



Administrative Procedures Guide  
Employee Compensation Plan

Millsap  
Independent School District

2023-2024

Revised: March 26, 2024

# Administrative Procedures Guide

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## Pay System Procedures

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### A. District Pay Plan

Millsap ISD maintains position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories:

- *Professional salary schedules for teachers, nurses (RN), librarians*
- *Administrative / professional pay structure*
- *Clerical / technical pay structure*
- *Auxiliary pay structure*

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Professional salary schedules will correlate pay to total creditable years of experience in education. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan or exceptions are approved by the Board. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the Board each year.

### B. Job Classification

#### (1) Purpose and Authority

Job classification is based on an assessment of skill requirements, assigned duties, and market value. Jobs are classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Business Office will collect job information, evaluate jobs for pay classification and recommend pay grade assignments. The Superintendent has final authority concerning job classifications.

#### (2) Reclassification of Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained change in job duties and responsibilities, a need to improve internal pay equity with other jobs, or a significant change in the external job market.

### (3) Pay Rate Adjustments for Job Reclassification

A change in job classification will result in a higher or lower pay range and a greater or lesser potential for pay advancement. Pay rate adjustments for job reclassification may be made in accordance with the guidelines below. Any adjustments for contract employees will comply with district policy DEA(L). Job classification changes made as part of a comprehensive review of the district's pay plan may not result in a pay rate adjustment.

- (a) If the job is reclassified upward due to a significant and sustained increase in assigned job duties, the reclassification will be treated as a promotion and the procedure for promotion increases will apply.
- (b) If the job is reclassified only to address internal equity issues and there is no change in assigned duties, there will be no immediate pay increase. Future increases will be larger as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- (c) If the job is reclassified downward due to a change in duties assigned, the employee's pay may be reduced at the discretion of the Superintendent.

### (4) Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor or the Business Office. Reviews will be conducted as follows:

- (a) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the Business Office. Job classification reviews are initiated in February of each year. Requests for unscheduled classification reviews must be approved by the Superintendent before the request is submitted to the Business Office.
- (b) The supervisor must submit a completed Request for Job Classification Review form to the Business Office. The request form must be approved by the appropriate department head or campus administrator.
- (c) The Business Office will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, interviewing the supervisor or employee(s), or analyzing external job market information.
- (d) The Business Office will evaluate the job placement and prepare a written recommendation for pay grade assignment for the Superintendent's review.
- (e) The Business Office will notify the supervisor and the employee of the pay grade assignment after the Superintendent's review and approval.

## (5) Classification of New Positions

New positions must have a written job description. The Business Office will recommend to the Superintendent the pay grade classification of new positions based on the job description, consultation with the job supervisor, and the external job market. New positions must be classified in the pay system prior to hiring new employees.

## C. Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Business Office will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt. Exempt employees do not receive overtime compensation.

## D. General Pay Increases

### (1) Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district. To receive a general pay increase, an employee must be in an active status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

An employee's performance must be satisfactory to receive a pay increase unless exceptions are granted by the board.

Employees must have worked for the district for at least 90 days to be eligible for a general pay increase.

### (2) Pay Increase Budget

The Superintendent will recommend a budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases are based on available revenue, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the Board.

### (3) General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the Board to the midpoint of each employee's pay range. All employees in the same pay range, who are not at maximum pay, will receive the same pay increase. Employees who are paid on professional salary schedules will receive the general pay increase built into the new salary schedules each year.

*Example: Range Midpoint x Percent Increase = Pay Increase*

*Clerical / Technical*

*Midpoint (\$15.00) x Percent Increase (4%) = Pay Increase (\$0.60)*

*Pay Increase (\$0.60) x Hours (8) x Duty Days (187) = Annual Increase (\$897.60)*

(4) Retroactive Pay

At any time during the school year, the District reserves the right to retroactively increase employee pay, given total revenue exceeds the current budget expectations.

**E. Average Daily Attendance Incentive**

(1) Rules and Policies

- (a) The payments will occur in December if the contingency is met.
- (b) The Fall Semester payment will be contingent upon meeting budgeted Average Daily Attendance (ADA) for all school days up to the date of calculation (December 1). The Board designates authority to the Superintendent to adjust the incentive amount in the event the District ADA goal is not met or if the goal is exceeded not to exceed five hundred (\$500) dollars per full time employee/two hundred fifty (\$250) dollars per part time employee.
- (c) In order to be eligible for the Fall Semester payment, an employee must be employed by the district on or before December 1<sup>st</sup> through the last day of the Fall Semester with the amount of incentive prorated based on the number of days employed during the Fall Semester divided by the total number of student days in the Fall Semester.
- (d) A full time employee is an employee who works at least 32 hours per week.
- (e) A part time employee is an employee who works at least 20 hours up to 31 hours per week.
- (f) Full time employees will receive a payment of up to \$500.00 (before taxes) ADA Incentive pay.
- (g) Part time employees will receive up to \$250.00 (before taxes) ADA Incentive pay.
- (h) All payments will be subject to all State and Federal withholdings.
- (i) Individuals who are not full time, that work as a teacher or employee in the Millsap After School Program, are not eligible.
- (j) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.

**F. Staff Attendance Incentive**

- *The time period for the attendance incentive will be from the 1<sup>st</sup> staff day of the instructional year (per the adopted calendar) through the end of the pay period in May. (i.e., Aug 3 – May 3)*
- *The attendance incentive will be paid in May. It will be separate from the regular May paycheck.*
- *The incentive amount each employee earns will be based on the table below:  
(i.e., if an exempt 11-month employee uses 3.5 state and/or local days during the time period, \$500 will be paid)*
- *Part-time employees will get ½ of the stated amount.*

Exempt Number of State/Local Absences				
10/11 month	0-2	2.5-5	5.5-7	7.5+
12 month	0-3	3.5-6	6.5-8	8.5+
	\$800	\$500	\$200	\$0

Nonexempt Number of State/Local Absences				
10/11 month	0-2	2.5-5	5.5-7	7.5+
12 month	0-3	3.5-6	6.5-8	8.5+
	\$400	\$250	\$100	\$0

**G. Recruitment and Retention Incentive**

***The Recruitment and retention incentive, a collective incentive, is not guaranteed. The Superintendent has the authority to launch a recruitment and retention program contingent upon market need, staffing patterns, and financial adequacy. Recruitment Incentive for Contracted Employees:***

Given the recruitment incentive is launched for the 2024-2025 school year the following is true:

A one-time signing incentive for contracted employees who commit to returning (current employees) or coming (new employees) to Millsap ISD for the 2024-2025 school year will be provided to all full time and part time contracted employees. An incentive up to \$1,000 will be provided to full time contracted employees and ½ of that designated amount will be provided to part time contracted employees. The incentive will be initiated upon the submission of the 2024-2025 signed contract to the District Administration Office.

This incentive is contingent upon the employee being present on the first instructional day of the school year and remaining at Millsap ISD for the entirety of the 2024-2025 school year. Employees who leave prior to the completion of the 2024-2025 school year will be subject to reimbursing the district the entire incentive.

## **Retention Incentive for Non-contracted Employees:**

The retention incentive for non-contracted employees is in effect for the 2023-2024 school year.

A one-time retention incentive for non-contracted employees will be provided to all full time and part time non-contracted employees who are employed at Millsap ISD throughout the 2023-2024 school year. An incentive of \$300 will be provided to full time non-contracted employees and \$150 to part time non-contracted employees.

This incentive is contingent upon the employee being present on the first instructional day of the school year and remaining at Millsap ISD for the entirety of the 2023-2024 school year. Employees who leave prior to the completion of the 2023-2024 school year will be subject to reimbursing the district the entire incentive.

. The retention incentive will be paid in May. It will be separate from the regular May paycheck.

The Superintendent reserves the right to launch this incentive for the 2024-2025 school year.

## **H. 457 Longevity Match**

The 457 Match will be contingent on finishing school year at or above original budgeted ADA. If less, the Board will determine matching percentage not to exceed 1%.

- (a) In order to be eligible for the match, an individual must be employed by the district on the last day of the school calendar year, worked 90 or more days, and contributed to the 457 plan.
- (b) Employees who meet TRS eligibility are eligible for the district match.
- (c) Up to a 1% match of annualized salary will be deposited into the matching account in the month of August before the end of the fiscal year.
- (d) Individuals who work part time in the Millsap After School Program are not eligible.
- (e) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.
- (f) Participating employees will be vested in district contributions as follows:

- After 2 years in district – 20%
- After 3 years in district – 40%
- After 4 years in district – 60%
- After 5 years in district – 80%
- After 6 years in district – 100%

## **I. Unused Leave Incentive at Retirement**

An employee who retires from the District shall be eligible for reimbursement for unused state leave up to a maximum of \$10,000 under the following conditions (Superintendent is excluded if contract pays unused leave):



- a. The employee’s retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
- b. The employee has at least five years of service with the District.
- c. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.
- d. The District shall use the following chart to determine the amount of leave for which an employee is reimbursed:

Years of Service	Percentage of Accumulated Leave Days
10 or more	100
9 or more	90
8 or more	80
7 or more	70
6 or more	60
5 or more	50

- e. For professional employees, the rates of reimbursement shall be as follows:
  - a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a certified substitute.
  - b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a certified substitute.
- f. For all other eligible employees, the rates of reimbursement shall be as follows:
  - a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a non-degreed substitute.
  - b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a non-degreed substitute.

**J. Placement of External New Hires**

(1) Professional Hiring Schedules

Teachers, librarians, nurses (RNs), who are paid on an experience-based salary schedule will be placed on the schedule based on total years of creditable experience as defined by state regulations and shown on the employee’s service record.

(2) Administrative / Professional Pay Structure

Placement of new hires in the administrative / professional pay structure will be determined individually based on each person’s job-related experience and pay rates

of other employees in the same job title with similar experience.

The guidelines for placement in the administrative / professional pay structure are as follows:

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
- (b) Placement of a new hire may not exceed pay rates of other employees in the same job title with similar experience.
- (c) Recommended placement for new hires will be determined by the Business Office as follows:
  - 1. 1 percent above minimum for each year of creditable teaching experience up to the hiring limit (a)
  - 2. 1.5 percent above minimum for each year of administrative or job-specific experience up to the hiring limit (a)
- (d) New hire placement recommendations may be adjusted from these experience formulas as deemed necessary by the Business Office for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.

### (3) Clerical / Technical and Auxiliary Pay Structure

Placement of new hires in the clerical / technical pay structure will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience.

The guidelines for placement on the clerical / technical pay structure are as follows:

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
- (b) Placement of a new hires may not exceed pay rates of other employees in the same job title with similar experience.
- (c) New hires will be placed in the pay range at:
  - 1 percent above minimum for each year of verified job experience up to the hiring limit (b).
- (d) New hire placement may be adjusted from this formula as deemed necessary by the Human Resource Department for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.
- (f) New hires may not be placed above the midpoint unless approved by the Superintendent.

## **K. Promotion Increases**

### **(1) Promotion Defined**

A promotion occurs when an employee is assigned to a different job in a higher pay grade. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the promotion increase is inclusive of any general increase granted by the school board.

### **(2) Promotion Increase for the Administrative / Professional Pay Structure**

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on daily rates of pay for the assigned duty days and will be determined by these guidelines:

- (a) A pay increase for a promotion of one pay grade level will be 8 percent of the new range midpoint.
- (b) A pay increase for a promotion of two pay grade levels will be 10 percent of the new range midpoint.
- (c) A pay increase for a promotion of three or more pay grade levels will be 12 percent of the new range midpoint.
- (d) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (e) Promotion increases may be reduced if another employee with more experience in the same job title is paid less.
- (f) A teacher or other professional employee who moves from a different salary schedule to the administrative / professional pay structure will be given credit for experience according to the procedure for Placement of New Hires (I.2.) up to a limit of 8 percent of the new range midpoint.
- (g) The promotion increase for a teacher promoted to an administrative/professional position will be added to the base salary plus stipends for teaching assignments. Stipends for extra-duty assignments will not be included.

### **(3) Promotion Increase for the Clerical / Technical and Auxiliary Pay Structures**

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on hourly rates of pay and will be determined by these guidelines:

- (a) If the employee's current base pay rate is less than the midpoint for the new job, the increase shall be 8 percent of the new midpoint.
- (b) If the employee's current base pay rate is greater than the midpoint for the

new position, the increase shall be 6 percent of the new midpoint.

- (c) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (d) Promotion increases may be reduced if an employee with more experience in the same job title is paid less.

## **L. Movement to a Lower Pay Grade**

### **(1) Pay Adjustments**

A change in pay as a result of movement to a lower pay grade will be made at the discretion of the Superintendent based on reasons for the change. When a pay reduction is made, the employee's base pay rate will generally be set at the same relative position within the lower pay range which is measured as a ratio of the employee's salary to the range midpoint. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The Business Office may adjust this formula when special circumstances warrant.

The pay adjustment will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. In the case of teachers or other professionals on an experience-based step placement schedule, placement will be made on the applicable pay schedule according to years of experience.

## **M. Adjusting Pay-Range Structures**

### **(1) Annual Review of Pay Ranges**

The Business Office will review pay-range structures annually and recommend adjustments as needed to maintain competitive pay range alignment with external job markets.

## **N. Reinstatement After Break-in-Service**

An employee who is rehired following a break-in-service that is less than 12 months shall be reinstated at the same rate previously paid if hired for the same or equivalent position. If rehired for a different position or rehired following a break-in-service greater than 12 months, the employee will be placed according to procedures for new hires.

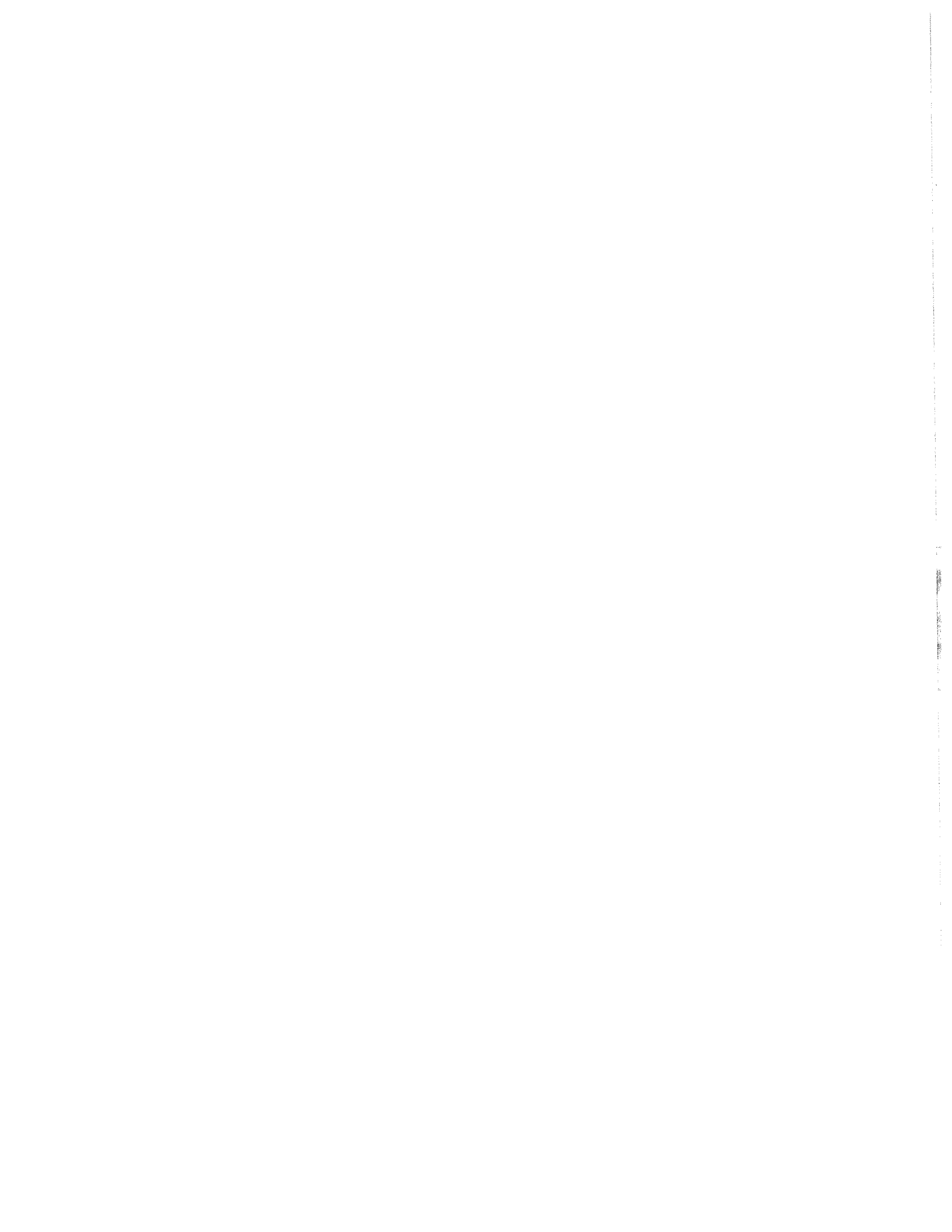
## **O. Less than Full Time Pay**

Teachers teaching an average of 2 hours or more per day but less than an average of 4 hours per day, will be paid  $\frac{1}{2}$  of conference period. Teachers teaching an average of 4 hours or more per day will be paid a full conference period. A stipend equal to  $\frac{1}{2}$  of a period will be paid to half time employees without a conference period. Pay will be based on the number of classes taught + calculated conference.

**P. District of Innovation and Pay**

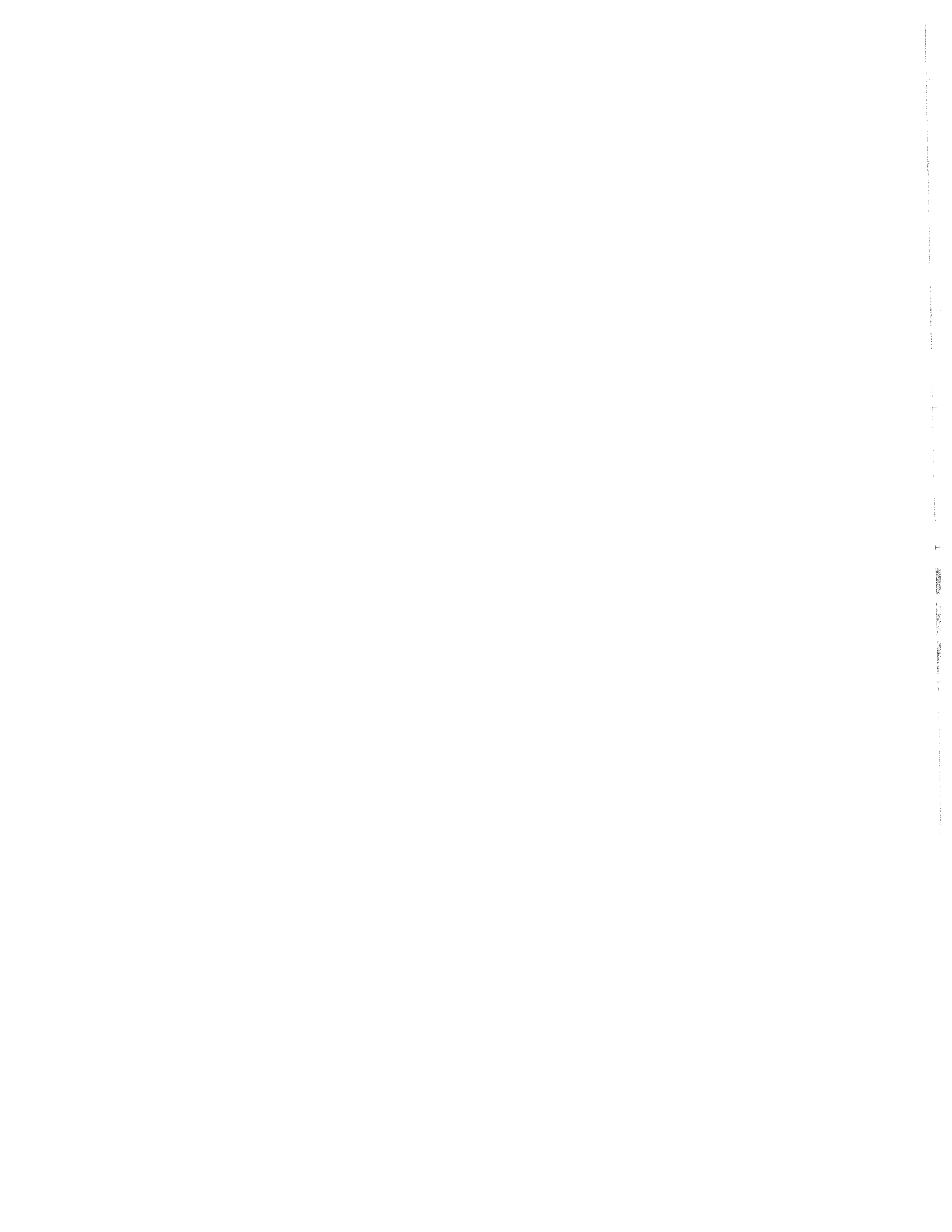
Millsap ISD is a District of Innovation (DOI). As a DOI, the days on the school calendar may vary from the State 187 days.

- (1) Professionals: Teachers, Nurses (RN), Librarians  
Daily rate may vary, but annualized salary will be based on 187 days regardless of days in calendar. Additional work days are paid at a daily rate as if they worked 187 day calendar (annual pay/187).
- (2) Administrative / Professional employees work a set number of days and are not impacted by the school year calendar.
- (3) Clerical / Technical employees are paid a daily rate which causes the annualized pay to fluctuate. Every effort will be made to keep anyone from having a reduction in pay.
- (4) Auxiliary employees are paid a daily/hourly rate. Those who are tied to school calendar will see their annualized pay fluctuate. Every effort will be made to keep anyone from having a reduction in pay.



**SALARY SCHEDULE FOR  
TEACHERS, LIBRARIANS, AND NURSES (RNs)  
2023-2024**

<b><u>EXPERIENCE</u></b>	<b><u>BACHELORS</u></b>	<b><u>MASTERS</u></b>
0	45,161	45,661
1	45,570	46,070
2	45,982	46,482
3	46,561	47,061
4	47,303	47,803
5	47,708	48,208
6	48,337	48,837
7	50,033	50,533
8	50,844	51,344
9	51,669	52,169
10	52,598	53,098
11	53,412	53,912
12	54,331	54,831
13	55,215	55,715
14	56,114	56,614
15	57,030	57,530
16	57,961	58,461
17	58,909	59,409
18	59,873	60,373
19	60,854	61,354
20	61,454	61,954
21	62,452	62,952
22	63,468	63,968
23	64,553	65,053
24	65,623	66,123
25	66,712	67,212
Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.		





**Administrative/Professional Pay Structure  
2023-2024**

**Pay Grade 1**

Monthly	Minimum <b>4,879</b>	Midpoint <b>5,949</b>	Maximum <b>7,019</b>
Daily	259,043	315,865	372,688
10	48,786	59,488	70,190
11	53,665	65,437	77,209
12	58,544	71,386	84,228
Counselor Supplemental Instructional Coord			

**Pay Grade 2**

Monthly	Minimum <b>5,219</b>	Midpoint <b>6,365</b>	Maximum <b>7,511</b>
Daily	277,100	337,954	398,808
10	52,187	63,648	75,109
11	57,406	70,013	82,620
12	62,625	76,378	90,131
Assistant Principal			

**Pay Grade 3**

Monthly	Minimum <b>5,584</b>	Midpoint <b>6,810</b>	Maximum <b>8,036</b>
Daily	296,483	361,589	426,695
10	55,838	68,099	80,361
11	61,421	74,909	88,397
12	67,005	81,719	96,433
Principal - Elementary School			

**Pay Grade 4**

Monthly	Minimum <b>5,974</b>	Midpoint <b>7,286</b>	Maximum <b>8,598</b>
Daily	317,191	386,852	456,514
10	59,738	72,857	85,977
11	65,711	80,143	94,574
12	71,685	87,429	103,172
Middle School Principal			

**Pay Grade 5**

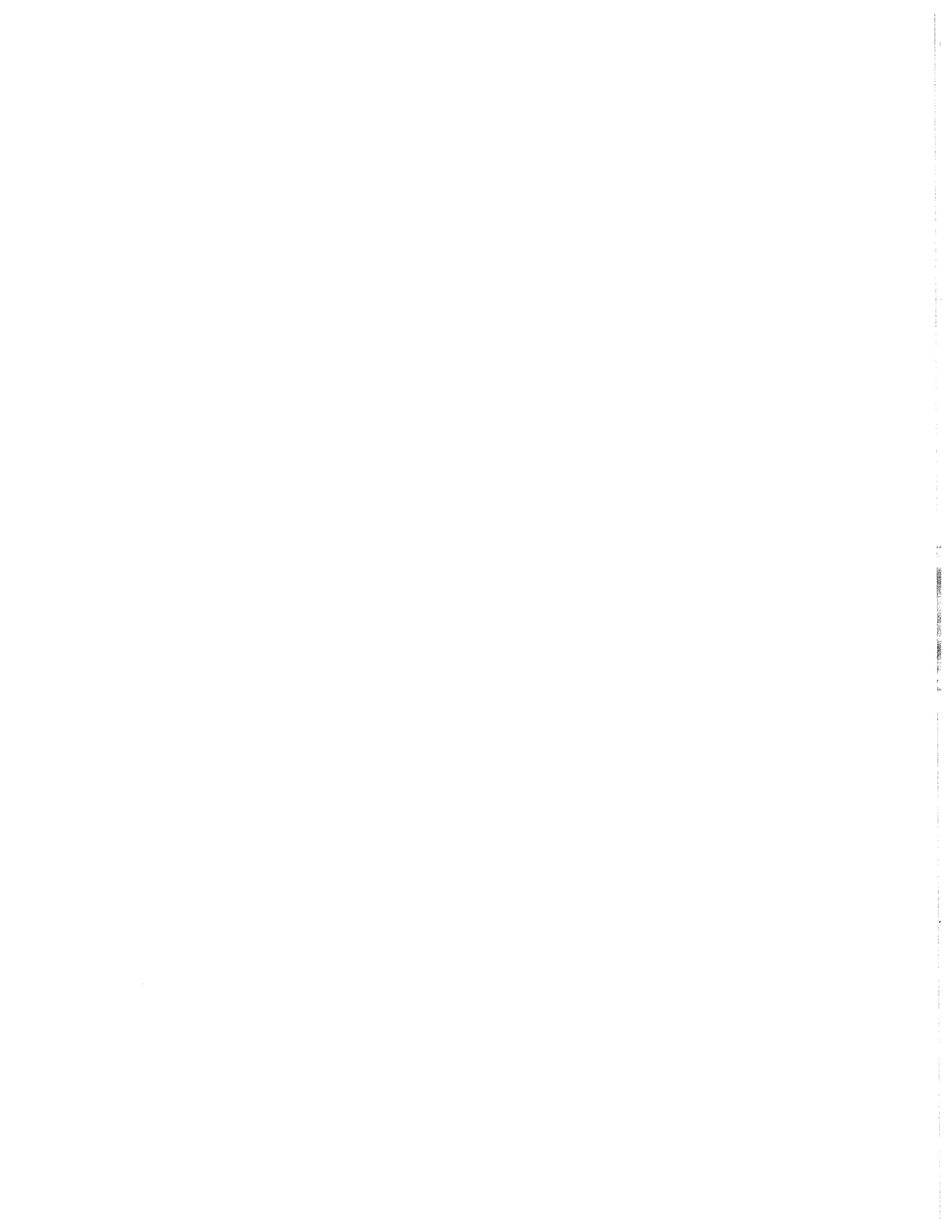
Monthly	Minimum <b>6,394</b>	Midpoint <b>7,797</b>	Maximum <b>9,200</b>
Daily	339,500	413,994	488,487
10	63,939	77,969	91,998
11	70,333	85,766	101,198
12	76,727	93,563	110,398
Principal - High School Chief Financial Officer Athletic Director Executive Director of Operations			

**Pay Grade 6**

Monthly	Minimum <b>6,843</b>	Midpoint <b>8,344</b>	Maximum <b>9,846</b>
Daily	363,356	443,068	522,779
10	68,432	83,444	98,457
11	75,275	91,789	108,302
12	82,118	100,133	118,148
Assistant Superintendent			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

Daily work examples are included (180,197,203 days)



**Clerical/Technical Pay Structure  
2023-2024**

**Pay Grade 1**

Hourly	Minimum	Midpoint	Maximum
	<b>11.65</b>	<b>14.43</b>	<b>17.22</b>
<b>Daily</b>	93,187	115,464	137,741
<b>177</b>	16,494	20,437	24,380
Aide, Classroom		Aide, Special Education	

**Pay Grade 2**

Hourly	Minimum	Midpoint	Maximum
	<b>12.48</b>	<b>15.45</b>	<b>18.42</b>
<b>Daily</b>	99,840	123,600	147,360
<b>177</b>	17,672	21,877	26,083
Aide, Computer Lab	Aide, PreK	Aide, Special Needs	
Aide, Library		Receptionist	

**Pay Grade 3**

Hourly	Minimum	Midpoint	Maximum
	<b>12.87</b>	<b>16.55</b>	<b>20.22</b>
<b>Daily</b>	102,960	132,360	161,760
<b>197</b>	20,283	26,075	31,867
<b>203</b>	20,901	26,869	32,837
Secretary, Campus			

**Pay Grade 4**

Hourly	Minimum	Midpoint	Maximum
	<b>13.76</b>	<b>17.70</b>	<b>21.64</b>
<b>Daily</b>	110,080	141,600	173,120
<b>203</b>	22,346	28,745	35,143
Registrar		Secretary & Registrar both (MMS)	

**Pay Grade 5**

Hourly	Minimum	Midpoint	Maximum
	<b>14.73</b>	<b>23.19</b>	<b>31.64</b>
<b>Daily</b>	117,840	185,496	253,152
<b>177</b>	20,858	32,833	44,808
<b>210</b>	24,746	38,954	53,162
<b>226</b>	26,632	41,922	57,212
Computer Technician I District Office AP		Licensed Vocational Nurse Payroll Clerk/Admin	

**Pay Grade 6**

Hourly	Minimum	Midpoint	Maximum
	<b>15.75</b>	<b>24.80</b>	<b>33.84</b>
<b>Daily</b>	126,000	198,360	270,720
<b>217</b>	27,342	43,044	58,746
<b>226</b>	28,476	44,829	61,183
Administrative Assistant District PEIMS			

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

Daily work examples are included (180,197,203 days)



**Auxiliary Pay Structure  
2023-2024**

**Pay Grade 1**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>11.48</b>	<b>13.64</b>	<b>15.81</b>
<b>Daily</b>	91,840	109,142	126,444
<b>177</b>	16,256	19,318	22,381
<b>255</b>	23,419	27,831	32,243
Custodian I		Child Nutrition Worker	

**Pay Grade 2**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>12.25</b>	<b>14.54</b>	<b>16.83</b>
<b>Daily</b>	97,990	116,317	134,644
<b>177</b>	17,344	20,588	23,832
<b>255</b>	24,987	29,661	34,334
Custodian II		Bus Monitor	

**Pay Grade 3**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>13.05</b>	<b>16.18</b>	<b>19.32</b>
<b>Daily</b>	104,386	129,473	154,560
<b>177</b>	18,476	22,917	27,357
<b>180</b>	18,789	23,305	27,821
<b>255</b>	26,618	33,016	39,413
Child Nutrition Manager		General Maintenance Worker I Custodian Supervisor	

**Pay Grade 4**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>14.50</b>	<b>18.52</b>	<b>22.53</b>
<b>Daily</b>	116,030	148,153	180,275
<b>255</b>	29,588	37,779	45,970
General Maintenance Worker II			

**Pay Grade 5**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>17.29</b>	<b>20.06</b>	<b>22.83</b>
<b>Daily</b>	138,334	160,474	182,614
<b>177</b>	24,485	28,404	32,323
<b>255</b>	35,275	40,921	46,567
Bus Drivers			

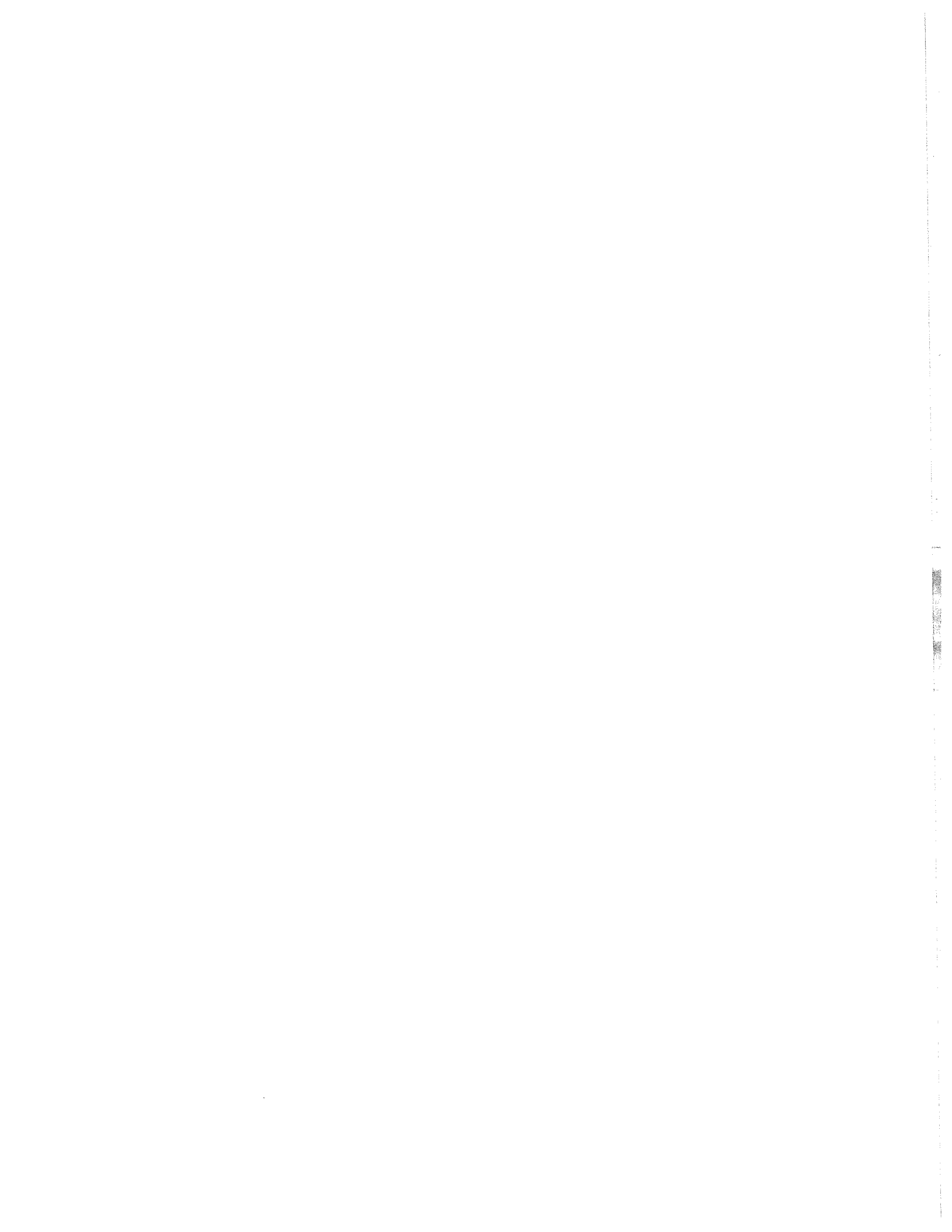
**Pay Grade 6**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>19.29</b>	<b>23.38</b>	<b>27.47</b>
<b>Daily</b>	154,324	187,042	219,760
<b>185</b>	28,550	34,603	40,656
<b>255</b>	39,353	47,696	56,039
Reserved for future use			

**Pay Grade 7**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>21.23</b>	<b>25.72</b>	<b>30.21</b>
<b>Daily</b>	169,822	205,738	241,654
<b>226</b>	38,380	46,497	54,614
<b>255</b>	43,305	52,463	61,622
Director, Child Nutrition Director, Custodial		Director, Maintenance Director, Transportation	

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Monthly work examples are included (10,11,12)



**Extra Duty Stipends  
2023-2024**

<b>Position</b>	<b>Stipend</b>
<b>UIL Athletic</b>	
Academic Coach	3,800
Baseball Head	6,300
Baseball Asst	2,800
Basketball Head	6,800
Basketball Asst	3,800
Cheerleading UIL sponsor	
Cross Country Head	3,800
Cross Country Asst	2,800
Sports Coordinator (offense & defense)	4,800
Floater - Extra coach	3,800
Fishing team	1,000
Football Asst	3,800
Game Day Operations	3,800
Girls Coordinator	5,200
Golf Head	3,800
MYA Liaison	5,000
Personal Improvement	3,800
Personal Improvement - MS	2,800
Powerlifting Head	3,800
Powerlifting Asst	2,800
Softball Head	6,300
Softball Asst	2,800
Strengthening & Conditioning Asst	3,800
Tennis Head	5,300
Tennis Asst	2,800
Track Head	4,300
Track Asst	2,800
Volleyball Head	6,800
Volleyball Asst	2,800
<b>Performing Arts/Academics/Other</b>	
Ag Stipend	3,000
Archery Head	3,600
Archery Assistant	1,000
Band Asst	5,500
Band Director	9,000
BETA & Jr BETA	1,000
Cheerleading Sponsor - HS	3,000
Cheerleading Sponsor - MS	1,750
Asst Choir Director	1,500
Choir Director	1,500
FCCLA	1,000
Longevity (only what is carried over py)	250-2,050
Maroon Crew (Split equal \$750+300)	525
Maroon Crew (Split equal \$750+300)	525
Mentor stipends	250/500
Prom Sponsor	500
Reading Academy	1,000
Safety - Guardian (\$1,500 Sept, \$500 May)	2,000
Tech Stipend - Campus	1,000
Testing Coordinator	3,000
Theater Director	1,500
Theater Assistant	750
<b>Translating - outside scheduled hours</b>	
UIL Secondary Coordinator	1,000
UIL Elementary Coordinator	500
UIL Academic per/event	250
Yearbook Sponsor	500

\*\*Stipend allotments may be split or not used depending on needs.





**SUBSTITUTES AND ADDITIONAL DUTIES/PAY  
2023-2024**

<b>SUBSTITUTE SCHEDULE</b>					
<b>Level of Education Experience</b>			<b>Partial Day</b>		<b>Long-Term Status</b>
			<b>Per Day</b>	<b>(4 hrs. or less)</b>	
Non-degreed	***	\$	100.00	\$ 50.00	\$ 110.00
Degreed, not certified	***	\$	110.00	\$ 55.00	\$ 120.00
Certified Teacher	***	\$	120.00	\$ 60.00	\$ 130.00
Administration sub	***	\$	135.00	\$ 67.50	\$ 145.00
(Long-term starts with the 11th consecutive day of the substitute teaching assignment)					
			<b>Per Hour</b>		
Food Service/Custodian			\$8.50		

<b>EXTENDED DAYS FOR STAFF DEVELOPMENT</b>					
			<b>Partial Day</b>		
			<b>Per Day</b>	<b>(4 hrs. or less)</b>	
All Staff		\$	75.00	\$ 37.50	
			<b>Per Hour</b>		
Hourly Instruction Certified/Non Certified			\$35 / \$17		
Summer Camp Certified / Non Certified			\$35 / \$18		
Homebound Instruction		\$	30.00		

**BUS DRIVING**

Full Day	\$	80.00
Half Day	\$	40.00
Field trips @ hrly rate		

Reimbursement for cost of CDL over operator license

Reimbursement for Physical Exam up to \$45.

MISD employees who sub drive - reimbursement of recertification course

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