

Birdville

Independent School District

Employee Pay Plan

2008 – 2009



Texas Association of School Boards
Human Resource Services Division

Revised: 07.09.2008
Copyright 2006

Pay System Procedures

1.0 Description of Pay Systems

1.1 Minimum Pay Requirements

Certified classroom teachers, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021). Local salaries for these employees will be determined annually after board approval of the pay increase budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the federal Fair Labor Standards Act (FLSA).

1.2 Local Pay Plans

The district will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories: (1) administrative and professional support personnel; (2) teachers, librarians, and registered nurses (RNs) (3) clerical and paraprofessional personnel; (4) information technology and (5) manual trades personnel.

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. 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. 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.

2.0 Job Classification

2.1 Purpose and Authority

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The human resource department will collect job information, evaluate jobs for classification purposes, and recommend pay-grade assignments. The superintendent has final authority concerning job classifications.

2.2 Reclassification of Current Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time. Jobs may be reclassified for a number of

different reasons. Those reasons include a significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

2.3 Salary Adjustments for Job Reclassification

- If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion. Refer to procedures on promotion increases (section 8.2).
- If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the superintendent. Refer to procedures on individual equity adjustments (section 6.0).
- If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the superintendent. In this case the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion (section 9.2).

2.4 Procedures for Job Classification Review

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

- (1) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the human resource department.
- (2) The supervisor must submit a completed reclassification request form to the human resource department.
- (3) The human resource department will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the work site for observation.
- (4) The human resource department will reevaluate the job against other benchmark jobs using standard compensable job factors.
- (5) The human resource department will prepare a written recommendation for pay grade assignment for the superintendent's review.
- (6) The human resource department will notify the supervisor and the employee of the pay grade assignment after the superintendent's review and approval.

2.5 Classification of New Positions

New positions must have a written job description. The human resource department will

recommend to the superintendent the pay grade classification of new positions based on the job description and consultation with the job supervisor. New positions must be classified in the pay system prior to hiring new employees.

3.0 Base Pay for Exempt and Nonexempt Employees

3.1 Classification of Positions as Exempt or Nonexempt

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The human resource department 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 three types of exemption: executive, administrative, or professional, as defined under the FLSA, 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.

3.2 Basis of Pay for Exempt Employees

Exempt employees are paid on a salary basis for their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. Annual salaries may be adjusted for different duty assignments. Exempt employees do not receive overtime compensation.

3.3 Prorating Pay for Reduced Work Year

Salaries will be adjusted proportionately for employees who work less than full-time or less than a full year.

4.0 Overtime Compensation

4.1 Overtime Defined

Nonexempt employees who work more than 40 hours in a workweek of seven consecutive days are entitled to overtime compensation for time worked over 40 hours. Exempt employees (i.e., professional, administrative, and executive) are not entitled to overtime compensation.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone and different workweeks cannot be consolidated or averaged.

4.2 Time Records

The district will maintain in the supervisor's office weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and maintained by the supervisor. All time records will be maintained for a period of three years and will be made available for inspection by government authorities on request.

4.3 Authorization of Overtime

All overtime worked must be approved by a supervisor in advance. Supervisors are

responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or cash) prior to the employee working overtime hours.

Overtime pay requirements cannot be waived by voluntary agreement between the school district and the employee and the employee cannot “donate” overtime or agree to be paid at reduced rates.

4.4 Compensation for Overtime

Compensation for overtime hours will be awarded at 1 ½ times the regular rate.

Compensation may be given in compensatory time off or paid in the regularly scheduled paycheck.

4.5 Use of Compensatory Time

Compensatory time may be accumulated up to a maximum limit of 60 hours including time-and-a-half rates. Employees who have accrued compensatory time must use that time before using other accrued leave.

5.0 General Pay Increases

5.1 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.

Classroom teachers, registered nurses (RNs), and librarians, and counselors will be paid no less than their minimum monthly salary on the state salary schedule.

5.2 Pay Increase Budget

The superintendent will recommend a total budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, changes in minimum pay laws, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the board.

5.3 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 who are in the same pay range will receive the same pay increase.

Example: Range Midpoint x Percent Increase = Pay Increase

- *Pay range midpoint for pay grade 5 is \$12.50 per hour*
- *Pay increase budget approved by the Board is 5%*
- *Hourly pay increase for all employees in pay grade 5 is $\$12.50 \times .05 = .63$*
- *An hourly employee in pay grade 5 is earning \$11.50 per hour*
- *Employee’s new hourly wage is $\$11.50 + .63 = \12.13*

No employee's pay will be increased beyond the maximum of their assigned pay range unless approved by the board.

6.0 Individual Pay Actions

The superintendent or superintendent's designee may make adjustments to individual employee salaries only to correct an identified pay problem or to compensate an employee for a change in assigned job duties. No contract employee shall be given an unscheduled pay increase during the contract term except for a change in assigned job duties.

7.0 Placement of New Employees

7.1 Placement by Total Creditable Years of Service

Hiring rates for classroom teachers, registered nurses and librarians will be based on total years of creditable experience as defined by state regulations. Salary schedules will be prepared annually to illustrate step placements by years of service. Salary schedules for these positions are subject to change each year and should not be used to predict future salaries. Salary schedules are used only for pay determination for new employees.

7.2 Placement by Individual Job Qualifications

Hiring rates for all other employees, not included in 7.1, will be determined individually based on each person's job-related qualifications. Hiring rates should also be sensitive to internal equity concerns of other employees in the same job. Starting salaries that are above the midpoint may be offered with approval of the superintendent or superintendent's designee.

8.0 **Promotion Increases**

8.1 Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay range. 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 standard promotion increase includes any general increase granted by the school board. If an employee moves to a different job in a different pay structure (example: from auxiliary to professional group), the pay adjustment will be treated as placement of a new employee (*see section 7.0*).

8.2 Promotion Increase

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Salary placement for a promotion 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 10 percent of the new midpoint.

$$\begin{array}{r} \text{Example: } \text{New Midpoint} = \$14.00 \\ \text{Times (X)} \quad \quad \quad .10 \end{array}$$

\$ 1.40 Increase Amount

- b. If the employee's current base pay rate is greater than the midpoint for the new position, the increase shall be five percent of the new midpoint.

$$\begin{array}{r}
 \text{Example: } \text{New Midpoint} = \$14.00 \\
 \text{Times (X)} \quad .05 \\
 \hline
 \$ \quad .70 \text{ Increase Amount}
 \end{array}$$

- c. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain internal pay equity.
- d. No employee will be paid less than the minimum or more than the maximum of the new pay range.

9.0 Demotion

9.1 Demotion Defined

A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

9.2 Pay Adjustments for Demotion

A reduction in pay as a result of a demotion will be made at the discretion of the superintendent. When a pay reduction is made for a demotion, the employee's base pay rate will be reduced to the same relative position within the new pay range, typically 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 pay adjustment for demotion 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.

10.0 Adjusting Pay-Range Structures

10.1 Review of Pay Ranges

The superintendent will review pay-range structures annually and make adjustments as needed.

10.2 Amount of Structure Adjustment

Pay structures should be adjusted by an equal percent factor. The amount of percent adjustment made to the pay range control points (minimum, midpoint, maximum) should be less than the percent increase budgeted for pay raises. After the pay increase budget is established, the superintendent will determine the appropriate amount of adjustment for pay range structures in the district.

10.3 Structure Adjustment Procedure

To adjust a pay range structure, the adjustment factor will be applied to the midpoint of each pay range. The minimum and maximum rates of each range will then be recalculated off of the adjusted midpoint to preserve the structure. Adjustments to pay ranges should be made prior to the calculation of general pay increases.

Example: Illustrated procedure for a range offset of 20 percent from midpoints

	<i>Unadjusted <u>Minimum</u> (80% of midpoint)</i>	<i>Unadjusted <u>Midpoint</u></i>	<i>Unadjusted <u>Maximum</u> (120% of midpoint)</i>
<i>Unadj. Pay range</i>	<i>\$2,400</i>	<i>\$3,000</i>	<i>\$3,600</i>
	<i>Adjusted <u>Minimum</u> (80% of midpoint)</i>	<i>Adjusted <u>Midpoint</u> (by 2%)</i>	<i>Adjusted <u>Maximum</u> (120% of midpoint)</i>
<i>Adj. Pay Range</i>	<i>\$2,448</i>	<i>\$3,060</i>	<i>\$3,672</i>

11.0 Supplemental Duty Pay

11.1 Exempt Personnel

The board will approve a schedule of salary stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends.

11.2 Nonexempt Personnel

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week.

