109,278	4,922
10	Asst. Superintendent	12 (235)	100,763	113,216	125,670	5,661
	Director, Business & Finance	12 (235)	100,763	113,216	125,670	5,661

(All positions are subject to reclassification)

Burkburnett Independent School District Clerical & Paraprofessional Job Classification and Salary Schedule

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	5% Raise
1	HS Security Booth	210	16,716	20,009	23,302	1,000
2	Paraprofessionals	172	13,726	16,448	19,169	822
*	Paras with teaching certification will begin at the midpoint of their pay grade. *					
3	Attendance Secretary - ES, MS, HS	210	21,840	26,174	30,509	1,309
	AP Secretary - HS	210	21,840	26,174	30,509	1,309
4	Transportation Secretary	187	21,213	25,402	29,590	1,270
	Principal Secretary - AEC	192	21,780	26,081	30,382	1,304
	Counselor Secretary, HS	202	22,914	27,440	31,964	1,372
	Principal Secretary - ES, MS, HS	210	23,822	28,526	33,230	1,426
	C.O. Receptionist	235	26,658	31,922	37,186	1,596
	Child Nutrition Secretary	235	26,658	31,922	37,186	1,596

	Facilities Secretary	250	28,360	33,960	39,560	1,698
5	Registrar, MS	210	25,956	31,096	36,238	1,555
	Accounts Payable	235	29,046	37,798	40,552	1,890
	Registrar, HS	235	29,046	37,798	40,552	1,890
	Asst. Supt. Administrative Asst.	235	29,046	37,798	40,552	1,890
6	LVN	187	27,975	33,510	39,046	1,676
	Benefits/Wellness Administrator	235	35,156	42,112	49,068	2,106
7	Superintendent Administrative Asst.	235	39,010	45,910	52,809	2,296
	Payroll Manager	235	39,010	45,910	52,809	2,296
	PEIMS	235	39,010	45,910	52,809	2,296
8	Technology Facilitator	235	42,920	50,522	58,790	2,526
9	C.O.T.A.	187	37,265	43,833	50,415	2,192

(All positions are subject to reclassification)

Burkburnett Independent School District Auxiliary Job Classification and Hourly Rates

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	5% Raise
			9.79/hr.	11.94/hr.	14.09/hr.	.60
1	Crossing Guard	172	5,052	6,161	7,270	
	Bus Aide (3hr)	172	5,052	6,161	7,270	

	Child Nutrition - 6.5hrs/day	177	11,263	13,737	16,211	687
	Temporary Clerical	As Assigned	9.55/hr.			
2	Custodial (9hr)	250	10.34/hr.	12.61/hr.	14.88/hr.	.63
	Summer Grounds	Temporary	\$8.25/hr.			
3	Grounds (9hr)	250	11.27/hr.	13.74/hr.	16.21/hr.	.69
	Lead Custodian (9hr)	250	11.27/hr.	13.74/hr.	16.21/hr.	.69
4	Maintenance (9hr)	250	12.51/hr.	15.25/hr.	17.99/hr.	.76
5	Bus Driver (3hr)	172	7,415	9,045	10,676	452
	Lead Maintenance (9hr)	250	14.37/hr.	17.53/hr.	20.69/hr.	.88
			14.63/hr.	17.16/hr.	19.69/hr.	
6	Trans/Child Nutrition (8hr)	177	20,716	24,299	27,881	
	Trans/Maintenance (9hr)	250	34,748	40,755	46,765	
	Trans/Custodian (9hr)	250	34,748	40,755	46,765	
	Trans/Grounds (9hr)	250	34,748	40,755	46,765	
	Bus Porter (9.5hr)	250	37,491	43,973	50,458	
			16.01/hr.	19.52/hr.	23.03/hr.	
7	Cafeteria Manager	183	23,439	28,577	33,716	1,429
	Central Receiving Manager	250	32,020	39,040	46,060	1,952

(All positions are subject to reclassification)

**2020-2021 Salary Schedule
for Teachers, RNs, & Librarians**

Years of Exp.	Salary Schedule
0	\$ 40,500.00
1	\$ 41,100.00
2	\$ 41,650.00
3	\$ 42,200.00
4	\$ 42,850.00
5	\$ 43,450.00
6	\$ 44,050.00
7	\$ 44,825.00
8	\$ 45,525.00
9	\$ 46,440.00
10	\$ 47,630.00
11	\$ 48,770.00
12	\$ 49,850.00
13	\$ 50,850.00
14	\$ 51,810.00
15	\$ 52,710.00
16	\$ 53,570.00
17	\$ 54,370.00
18	\$ 55,140.00
19	\$ 55,860.00
20	\$ 56,540.00
21	\$ 57,040.00

22	\$ 57,540.00
23	\$ 58,040.00
24	\$ 58,540.00
25	\$ 59,040.00
26	\$ 59,540.00
27	\$ 60,040.00
28	\$ 60,540.00
29	\$ 61,040.00
30+	\$ 61,540.00

- Master's Degree - \$3,000 stipend

Transportation - 172 days

Route	Daily Rate	Annual
Sp. Ed Route	\$48	\$8,256
Reg. Ed Route Long	\$48	\$8,256
Reg. Ed	\$43	\$7,396
Sub Drivers	\$43	\$7,396
Aides	\$38	\$6,536

(Sub Drivers must have I-9, W-4 and Banking Data on File. Must have fingerprinting completed.)

Child Nutrition Department

Salary based on \$9.79 per hour at 6.5 hours per day for 177 days = \$11,263

Central Receiving Manager

Starting Rate: \$16.01 per hour for 8 hours per day. Follows the Custodian/Maintenance calendar.

NOTE: Former employees returning to employment with the district will be reinstated at the salary they were making when they terminated, if they return within a one-year timeframe.

Burkburnett ISD - Stipends

Stipend	Amount
Activities Coordinator	\$2,000
Advanced Placement Teacher Stipend	\$1,000 per course
AG Science (per teacher)	\$5,000
Annual - HS	\$3,500
Annual - BMS	\$1,500
Annual - Elementary	\$ 500
Band - Head HS	\$7,500
Band - HS Assistant	\$5,000
Band - Head MS	\$9,500
Band - MS Assistant	\$7,500
Choir - HS/MS	\$7,700
Cosmetology	\$3,000
CTA - AEC	\$1,000
CTA - Foreign Language	\$1,000
CTA - Math	\$2,000
CTA - Science	\$2,000
CTA - SPED	\$1,000
Drama - HS	\$7,000
Drama - MS	\$3,000
Dual Credit Teacher	\$1,000
Energy Management	\$7,000
Handle With Care	
Lead Counselor	\$1,500
Lead Librarian	\$1,500
Lead Nurse	\$1,500

Lead Therapist	\$2,296
Master Degree	\$3,000
National Certification	\$5,000
Network Administrator	\$3,000
New Teacher Mentor	\$1,500
NHS Coordinator	\$500
ROTC - Coordinator	\$6,500
ROTC - Enlisted	\$2,500 + 1 Month MIP
ROTC - Officer	\$6,500
Safety & Entry Controls	\$5,000
Social Media Stipend	\$1,000
Student Council	\$1,000
Superintendent Benefit Stipend	\$6,132
Teacher Bus Driver	\$8,498
Textbook Coordinator	\$2,500
UIL District Coordinator	\$1,000
UIL Campus Coordinator - HS	\$1,000
UIL Campus Coordinator - MS & Elem	\$500
UIL Debate Stipend	\$2,000
Video Production	\$3,500
Visually Impaired	\$1,000
Webmaster	\$5,000

Athletic Stipends

Cheer Sponsor - HS	\$3,000
Cheer Sponsor - MS	\$1,000
Pep Squad - MS	\$500
Drill Team	\$4,000
Gate Worker Coordinator	\$3,150

Coaching Stipends

High School	Stipend
Athletic Director	\$9,900
Assistant Athletic Director	\$3,400
Head Football Coach	\$12,435
Head Basketball	\$12,000
Head Baseball, Softball, Volleyball (w/ two sports)	\$8,910
Head Baseball, Softball, Volleyball (w/ one sports)	\$6,280
Head Tennis	\$9,000
Head Track & Cross Country	\$4,100
Football Offensive/Defensive Coordinator (w/ two sports)	\$9,400
HS Football Assistant with 2 nd sport	\$7,385
Entry Level HS Football Asst. with 2 nd sport	\$6,765
HS Asst. Coaches-Basketball, Volleyball , & Track (w/ two sports)	\$6,765
Tennis Assistant	\$4,200
Middle School	
Head Football and MS Coordinator	\$6,965
Football, Basketball, Volleyball, and Track (w/ two sports)	\$4,670
MS Tennis	\$4,670
Miscellaneous	
Coaches w/ 3 rd sport (MS sports with a short season)	\$1,400
HS one sport	\$3,000

- Some stipends are in unusual amounts due to not paying extra days to coaches. (The last amount paid was transferred to a stipend)
- Stipends could vary because some coaches work extra days in August while others do not.
- All stipends listed are what would be paid to a professional teacher. Stipends paid to paraprofessionals are paid on an hourly basis.

Substitute Salary Schedule

The salary rate for substitute teachers shall be set by the Burkburnett ISD Board of Trustees and recorded in Board Minutes. Substitutes are paid in ½ day or full day increments. The current rate is:

Non - degreed	\$75.00
Degreed	\$90.00
Degreed Long-term *	\$100.00

***Long-term** begins on the 11th consecutive days for the same teacher. *

Substitutes serving in a long-term position who miss more than two consecutive days can be placed back on the regular rate of pay.

Starting rate may be adjusted due to market availability for hard to fill positions and must be approved by the Assistant Superintendent.

Substitutes that served consecutive long-term assignments without a break in service may be allowed to continue at the long-term rate.

Substitutes will not be utilized for paraprofessional positions unless they have been approved in advance by the Assistant Superintendent.

Substitutes will not be used for non-classroom teachers.

Substitutes will not be used for clerical positions unless approved by the Assistant Superintendent.

If there is a failed to fill assignment on a campus and it is filled by another teacher(s) or paraprofessional(s), then the rate of pay is \$90 and split accordingly if applicable.

Scale for computing Half Day vs. Full day assignments:

Half day pay is for any job 4 hours or under.

Full day jobs are considered when working over 4 hours.

Temporary Employment

Temporary employment may be appropriate in some situations, but the following examples are some of the most common:

- On Call Duties
- Tutors
- Summer Grounds
- Security Officers for Events
- Gate/Ticket Workers
- Concessions

The nature of the work to be performed, duration of employment, work schedule and budget constraints all play a role in determining temporary employment.

Pay rates and job descriptions are determined upon approval of the temporary position. The Superintendent or designee will review the request for the temporary position and will have final authority for approval or denial of such request.

The Superintendent or the designee will communicate to the Human Resources department and business office any approval of positions.

Miscellaneous Expenses for On Call Duties

If a transportation employee is called in for a short route during the day they will be paid 1 hour at

their regular hourly rate. Example: Drive students to Local Park and then return 4 hours later to pick them up.

This would only require a few minutes of their time each trip. The district will pay them 1 hour for making both trips to the park. If the time goes over, then they will be compensated extra at their hourly rate of pay.

Maintenance Workers on call will receive a 2-hour minimum for being called outside of their regular work schedule.

TUTOR(S):

MATH/READING INTERVENTIONIST(S):

- Certified teachers will be paid \$30.00.
- Degreed (minimum of a bachelor's degree) will be paid at the rate of \$20.00.
- Less than a bachelor degree will be paid at the rate of \$15.00 as of 2/1/16.

SUMMER GROUNDS:
\$8.25 per hour

SECURITY OFFICERS:
\$30.00 per hour

CONCESSIONS:
\$10.00 per hour

GATE/TICKET WORKERS:
Varsity Football Games:
Cashiers: \$60 per game
Ticket Takers: \$40 per game

Tournaments: \$100 per day

All other athletic events:
\$40 for the first game, \$10
for additional game

CROSSING GUARDS:
\$12.00 per hour

Summer Academy Pay

Teacher	\$30.00/hr
Nurse	\$20.00/hr
Clerical	\$15.00/hr
Para	\$15.00/hr

Summer Academy Sub Pay:

Certified	\$30.00/hr
Non-Certified	\$15.00/hr
Bus Drivers	Daily rate of pay (3 hrs)

Homebound Students

Homebound teachers will receive \$30.00 per hour. If the student lives more than two miles from the home campus, then the teacher can request a mileage reimbursement.

Counseling Services

\$30.00 per hour for Special Education or General Education.

Drivers Education

Drivers' Education Teachers will earn \$30 per hour and will be compensated at the end of the training.

Employee Leave

State Leave

Employees earn up to five paid state leave days per school year. These days are cumulative and travel with you to any district in the state of Texas. State days are earned ½ day for each 18 days worked up to the maximum of five per school year.

Local Leave

Employees can earn up to five paid local leave days per school year. The district grants local leave days and they are cumulative up to 100 days.

Vacation

Each full-time employee serving in a position normally requiring 12 months of service shall earn paid vacation annually, in accordance with administrative regulations and the following schedule.

<u>Length of Service Paid</u>	<u>Vacation Days Earned</u>
Date of hire to June 30	Prorated-5 days max
Year 1	5
Year 2	10
Year 4	11
Year 8	12
Year 12	13
Year 16	14
Year 20	15

The 12-month period (“the work year”) during which vacation leave is earned and used shall be July 1 through June 30. Upon hire, 12-month employees will receive up to five paid vacation days on a pro-rated basis. Year one of employment will begin July 1. Awarded vacation days must be used prior to June 30 of the school year in which they were allotted.

Vacation days for employees who change from a ten or eleven-month position to a 12-month position will be prorated based on

- the years of service already provided to the district **and**
- the number of days worked through June 30 of that given year.

Prior years of service with the district will be considered when determining the number of paid vacation days earned. ***Note: Any break in employment will cause the employee to begin at zero length of service when earning paid vacation leave.*** An employee shall not earn vacation days when in an unpaid status. An employee using full or proportionate paid leave or vacation days shall be considered to be in a paid status. Vacation days are considered available on July 1. Use of vacation days shall be scheduled in advance with approval from the employee's immediate supervisor. Vacation days shall be noncumulative and must be used by the end of the work year for which they are granted.