

BASTROP INDEPENDENT SCHOOL DISTRICT COMPENSATION GUIDELINES 2018 - 2019

Purpose

This is a guide for administering salaries and wages for Teachers, Administrative/Professional, Support, Paraprofessional/Technical, and Auxiliary (Maintenance/Custodial and Child Nutrition) staff of the Bastrop Independent School District.

Practices described are intended to implement local School Board policy, goals, state and federal regulations.

Job Classification

District jobs are assigned to pay ranges 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 organizational structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job range classification. This review is to be at the direction of the Superintendent or his designee, which shall be the Executive Director of Human Resources.

Newly established jobs should be analyzed and range assignment determined prior to hiring personnel for a position. This procedure accomplishes two objectives. First, the appropriate pay range becomes part of the recruitment and hiring strategy of the district. Second, a consistent practice of salary administration is established at the initiation of each job.

Pay Raises

Annual pay increases are not guaranteed. If approved, raises are based on the control rate (midpoint) of each pay range or a specific “dollar increase” for major incumbent jobs. **Bastrop ISD does not operate on a Step schedule.**

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.

Pay Grades/Ranges

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 range structure.

The use of pay grade levels facilitates payroll administration and maintains the integrity of the job worth. The control rate (midpoint) is the chief control point in the system. A minimum and maximum pay rate for each pay grade range is computed from the control rate using technical standards that are designed to maintain pay equity or fair pay for each job in the system of jobs.

Employees should be assigned to a pay grade and paid a salary/hourly rate between the minimum and maximum (inclusive) of the pay range. Minimum and maximum pay rates are valid for only one year. No general pay action is intended to extend an employee's pay above the pay range or add pay to an employee already paid above the assigned pay grade maximum.

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, certificates, or licenses, these must be official and on file with the district. A Texas educator service record or chronology of prior work history (as applicable to position and if previously employed full time) is required.**

Salary placement will be at the direction of the Superintendent or his designee, which shall be the Executive Director of Human Resources. The Human Resources Office shall determine hiring rates based upon job-related qualifications, salary history, and salaries of other employees in same position.

Administrators/Non-teaching Professional Employees – The Superintendent or his designee, which shall be the Executive Director of Human Resources, shall individually set hiring rates for the new administrators/non-teaching professional employees under the following guidelines:

1. Persons with previous job experience or special skills may be hired at a rate up to but not exceeding the control rate (midpoint) of the pay range.
2. New administrators/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.
3. New administrators may be started at a salary above the control rate (midpoint) if a pay decrease would otherwise occur.
4. A new employee in a hard to fill position or with special qualifications may be placed above the midpoint with consideration given for current employees in that specific pay range.

Support/Paraprofessional – The Superintendent or his designee, which shall be the Executive Director of Human Resources, shall individually set hiring rates for the new employees under the following guidelines:

1. A new employee with no direct experience in the job will be placed at the

minimum pay range rate.

2. A new employee hired from outside the district shall normally not be placed above the pay range control rate (midpoint).
3. A new employee with prior experience may be placed above the minimum rate as determined from the documented salary/wage history but shall normally not be started at a rate above the salary of other district employees with more experience in the position.
4. A new employee in a hard to fill position or with special qualifications may be placed above the midpoint with consideration given for current employees in that specific pay range.

Classroom Teachers/Librarians – The Superintendent or his designee, which shall be the Executive Director of Human Resources, shall annually establish a starting salary for all new hire teachers/librarians with zero years teaching experience. The starting salary will reflect the hiring objectives of the district. Starting salaries for all other new hire teachers will be based upon consideration for experience and area of teaching specialty.

New teachers to the district will not be placed above salary levels of continuing teachers with similar training and teaching experience. Teachers new to the District will be placed in accordance with the published Board approved Hiring Schedule. Hiring Schedules are developed and approved for one year only; therefore future salaries cannot be predicted from the Hiring Schedule.

The Superintendent may approve hiring rates up to or above the control rate of the range when an applicant has exceptional job qualifications or the position cannot otherwise be filled.

Promotion

For compensation purposes, a promotion occurs when an employee is placed in a higher pay range except for general structure changes or position reclassification. The effective date of the promotion is determined by the Superintendent or his designee, which shall be the Executive Director of Human Resources.

The new salary/hourly rate shall be equal to or greater than the minimum rate for the new range, but in no case shall it exceed the maximum rate for the new range. Increases are calculated on daily or hourly rates of pay depending on the position classification.

Reclassification

On a periodic basis jobs may be reclassified into a different pay range or salaries may be adjusted within pay ranges 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 will be given unless the employee is below the minimum for the new pay range 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 his designee, which shall be the Executive Director of Human Resources.

Demotion

For compensation purposes, a demotion occurs when an employee is placed in a lower pay range except for general salary structure changes or position reclassification. At the direction of the Superintendent or his designee, which shall be and the Executive Director of Human Resources, an employee's pay rate may be reduced.

Reassignment

Placement in a lower pay range not resulting from a demotion may not immediately reduce salary. Programmatic, organizational, or funding changes are examples of such actions, which may create this condition.

Teacher Degree Differential Stipend/Requirements

For the \$1,100 differential Stipend for teachers earning a Master's Degree or \$1,400 differential stipend for teachers earning a Doctorate Degree, the employee must provide an official transcript showing the date the Master or Doctorate degree was conferred/awarded.

Bastrop Independent School District Compensation Package:

Unless otherwise specified, the district unilaterally designates that all employees will be paid on an annualized (12 month) basis in accordance with the district's payroll calendar.

In addition to salary, the total compensation package includes: annual health benefits for all employees (district contribution \$162.50 per pay period).