

Dickinson Independent School District

PERSONNEL COMPENSATION PLAN 2018-2019



DISD MISSION STATEMENT

The mission of the Dickinson Independent School District is to ensure that all students have successful learning opportunities that help them reach their full potential and add quality throughout their lives.

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FOREWORD

This compensation plan was initially adopted in August 1996 to establish a direction and procedure to equitably compensate Dickinson ISD employees.

This plan is to be the sourcebook and guidance document for compensation policies and procedures for Dickinson ISD.

With the knowledge that this type of system is generally in continual development, it is to be reviewed and updated each budget year.

CERTIFICATION

This Personnel Compensation Plan is the official pay policy of Dickinson Independent School District and is to be utilized for all personnel compensation questions/decisions/actions. The official copy shall be maintained and updated in the office of the Executive Director for Human Resources.

Dickinson ISD Statement of Nondiscrimination

It is the policy of the DISD not to discriminate on the basis of race, color, national origin, sex or handicap for services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es política del Distrito Escolar Independiente de Dickinson no discriminar en base de raza, color, nacionalidad de origen, sexo o discapacidad, por servicios o actividades como es requerido en el Título VI del Acto de los Derechos Civiles de 1964, según enmendado; el Título IX de la Enmiendas de Educación de 1972, según enmendado; y la Sección 504 del Acto de Rehabilitación de 1973, según enmendada.

It is the policy of the DISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es política del Distrito Escolar Independiente de Dickinson no discriminar en base de raza, color, nacionalidad de origen, sexo, discapacidad, o edad en las prácticas de empleo como es requerido por el Título VI del Acto de los Derechos Civiles de 1964, según enmendado; el Título IX de la Enmiendas de Educación de 1972; el Acto de la Discriminación de Edades de 1975, según enmendado; y la Sección 504 del Acto de Rehabilitación de 1973, según enmendada.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Robert Cobb, at 2218 East FM 517, Dickinson, TX 77539, (281) 229-6000, and/or the Section 504 Coordinator, Laurie Rodriguez, at 2218 East FM 517, Dickinson, TX 77539, (281) 229-6000.

Para información sobre sus derechos o procedimientos de quejas, contacte el Coordinador del Título IX, Robert Cobb, en 2218 East FM 517 Dickinson, TX 77539, (281) 229-6000, y/o el Coordinador de la Sección 504, Laurie Rodríguez, en 2218 East FM 517 Dickinson, TX 77539, (281) 229-6000.

SECTION 1 – POLICY AND PROCEDURE

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LEGAL)

NONDISCRIMINATION
— IN GENERAL

The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of any of the following protected characteristics:

1. Race, color, or national origin;
2. Sex;
3. Religion;
4. Age (applies to individuals who are 40 years of age or older);
5. Disability; or
6. Genetic information [see DAB].

42 U.S.C. 1981; 42 U.S.C. 2000e et seq. (Title VII); 20 U.S.C. 1681 et seq. (Title IX); 42 U.S.C. 12111 et seq. (Americans with Disabilities Act); 29 U.S.C. 621 et seq. (Age Discrimination in Employment Act); 29 U.S.C. 793, 794 (Rehabilitation Act); 42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act); U.S. Const. Amend. I; Human Resources Code 121.003(f); Labor Code Ch. 21 (Texas Commission on Human Rights Act); Labor Code Ch. 21, Subchapter H (genetic information)

Title VII proscribes employment practices that are overtly discriminatory (disparate treatment), as well as those that are fair in form but discriminatory in practice (disparate impact). *Wards Cove Packing Co. v. Atonio*, 490 U.S. 642 (1989)

DISPARATE
TREATMENT

Disparate treatment (intentional discrimination) occurs when members of a protected group have been denied the same employment, promotion, membership, or other employment opportunities as have been available to other employees or applicants. 29 C.F.R. 1607.11

DISPARATE IMPACT

Disparate impact occurs when an employer uses a particular employment practice that causes a disparate (disproportionate) impact on a protected group and the employer fails to demonstrate that the challenged practice is job-related and consistent with business necessity. 42 U.S.C. 2000e-2(k)(1)(A); Labor Code 21.115, .122

BANKRUPTCY
DISCRIMINATION

The District may not deny employment to, terminate the employment of, or discriminate with respect to employment against, a person that is or has been a debtor under federal bankruptcy laws. The District may not discriminate against a person with whom a bankrupt or debtor has been associated, solely because the bankrupt or debtor is or has been a debtor under federal bankruptcy laws; was insolvent before the commencement of a bankruptcy

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case or during the case but before the debtor was granted or denied a discharge; or has not paid a debt that is dischargeable in the bankruptcy case or that was discharged under the bankruptcy laws. *11 U.S.C. 525(a)*

JOB QUALIFICATION The District may take employment actions based on religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification. *42 U.S.C. 2000e-2(e); 29 U.S.C. 623(f); Labor Code 21.119*

EMPLOYMENT POSTINGS The District shall not print or publish any notice or advertisement relating to District employment that indicates any preference, limitation, specification, or discrimination based on race, color, religion, sex, disability, or national origin, unless the characteristic is a bona fide occupational qualification. *42 U.S.C. 2000e-3(b); Labor Code 21.059*

HARASSMENT OF EMPLOYEES The District has an affirmative duty to maintain a working environment free of harassment on the basis of a protected characteristic. *42 U.S.C. 2000e et seq.; 29 C.F.R. 1606.8(a), 1604.11* [See DIA]

RETALIATION The District may not discriminate against any employee or applicant for employment because the employee or applicant has opposed any unlawful, discriminatory employment practices or participated in the investigation of any complaint related to an unlawful, discriminatory employment practice. *29 U.S.C. 623(d) (ADEA); 42 U.S.C. 2000e-3(a) (Title VII); 34 C.F.R. 100.7(e) (Title VI); 34 C.F.R. 110.34 (Age Act); 42 U.S.C. 12203 (ADA); Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005) (Title IX); Labor Code 21.055* [See DIA]

NOTICES The District shall post in conspicuous places upon its premises a notice setting forth the information the Equal Employment Opportunity Commission deems appropriate to effectuate the purposes of the anti-discrimination laws. *29 U.S.C. 627; 42 U.S.C. 2000e-10*

SECTION 504 NOTICE A district that employs 15 or more persons shall take appropriate steps to notify applicants and employees, including those with impaired vision or hearing that it does not discriminate on the basis of disability.

The notice shall state:

1. That the District does not discriminate in employment in its programs and activities; and
2. The identity of the District's 504 coordinator.

Methods of notification may include:

1. Posting of notices;

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2. Publication in newspapers and magazines;
3. Placing notices in District publications; and
4. Distributing memoranda or other written communications.

If the District publishes or uses recruitment materials containing general information that it makes available to applicants or employees, it shall include in those materials a statement of its non-discrimination policy.

34 C.F.R. 104.8

AGE DISCRIMINATION

The District may take an employment action on the basis of age pursuant to a bona fide seniority system or a bona fide employee benefit plan. However, a bona fide employee benefit plan shall not excuse the failure to hire any individual and no such benefit plan shall require or permit the involuntary retirement of any individual because of age. *29 U.S.C. 623(f); Labor Code 21.102*

SEX DISCRIMINATION

GENDER
STEREOTYPES

The District may not evaluate employees by assuming or insisting that they match the stereotype associated with their group. *P-rice Waterhouse v. Hopkins*, 490 U.S. 228 (1989)

PREGNANCY

The prohibition against discrimination on the basis of sex includes discrimination on the basis of pregnancy, childbirth, or related medical conditions. The District shall treat women affected by pregnancy, childbirth, or related medical conditions the same as other employees for all employment-related purposes, including receipt of benefits under fringe benefit programs. *42 U.S.C. 2000e(k); 29 C.F.R. 1604.10; Labor Code 21.106*

EQUAL PAY

The District may not pay an employee at a rate less than the rate the District pays employees of the opposite sex for equal work on jobs the performance of which require equal skill, effort, or responsibility and which are performed under similar working conditions. This rule does not apply if the payment is pursuant to a seniority system, a merit system, a system that measures earnings by quantity or quality of production, or a differential based on any other factor other than sex. *29 U.S.C. 206(d) (Equal Pay Act); 34 C.F.R. 106.54 (Title IX)*

RELIGIOUS
DISCRIMINATION

The prohibition against discrimination on the basis of religion includes all aspects of religious observances and practice, as well as religious belief, unless the District demonstrates that it is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship to the District's business. "Undue hardship" means more than a *de minimus* (minimal) cost. *42 U.S.C. 2000e(j); 29 C.F.R. 1605.2; Labor Code 21.108*

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The District may not substantially burden an employee's free exercise of religion, unless the burden is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. & Rem. Code 110.003*

A person employed or maintained to obtain or aid in obtaining positions for public school employees may not directly or indirectly ask about, orally or in writing, the religion or religious affiliation of anyone applying for employment in a public school of this state. A violation of this provision is a Class B misdemeanor. A person who violates this provision is subject to civil penalties. *Education Code 22.901*

DISABILITY
DISCRIMINATION

The District may not discriminate against a qualified individual on the basis of disability in job application procedures, hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment. 42 *U.S.C. 12112(a)*; 29 *C.F.R. 1630.4(b)*; *Labor Code 21.051*

In addition, each district that receives assistance under the Individuals with Disabilities Education Act (IDEA) must make positive efforts to employ, and advance in employment, qualified individuals with disabilities in programs assisted by the IDEA. 34 *C.F.R. 300.177(b)*

DISCRIMINATION
BASED ON LACK OF
DISABILITY

The Americans with Disabilities Act (ADA) and the Texas Commission on Human Rights Act do not provide a basis for a claim that an individual was subject to discrimination because of the individual's lack of disability. 42 *U.S.C. 12201(g)*; 29 *C.F.R. 1630.4(b)*; *Labor Code 21.005(c)*

DEFINITION OF
DISABILITY

"Disability" means:

1. An actual disability: a physical or mental impairment [see definition, below] that substantially limits one or more of an individual's major life activities;
2. A record of having such an impairment; or
3. Being regarded as having such an impairment.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

'REGARDED AS'
HAVING AN
IMPAIRMENT

An individual meets the requirement of being "regarded as" having an impairment if the individual establishes that he or she has been subjected to an action prohibited by the ADA because of an actual

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	or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
TRANSITORY AND MINOR	The “regarded as” prong of the definition does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less. The “transitory” exception does not apply to the “actual disability” or “record of disability” prongs of the definition.
MITIGATING MEASURES	The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices, prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications. The ameliorative effects of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity. Ordinary eyeglasses and contact lenses are lenses that are intended to fully correct visual acuity or to eliminate refractive error. <i>42 U.S.C. 12102(1), (3), (4); 29 C.F.R. 1630.2(g), (j)(1); Labor Code 21.002, .0021</i>
OTHER DEFINITIONS	“Physical or mental impairment” means: 1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or 2. Any mental or psychological disorder, such as an intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness, and specific learning disabilities. <i>29 C.F.R. 1630.3(h)</i>
‘MAJOR LIFE ACTIVITIES’	“Major life activities” include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. “Major life activities” also include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary,

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bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within the body system.

42 U.S.C. 12102(2); 29 C.F.R. 1630.3(i); Labor Code 21.002

'QUALIFIED
INDIVIDUAL'

"Qualified individual" means an individual who:

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires; and
2. With or without reasonable accommodation, can perform the essential functions of such position. Consideration shall be given to the District's judgment as to what functions of a job are essential. A written job description prepared before advertising or interviewing applicants for the job is evidence of the job's essential functions.

42 U.S.C. 12111(8); 29 C.F.R. 1630.3(m)

REASONABLE
ACCOMMODATIONS

The District is required, absent undue hardship, to make a reasonable accommodation to an otherwise qualified individual who meets the definition of disability under the "actual disability" or "record of disability" prongs. The District is not required to provide a reasonable accommodation to an individual who meets the definition of disability solely under the "regarded as" prong. *42 U.S.C. 12112(b)(5); 29 C.F.R. 1630.4(o)(4), .9; 29 U.S.C. 794; 34 C.F.R. 104.11; Labor Code 21.128* [See DBB regarding medical examinations and inquiries under the Americans with Disabilities Act]

"Reasonable accommodation" includes:

1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and
2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

42 U.S.C. 12111(9); 29 C.F.R. 1630.2(o); 34 C.F.R. 104.12(b)

"Undue hardship" means an action requiring significant difficulty or expense when considered in light of the nature and cost of the accommodation needed, overall financial resources of the affected facility and the District, and other factors set out in law. *42 U.S.C. 12111(10); 29 C.F.R. 1630.2(p); 34 C.F.R. 104.12(c)*

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DISCRIMINATION BASED ON RELATIONSHIP	The District shall not exclude or deny equal jobs or benefits to, or otherwise discriminate against, a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a family, business, social, or other relationship or association. <i>42 U.S.C. 12112(b)(4); 29 C.F.R. 1630.8; 34 C.F.R. 104.11</i>
ILLEGAL DRUGS AND ALCOHOL	The term “qualified individual with a disability” does not include any employee or applicant who is currently engaging in the illegal use of drugs, when the District acts on the basis of such use.
DRUG TESTING	The District is not prohibited from conducting drug testing of employees and applicants for the illegal use of drugs or making employment decisions based on the results of such tests. <i>42 U.S.C. 12114(c), (d); Labor Code 21.002(6)(A)</i> [See DHE]
ALCOHOL USE	The term “qualified individual with a disability” does not include an individual who is an alcoholic and whose current use of alcohol prevents the employee from performing the duties of his or her job or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others. <i>42 U.S.C. 12114(a); 29 U.S.C. 705(20)(C); 29 C.F.R. 1630.3(a); 28 C.F.R. 35.104; Labor Code 21.002(6)(A)</i>
QUALIFICATION STANDARDS	It is unlawful for the District to use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities, on the basis of disability, unless the standard, test, or other selection criteria, as used by the District, is shown to be job related for the position in question and is consistent with business necessity. <i>29 C.F.R. 1630.10(a)</i>
DIRECT THREAT TO HEALTH OR SAFETY	As a qualification standard, the District may require that an individual not pose a direct threat to the health or safety of other individuals in the workplace. “Direct threat” means a significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation. <i>42 U.S.C. 12111(3); 29 C.F.R. 1630.2(r); Labor Code 21.002(6)(B)</i>
VISION STANDARDS AND TESTS	The District shall not use qualification standards, employment tests, or other selection criteria based on an individual’s uncorrected vision unless the standard, test, or other selection criteria, as used by the District, is shown to be job-related for the position in question and consistent with business necessity. <i>42 U.S.C. 12113(c); 29 C.F.R. 1630.10(b); Labor Code 21.115(b)</i>
COMMUNICABLE DISEASES	The District may refuse to assign or continue to assign an individual to a job involving food handling if the individual has an infectious or communicable disease that is transmitted to others through

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handling of food. *42 U.S.C. 12113(d); 29 U.S.C. 705(20)(D); 29 C.F.R. 1630.16(e); Labor Code 21.002(6)(B)*

SERVICE ANIMALS

A district that is subject to the jurisdiction of Title I of the ADA (employment discrimination) or to section 504 of the Rehabilitation Act (employment discrimination) shall comply with the reasonable accommodation requirements of those laws with respect to service animals. [See REASONABLE ACCOMMODATIONS, above]

A district that is not subject to either Title I or section 504 shall comply with Title II of the ADA (discrimination by public entity). An employer that is subject to Title II shall comply with 28 C.F.R. part 35, including the requirements relating to service animals at 28 C.F.R. 35.136 [see FBA].

28 C.F.R. 35.140

MILITARY SERVICE

The District shall not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of membership in a uniformed service, performance in a uniformed service, application for uniformed service, or obligation to a uniformed service. The District shall not take adverse employment action or discriminate against any person who takes action to enforce protections afforded by the Uniformed Services Employment and Re-employment Rights Act (USERRA). *38 U.S.C. 4311* [See also DECB]

GRIEVANCE POLICIES
SECTION 504

A district that receives federal financial assistance and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act. *34 C.F.R. 104.7(b), .11*

AMERICANS WITH
DISABILITIES ACT

A district that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA. *28 C.F.R. 35.107, .140*

TITLE IX

A district that receives federal financial assistance shall adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging any action prohibited by Title IX. *34 C.F.R. 106.8(b); North Haven Board of Education v. Bell, 456 U.S. 512 (1982)*

COMPLIANCE
COORDINATOR

The District shall designate at least one employee to coordinate its efforts to comply with Title IX, Section 504, the Age Act, and the ADA. The District shall notify all employees of the name, office address, and telephone number of the employee(s) so designated. *34 C.F.R. 104.7(b), .11; 28 C.F.R. 35.107, .140; 34 C.F.R. 106.8(b)*

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

	The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]
PAY ADMINISTRATION	The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.
ANNUALIZED SALARY	The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.
PAY INCREASES	The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.
MID-YEAR PAY INCREASES CONTRACT EMPLOYEES	A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]
NON- CONTRACT EMPLOYEES	The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.
PAY DURING CLOSING	If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

COMPENSATION PLAN
WAGE AND HOUR LAWS

DEAB
(LEGAL)

FAIR LABOR
STANDARDS ACT

MINIMUM WAGE
AND OVERTIME

Unless an exemption applies, a district shall pay each of its employees not less than minimum wage for all hours worked. 29 U.S.C. 206(a)(1)

Unless an exemption applies, a district shall pay an employee not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 in any workweek. 29 U.S.C. 207(a)(1); 29 C.F.R. pt. 778

BREAKS FOR
NONEXEMPT
EMPLOYEES

Rest periods of up to 20 minutes must be counted as hours worked. Coffee breaks or time for snacks are rest periods, not meal periods. 29 C.F.R. 785.18

Bona fide meal periods of 30 minutes or more are not counted as hours worked if the employee is completely relieved from duty. The employee is not relieved from duty if the employee is required to perform any duties, whether active or inactive, while eating. For example, an office employee who is required to eat at his or her desk is working while eating. It is not necessary that an employee be permitted to leave the premises if the employee is otherwise completely freed from duties during the meal period. 29 C.F.R. 785.19

COMPENSATORY
TIME

ACCRUAL

Nonexempt employees may receive, in lieu of overtime compensation, compensatory time off at a rate of not less than one and one-half hours for each hour of overtime work, pursuant to an agreement or understanding arrived at between the employer and employee before the performance of the work. Such agreement or understanding may be informal, such as when an employee works overtime knowing that the employer rewards overtime with compensatory time.

An employee may accrue not more than 240 hours of compensatory time. If the employee's overtime work included a public safety activity, an emergency response activity, or a seasonal activity, the employee may accrue not more than 480 hours of compensatory time. After the employee has reached these limits, the employee shall be paid overtime compensation for additional overtime work.

PAYMENT FOR
ACCRUED TIME

Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time of payment. An employee who has accrued compensatory time off shall be paid for any unused compensatory time upon separation from employment at the rates set forth at 29 U.S.C. 207(o)(4).

USE

An employee who has requested the use of compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the district.

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The Fair Labor Standards Act (FLSA) does not prohibit a district from compelling the use of accrued compensatory time.

29 U.S.C. 207(o); Christensen v. Harris County, 529 U.S. 576 (2000); Houston Police Officers' Union v. City of Houston, 330 F.3d 298 (5th Cir. 2003)

EXEMPT
EMPLOYEES

The minimum wage and overtime provisions do not apply to any employee employed in a bona fide executive, administrative, or professional capacity. *29 U.S.C. 213(a)(1)*

ACADEMIC
ADMINISTRATORS

The term "employee employed in a bona fide administrative capacity" includes an employee:

1. Compensated for services on a salary or fee basis at a rate of not less than \$455 per week exclusive of board, lodging, or other facilities, or on a salary basis that is at least equal to the entrance salary for teachers in the district by which employed; and
2. Whose primary duty is performing administrative functions directly related to academic instruction or training in a district or department or subdivision thereof.

"Performing administrative functions directly related to academic instruction or training" means work related to the academic operations and functions in a school rather than to administration along the lines of general business operations. Such academic administrative functions include operations directly in the field of education. Jobs relating to areas outside the educational field are not within the definition of academic administration.

Employees engaged in academic administrative functions include:

1. The superintendent or other head of an elementary or secondary school system, and any assistants, responsible for administration of such matters as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program;
2. The principal and any vice principals responsible for the operation of an elementary or secondary school;
3. Academic counselors who perform work such as administering school testing programs, assisting students with academic problems and advising students concerning degree requirements; and
4. Other employees with similar responsibilities.

COMPENSATION PLAN
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DEAB
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Jobs relating to building management and maintenance, jobs relating to the health of the students, and academic staff such as social workers, psychologists, lunch room managers, or dietitians do not perform academic administrative functions, although such employees may qualify for another exemption.

29 C.F.R. 541.204

SALARY BASIS

To qualify as an exempt executive, administrative, or professional employee, the employee must be compensated on a salary basis, unless the employee is a teacher. Subject to the exceptions listed in the rule, an employee must receive the full salary for any week in which the employee performs any work, without regard to the number of days or hours worked. A district that makes improper deductions from salary shall lose the exemption if the facts demonstrate that the district did not intend to pay exempt employees on a salary basis. *29 C.F.R. 541.600, .602(a), .603*

PARTIAL-DAY
DEDUCTIONS

A district employee who otherwise meets the salary basis requirements shall not be disqualified from exemption on the basis that the employee is paid according to a pay system established by statute, ordinance, or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the employee's pay to be reduced or the employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one workday when accrued leave is not used by an employee because:

1. Permission for its use has not been sought or has been sought and denied;
2. Accrued leave has been exhausted; or
3. The employee chooses to use leave without pay.

Deductions from the pay of a district employee for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

29 C.F.R. 541.710

SAFE HARBOR
POLICY

If a district has a clearly communicated policy that prohibits improper pay deductions and includes a complaint mechanism, reimburses employees for any improper deductions, and makes a good faith commitment to comply in the future, the district will not lose the deduction unless the district willfully violates the policy by con-

tinuing to make improper deductions after receiving employee complaints.

The best evidence of a clearly communicated policy is a written policy that was distributed to employees before the improper pay deductions by, for example, providing a copy of the policy to employees upon hire, publishing the policy in an employee handbook, or publishing the policy on a district's intranet.

29 C.F.R. 541.603(d)

TEACHERS

The term "employee employed in a bona fide professional capacity" includes any employee with a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an elementary or secondary school system by which the employee is employed. The salary basis requirements do not apply to teaching professionals.

Exempt teachers include:

1. Regular academic teachers;
2. Teachers of kindergarten or nursery school pupils;
3. Teachers of gifted or disabled children;
4. Teachers of skilled and semi-skilled trades and occupations;
5. Teachers engaged in automobile driving instruction;
6. Home economics teachers; and
7. Vocal or instrumental music instructors.

Those faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities such as coaching athletic teams or acting as moderators or advisors in such areas as drama, speech, debate, or journalism are engaged in teaching. Such activities are a recognized part of the schools' responsibility in contributing to the educational development of the student.

The possession of an elementary or secondary teacher's certificate provides a clear means of identifying the individuals contemplated as being within the scope of the exemption for teaching professionals. Teachers who possess a teaching certificate qualify for the exemption regardless of the terminology (e.g., permanent, conditional, standard, provisional, temporary, emergency, or unlimited) used by the state to refer to different kinds of certificates. However, a teacher who is not certified may be considered for

COMPENSATION PLAN
WAGE AND HOUR LAWS

DEAB
(LEGAL)

exemption, provided that such individual is employed as a teacher by the employing school or school system.

29 C.F.R. 541.303

WAGE AND HOUR
RECORDS

A district shall maintain and preserve payroll or other records for nonexempt employees containing the information required by the regulations under the FLSA. *29 C.F.R. 516.2(a)*

PAYDAY LAW
EXEMPTION

The Texas Payday Law does not apply to the state or a political subdivision. *Labor Code 61.003*

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Board and Administrator Role in Salary Administration

**THE BOARD'S ROLE IN DISTRICT
SALARY ADMINISTRATION**

1. Set goals and pay philosophy for the district.
2. Establish policies to govern the pay system.
3. Approve adjusted compensation plans.
4. Approve amount of general employee pay increases annually and adopt budget.
5. Balance employee needs against fiscal control needs of the District and community.
6. Plan compensation package for the Superintendent.

**THE SUPERINTENDENT'S ROLE
IN DISTRICT SALARY
ADMINISTRATION**

1. Present pay plans and policies to meet the goals and philosophy of the Board.
2. Research economic factors and develop recommendations for annual pay increase and the payroll budget.
3. Administer individual pay actions according to District policy and procedures.
4. Communicate the District pay plan and policies to employees and respond to requests for information.
5. Monitor and adjust the district salary structures regularly.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Definition of a Pay System

A pay system consists of all the policies, procedures and management tools that are used to define the basis for organizational pay actions.

A pay system should include:

- Job titles and job descriptions
- Defined pay ranges for each job
- Policies and administrative procedures
- Plan for communicating with employees
- Process for maintaining the system

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Basic Objectives of Pay Systems

Pay systems should be designed strategically to control and facilitate the following basic objectives:

1. Objective: Pay for Job Responsibility
Strategy: Set and maintain the proper pay differential between jobs that require different levels of skill, effort, and responsibility.
2. Objective: Pay Competitively
Strategy: Keep trained employees paid within a proper range of the competitive job market.
3. Objective: Provide Continued Pay Advancement
Strategy: Prevent employees from topping out of pay scales too soon OR becoming overpaid for the worth of the job.
4. Objective: Recruit Good Applicants
Strategy: Keep starting salaries attractive by allowing inflationary adjustments to be made easily and within budget.
5. Objective: Keep Payroll Costs Affordable
Strategy: Keep payroll cost increases flexible to allow annual planning in response to revenue and market changes.
6. Objective: Keep Good Employees
Strategy: Pay trained employees fair salaries for the worth of their job in an appropriate period of time.

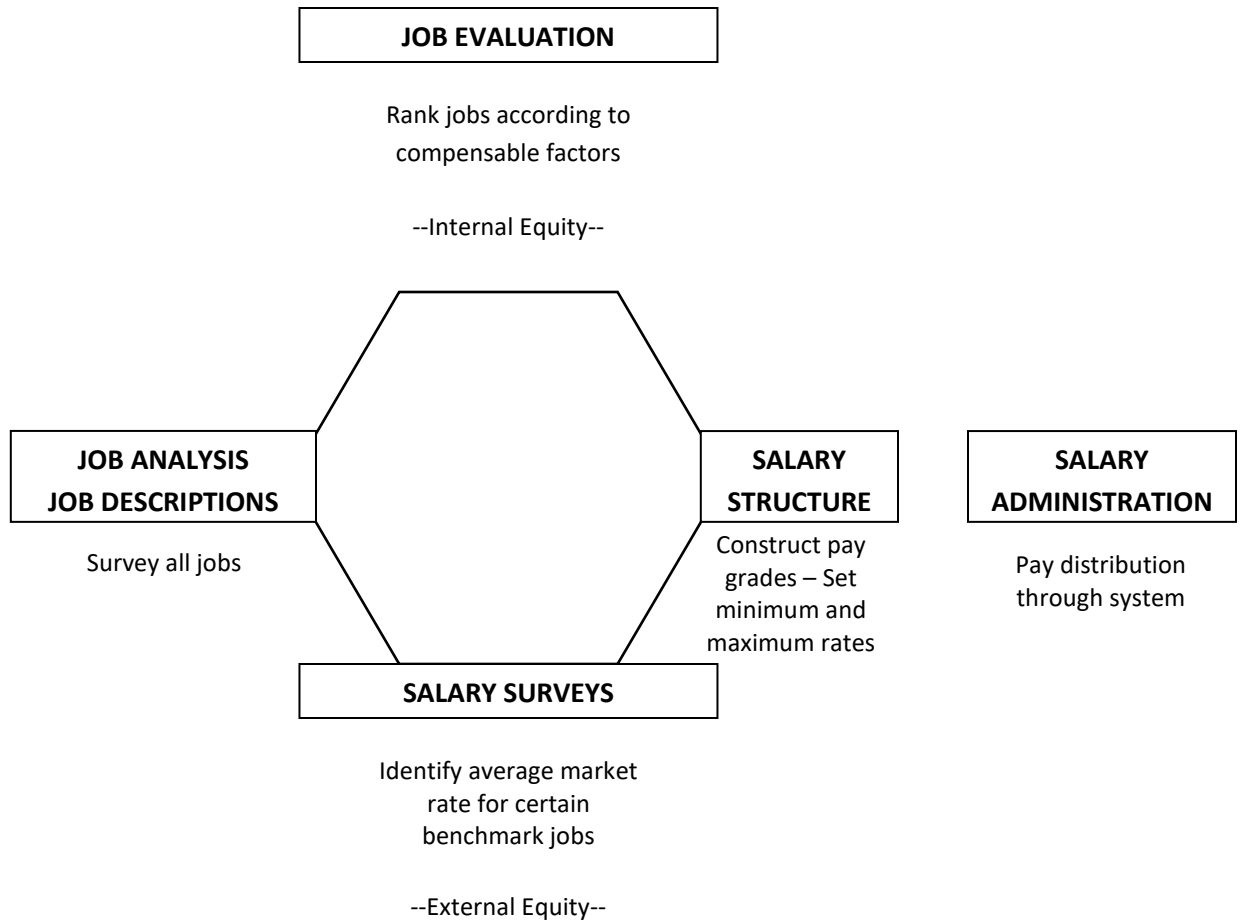
Pay Equity

DEFINITION — Fair pay for the worth of the work performance to the organization.

INTERNAL EQUITY — What jobs are worth to the organization on the basis of job content (skills, responsibility, effort required). To have internal equity, the system must identify the relative worth of all jobs according to a common set of compensable (job worth) factors.

EXTERNAL EQUITY — What jobs are worth to the organization on the basis of the outside job market (competitive pay). To have external equity, the system must identify the relative worth of jobs in the competitive marketplace.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Basic Elements of Personnel Compensation

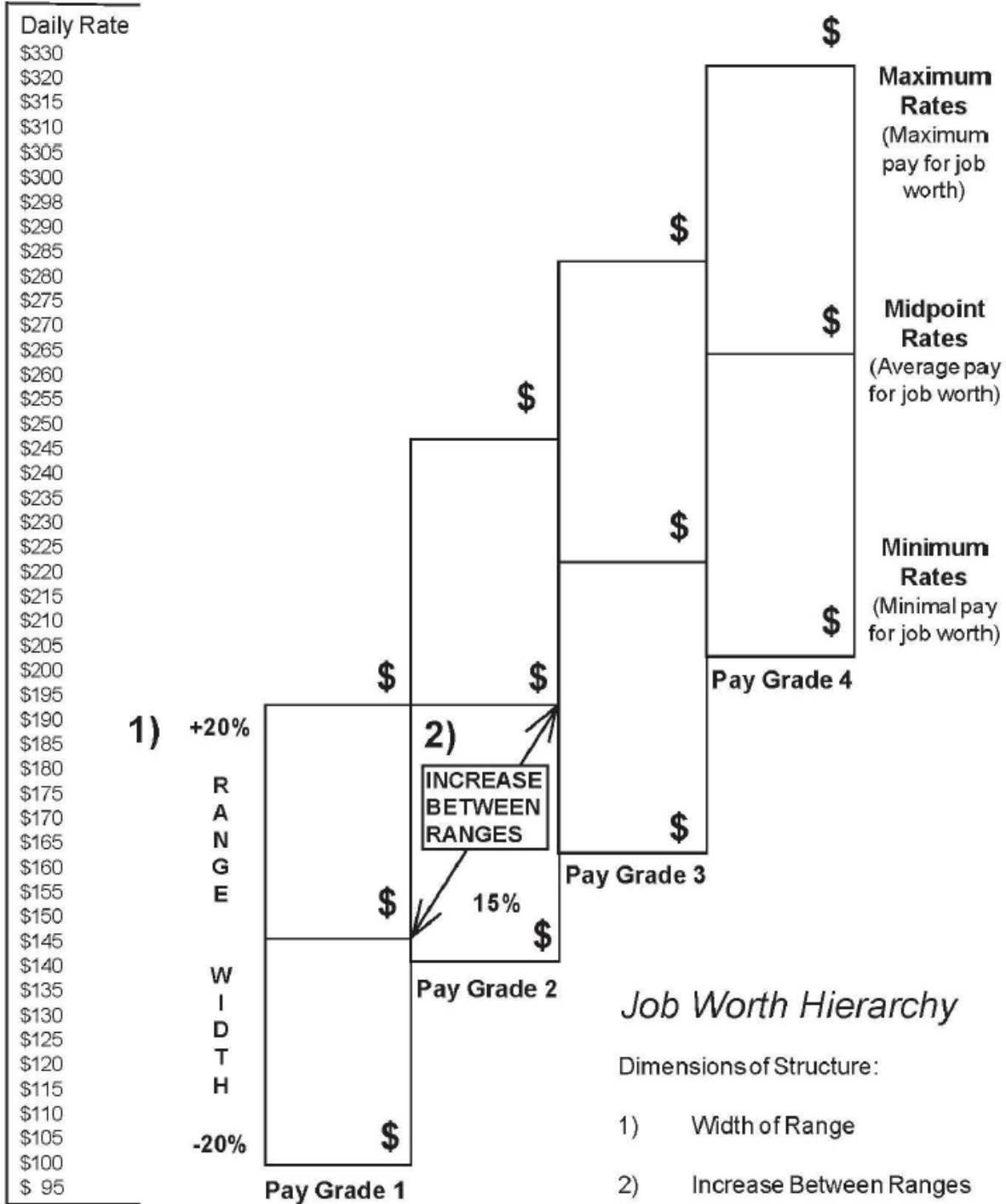


DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Compensable Factors

Definition	Any factor (job characteristic) used to provide a basis for judging job value in a job evaluation process. The most commonly employed compensable factors include skill, effort, responsibility, and working conditions, where applicable.
Skill:	• Knowledge and abilities required to successfully perform the job. • Education or specialized knowledge — acquired through formal training or lower-level training. • Experience — work experience beyond education or specialized training needed to perform the job.
Effort:	• Difficulty of the work performed in terms of physical or mental energy. • Working conditions — adverse conditions (physical hazards, stress or excessive time) associated with performing normal job duties. • Complexity — difficulty of task and mental focus needed to complete tasks. • Judgment — frequency and importance of independent decisions necessary to perform the job.
Responsibility:	• Effects of proper or improper action on the products or services of the entire organization. • Scope of authority — the degree to which influence is exercised over school operations and the scope of impact the job has on the district as a whole. • Supervision of others — accountability and obligation for work performed by other employees.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Anatomy of a Salary Range Structure



DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

SECTION 2 – STAFFING / HIRING

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Staffing Guidelines

PURPOSE: Guidelines provide a frame of reference for equitably allocating district resources to all students. These guidelines are divided into major functional areas of the district. Not all jobs are included. The areas covered by this document are: elementary/intermediate instruction, junior high instruction, high school instruction, continuation center and district-wide services. Unless 'campus' designation is used, the number of students refers to the total student population of that instructional level.

NOTE: The Superintendent is authorized to modify staffing guidelines as required to meet budget constraints.

STAFFING GUIDELINES — ELEMENTARY/INTERMEDIATE INSTRUCTION (PK-4)

Instructional Services

Teachers

Classroom Teacher	Each increment of 25 students	1 Full-Time person per classroom
Special Education/Special Programs Teacher	To be determined by Special Programs department approved by the Superintendent	
Special Assignment Teachers	Varies by program/ campus design	As required to provide instruction and in appropriate group sizes as approved by Superintendent
ARD Committee Facilitator/ Dyslexia Teacher	Gr. PreK-4	0.5 Full-Time person

Paraprofessionals (Aides)

Special Education

*TIDES	1 to 3 students	1 Full-Time person
	4+ students	additional Full-Time person
*PPCD	Each classroom unit	1 Full-Time person
*RISE	Based on campus need	1 Full-Time person
*PASS	Each classroom unit	1 Full-Time person
*SAILS	Each classroom unit	1 Full-Time person

(*Additional staffing as recommended by Director of Special Programs and approved by Superintendent)

Academic Coach

Assistant/Clerical	Each campus	1 Full-Time person
Early Literacy Aide	Each campus	1 Full-Time person
*Bilingual Literacy Aide	K-4—Based on campus need	1 Full-Time person

(*Additional staffing as recommended by Deputy Assistant Superintendent for Educational Services and approved by Superintendent)

Classroom

Computer	Each Campus	1 Full-Time person
In-School Suspension	Each Campus	1 Full-Time person
Physical Education	Each Campus	1 Full-Time person
Pre-K (Regular/Bilingual)	For each class over 15 students	1 Full-Time person
Substitute and other duties	Each campus	1 Full-Time person

Library/Media Services

Librarian	Each campus	1 Full-Time person
Library Aide	500 to 750 students	1/2-Time person
	700 to 1000 students	additional 1/4-Time person
	900 to 1250 students	additional 1/4-Time person

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

STAFFING GUIDELINES — ELEMENTARY/INTERMEDIATE INSTRUCTION (PK-4) - continued

Counseling Services

Counselor	250 to 750 students	1 Full-Time person
	700 to 1000 students	additional 1/2-Time person (as counselor or social worker)
	900 to 1250 students	additional 1/2-Time person

Health Services

Nurse (RN or LVN)	Each campus	1 Full-Time person
Clinic Aide	Any campus without an RN or LVN	1 Full-Time person

Administration

Principal	Each campus	1 Full-Time person
Assistant Principal	Up to 800 ADA (FTE's)	1 Full-Time person
	For campus with 801+ ADA (FTE's)	1 additional person

Secretarial/Clerical

Secretary Receptionist/Clerical	Each campus	1 Full-Time person
	500 to 800 students	1 Full-Time person
	For each additional increment of 250 students	additional 1/2-Time person
Attendance/Data Entry Clerk	Each campus	1 Full-Time person

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
STAFFING GUIDELINES — MIDDLE AND JUNIOR HIGH INSTRUCTION (5-8)

Instructional Services

Classroom Teacher	25 to 32 students per classroom — not to exceed 150 total students without superintendent's prior approval	1 Full-Time person
Special Education/Special Programs Teacher	To be determined by Special Programs department and approved by Superintendent	
ARD Committee Facilitator	Each Campus (5-8)	0.5 Full-Time person
Dyslexia Teacher	Each Campus (5-8)	1 Part-Time/Full time person (based on student needs)
ESL Aide	Each campus of 1000+ students	1 Full-Time person
Regular Aide	Up to 600 students	1 Full-Time person
	For every increment of 400 students	1 additional person
Special Education/Special Programs Aide	To be determined by Special Programs department and approved by Superintendent	

Library/Media Services

Librarian	Up to 900 students	1 Full-Time person
Library Aide	For every increment	1 Full-Time person of 900 additional students

Counseling Services

Counselor	Up to 600 students For every increment of 400 students	1 Full-Time person 1 additional person
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Health Services

Nurse (RN or LVN)	Each campus	1 Full-Time person
Clinic Aide	Any campus without an RN or LVN	1 Full-Time person

Administration

Principal	Each campus	1 Full-Time person
Dean of Instruction	JH campus	1 Full-Time Person
Assistant Principal	Up to 650 students	1 Full-Time person
	600 to 1000 students	1 additional Full-Time person
	900 to 1300 students	1 additional Full-Time person
	Over 1300 students	1 additional Full-Time person

Secretarial/Clerical

Secretary	Each campus	1 Full-Time person
Receptionist/Clerical	For 400-600 students	1 Full-Time person
	If more than 600 students	1 additional person
Attendance/Data Entry Clerk	Each campus	1 Full-Time person
Assistant Principal's Secretary	For each 2 A.P. positions in grades 5-6	1 Full-Time person
	For each A.P. position in grades 7-8	1 Full-Time person
Counselor's Secretary	For Jr. High campus	1 Full-Time person

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

STAFFING GUIDELINES — HIGH SCHOOL INSTRUCTION (9-12)

Instructional Services

Classroom Teacher	25- 35 students per classroom — not to exceed 150 total students without superintendent's prior approval	1 Full-Time person
Special Education/Special Programs Teacher	To be determined by Sp. Programs department and approved by Supt	
ESL Aide	Each Secondary of 1500+ students	1 Full-Time person
Regular Classroom Aide	Up to 1000 students for every increment of 500 students	1 Full-Time person
Special Education/Special Programs Aide	To be determined by Special Programs department and approved by Superintendent	1 additional person
ARD Committee Facilitator	Each Campus (9-12) For caseloads in excess of 150	1 Full-Time person additional 1/2-Time person
Dyslexia Teacher	Each Campus (9-12) (based on student needs)	1 Part-Time/Full-Time person

Library/Media Services

Librarian	Up to 900 students	1 Full-Time person
Library Aide	850-1800 students	1 additional person
	1700-2700 students	1 additional person (Part-Time/Full-Time)

Counseling Services

Counselor	475 students	1 Full-Time person
	450-950 students	1 additional person
	900-1425 students	1 additional person
	1400-1900 students	1 additional person
Sp. Education (DHS)	200-300+ cases	1 Full-Time person

Health Services

Nurse	Each campus	1 Full-Time person
Clinic Aide	Any campus without RN or LVN	1 Full-Time person
	Campus over 1600 students	1 additional person

Administration

Principal	Each campus	1 Full-Time person
Dean of Instruction	Each campus	1 Full-Time person
Assistant Principal	Up to 550 students	1 Full-Time person
	500-800 students	1 additional person
	750-1300 students	1 additional person
	1250-1800 students	1 additional person
	1700-2300 students	1 additional person
	2301+ students	1 additional person

Secretarial/Clerical

Secretary	Each principal & asst. principal	1 Full-Time person
Registrar	Each campus	1 Full-Time person
Office/Clerical	Up to 800 students	1 Full-Time person
	For every increment of 600 students	1 Additional person
Attendance/Data Entry Clerk	Each Campus	1 Full-Time person
Bookkeeper	Each Campus	1 Full-Time person
Counseling Services	Each Campus	1 Full-Time person

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

STAFFING GUIDELINES — DICKINSON CONTINUATION CENTER / DALC

Instructional Services

Classroom Teacher – based on ADA	up to 40 students	2 Full-Time positions
	41 to 65 students	1 additional position
	66 to 80 students	1 additional position
	81 to 95 students	1 additional position
	(1 additional teacher per 15 students to be considered after 5th teacher is added)	

Counseling Services

Counselor/Social Worker	DCC / DALC Campus	1 Full-Time person
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Administration

Principal/ Site Coordinator	DCC / DALC Campus	1 Full-Time person
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Secretarial/Clerical

Secretary	DCC	1 Full-Time person
Secretary	DALC	1 Full-Time person
Receptionist/Clerical	DCC Campus	1 Full-Time person

STAFFING GUIDELINES — GATOR ACADEMY

Administration

Director of Employee Child Care Center	Gator Academy	1 Full-Time person
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Instructional Lead Services

Infant	8 infants	2 Full-Time positions 1 Part-Time position (6 hours)
First Steps	8 children	2 Full-Time positions 1 Part-Time position (6 hours)
Toddlers - PreK (4)		1 Full-Time positions 1 Part-Time position (6 hours)
Float/Cook		1 Full-Time position

Additional Part-Time Day Care Aides As required by Department of Protective and Family Services

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

STAFFING GUIDELINES — DISTRICT-WIDE SERVICES

<u>Curriculum Specialists</u>	As approved by the Board of Trustees	As Assigned
<u>School Health Personnel</u>	A minimum of 3 Registered Nurse positions will be maintained in the District. Campus placements will be subject to reassignment based upon identified campus needs. Nurse positions will generally be filled with an appropriately qualified Licensed Vocational Nurse, after the 3 RN positions are filled. As a clinic aide position is vacated due to reassignment, resignation or retirement, the position will be filled with Licensed Vocational Nurse. One clinic aide position will be maintained and will be assigned to the same campus as the Registered Nurse/Program Coordinator is assigned. One Registered Nurse will be selected to serve as the Program Coordinator for all district school health services.	
<u>LSSP's</u>	As approved by the Superintendent	As Assigned
<u>Food Service</u>		
Food Service Manager	Each campus	1 Full-Time person
Food Service Worker	To be determined by Food Nutrition Services Department	
Full-Time worker may work less than eight hours.		
<u>Maintenance/Facilities/Custodian</u>		
Custodian	For each 24,000 sq. ft. or as determined by Supervisor and Supt.	1 Full-Time person

Staffing levels are to be monitored by budget managers. Any increase over approved levels will require prior approval of the Superintendent. Any increase over approved levels that will require additional budget allocation shall have prior Board approval.

Maintenance and Transportation staffing shall be determined by the Superintendent annually during budget planning and as conditions warrant during the budget year.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Hiring Procedures

"New" Positions

Any personnel decision which affects budget expenditure code 6100 expenditures (other than discretionary substitutes) will require approval of the Superintendent. Budget managers will have indirect responsibility for personnel expenditure decisions through the recommendation process.

Requests for additional personnel expenditures, new positions, stipends or additional days must be in writing to the Superintendent. If approved, the Superintendent will indicate approval by signing the request and forwarding copies to the requesting budget manager, business office and human resources office.

"New" and "Replacement" Positions

- Copy of the approval to the Executive Director for Human Resources (for all "new" positions).
- Complete Request for Posting, if necessary. (Requires posting unless prior approval by the Superintendent is obtained)
- Postings for positions that require a certificate or license shall be placed, no later than the tenth day before a position is filled, in an area convenient to the public in the District's administrative office, in the administrative office of each campus and on the internet.
- Follow interview procedures.
- Complete employee recommendation form.
- Send fully completed recommendation form to Human Resources. (Incomplete forms will be returned.)
- Human Resources will complete a Personnel Action form and forward the information to Payroll.
- Human Resources will forward salary notification to the employee.

SECTION 3 – ADMINISTRATIVE

PAY RANGES

JOB CLASSIFICATION

HIRING SCHEDULE

SALARY SCHEDULE

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

**Administrative/Professional Pay Range
2018-2019**

	-20%		+20%	
Pay Grade	Minimum	Midpoint	Maximum	Range %
AP1	\$208.88	\$261.10	\$313.31	33.33%
AP2	\$246.58	\$308.23	\$369.87	33.33%
AP3	\$269.79	\$337.24	\$404.69	33.33%
AP4	\$295.91	\$369.88	\$443.86	33.33%
AP5	\$377.14	\$471.43	\$565.71	33.33%
AP6	\$409.06	\$511.33	\$613.59	33.33%
AP7	\$454.03	\$567.53	\$681.04	33.33%
AP8	\$478.69	\$598.36	\$718.03	33.33%
AP9	\$522.20	\$652.75	\$783.30	33.33%

ADMINISTRATIVE – PAY RANGE

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

Administrative/Professional Job Classification

PAY GRADE — A/P 1

	Annual Days
FNS Manager-Elementary, Middle School, JHS	184
DCC Case Manager (with LCDC)	221
Director of Employee Child Care Center-Gator Academy	200
Energy Manager	221
Fleet Manager	235
Junior Accountant (with Associate Degree)	221
Office Services and Support	221
PC Tech Apprentice	221
Route Coordinator	221

PAY GRADE — A/P 2

Accountant (FNS)	221
Attendance Officer	187
Assistant Director of Energy Management/Stadium Manager	221
Coordinator of Benefits/Risk Management	221
Custodial Supervisor (for less than 45 employees)	221
Data Specialist	221
FNS Compliance Manager	205
FNS Manager--High School	184
Help Desk Specialist	221
PC Support Specialist	221
SASI/FinancePLUS Specialist	221
FNS Senior Mentor Manager (20 hrs. per week)	173
Transportation Supervisor	221

PAY GRADE — A/P 3

Accountant (Business Services)	221
Assistant Principal Intern	210
Construction Project Coordinator	221
Custodial Supervisor (for more than 45 employees)	221
DCC Case Manager (BA or BS)	221
DHS Registrar (Degreed)	221
DHS Testing Coordinator & Instructional Materials Manager	210
Social Worker (without teaching/counseling credentials)	205
Specialized Counselor — Special Education, Etc.	205

ADMINISTRATIVE – JOB CLASSIFICATION

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

PAY GRADE — A/P 4

	Annual Days
Assistant Director of Transportation	210
Assistant Principal (addl. days may be required for summer school admin.)	
Dickinson Continuation Center (DCC)	200
Elementary (Grades PK-4) Middle School (Grades 5-6)	205
Junior High School (Grade 7-8)	211
Coordinator of Business Ancillary Services	221
FNS - Dietitian/Nutrition Educator	221
Instructional Support and Telephony	221
Network Specialist	221
Security Systems Assistant	221
Senior Accountant	221
Senior Information Specialist	221
Social Worker (with teaching/counseling credentials or Masters in Social Work)	205
Teacher Facilitator	210
Technology Integration Specialist	221

PAY GRADE — A/P 5

Assistant Athletic Director	221
Assistant Principal	
High School (Grades 9-12)	211
Curriculum & Instruction Application Manager	221
DHS Lead Counselor/District Counseling Coordinator	221
Dean of Instruction – Junior High	215
Director of Communications	221
Director of Custodial Services	230
Director of DISD Education Foundation	221
Director of Energy Management	221
Director of Human Resources	221
Director of Maintenance	230
Director of Marketing & Social Media	221
Director of Student Services and Special Projects	221
Director of Technology Operations	221
Director of Transportation	221
Disaster Recovery & Security Manager	221
FNS - Operations Supervisor	221
Security and Access Control Manager	221
Network Engineer	221
Principal of CAP	211
Principal of Alternative Education	221
Senior Systems Manager	221
Server Manager	221
System Application Assistant	221
Technology Services Manager	221

ADMINISTRATIVE – JOB CLASSIFICATION

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

PAY GRADE — A/P 6

	Annual Days
Dean of Instruction – DHS	221
Director of Alternative Education	221
Director of Assessment, Accountability, & Compliance	221
Director of Athletics / Head Football Coach	221
Director of Career Technical Education and Career Readiness (new)	221
Director of Curriculum Services	221
Director of Elementary Programs	221
Director of Food and Nutrition Services	221
Director of Federal Programs	221
Director of Fine Arts	221
Director of Purchasing	221
Director of Secondary Programs	221
Director of Special Programs	221
Director of Student Ancillary Services	221
Director of Teacher Development & Professional Learning	221
Principal — Elementary School	215
Principal — Middle School	215
Principal — Junior High School	221

PAY GRADE — A/P 7

Executive Director of Business Operations	221
Executive Director of Human Resources	221
Executive Director of Information Systems	221
Executive Director of Payroll	221

PAY GRADE — A/P 8

Assistant Superintendent of Administration	221
Executive Director of Facility Planning and Construction	221

PAY GRADE — A/P 9

Deputy Superintendent of Business and Operations	221
Deputy Superintendent of Educational Services	221
Principal — High School	221

ADMINISTRATIVE – JOB CLASSIFICATION

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Administrative/Professional Hiring Schedule

A/P PAY GRADE	DAYS	HIRING RANGE
AP1	221	- 20% of Midpoint to + 10% of midpoint
AP2	221	- 20% of Midpoint to + 10% of midpoint
AP3	221	- 20% of Midpoint to + 10% of midpoint
AP4	221	- 20% of Midpoint to + 20% of midpoint
AP5	221	- 20% of Midpoint to + 10% of midpoint
AP6	221	- 20% of Midpoint to + 10% of midpoint
AP7	221	- 20% of Midpoint to + 10% of midpoint
AP8	221	- 20% of Midpoint to + 10% of midpoint
AP9	221	- 20% of Midpoint to + 10% of midpoint

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

SECTION 4 – PROFESSIONAL

PAY RANGES

JOB CLASSIFICATION

HIRING SCHEDULE

SALARY SCHEDULE/COMPENSATION CHART

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

**Administrative/Professional Pay Ranges
2018-2019**

	-20%		+20%	
Pay Grade	Minimum	Midpoint	Maximum	Range %
AP1	\$208.88	\$261.10	\$313.31	33.33%
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AP3	\$269.79	\$337.24	\$404.69	33.33%
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AP5	\$377.14	\$471.43	\$565.71	33.33%
AP6	\$409.06	\$511.33	\$613.59	33.33%
AP7	\$454.03	\$567.53	\$681.04	33.33%
AP8	\$478.69	\$598.36	\$718.03	33.33%
AP9	\$522.20	\$652.75	\$783.30	33.33%

PROFESSIONAL – PAY RANGE

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Professional Job Classification/Hiring Schedule

COUNSELOR SALARY SCHEDULE

DHS/District Lead Counselor (AP5)	215
DCC/DALC	208
DHS Counselor	205
DHS Special Education Counselor	205
Junior High Counselor	198
Middle School Counselor	198
Elementary Counselor	190

A counselor's base salary shall be calculated utilizing the Teacher Salary Schedule/Compensation Chart.
A certified teacher serving as a social worker would be paid as a certified counselor.

Professional Support Staff base salary shall be calculated utilizing the Teacher Salary Schedule/Compensation Chart. Professional Support Staff will enter Teacher Salary Schedule based on number of years' experience in the licensed professional field. All other step/local experience increment procedures associated with the Teacher Salary Schedule shall apply to Professional Support Staff.

PROFESSIONAL SUPPORT STAFF HIRING SCHEDULE

Lead LSSP/SLP	205
Social Worker/District Special Education Counselor	205
LSSP	200
Speech Language Pathologist (SLP)	200
Diagnostician	200
Certified Occupational Therapist/Physical Therapist	200
LSSP/Diagnostician Trainee	195
LSSP Intern	195
SLP Assistant	195
Clinical Fellowship Year (CFY) SLP	195
Therapist Trainee	195
LSSP Student Intern	160

Individuals assigned to work fewer or more days than specified will be paid the daily rate for the number of days worked. Full benefits will be paid to individuals who work more than 20 hours per week.

For individuals who are incorporated and desire an hourly or daily rate without benefits, a rate will be negotiated with the Superintendent through the Director of Special Programs.

*For the first year of employment with the district, the contract for the licensed assistant may be 190 days. In subsequent years, the contract will be 187 days. The purpose of the initial 190 day contract is to provide time for the licensed assistant to prepare with the speech and language coordinator in addition to participating in new teacher in-service.

**CCC—Certificate of Clinical Competence

LSSP Certification credited once HR notified (Deadline Aug. 15th/Jan. 15th).

SCHOOL HEALTH PERSONNEL HIRING SCHEDULE

Qualifications/Position	Starting Rate	Days
Registered Nurse	Teacher Salary Schedule	187
Licensed Vocational Nurse (LVN)	70% Teacher Salary Schedule	187
Clinic Paraprofessional	Paraprofessional Salary Schedule	184

DICKINSON INDEPENDENT SCHOOL DISTRICT

**Compensation Plan
Teacher Salary Schedule**

Step/Local Exp.	2018-2019 DISD Compensation	2018-2019 DISD Daily Rate
0	\$53,000.00	\$283.42
1	\$53,236.00	\$284.68
2	\$53,936.00	\$288.43
3	\$54,086.00	\$289.23
4	\$54,236.00	\$290.03
5	\$54,486.00	\$291.37
6	\$54,551.00	\$291.72
7	\$54,661.00	\$292.30
8	\$54,771.00	\$292.89
9	\$54,986.00	\$294.04
10	\$55,201.00	\$295.19
11	\$55,471.00	\$296.64
12	\$55,741.00	\$298.08
13	\$56,116.00	\$300.09
14	\$56,506.00	\$302.17
15	\$56,886.00	\$304.20
16	\$57,446.00	\$307.20
17	\$58,036.00	\$310.35
18	\$58,621.00	\$313.48
19	\$59,201.00	\$316.58
20	\$59,786.00	\$319.71
21	\$60,486.00	\$323.45
22	\$61,176.00	\$327.14
23	\$61,861.00	\$330.81
24	\$62,556.00	\$334.52
25	\$63,246.00	\$338.21
26	\$63,826.00	\$341.32
27	\$64,411.00	\$344.44
28	\$64,986.00	\$347.52
29	\$65,576.00	\$350.67
30	\$66,161.00	\$353.80
31	\$66,746.00	\$356.93
32	\$67,226.00	\$359.50
33	\$67,706.00	\$362.06
34	\$68,186.00	\$364.63
35	\$68,666.00	\$367.20
36	\$69,151.00	\$369.79
37	\$69,686.00	\$372.65
38	\$70,216.00	\$375.49
39	\$70,751.00	\$378.35
40	\$71,286.00	\$381.21

- Teacher is defined as a classroom teacher, a counselor, a librarian, and a registered nurse.
 - DISD Teacher Salary Schedule is based on a Bachelor's Degree.
 - Master's Degree: Add \$1,000 to the appropriate step on DISD Base Salary Schedule.
 - Doctorate's Degree: Add \$2,000 to the appropriate step on DISD Base Salary Schedule.
 - Career Ladder Level II: Add 1 step level.
 - Career Ladder Level III: Add 2 step levels.
 - This compensation chart is approved for the current school year only and, in no way, is intended to be interpreted for future use beyond the school year for which it was approved.
 - If a teacher has more than 40 years' experience or qualifies for a step above 40, an additional \$500 per step will be added to the DISD Salary Schedule above to determine base salary, up to a maximum of Step 46.
- * Master's and Doctorate Degrees credited once HR notified (Deadline Aug. 15/Jan. 15)**

SECTION 5 – PARAPROFESSIONAL/ CLERICAL/TECHNICAL

PAY RANGES

JOB CLASSIFICATION

HIRING SCHEDULE

SALARY SCHEDULE

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

**Paraprofessional/Clerical/Technical Pay Ranges
Daily Rates
2018-2019**

	-25%		+25%	
Pay Grade	Minimum	Midpoint	Maximum	Range %
PCT 1	\$100.06	\$133.42	\$166.77	40.00%
PCT 2	\$106.41	\$141.88	\$177.35	40.00%
PCT 3	\$111.25	\$148.34	\$185.42	40.00%
PCT 4	\$113.45	\$151.27	\$189.08	40.00%
PCT 5	\$118.44	\$157.93	\$197.41	40.00%
PCT 6	\$121.70	\$162.27	\$202.84	40.00%
PCT 7	\$124.94	\$166.59	\$208.23	40.00%
PCT 8	\$134.68	\$179.57	\$224.46	40.00%
PCT 9	\$165.29	\$220.39	\$275.49	40.00%
PCT 10	\$195.80	\$261.07	\$326.34	40.00%
PCT 11	\$206.60	\$275.47	\$344.34	40.00%

PCT – PAY RANGE

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
PCT Job Classification
Paraprofessional/Clerical/Technical

PAY GRADE — PCT 1

	Maximum Annual Days
Clerical Aide	183
Library Aide (Elem/MS)	180
Library Aide (JH/HS)	184
PE Aide	180
Publication Aide	190
Transportation PreK/K Day Care Aide	173

PAY GRADE— PCT 2

Academic Coach Aide	180
Case Management Clerk	180
Gator Academy Day Care Aides —Part-Time	184
Early Literacy Aide	180
In-School Suspension Aide	180
JJAEP Aide	180
Pre-Kinder Aide	180
Receptionist/Clerk—DCC / DALC	180
Receptionist/Clerk—High School	193/221
Receptionist—Junior High	192
Receptionist—Middle School	192
Receptionist/Clerk—Food & Nutrition	187
Receptionist/Clerk—Elementary	184

PAY GRADE— PCT 3

ABCD Aide	180
Bilingual Literacy Aide	180
Clinic Aide (Not a Certified Nursing Assistant)	184
Computer Lab Monitor	180
ESL Aide	180
Lead Instructor—Gator Academy	198
Pre-K Bilingual Aide	180
Receptionist/Clerk—O & F	221
Sub/Other (60 College Hours Required)	180
Special Education ARD Clerk	180
Special Education Bilingual ARD Clerk	180
Special Education Aide	180
Special Education Visually Impaired Aide	180
Behavior Aide (General Ed)	180

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

PAY GRADE— PCT 4

Assistant Principal's Secretary—Junior High and High School	192
Clinic Aide (Those who qualify as Certified Nursing Assistant)	184
College & Career Center Secretary	198
Counselor Secretary—Junior High/High School	192
DALC Aide	180
Esmond Center Records Clerk	184
DHS Computer Lab Monitor	184

PAY GRADE — PCT 5

Attendance/Data Entry Clerk—Elementary	202
Attendance/Data Entry Clerk—Junior High & High School	192
Attendance/AP Secretary—Middle School	192
Data Entry/Counselor's Secretary—Middle School	198
Dean of Instruction Secretary (JH/HS)	215/221
Electronic Data/Information Specialist/Bid Coordinator	221
Publications/Business Technician	221
Receptionist—Central Office	221
SASI Secretary	221
Technical Support Specialist	221

PAY GRADE — PCT 6

Esmond Center Educational Records Secretary	198
Operations & Facilities Payroll Specialist	221
PEIMS Specialist	221
Registrar—Junior High	192
Secretary to Director of Career and Technology Education	221
Secretary to Fine Arts Program	221
Secretary to Coastal Alternative Program (CAP)	211
Secretary to Director of Transportation	221
Secretary to Principal DCC/DALC	221
Special Education Assessment Secretary	221
Special Education PEIMS Secretary	221

PAY GRADE — PCT 7

Account Payable Specialist	221
Food & Nutrition Accounting Asst. / Receptionist	221
Finance Specialist	221
Human Resources Generalist	221
Secretary to Athletic Department--DHS	221
Payroll Specialist	221
Secretary to Director of Alternative Education	221
Secretary to Director of Special Programs	221

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Secretary to Executive Director of Information Systems	221
Secretary to Elementary Principal	215
Secretary to Junior High Principal	221
Secretary to Middle School Principal	215

PAY GRADE — PCT 8

Accounting Assistant	221
Accounting Clerk/Bookkeeper—DHS	221
Attendance Intervention Specialist	215
Secretary to Educational Services Department	221
Secretary to Executive Director of Human Resources	221

PAY GRADE — PCT 9

Secretary to High School Principal	221
Secretary to Deputy Superintendent of Business and Operations	221
Secretary to Deputy Superintendent of Educational Services	221

PAY GRADE — PCT 10

Secretary to Superintendent's Office/Assistant Superintendent of Administration	221
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PAY GRADE — PCT 11

Secretary to Superintendent of Schools	221
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DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
PCT Hiring Schedule
Paraprofessional/Clerical/Technical
Daily Rates
2018-2019

HIRING SCHEDULE -- CURRENT EMPLOYEES NOT TO MAKE LESS THAN											
Years Experience	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT6	PCT 7	PCT 8	PCT 9	PCT 10	PCT 11
0	\$100.06	\$106.41	\$111.25	\$113.45	\$118.44	\$121.70	\$124.94	\$134.68	\$165.29	\$195.80	\$206.60
1	\$101.06	\$107.11	\$112.25	\$114.45	\$119.44	\$122.70	\$125.94	\$135.68	\$166.29	\$196.80	\$207.60
2	\$102.06	\$107.66	\$112.55	\$114.80	\$120.44	\$123.70	\$126.94	\$136.28	\$166.99	\$197.80	\$208.60
3	\$104.06	\$108.91	\$113.85	\$116.15	\$122.44	\$125.70	\$128.94	\$137.88	\$168.69	\$199.80	\$210.60
4	\$106.06	\$110.16	\$115.15	\$117.50	\$124.44	\$127.70	\$130.94	\$139.48	\$170.39	\$201.80	\$212.60
5	\$108.06	\$111.41	\$116.45	\$118.85	\$126.44	\$129.70	\$132.94	\$141.08	\$172.09	\$203.80	\$214.60
6	\$110.06	\$112.66	\$117.75	\$120.20	\$128.44	\$131.70	\$134.94	\$142.68	\$173.79	\$205.80	\$216.60
7	\$111.06	\$113.91	\$119.05	\$121.20	\$129.44	\$132.70	\$135.94	\$143.68	\$175.49	\$207.80	\$218.60
8	\$112.06	\$115.16	\$120.35	\$122.45	\$130.44	\$133.70	\$136.94	\$144.68	\$177.19	\$209.80	\$220.60
9	\$113.06	\$116.41	\$121.65	\$123.70	\$131.44	\$134.70	\$137.94	\$145.68	\$178.89	\$211.80	\$222.60
10	\$114.06	\$117.66	\$122.95	\$124.95	\$132.44	\$135.70	\$138.94	\$146.68	\$180.59	\$213.80	\$224.60
11	\$115.06	\$118.91	\$124.25	\$126.20	\$133.44	\$136.70	\$139.94	\$147.68	\$182.29	\$215.80	\$226.60
12	\$116.06	\$120.16	\$125.55	\$127.45	\$134.44	\$137.70	\$140.94	\$148.68	\$183.99	\$217.80	\$228.60
13	\$117.06	\$121.41	\$126.85	\$128.70	\$135.44	\$138.70	\$141.94	\$149.68	\$185.69	\$219.80	\$230.60
14	\$118.06	\$122.66	\$128.15	\$129.95	\$136.44	\$139.70	\$142.94	\$150.68	\$187.39	\$221.80	\$232.60
15	\$119.06	\$123.91	\$129.45	\$131.20	\$137.44	\$140.70	\$143.94	\$151.68	\$189.09	\$223.80	\$234.60
16	\$120.06	\$125.16	\$130.75	\$132.45	\$138.44	\$141.70	\$144.94	\$152.68	\$190.79	\$225.80	\$236.60
17	\$121.06	\$126.41	\$132.05	\$133.70	\$139.44	\$142.70	\$145.94	\$153.68	\$192.49	\$227.80	\$238.60
18	\$122.06	\$127.66	\$133.35	\$134.95	\$140.44	\$143.70	\$146.94	\$154.68	\$194.19	\$229.80	\$240.60
19	\$123.06	\$128.91	\$134.65	\$136.20	\$141.44	\$144.70	\$147.94	\$155.68	\$195.89	\$231.80	\$242.60
20	\$124.06	\$130.16	\$135.95	\$137.45	\$142.44	\$145.70	\$148.94	\$156.68	\$197.59	\$233.80	\$244.60
21	\$125.06	\$131.41	\$136.95	\$138.45	\$143.44	\$146.70	\$149.94	\$157.68	\$199.29	\$235.80	\$246.60
22	\$126.06	\$132.66	\$137.95	\$139.45	\$144.44	\$147.70	\$150.94	\$158.68	\$200.99	\$237.80	\$248.60
23	\$127.06	\$133.91	\$138.95	\$140.45	\$145.44	\$148.70	\$151.94	\$159.68	\$202.69	\$239.80	\$250.60
24	\$128.06	\$135.16	\$139.95	\$141.45	\$146.44	\$149.70	\$152.94	\$160.68	\$204.39	\$241.80	\$252.60
25	\$129.06	\$136.41	\$140.95	\$142.45	\$147.44	\$150.70	\$153.94	\$161.68	\$206.09	\$243.80	\$254.60
26	\$130.06	\$137.66	\$141.95	\$143.45	\$148.44	\$151.70	\$154.94	\$162.68	\$207.79	\$245.80	\$256.60
27	\$131.06	\$138.91	\$142.95	\$144.45	\$149.44	\$152.70	\$155.94	\$163.68	\$209.49	\$247.80	\$258.60
28	\$132.06	\$140.16	\$143.95	\$145.45	\$150.44	\$153.70	\$156.94	\$164.68	\$211.19	\$249.80	\$260.60
29	\$133.06	\$141.16	\$144.95	\$146.45	\$151.44	\$154.70	\$157.94	\$165.68	\$212.89	\$251.80	\$262.60
30	\$134.06	\$142.16	\$145.95	\$147.45	\$152.44	\$155.70	\$158.94	\$166.68	\$213.89	\$253.80	\$264.60
31	\$135.06	\$143.16	\$146.95	\$148.45	\$153.44	\$156.70	\$159.94	\$167.68	\$214.89	\$255.80	\$266.60
32	\$136.06	\$144.16	\$147.95	\$149.45	\$154.44	\$157.70	\$160.94	\$168.68	\$215.89	\$257.80	\$268.60
33	\$137.06	\$145.16	\$148.95	\$150.45	\$155.44	\$158.70	\$161.94	\$169.68	\$216.89	\$259.80	\$270.60
34	\$138.06	\$146.16	\$149.95	\$151.45	\$156.44	\$159.70	\$162.94	\$170.68	\$217.89	\$261.80	\$272.60
35	\$139.06	\$147.16	\$150.95	\$152.45	\$157.44	\$160.70	\$163.94	\$171.68	\$218.89	\$263.80	\$274.60
36	\$140.06	\$148.16	\$151.95	\$153.45	\$158.44	\$161.70	\$164.94	\$172.68	\$219.89	\$265.80	\$276.60
37	\$141.06	\$149.16	\$152.95	\$154.45	\$159.44	\$162.70	\$165.94	\$173.68	\$220.89	\$267.80	\$278.60

Daily rate for employees in these categories shall not be less than the amount shown on this schedule. Daily rates above are subject to adjustment above the base amount based on performance of the specific job duties for the position, with prior approval of the Superintendent.

SECTION 6 – SUPPORT SERVICES

PAY RANGES

JOB CLASSIFICATION

HIRING SCHEDULE

SALARY SCHEDULE

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

**Support Services Pay Ranges
2018-2019**

HOURLY RATES — NON-CONTRACTUAL

	-30%		+30%	
Pay Grade	Minimum	Midpoint	Maximum	Range %
SS1	\$9.93	\$14.18	\$18.43	46.15%
SS2	\$10.93	\$15.62	\$20.31	46.15%
SS3	\$11.93	\$17.04	\$22.15	46.15%
SS4	\$13.92	\$19.89	\$25.85	46.15%
SS5	\$15.91	\$22.73	\$29.55	46.15%
SS6	\$18.21	\$26.01	\$33.81	46.15%
SS7	\$20.44	\$29.20	\$37.97	46.15%

SUPPORT SERVICES – PAY RANGE

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Support Services Job Classification

PAY GRADE—SS 1

Bus Monitor	177
Food & Nutrition Apprentice	173

PAY GRADE—SS 2

Custodian	210/235
Food & Nutrition Technician	173
Transportation Utility	235/245*

PAY GRADE—SS 3

Asst. Athletic Field Caretaker	235
Driver Trainee	177
Food & Nutrition Specialist (Asst. Mgr., Elementary & Middle)	173
Grounds Worker	235/245*
Laundry Worker	235/245*
Mail Carrier	235/245*
Laundry/Custodian/Mail Worker	235/245*
Mechanic Assistant	235/245*
Shift Lead Custodian—Junior High and High School	210/235
Warehouse Worker	235/245*

PAY GRADE—SS 4

Athletic Complex Caretaker	235
Athletic Field Caretaker	235/245*
Craft Apprentice	235/245*
Field Trip Coordinator	177
Food & Nutrition Specialist (Asst. Mgr. Junior High & High School)	173
Head Custodian—Elementary and Middle Schools	235/245*
Mechanic/Grounds	235/245*
Office Generalist for Transportation	177
Routing Specialist	177
Transportation Dispatcher	177
Utility Worker	*235/245

PAY GRADE—SS 5

AC/Filter Technician	235
Building Maintenance Technician	235
Bus Driver (Route Driver)	177
Driver Trainer	177
Food & Nutrition—Cafeteria Manager (Probationary Year)	173
Head Custodian—Junior High and High School	235
Inventory/Warehouse Technician	235/245*
Lead Driver	177
Maintenance Foreman—Grounds	235
Maintenance Inventory Technician	235
Mechanic	235/245*
Pest Control Operator	235/245*

SUPPORT SERVICES – JOB CLASSIFICATION

***NOTE: Refer to policy DED(LOCAL)--Different for those employed after 9/1/01.**

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

PAY GRADE—SS 6

Carpenter	235
Door Hardware Specialist	235
Food & Nutrition Warehouse Manager	221
Grounds Supervisor	235
Inventory & Purchasing Manager	215
Operations & Facilities Coordinator	235
Painter	235
Purchasing & Warehouse Manager	235
Special Needs Route Coordinator	215
Technician (General Maintenance; Life Safety/Security)	235/245*
Utility Supervisor	235

PAY GRADE—SS 7

FNS Appliance Technician	221
FNS Commercial Refrigeration Technician (2)	221
Electrician	235
Plumber	235
Technician (HVAC, Electrical, Plumbing)	235/245*

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

**Maintenance and Custodial Services Hiring Schedule
HOURLY RATES
2018-2019**

NOTE: This hiring schedule is somewhat different than most other hiring schedules as it is based on qualifying factors that result in STEPS rather than placement on the schedule on experience alone.

STEP	SS1	SS2	SS3	SS4	SS5	SS6	SS7
1	\$9.93	\$10.93	\$11.93	\$13.92	\$15.91	\$18.21	\$20.44
2	\$10.35	\$11.40	\$12.78	\$14.91	\$18.19	\$20.81	\$24.82
3	\$10.78	\$11.87	\$13.63	\$15.91	\$19.32	\$23.41	\$27.74
4	\$11.34	\$12.50	\$15.33	\$17.90	\$20.46	\$26.01	\$30.66
5	\$12.85	\$13.28	\$16.19	\$18.89	\$22.73	\$27.31	\$33.58

Substitute Custodian \$10.93

Pay differential for leaders:	
# RESPONSIBLE FOR	PAY DIFFERENTIAL
1-2	\$.75 per hour
3-5	\$1.00 per hour
6-10	\$1.25 per hour
10-15	\$1.75 per hour
16+	\$2.25 per hour

Maintenance & Custodial Compensations Adjustments

Current employees' hourly rates shall be no less than a new employee who meets the criteria for the same step, based on the step requirements. Each adjustment is a stand-alone adjustment.

**** Credited once HR notified (Deadline Aug. 15th/Jan. 15th)**

SS3 (The following compensation adjustments are not a condition of employment.)

Acquire Asbestos Inspector license \$2.00 per hour

Grounds Worker – (Pest)

1. Acquire Texas Commercial Driver's License \$1.75 per hour
2. Acquire TDA Applicators License with weed category \$1.00 per hour
3. Acquire (3) additional categories for TDA Applicator's license (lawn & ornamental, pest & termite) \$1.50 per hour

Grounds Worker – (Irrigation)

1. Acquire Texas Irrigation Installer certification \$0.75 per hour
2. Acquire Texas Irrigator license \$1.25 per hour
3. Acquire Texas Commercial Driver's License \$1.50 per hour

Warehouse Worker – (If employed on Step 1)

Meet requirements of Step 2, 3, 4, or 5 as approved by the Director of Maintenance.

1. Step 2 \$1.00 per hour
2. Step 3 \$1.25 per hour
3. Step 4 \$1.75 per hour
4. Step 5 \$2.25 per hour

SUPPORT SERVICES – HIRING SCHEDULE

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

SS4

Craft Apprentice

A. Plumber	
1. Acquire Texas Tradesman Plumber – Limited License	\$1.50 per hour
2. Acquire Texas Journeyman Plumbers license	\$2.00 per hour
3. Acquire Texas Master Plumbers license	\$2.50 per hour
B. Electrical	
1. Acquire Texas Maintenance Electrician license	\$1.50 per hour
2. Acquire Texas Journeyman Electrician license	\$2.00 per hour
3. Acquire Texas Master Electrician license	\$2.50 per hour
C. HVAC	
1. Acquire EPA certification in refrigerant recovery (universal)	\$1.50 per hour
2. Acquire Texas class “B” license in HVAC or Assoc. Degree in air conditioning technology	\$2.00 per hour
3. Acquire Texas class “A” license in HVAC	\$2.50 per hour
D. Grounds – Mechanic	
1. Acquire certification in small engine repair*	\$1.25 per hour
2. Acquire certification in diesel engine repair*	\$1.75 per hour
3. Acquire certification in hydraulic systems repair*	\$1.75 per hour
* Certification must be through Outdoor Power Equipment accredited program.	
E. Athletic Field Caretaker/Athletic Complex Caretaker	
1. Step 2	\$1.25 per hour
2. Step 3	\$1.75 per hour
3. Step 4	\$2.25 per hour
4. Step 5	\$2.50 per hour
F. Utility Worker	
1. Acquire Texas Commercial Driver’s license	\$1.50 per hour
Acquire Asbestos Inspector license	\$2.00 per hour

Other SS4 shall be compensated at no less than hiring rate for which they qualify at the beginning of each budget year.

**DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan**

SS5

Maintenance Foreman – Grounds

- | | |
|---|-----------------|
| 1. Acquire TDA Applicators license with weed category | \$1.25 per hour |
| 2. Acquire (3) additional categories for TDA Applicators license (lawn and ornamental, pest, termite) | \$1.75 per hour |
| 3. Acquire Texas Irrigation license | \$1.50 per hour |
| 4. Acquire Texas Commercial Driver's license | \$1.50 per hour |

Pest Control Operator

- | | |
|---|-----------------|
| 1. Acquire TDA Applicators license – weed control | \$1.25 per hour |
| 2. Acquire (3) additional categories for TDA Applicators license (lawn and ornamental, pest, termite) | \$1.75 per hour |
| 3. Acquire Indoor Pest Management Coordinator certification | \$2.00 per hour |

Acquire Asbestos Inspector license	\$2.00 per hour
------------------------------------	-----------------

Other SS5 shall be compensated at no less than hiring rate for which they qualify at the beginning of each budget year.

SS6

Carpenter, Door Hardware Specialist, Grounds/Utility Supervisor, Painter, Technician

(General Maintenance; Life Safety/Security; O&F Coordinator) Shall be compensated at no less than hiring rate for which they qualify at the beginning of each budget year.

Acquire Asbestos Inspector license	\$2.00 per hour
------------------------------------	-----------------

SS7

Technician (HVAC, Electrical, and Plumbing) Shall be compensated at no less than hiring rate for which they qualify at the beginning of each budget year. License requirements for each trade are included in the steps of the hiring schedule on level SS7.

Call Out Times

Minimum number of hours at current hourly rate.

- 1.5 hours for alarm issues (Security/Fire)
- 3.0 hours for maintenance issues (HVAC, plumbing, anything other than alarms)

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Maintenance/Custodial Services Step Schedule for Hiring

Custodian – SS2	Lead Custodian (JH/HS/ESC) – SS3
STEP 1 1. No job related experience. 2. Demonstrate the ability to lift 50 lbs. routinely. 3. Read and understand instructions for cleaning, maintenance, and safety procedures. STEP 2 1. At least 1 year of related job experience. 2. Basic knowledge of cleaning agents and their applications. 3. Basic knowledge of custodial practices used in cleaning schools. 4. Knowledge of custodial safety procedures including MSDS sheets, Blood-borne Pathogens, etc. STEP 3 1. At least 3 years of related job experience. 2. Experience in classroom cleaning including marker boards, furniture, windows, etc. 3. Experienced in carpet care procedures. STEP 4 1. At least 5 years of related job experience. 2. Experienced in the operation of floor maintaining equipment (i.e., auto scrubbers, burnishers, wet vac, etc.) 3. Performs job duties without direct supervision. STEP 5 1. At least 7 year of related job experience. 2. Experience with minor building maintenance such as replacement of light bulbs, ceiling tile, furniture repair, etc. 3. Experience with the appropriate procedures for opening, closing and safeguarding facilities. Including securing exit doors, activating alarms, etc.	STEP 1 1. No job related experience. 2. Demonstrate the ability to lift 50 lbs. routinely. 3. Read and understand written and verbal instructions for cleaning, maintenance, and safety procedures. STEP 2 1. At least 1 year of related job experience. 2. Basic knowledge of cleaning agents and their applications. 3. Basic knowledge of custodial practices used in cleaning schools. 4. Knowledge of custodial safety procedures including MSDS sheets, Blood-borne Pathogens, etc. STEP 3 1. At least 3 years of related job experience. 2. Experience in classroom cleaning including marker boards, furniture, windows, etc. 3. Experienced in carpet care procedures. STEP 4 1. At least 5 years of related job experience. 2. Experienced in the operation of floor maintaining equipment (i.e., auto scrubbers, burnishers, wet vac, etc.). 3. Performs job duties without direct supervision. STEP 5 1. At least 7 years of related job experience. 2. Experience with minor building maintenance such as replacement of light bulbs, ceiling tile, furniture repair, etc. 3. Experience with the appropriate procedures for opening, closing and safeguarding facilities. Includes securing exit doors, activating alarms, etc.

SUPPORT SERVICES – HIRING SCHEDULE

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Mail Carrier – SS3	Laundry/Custodian/Mail Worker – SS3 (continued)
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrates ability to lift 50 lbs. routinely. STEP 2 1. At least 1 year of job related experience. 2. Experienced in the sorting of mail for delivery. 3. Exhibits high level of oral and written communication skills. 4. Demonstrates the ability to work without supervision. STEP 3 1. At least 3 years of job related experience. 2. Experienced in the use of a postage machine. 3. Proficient at reading maps and using GPS to locate destinations. STEP 4 1. At least 5 years of job related experience. 2. Knowledge of postal regulations and requirements. STEP 5 1. At least 7 years of job related experience. 2. Experienced in the regulations and procedures required to ship various types of parcels via private carrier. 3. Experienced in the regulations, requirements, and procedures involved with district and postal service of delivery of mail, board folders, etc.	3. Knowledge of basic washing and drying of clothes, according to color, volume and fabric type. 4. Experienced in the sorting and distribution of mail. STEP 3 1. At least 3 years of job related experience. 2. Experienced in the detailed cleaning of commercial offices and restroom areas. 3. Experienced in the washing and drying of clothes including bleaching, handling and stain removal. 4. Experience in the usage of a postage machine. STEP 4 1. At least 5 years of job related experience. 2. Experienced in floor care practices such as stripping, waxing, buffing, burnishing and carpet cleaning. 3. Demonstrate the ability to organize and implement a schedule for pick-up and delivery of laundry. STEP 5 1. At least 7 years of job related experience. 2. Experienced in minor building maintenance such as replacement of light bulbs, ceiling tile, etc. 3. Experienced in the regulations, requirements, and procedures involved with district and postal service delivery of mail, board folders, etc. 4. Experienced in all areas of commercial laundry procedures.
Laundry/Custodian/Mail Worker – SS3	Grounds Worker – SS3
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to follow written and verbal instruction. 4. Demonstrate the ability to lift 50 lbs. routinely. STEP 2 1. At least 1 year of job related experience. 2. Demonstrate the ability to perform basic custodial tasks such as mopping, sweeping, and dusting.	STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. STEP 2 1. At least 1 year of job related experience. 2. Exhibits the knowledge of basic grounds keeping practices and procedures. 3. Demonstrates the ability to operate various types of mowers, weed eaters, trimmers, etc.

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Step Schedule for Hiring - SS3 (continued)	
Grounds Worker – SS3 (continued)	Laundry Worker – SS3 (continued)
STEP 3 1. At least 3 years of job related experience. 2. Demonstrate basic knowledge of irrigation systems. 3. Experienced in tree and shrub trimming practices and procedures. STEP 4 1. At least 5 years of job related experience. 2. Knowledge of various classes of plants, trees, flower, etc. and their care. 3. Experienced in the repair of irrigation systems. STEP 5 1. At least 7 years of job related experience. 2. Exhibits knowledge in the diagnosis and treatment of horticulture problems caused by disease, insects, etc. 3. Experienced in the supervision of grounds keeping and landscaping projects.	STEP 4 1. At least 5 years of job related experience. 2. Experienced in the washing and drying of clothes including bleaching, stain removal, handling and delivery. STEP 5 1. At least 7 years of job related experience. 2. Proficient in all areas of commercial laundry procedures. 3. Experienced in the maintaining of commercial flooring including stripping, waxing, buffing, and carpet cleaning.
Laundry Worker – SS3	Warehouse Worker – SS3
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to lift 50 lbs. routinely. STEP 2 1. At least 1 year job related experience. 2. Exhibits effective oral and written communication skills. 3. Knowledge of cleaning procedures for office areas. 4. Knowledge of basic washing and drying of clothes according to color, volume and fabric type. STEP 3 1. At least 3 years job related experience. 2. Demonstrates the ability to organize and implement a laundry schedule. 3. At least 3 years of experience in cleaning of office areas and restrooms.	STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrates the ability to lift up to 50 lbs. on a frequent basis. STEP 2 1. At least 1 year of job related experience. 2. Exhibits knowledge of basic warehouse procedures (including storing, inventory, tracking, receiving, etc.). 3. Demonstrates basic computer skills. 4. Experienced in the verification of shipments with information on invoices, packing slips, purchase orders, and computer. STEP 3 1. At least 3 years of job related experience. 2. Experienced in warehouse shipping and receiving practices. 3. Experienced in the moving of inventory to various locations by safely and properly operating fork lift, pallet jack, and/or handcart. 4. Proficient in the use of the computerized maintenance management inventory system.

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Step Schedule for Hiring - SS3 (continued)	
Warehouse Worker – SS3 (continued)	Athletic Field Caretaker Assistant – SS3
STEP 4 1. At least 5 years of job related experience. 2. Possess strong computer skills (demonstrates the ability to use software programs to develop management assistance documents). 3. Provide evidence of appropriate training and experience in warehouse management. 4. Experienced in the organization and implementation of delivering of materials and supplies to designated destinations. STEP 5 1. At least 7 years of job related experience. 2. Proficient in purchasing and inventory control methods and procedures. 3. Possess certification in forklift operation.	STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. STEP 2 1. At least 1 year job related experience. 2. One year experience in grounds keeping or athletic field maintenance practices. 3. Skilled in the use of various types of mowers, weed eaters, striping machines, etc. STEP 3 1. At least 3 years job related experience. 2. Exhibits knowledge in the operation of irrigation systems. 3. Experienced in the mowing of natural turf in various patterns using a reel mower. 4. Exhibits knowledge in basic procedures for maintaining and layout of athletic fields including football, soccer, baseball, etc. STEP 4 1. At least 5 years of job related experience. 2. Exhibits knowledge in the operation and repair of irrigation systems. 3. Proficient in painting procedures for athletic fields including layout, decal applications, striping and chalking. STEP 5 1. At least 7 years of job related experience. 2. Exhibits knowledge in the diagnosis and treatment of horticulture problems caused by disease, insects, etc. 3. Experienced in the restoration of athletic field surfaces using aerators, top dressers, tractors, sod cutter, etc.

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Craft Apprentice – SS4	Athletic Field Caretaker – SS4 (continued)
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to follow verbal and written instructions. STEP 2 1. At least 1 year of job related experience. 2. Knowledge of tools in a designated craft. 3. Basic knowledge of work related systems (i.e., plumbing, A/C, electrical, etc.) 4. Demonstrate basic computer skills. STEP 3 1. At least 3 years job related experience. 2. Knowledge of general maintenance duties related to assigned craft. 3. Demonstrates the ability to work unsupervised. STEP 4 1. At least 5 years job related experience. 2. Experienced in the procurement of supplies, parts, and tools. 3. Experienced in work order system procedures. 4. Experienced in preventative maintenance procedures related to assigned craft. STEP 5 1. At least 7 years job related experience. 2. Experienced in troubleshooting procedures related to assigned craft. 3. Proficient in the use of a computer for various duties.	STEP 3 1. At least 3 years of experience in grounds keeping and landscaping procedures. 2. Knowledge in painting procedures for athletic fields including layout, decal applications, striping and chalking. 3. Experienced in the recognition of various problems related to turf management caused by disease, weeds, insects, etc. STEP 4 1. At least 5 years of experience in grounds keeping and landscaping. 2. At least 1 years of experience in athletic field preparation and procedures. 3. Experienced in the repair of athletic field irrigation systems. STEP 5 1. At least 7 years of experience in grounds keeping and landscaping. 2. At least 2 years of experience in athletic field preparation and procedures. 3. Experienced in the supervision of grounds personnel in athletic field procedures and preparation.
Athletic Field Caretaker – SS4	Mechanic/Grounds – SS4
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrates basic knowledge of turf (natural) including aeration, mowing, irrigation, etc. STEP 2 1. At least 1 year of experience in grounds keeping and landscaping procedures. 2. Experienced in the mowing of turf (natural) in various patterns using a reel mower. 3. Demonstrates basic knowledge of various procedures required to maintain athletic fields including football, baseball, soccer, etc. 4. Demonstrates basic knowledge in the layout of athletic fields including football, baseball, soccer, etc. 5. Skilled in use of various types of mowers, weed eaters, striping machines, aerators, etc.	STEP 1 1. Possess a valid Texas Driver's license with a good driving record. 2. Demonstrates basic knowledge of grounds and landscaping procedures. 3. Demonstrate basic knowledge of repair of outdoor power equipment. STEP 2 1. At least 1 year experience in the repair of lawn equipment (i.e., walk behind and riding mowers, weed eaters, blowers, etc.) 2. Demonstrates knowledge of preventative maintenance procedures for lawn equipment. STEP 3 1. At least 3 years of experience in the repair of lawn equipment (i.e., walk behind and riding mowers, weed eaters, blowers, etc.) 2. Proficient in the use of all lawn equipment and tractors. 3. Demonstrates knowledge in the operation of heavy equipment (i.e., backhoes, loaders, tractors). 4. Experienced in the repair of two stroke and four stroke engines.

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Step Schedule for Hiring - SS4 (continued)	
Mechanic/Grounds – SS4 (continued)	Athletic Complex Caretaker – SS4 (continued)
STEP 4 - At least 5 years of experience in the repair of commercial lawn and power equipment. - Experienced in the maintenance and repair of spray equipment (i.e., chemical sprayers, striping machines, etc.) - Experienced in the repair of hydraulic systems on heavy equipment. STEP 5 - At least 7 years of experience in lawn equipment repair including heavy equipment. - Demonstrate detailed knowledge of grounds and landscaping procedures. - Proficient in the repair of heavy equipment (i.e., backhoes, tractors, lifts, etc.)	STEP 5 - At least 7 years of job related experience. - Experienced in interior and exterior maintenance of athletic facilities, including locker rooms, press boxes, restrooms, mechanical rooms, etc. - Experienced in field preparation and set up for football, soccer and other athletic events. - Proficient in the operation of a athletic venue during scheduled events.
Athletic Complex Caretaker – SS4	Utility Worker – SS4
STEP 1 - No job related experience. - Possess a valid Texas Driver's license with a good driving record. - Demonstrate the ability to follow verbal and written instructions. STEP 2 - At least 1 year of job related experience. - Demonstrates knowledge of basic grounds keeping practices. - Demonstrates basic knowledge of custodial practices used in cleaning schools. - Experienced with appropriate procedures for opening, closing and safeguarding facilities, including securing gates and doors, security alarms, etc. STEP 3 - At least 3 years of job related experience. - Experienced in the operation of floor care equipment (i.e., buffers, wet vacs, burnishers, etc.). - Basic knowledge in the care of artificial turf. - Basic knowledge in the care of synthetic running track surfaces. STEP 4 - At least 5 years of job related experience. - Experience in the care and minor maintenance of aluminum bleachers. - Experience with minor building maintenance such as replacement of light bulbs, ceiling tile, etc.	STEP 1 - No job related experience. - Possess a valid Texas Driver's license with a good driving record. - Demonstrate ability to lift up to 50 lbs. on a frequent basis. - Demonstrate the ability to follow written and verbal instructions. STEP 2 - At least 1 year of job related experience. - Experienced in the use of a pallet jack, truck cart, vending dolly and other moving equipment. - Skilled in the use of basic hand tools (screwdrivers, hammers, wrenches, socket sets, etc.) STEP 3 - At least 3 years of job related experience. - Experienced in the transport and delivery of various materials and supplies. - Experienced in the use of power tools (drills, saws, etc.). STEP 4 - At least 5 years of job related experience. - Basic knowledge of parking lot maintenance, pressure washing and signage replacement. - Demonstrate the ability to work independently to complete work orders, furniture transfers, deliveries, etc. STEP 5 - At least 7 years of job related experience. - Possess certification in fork lift operation. - Demonstrate the ability to properly complete work orders.

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Head Building Keeper (Elementary/Middle Schools) – SS4	Head Building Keeper (Junior/High Schools) – SS5
STEP 1 1. At least 1 year of job related experience. 2. Basic knowledge of custodial practices used in cleaning schools. 3. Knowledge of custodial safety procedures including MSDS sheets, Blood-borne Pathogens, etc. 4. Read and understand written and verbal directives. 5. Experienced with appropriate procedures for opening, closing and safeguarding facilities. 6. Experienced in the operation of floor maintaining equipment. STEP 2 1. At least 3 years of job related experience. 2. At least 1 year of supervisory experience. STEP 3 1. At least 5 years verifiable experience as a custodian. 2. Planning and directing experience. 3. At least 2 years of supervisory experience. STEP 4 1. At least 7 years of verifiable job related experience. 2. At least 3 years of verifiable supervisory experience. 3. At least 2 years planning and directing experience. STEP 5 1. At least 9 years of verifiable job related experience. 2. At least 5 years of verifiable building keeper experience as a supervisor. 3. At least 5 years planning and directing experience. 4. Experienced in training personnel in custodial safety procedures.	STEP 1 1. At least 1 year of job related experience. 2. Basic knowledge of custodial practices used in cleaning schools. 3. Knowledge of custodial safety procedures including MSDS sheets, Blood-borne Pathogens, etc. 4. Read and understand written and verbal directives. 5. Experienced with appropriate procedures for opening, closing and safeguarding facilities. 6. Experienced in the operation of floor maintaining equipment. STEP 2 1. At least 3 years of job related experience. 2. At least 1 year of supervisory experience. STEP 3 1. At least 5 years verifiable job related experience as a building keeper. 2. Planning and directing experience. 3. At least 2 years of supervisory experience. STEP 4 1. At least 7 years of verifiable job related experience. 2. At least 3 years of verifiable supervisory experience. 3. At least 2 years planning and directing experience. STEP 5 1. At least 9 years of verifiable job related experience. 2. At least 5 years of verifiable building keeper experience as a supervisor. 3. At least 5 years planning and directing experience. 4. Experienced in training personnel in custodial safety procedures.

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A/C Preventive Maintenance Technician – SS5	Maintenance Foreman – Grounds – SS5
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to follow written and verbal instructions. STEP 2 1. At least 3 years of job related experience. 2. Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. 3. Experienced in basic preventative maintenance practices. 4. Demonstrate the ability to troubleshoot minor problems with HVAC systems. 5. Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, PM logs, requisitions, email, etc.). STEP 3 1. At least 5 years of job related experience. 2. Proficient in the completion of work orders, requisitions, preventative maintenance logs and other required documents and forms. 3. Experienced in organizing and maintaining a preventative maintenance program for HVAC systems. 1. Demonstrate the ability to troubleshoot complex electrical and mechanical problems with HVAC systems. STEP 4 1. At least 7 years of job related experience. 2. Possess EPA certification in refrigerant recovery (universal). 3. Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, PM logs, requisitions, email, etc.). STEP 5 1. At least 7 years of job related experience. 2. Possess EPA certification in refrigerant recovery (universal). 3. Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, PM logs, requisitions, email, etc.).	STEP 1 1. Demonstrates knowledge of seasonal mowing and trimming requirements. 2. Demonstrates knowledge of various types of equipment used in mowing operations. 3. Possess a valid Texas Driver's license with a good driving record. STEP 2 1. At least 1 year of job related experience. 2. Demonstrates basic knowledge of landscaping procedures. 3. Demonstrates basic knowledge of irrigation installation and repairs. STEP 3 1. At least 3 years job related experience. 2. At least 1 year experience planning/directing a mowing and landscaping operation. STEP 4 1. At least 5 years job related experience. 2. Demonstrates knowledge in the care of various typing of plants, trees, flowers, etc. 3. At least 3 years' experience planning/directing a mowing and landscaping operation. STEP 5 1. At least 7 years job related experience. 2. Experienced in the identification and treatment of horticultural problems caused by disease, insects, etc. 3. Experienced in landscaping installation and repairs.

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Step Schedule for Hiring – SS5 (continued)	
Pest Control Operator – SS5	Inventory Management Technician – SS5
STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate basic computer skills. STEP 2 1. At least 1 year job related experience. 2. Experienced in the identification and resolution of pest control issues. 3. Demonstrate knowledge of safety procedures in handling chemicals as required by Texas SPCB. STEP 3 1. At least 3 years job related experience. 2. Experienced in the planning of pest and weed control strategies. 3. Experienced in the application of IPM procedures related to schools. STEP 4 1. At least 5 years job related experience. 2. Experienced in the identification and resolution of termite issues. 3. Proficient in the use of a computer to maintain accurate records as per Texas SPCB requirements. STEP 5 1. At least 7 years job related experience. 2. Knowledge of procedures in control of nuisance wildlife.	STEP 1 1. No job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to lift up to 50 lbs. on a frequent basis. 4. Demonstrate basic computer skills. STEP 2 1. At least 1 year of job related experience. 2. Exhibits knowledge of basic warehouse procedures (including storing, inventory, tracking, receiving, etc.). 3. Experienced in inventory control methods and procedures. 4. Demonstrate knowledge of advanced computer skills. STEP 3 1. At least 3 years job related experience. 2. Proficient in the use of a computerized inventory management system. 3. Exhibit knowledge of warehouse and truck stock distribution, stocking, and auditing procedures. 4. Possess certification as a trained forklift operator. STEP 4 1. At least 5 years job related experience. 2. Experienced in the use of a bar coding systems for inventory control. 3. Demonstrate advanced computer skills with the ability to compile detailed inventory reports. 4. Demonstrate knowledge of tool crib operating procedures. STEP 5 1. At least 9 years of job related experience. 2. Proficient in following and implementing district and departmental purchasing procedures. 3. Provide documentation of training and experience in warehouse management methods and procedures.

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Step Schedule for Hiring	
Building Maintenance Technician – SS5	O & F Coordinator – SS6
STEP 1 1. At least 1 year of job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate basic knowledge of commercial building maintenance related to electrical, plumbing, carpentry and painting. 4. Demonstrate the ability to work without direct supervision. STEP 2 1. At least 3 years of job related experience. 2. Possess the ability to organize and maintain a preventative maintenance program. 3. Experienced in basic electrical, plumbing and carpentry repairs. STEP 3 1. At least 5 years of job related experience. 2. Skilled in the use of tools in the paint trade such as brushes, rollers, and drywall tools. 3. Experienced in the troubleshooting and repair of electrical and lighting systems. 4. Experienced in the troubleshooting and repair of plumbing fixtures and systems. STEP 4 1. At least 7 years of job related experience. 2. Experienced in repair and replacement of doors, hardware, ceilings and flooring systems in commercial buildings. 3. Demonstrate the ability to repair damaged drywall surfaces to maintain a uniform appearance of the surrounding area. 4. Demonstrate advanced skills and knowledge required to repair and recoat any pre-coated paint surfaces with various types of paint finishes. STEP 5 1. At least 9 years of job related experience. 2. Extensive training with documentation in the area of maintenance related to school facilities and/or commercial buildings. 3. Demonstrate the ability to plan and direct personnel in a supervisory role. 4. Proficient in the repair and preventative maintenance of electrical, lighting and plumbing systems of school facilities.	STEP 1 1. At least one year of job related experience. 2. Possess a valid Texas Driver's License with a good driving record. 3. Demonstrate computer literacy in the area of word processing, spreadsheets, and databases. 4. Demonstrate good receptionist skills including telephone and radio protocol. STEP 2 1. At least 3 years of job related experience. 2. Knowledge of facility maintenance methods and procedures. 3. Knowledge of facility rental procedures. 4. Knowledge of payroll processing. STEP 3 1. At least 5 years of job related experience. 2. Experienced in the entry and extraction of data using the district's Computerized Maintenance Management System (CMMS). (i.e., work orders, equipment schedules, facility projects, etc.) 3. Experienced in the entry and extraction of data from the CMMS for facility scheduling, rental, and billing. 4. Demonstrate the ability to organize staff meetings, training sessions, and other events related to the Operations and Facilities department. STEP 4 1. At least 7 years of job related experience. 2. Experienced in payroll processing including time sheets, leave requests, attendance and other related documents. 3. Experienced in maintaining security system records, codes, and other related information. 4. Experienced in generating reports from the data in the CMMS. (i.e., work orders, productivity, facility rentals, etc.) STEP 5 1. At least 9 years of job related experience. 2. Experienced in the direction and training of personnel on usage of the CMMS for work order and inventory purposes. 3. Experienced in the direction and training of personnel and organizations on the usage of the CMMS for facility rentals and usage. 4. Experienced in the direction and training of office personnel in the proper methods and protocol used by the Operations and Facilities department.

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Step Schedule for Hiring – SS6	
Grounds/Utility Supervisor – SS6	Carpenter – SS6
STEP 1 1. At least 1 year job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate basic knowledge of grounds and landscaping procedures. STEP 2 1. At least 3 years of job related experience. 2. Knowledge of turf management, including disease control, irrigation and drainage. STEP 3 1. At least 5 years job related experience. 2. Knowledge of indoor pest management procedures. 3. Experience scheduling and supervising a large mowing and landscaping operation. STEP 4 1. At least 7 years of job related experience. 2. At least 2 years of supervisory experience. 3. Experience schedule and supervising indoor pest management program. STEP 5 1. At least 9 or more years of job related experience. 2. Experienced in the design and installation of irrigation systems.	STEP 1 1. At least 1 year job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to use hand tools and portable power tools. STEP 2 1. At least 3 years job related experience. 2. Demonstrate the ability to read blueprints. 3. Demonstrate the ability to organize vehicle with necessary materials for daily work. STEP 3 1. At least 5 years of job related experience. 2. Demonstrate the ability to operate stationary and portable power tools. 3. Demonstrate the ability to use carpentry hand tools. 4. Demonstrate the ability to follow established safety procedures and techniques used to perform job duties. STEP 4 1. At least 7 years of job related experience. 2. Demonstrate the ability to plan basic construction projects. 3. Demonstrate the ability to read basic architectural drawings. STEP 5 1. At least 9 years of job related experience. 2. Demonstrate the ability to make drawings or sketches of construction projects. 3. Demonstrate the ability to plan and order materials for construction projects.

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Step Schedule for Hiring – SS6	
Purchasing/Warehouse Manager – SS6	Painter – SS6 (continued)
STEP 1 1. At least 1 year job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate knowledge of routine warehouse set up. STEP 2 1. At least 3 years of job related experience. 2. Demonstrate the ability to keep accurate records of purchases. 3. Demonstrate the ability to keep accurate records of disbursements of supplies, materials and tools. 4. Demonstrate proficient computer skills. STEP 3 1. At least 5 years of job related experience. 2. Demonstrate the ability to follow district purchasing procedures. 3. Possess certification in fork lift operation. STEP 4 1. At least 7 years of job related experience. 2. Provide evidence of warehouse management training. 3. Proficient in purchasing and inventory control methods and procedures. STEP 5 1. At least 9 years of job related experience. 2. Experience in the organization and implementation of warehouse procedures and protocol. 3. Experience in the supervision of warehouse personnel in the areas of purchasing, inventory and tool management.	STEP 3 1. At least 5 years of job related experience. 2. Demonstrate the ability to use correct procedures for mixing, tinting and matching colors of various types of paint. 3. Demonstrate the ability to measure, cut, paste, and apply commercial wall covering materials. STEP 4 1. At least 7 years of job related experience. 2. Demonstrate the ability to tape, float, and texture new drywall surfaces. 3. Demonstrate the ability to repair damaged drywall surfaces to maintain a uniform appearance of the surrounding area. 4. Experienced in the use of stains, sealants, varnishes and lacquers to coat wood surfaces. STEP 5 1. At least 9 years of job related experience. 2. Demonstrate the ability to develop and implement a schedule for painting a facility which minimizes inconvenience of building occupants. 3. Experienced in the directing and training of personnel in procedures and methods related to the paint field. 4. Proficient in the completion of paperwork for documentation and procurement purposes (i.e., work orders, requisitions, etc.).
	Door Hardware Specialist – SS6
	STEP 1 1. At least 1 year of job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Experienced in the use of various hand and power tools. STEP 2 1. At least 3 years of job related experience. 2. Experienced in the operation of key coding and duplicating machine. 3. Basic knowledge in building security practices. STEP 3 1. At least 5 years of job related experience. 2. Demonstrate the ability to install and repair cylindrical and mortise locks. 3. Demonstrate the ability to install and repair door closures and exit devices. STEP 4 1. At least 7 years of job related experience. 2. Experience in the implementation and maintaining of a facility key code system.
Painter – SS6	
STEP 1 1. At least 1 year of job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Skilled in the use of tools in the paint trade such as brushes, rollers, spray equipment, and drywall tools. STEP 2 1. At least 3 years of job related experience. 2. Demonstrate the skills and knowledge required to prepare and recoat any pre-coated paint surface. 3. Experienced in the preparation of new surfaces for painting. Surfaced include wood, metal, drywall, masonry, etc. 4. Demonstrate the ability to follow established safety procedures and techniques used to perform job duties (i.e., climbing, lifting, etc.).	

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Step Schedule for Hiring – SS6	
Door Hardware Specialist – SS6 (continued)	Life Safety/Security Technician – SS6
STEP 4 (continued) 3. Experienced in the repair of various types of interior and exterior doors. 4. Experienced in the repair and replacement of door mullions, thresholds, hinges, and glazing systems. STEP 5 1. At least 9 years of job related experience. 2. Knowledge of ADA laws related to doors and door hardware. 3. Experienced in the repair and replacement of locker hardware. 4. Experienced in the repair and maintenance of electronic door devices.	STEP 1 1. At least 1 year of job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Skilled in the use of hand tools and portable power tools. 4. Experienced in the use of meters and other test equipment. STEP 2 1. At least 3 years of job related experience. 2. Demonstrate the ability to work troubleshoot AC and DC circuits. 3. Proficient in the use of a computer for documentation and communication purposes (work orders, email, requisitions, etc.). 4. Basic knowledge of NFPA codes and standards. STEP 3 1. At least 5 years of job related experience. 2. Experienced in troubleshooting and repair of security systems. 3. Experienced in troubleshooting and repair of life safety systems. 4. Demonstrate the ability to read and interpret detailed drawings, plans and specifications. STEP 4 1. At least 7 years of job related experience. 2. Experienced in the methods and practices used to repair and maintain various electronic equipment. 3. Knowledge of elevating equipment maintenance and repair. 4. Experienced in the coordination of inspections for fire alarm systems, fire sprinkler systems, fire suppression systems, and fire extinguishers. STEP 5 1. At least 9 years of job related experience. 2. Proficient in preventative maintenance practices and documentation of service and repair of life safety and security systems. 3. Experienced in the direction and training of personnel in the use of district facilities security systems. 4. Experienced in the direction and training of personnel in the use of district facilities fire equipment and life safety systems. 5. Demonstrate the ability to diagnose and correct complex problems with life safety and security systems.
General Maintenance Technician – SS6	
STEP 1 1. At least 1 year of job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate basic knowledge of building maintenance related to electrical, plumbing and carpentry. STEP 2 1. At least 3 years of job related experience. 2. Demonstrate the ability to work without supervision. 3. Experienced in organizing and maintaining a preventative maintenance program. 4. Experienced in minor electrical, plumbing and carpentry repairs. STEP 3 1. At least 5 years of job related experience. 2. Documented training and/or experience with organization and implementation of preventative maintenance program. 3. Experienced in basic troubleshooting and repair of electrical and lighting systems. 4. Experienced in basic troubleshooting and repair of plumbing fixtures and systems. STEP 4 5. At least 7 years of job related experience. 6. Experienced in repair and replacement of doors, hardware, ceilings and flooring systems in commercial buildings. 7. Demonstrate the ability to interpret blueprints and schematics to troubleshoot electrical, plumbing and structural problems. STEP 5 1. At least 9 years of job related experience. 2. Extensive training with documentation in the area of maintenance related to school facilities and/or commercial buildings. 3. Demonstrate the ability to plan and direct personnel in a supervisory role. 4. Proficient in preventative maintenance of all areas of school facilities.	

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Step Schedule for Hiring – SS6 Continued	
Utility Supervisor - SS6	
STEP 1 1. At least 1 years of job related experience. 2. Possess a valid Texas Driver's license with a good driving record. 3. Demonstrate the ability to follow written and verbal instructions. 4. Demonstrate the ability to give verbal and written directives. 5. Demonstrate basic knowledge of transport and delivery of furniture, materials, supplies, etc. STEP 2 1. At least 3 years of job related experience. 2. Experienced in the use of a pallet jack, truck cart, vending dolly and other moving equipment. 3. Experienced in the use of hand tools (hammers, screwdrivers, socket sets, etc.). 4. Demonstrate basic computer skills. STEP 3 1. At least 5 years job related experience. 2. Demonstrates knowledge of parking lot maintenance and repair procedures. 3. Experienced in the organizing, transport and delivery of furniture, materials, supplies, etc. STEP 4 1. At least 7 years job related experience. 2. Experienced in set up procedures for special event such as banquets, fairs, graduation, etc. 3. Experienced in the exterior cleaning of commercial buildings using commercial pressure washing equipment, chemicals, lifts, etc. 4. Demonstrate advanced computer skills. STEP 5 1. At least 9 years job related experience. 2. Experienced in the organization, sale and disposal methods of school district property by auction, recycling or other approved methods. 3. Experienced in the supervising of multiple crews to complete daily job assignments and meet assigned deadlines. 4. Experienced in transport and delivery of large heavy equipment and furniture (i.e., pianos, risers, etc.)	

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

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Step Schedule for Hiring - SS7	
Appliance Technician – SS7	Electrician –SS7
STEP 1 1. At least 1 year of job related experience. 2. Possess a valid a Texas Driver's license with a good driving record. 3. Skilled in the use of power tools, hand tools and meters. 4. Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. STEP 2 1. At least 3 years of job related experience. 2. Knowledge of and experience with the Uniform Mechanical Code, International Fuel Gas Code, and National Electrical Code. 3. Demonstrate the ability to troubleshoot and repair gas/electrical domestic appliances. 4. Demonstrate knowledge of safety practices in a commercial kitchen environment. STEP 3 1. At least 5 years of job related experience. 2. Demonstrate the ability to organize and maintain a preventative maintenance program for domestic and commercial appliances. 3. Experienced in the troubleshooting, installation and repair of gas/electric commercial kitchen equipment. 4. Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, email, requisitions, etc.). STEP 4 1. At least 7 years of job related experience. 2. Experienced in the troubleshooting and repair of commercial floor care equipment. 3. Experienced in the troubleshooting and repair of commercial water heaters and boilers. 4. Experienced in the troubleshooting and repair of commercial laundry equipment. STEP 5 1. At least 9 years of job related experience. 2. Possess documentation of advanced training in commercial kitchen equipment (i.e., combi-ovens, steamers, warewashers, etc.). 3. Experienced in the direction and training of personnel to install, maintain, repair, and operate commercial appliances. 4. Experienced in the repair and maintaining of commercial kitchen exhaust systems.	STEP 1 1. At least 1 years of experience as an Electrician or 4 years as an Electrical Apprentice. 2. Possess a valid Texas Driver's license with a good driving record. 3. Skilled in the use of power tools, hand tools, and meters. 4. Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. STEP 2 1. At least 3 years of experience as an Electrician or 6 years as an Electrical Apprentice. 2. Knowledge of and experience with the National Electric Code and relevant local codes. 3. Skilled in the testing of malfunctioning electrical circuits and systems using test equipment. STEP 3 1. At least 5 years of experience as an Electrician or 8 years as an Electrical Apprentice. 2. Experienced in the cutting, bending, threading and running of electrical conduit materials. 3. Experienced in the pulling of insulated wires and cables through conduit including terminations to complete installation of electrical circuits. STEP 4 1. At least 7 years of experience as an Electrician. 2. Possess a valid Journeyman or Maintenance Electrician license issued by the State of Texas. 3. Experienced in the installation, troubleshooting, and repair of commercial lighting fixtures and systems. 4. Demonstrate the ability to read and interpret detailed drawings, plans and specifications. STEP 5 1. At least 9 years as an Electrician. 2. Possess a Master Electrician license issued by the State of Texas. 3. Experienced in the installation, troubleshooting, and repair of commercial lighting fixtures and systems. 4. Experienced in the direction and training of personnel to install, maintain, and repair of electrical circuits and systems. 5. Experienced in electrical load calculations and planning for large jobs and special projects.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Step Schedule for Hiring - SS7 - continued	
HVAC Technician – SS7	Plumber – SS7
STEP 1 1. At least 1 years of experience as a HVAC Technician or 4 years as HVAC Apprentice. 2. Possess a valid Texas Driver's license with a good driving record. 3. Skilled in the use of power tools, hand tools, and meters. 4. Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. STEP 2 1. At least 3 years of experience as a HVAC Technician or 6 years as a HVAC Apprentice. 2. Possess EPA Certification in refrigerant recovery (universal). 3. Knowledge of and experience with compliance of the Uniform Mechanical Code and related laws and regulations. STEP 3 1. At least 5 years of experience as an HVAC Technician or 8 years as a HVAC Apprentice. 2. Possess a valid Class "B" HVAC license issued by the State of Texas or a degree in air conditioning/refrigeration engineering/technology. 3. Experienced in the diagnosis and troubleshooting of commercial HVAC systems 25 tons and under. STEP 4 1. At least 7 years of experience as a HVAC Technician. 2. Experienced in the troubleshooting, calibration and repair of pneumatic and DDC control systems. 3. Experienced in the diagnosis and troubleshooting of air conditioning, heating, refrigeration systems of any size or capacity. STEP 5 1. At least 9 years of experience as a HVAC Technician. 2. Possess a valid Class "A" HVAC license issued by the State of Texas or NATE certification in air conditioning, heating, hydronics, and commercial refrigeration service or a degree in air conditioning/refrigeration technology. 3. Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, email, heat load calculations, refrigerant tracking, etc.). 4. Experienced in the programming of energy management systems. 5. Experienced in the direction and training of personnel to install, maintain and repair commercial HVAC systems.	STEP 1 1. At least 1 year of experience as a Plumber or 4 years as a Plumber's Apprentice. 2. Possess a valid Texas Driver's license with a good driving record. 3. Skilled in the use of power tools, hand tools and trade related instruments. 4. Demonstrate the ability to read basic architectural drawings. STEP 2 1. At least 3 years of experience as a Plumber or 6 years as a Plumber's Apprentice. 2. Registered as a Plumber's Apprentice with the Texas State Board of Plumbing Examiners. 3. Knowledge of and experience with the National Plumbing and Uniform Mechanical code. STEP 3 1. At least 5 years of experience as a Plumber or 8 years as a Plumber's Apprentice. 2. Experienced in the cutting, threading, bolting, soldering, and other established pipe joining procedures. 3. Experienced in the installation and repair of commercial plumbing fixtures (re: toilets, lavatories, drinking fountains). 4. Experienced in the cleaning of obstructions in drain and sewer lines using the appropriate equipment. STEP 4 1. At least 7 years of experience as a Plumber. 2. Possess a valid Journeyman Plumber's license issued by the State of Texas. 3. Experienced in the installation and repair of domestic water heaters and boilers. 4. Demonstrate the ability to read and interpret detailed drawings, plans, and specifications to determine layout, methods, materials, and equipment needed to complete work orders and projects. STEP 5 1. At least 9 years of experience as a Plumber. 2. Possess a valid Master Plumber's license issued by the State of Texas. 3. Experienced in the installation, repair and testing of commercial natural gas piping systems. 4. Experienced in the direction and training of personnel to install, maintain and repair commercial plumbing systems. 5. Experienced in all aspects of plumbing repair and installation for commercial buildings.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Step Schedule for Hiring - SS7 - continued	
Commercial Refrigeration Technician – SS7	
STEP 1 1. At least 1 year of experience as a Commercial Refrigeration Technician or 4 years as a Refrigeration Apprentice. 2. Possess a valid Texas Driver's license with a good driving record. 3. Skilled in the use of power tools, hand tools, and meters. 4. Demonstrate knowledge of safety practices in a commercial kitchen environment. STEP 2 1. At least 3 years of experience as a Commercial Refrigeration Technician or 6 years as a Refrigeration Apprentice. 2. Possess EPA Certification in refrigerant recovery (universal). 3. Knowledge of and experience with compliance of the Uniform Mechanical Code and related laws and regulations. 4. Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. STEP 3 1. At least 5 years of experience as a Commercial Refrigeration Technician or 8 years as a Refrigeration Apprentice. 2. Experienced in the diagnosis and troubleshooting of domestic refrigeration systems (i.e., freezers, coolers, icemakers, etc.) 3. Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, email, refrigerant tracking, etc.). STEP 4 1. At least 7 years of experience as a Commercial Refrigeration Technician. 2. Possess a valid Class "B" HVAC license issued by the State of Texas with a class "C" endorsement or a degree in air conditioning/refrigeration engineering/technology. 3. Demonstrate the ability to organize and maintain a preventative maintenance program for domestic and commercial refrigeration systems. 4. Experienced in the repair and maintenance of commercial refrigeration units (i.e., reach in coolers, milk boxes, etc.)	STEP 5 1. At least 9 years of experience as a Commercial Refrigeration Technician. 2. Experienced in the maintenance repair and installation of commercial ice machines. 3. Experienced in the maintenance and repair of walk-in coolers and freezers. 4. Possess documentation of advanced training in commercial refrigeration equipment (i.e., freezers, coolers, ice machines, etc.).

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Transportation Hiring Schedule

BUS MONITORS (SS1), DRIVER TRAINEES (SS3), DRIVER (SS5)

HOURLY RATES

2018-2019

Years Experience	SS1	SS3	SS5
0	\$9.95	\$11.95	\$17.25
1	\$10.05	\$12.05	\$17.45
2	\$10.15	\$12.20	\$17.60
3	\$10.40	\$12.30	\$17.70
4	\$10.50	\$12.60	\$17.80
5	\$10.65	\$12.85	\$18.00
6	\$10.75	\$12.95	\$18.10
7	\$10.90	\$13.05	\$18.20
8	\$11.05	\$13.25	\$18.40
9	\$11.20	\$13.45	\$18.80
10	\$11.35	\$13.65	\$19.20
11	\$11.50	\$13.85	\$19.60
12	\$11.65	\$14.05	\$20.00
13	\$11.80	\$14.25	\$20.40
14	\$11.95	\$14.45	\$20.80
15	\$12.10	\$14.65	\$21.20
16	\$12.25	\$14.85	\$21.60
17	\$12.40	\$15.05	\$22.00
18+	\$12.55	\$15.25	\$22.40

Pay differential:

Lead Driver/Trainer

\$1.00 per hour

Substitute Pay:

Monitor

\$9.95

Driver

\$17.25

Late Run/Mid-day Dispatcher

\$10.00 per hour

Mid-day Assistant

\$14.00 per hour

Extracurricular trip rate is \$14.00 per hour

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Transportation Hiring Schedule

(OTHER THAN DRIVERS, DRIVER TRAINEES & BUS MONITORS)

HOURLY RATES FOR 2018-2019

STEP	SS2	SS3	SS4	SS5	SS6
1	\$10.93	\$11.93	\$13.92	\$15.91	\$18.21
2	\$11.72	\$12.78	\$14.91	\$19.32	\$22.11
3	\$12.50	\$13.63	\$15.91	\$21.60	\$24.71
4	\$13.28	\$14.48	\$17.90	\$23.87	NA
5	\$14.06	\$16.19	NA	\$25.01	NA

SS2 UTILITY WORKER

SS3 ASSISTANT MECHANIC

SS4 DISPATCHER

SS5 MECHANIC

Certification is obtained, salary increase will be awarded as follows:

Propane Certification +\$.25

at least one area (ASE Certification) +\$.25

four areas of cert. towards ASE Certified Master Mechanic +\$.75

or equivalent

ASE Certified Master Mechanic or equivalent +\$1.50

Inspections

Dept. of Transportation +\$.25

Pay differential for leaders:

RESPONSIBLE FOR

PAY DIFFERENTIAL

1-2

\$.50 per hour

3-5

\$.75 per hour

6+

\$1.00 per hour

**** Credited once HR notified (deadline Aug.15th/Jan. 15th)**

Sponsors who drive a bus will be compensated at a rate based on round trip mileage:

- 100 miles or less \$20
- 101-200 miles \$30
- 201-400 miles \$50
- 401 miles or more \$60

Critical Shortage – Superintendent is authorized to negotiate salaries (initial and/or adjusted SS positions deemed to be critical shortage areas, not to exceed \$5.00/hr. above normal rates.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Transportation Step Schedule for Hiring

Step Schedule for Hiring	
Transportation Utility Worker – SS2	DISPATCHER – SS4
STEP 1 1. Related work experience not required. 2. General knowledge of motor vehicle. 3. Able to obtain a CDL driver's license. STEP 2 1. At least 2 years of verifiable related work experience. 2. Demonstrate knowledge of motor vehicle operation and maintenance. 3. Have CDL driver's license. STEP 3 1. At least 5 years verifiable related work experience. 2. Perform under hood checks on school buses. STEP 4 1. At least 8 years verifiable related work experience. 2. Perform under hood checks on school buses. STEP 5 1. At least 10 years or more of verifiable related work experience. 2. Ability to perform oil and filter change. 3. Perform seat maintenance and other general maintenance items.	STEP 1 1. Related work experience not required. 2. General knowledge of basic computer programs. 3. Able to obtain a CDL license. STEP 2 1. At least 2 years verifiable related work experience. 2. Have P and S endorsements. STEP 3 1. At least 8 years verifiable related work experience. STEP 4 1. At least 10 years or more verifiable related work experience.
	Lead Driver – SS5
	Lead drivers may be assigned as follows: 1-20 drivers = 1 lead driver 21-30 drivers = 2 lead drivers 31-40 drivers = 3 lead drivers 41-50 drivers = 4 lead drivers 51-60 drivers = 5 lead drivers 61-70 drivers = 6 lead drivers 71-80 drivers = 7 lead drivers
	Lead drivers shall be available to: 1. Drive any route in the district. 2. Assist with office duties as necessary (dispatching, etc.) 3. Assist with route auditing 4. Assist with training of drivers. 5. Assist with training of students. 6. Provide special project support as assigned by the Director for Transportation.
	Compensation for lead driver position shall be regular driver salary plus \$1.00 per hour.
Assistant Mechanic – SS3	
STEP 1 1. Entry level training. 2. Experienced in mechanics. STEP 2 1. At least 2 years verifiable related work experience. STEP 3 1. At least 5 years verifiable related work experience. STEP 4 1. At least 8 years related work experience. STEP 5 1. At least 10 years or more of related work experience.	

SUPPORT SERVICES – HIRING SCHEDULE

Each STEP must also meet qualifications of preceding STEP.

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Transportation Step Schedule for Hiring

Step Schedule for Hiring - continued	
Driver Trainer – SS5	Inventory & Purchasing Manager – SS6
STEP 1 1. At least 2 years of school bus driving experience. 2. Knowledge of driver duties and routes sufficient to provide support and training. STEP 2 1. At least 4 years of school bus driving experience. 2. Completed the <i>Train the Trainer Course</i> sponsored by TEEX. (Texas Engineering Extension) STEP 3 1. At least 6 years of school bus driving experience. 2. Is a Certified Certification Instructor. Compensation for driver trainer position shall be regular driver salary plus \$1.00 per hour.	STEP 1 1. Demonstrate ability to lift 50 pounds safely. 2. Must possess a Commercial Driver's License with appropriate endorsements and classifications to substitute as a bus driver when needed. 3. Demonstrates excellent computer skills. 4. Minimum 2 years' experience as a school bus driver (preferred). STEP 2 1. Demonstrates knowledge in operation and management of the district's computerized fleet management software. 2. Demonstrates knowledge of warehouse inventory control methods. 3. Demonstrates general knowledge in following and implementing district and departmental purchasing procedures. 4. At least 3 years of related work experience. STEP 3 1. Demonstrates proficiency in operation and management of the district's computerized fleet management software. 2. Demonstrates proficiency in warehouse inventory control methods and auditing. 3. Proficient in following and implementing district and departmental purchasing procedures. 4. At least 5 years of related work experience.
Mechanic – SS5	Special Needs Route Coordinator – SS6
STEP 1 1. At least 2 years of verifiable mechanical experience. 2. Evidence of some type of automotive technical training. 3. Able to obtain CDL driver's license.* STEP 2 1. At least 3-5 years of verifiable mechanical experience. 2. Evidence of appropriate automotive technical training. 3. Have CDL driver's license. STEP 3 1. At least 5-10 years verifiable mechanical experience. 2. ASE certification in at least one area or two verifiable certifications. STEP 4 1. At least 10-15 years of verifiable mechanical experience. 2. Associate degree in automotive technical training or at least three verifiable areas of certification. STEP 5 1. At least 15-20 years or more of verifiable mechanical experience. 2. Associate degree in automotive technical training or ASE or equivalent Master Mechanic certification.	STEP 1 1. Must possess a Commercial Driver's License with appropriate endorsements and classifications to substitute as a bus driver when needed. 2. Demonstrate excellent computer skills and possess knowledge of record keeping. 3. Minimum 5 years' experience as a school bus driver in a public school district. STEP 2 1. Demonstrate knowledge in creating bus routes and use of the districts computerized routing software. 2. At least 3 years of related work experience. 3. At least 2 years supervisory experience. STEP 3 1. Demonstrate proficiency in creating bus routes and use of the districts computerized routing software. 2. At least 5 years of related work experience. 3. At least 3 years of supervisory experience.

Each STEP must also meet qualifications of preceding STEP.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Food & Nutrition Services Hiring Schedule

HOURLY RATES
2018-2019

NOTE: This hiring schedule is somewhat different than most other hiring schedules as it is based on qualifying factors such as education and/or experience.

HOURLY RATES — NON-CONTRACTUAL

	-15%		+30%
Pay Grade	Minimum	Midpoint	Maximum
SS1	\$12.05	\$14.18	\$18.43
SS2	\$13.28	\$15.62	\$20.31
SS3	\$14.48	\$17.04	\$22.15
SS4	\$16.90	\$19.89	\$25.85
SS5	\$19.32	\$22.73	\$29.55
SS6	\$22.11	\$26.01	\$33.81
SS7	\$24.82	\$29.20	\$37.97

FNS Position	Certification Level	Required PD Hours/ Experience	Hourly Certified Increase
Apprentice	1	32 hrs + 1 year experience	\$ 0.75
Technician	2	50 hrs + 1 year experience	\$ 1.50
Assistant Manager	3	64 hrs + 1 year experience	\$ 2.00
Probationary Manager	4	64 hrs + 1 year experience	\$ 2.25

Substitute Rate **\$11.00/hr.**

All course documentation must be completed by May 15th.
 Certification will be reported to HR by August 1st. New pay beginning September 1st.

Shortage of Staff: FNS Director may waive a requirement temporarily with Superintendent approval.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Food & Nutrition Schedule for Hiring

Step Schedule for Hiring	
Apprentice – SS1	Warehouse Manager – SS6
Minimum Criteria No HS Diploma or experience needed Prefer HS Diploma or Texas Education Agency Certified GED	Minimum Criteria HS Diploma or Texas Education Agency Certified GED Minimum 2 years warehouse experience or education approved by FNS Director
Technician – SS2	
Minimum Criteria HS Diploma or Texas Education Agency Certified GED No experience needed	
Elementary & Middle School Assistant Manager – SS3	Appliance or Refrigeration Technician – SS7
Minimum Criteria HS Diploma or Texas Education Agency Certified GED Minimum 1 year as an SS2 or experience approved by FNS Director Certified at Level III or complete by the following June 30th ServSafe Certified	Minimum Criteria HS Diploma or Texas Education Agency Certified GED Minimum 2 years job related experience or as approved by FNS Director <u>All Food and Nutrition employees must complete USDA Professional Standards required hours yearly.</u>
Junior High & High School Assistant Manager – SS4	
Minimum Criteria HS Diploma or Texas Education Agency Certified GED Minimum 1 year as an SS3 or 2 years as SS2 or experience approved by FNS Director Certified at Level III or complete by the following June 30 th ServSafe Certified	
Probation Manager- SS5	
Minimum Criteria HS Diploma or Texas Education Agency Certified GED Level IV Certification Minimum 2 years as an SS3-SS4 or Experience and Education approved by FNS Director ServSafe Certified	

SUPPORT SERVICES – HIRING SCHEDULE

SECTION 7 – STIPENDS AND EXTRA DUTY PAY

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Stipends and Supplemental Pay for Supplemental Duties

Academic Coach.....	\$2,000
Academic Head Coach	\$2,500
Academic Decathlon—DHS	
Sponsor/Coach.....	\$5,000

Aides

Bilingual Interpreter (Clerical or Instructional)	\$500
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Athletic Stipends

ATHLETIC STIPENDS

<i>Days - Athletic Stipend "days" calculated at \$150/day for all athletic coaches.</i>	MAX. # OF DAYS	DAYS STIPEND TOTAL	BASE STIPEND	TOTAL STIPEND
TRAINER	39	\$5,850	\$11,750	\$17,600
ASSISTANT TRAINER	39	\$5,850	\$7,000	\$12,850
JR HIGH COORDINATOR (Boys/Girls)	10	\$1,500	\$1,500	\$3,000
ACADEMIC ADVISOR			\$1,100	\$1,100
STRENGTH & CONDITIONING COACH			\$12,500	\$12,500
BASEBALL				
VARSITY HEAD	12	\$1,800	\$6,750	\$8,550
VARSITY ASSISTANT	12	\$1,800	\$3,750	\$5,550
JV (2)	10	\$1,500	\$2,250	\$3,750
BASKETBALL - Boys and Girls				
VARSITY HEAD	11	\$1,650	\$6,750	\$8,400
VARSITY ASSISTANT/JV				
HEAD	11	\$1,650	\$3,750	\$5,400
VARSITY ASSISTANT/9TH				
HEAD	11	\$1,650	\$2,250	\$3,900
SOPHOMORE (BOYS)	10	\$1,500	\$1,500	\$3,000
9TH GRADE (2)	10	\$1,500	\$1,500	\$3,000
8TH HEAD	5	\$750	\$2,000	\$2,750
8TH ASSISTANT	5	\$750	\$1,250	\$2,000
7TH HEAD	5	\$750	\$1,500	\$2,250
7TH ASSISTANT	5	\$750	\$1,000	\$1,750
FOOTBALL				
DEFENSIVE COORDINATOR	20	\$3,000	\$8,500	\$11,500
VARSITY ASST. HEAD	20	\$3,000	\$6,750	\$9,750
OFFENSIVE COORD-QB	20	\$3,000	\$8,500	\$11,500
SPECIAL TEAMS COORD	20	\$3,000	\$8,500	\$11,500
VARSITY ASSISTANT (8)	17	\$2,550	\$5,050	\$7,600
JV HEAD - (VARSITY LB)	17	\$2,550	\$5,000	\$7,550
JV ASSISTANT (2)	17	\$2,550	\$4,750	\$7,300
9TH HEAD -(VARSITY SP. TEAMS)	17	\$2,550	\$5,000	\$7,550
9TH ASSISTANT (6)	17	\$2,550	\$4,750	\$7,300
8TH HEAD	10	\$1,500	\$4,500	\$6,000
8TH ASSISTANT (5)	5	\$750	\$3,000	\$3,750
7TH HEAD	5	\$750	\$3,500	\$4,250
7TH ASSISTANT (5)	5	\$750	\$2,750	\$3,500
EQUIPMENT COORDINATOR	6	\$900	\$2,250	\$3,150
VIDEO COORDINATOR			\$1,750	\$1,750
VARSITY STATISTICIAN			\$900	\$900

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

GOLF - Boys and Girls	Varsity Head (1)	10	\$1,500	\$1,250	\$2,750
POWERLIFTING	Varsity Head	6	\$900	\$5,500	\$6,400
	Varsity Assistant JV	6	\$900	\$1,100	\$2,000
SOCCER - Boys and Girls	Varsity Head	3	\$450	\$5,600	\$6,050
	Varsity Assistant	3	\$450	\$3,000	\$3,450
	JV (2)	2	\$300	\$2,250	\$2,550
	JR High (2)			\$500	\$500
SOFTBALL	Varsity Head	10	\$1,500	\$6,750	\$8,250
	Varsity Assistant	10	\$1,500	\$3,750	\$5,250
	JV	10	\$1,500	\$2,250	\$3,750
SWIMMING - Boys and Girls	Head	15	\$2,250	\$6,000	\$8,250
TENNIS - Boys and Girls	Varsity Head	4	\$600	\$3,750	\$4,350
	Varsity Assistant/JV	2	\$300	\$1,750	\$2,050
	JR High (2)			\$800	\$800
TRACK - Boys and Girls	Varsity Head (2)	10	\$1,500	\$6,250	\$7,750
	Varsity Assistant (2)	10	\$1,500	\$3,500	\$5,000
	JV (2)	10	\$1,500	\$2,500	\$4,000
	9th Grade Boys	10	\$1,500	\$1,500	\$3,000
	X-Country-Varsity (2)	2	\$300	\$2,500	\$2,800
	X-Country-JR High			\$1,500	\$1,500
	JR High Head (2)	5	\$750	\$2,250	\$3,000
	JR High Assistant (6)			\$1,000	\$1,000
VOLLEYBALL	Varsity Head	14	\$2,100	\$6,750	\$8,850
	Varsity Assistant	14	\$2,100	\$3,750	\$5,850
	JV Head	14	\$2,100	\$2,250	\$4,350
	9th Head	9	\$1,350	\$2,250	\$3,600
	9th Assistant	9	\$1,350	\$2,000	\$3,350
	8th Head	8	\$1,200	\$2,250	\$3,450
	8th Assistant	8	\$1,200	\$1,500	\$2,700
	7th Head	8	\$1,200	\$1,750	\$2,950
	7th Assistant	8	\$1,200	\$1,250	\$2,450

Paraprofessional Coaching Compensation -

A paraprofessional assigned coaching duties will be paid at their established hourly rate up to 40 hrs. per work week and time and a half for hours above 40.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

Audio Visual/Radio Broadcast	\$4,500
AVID Tutors.....	Students \$10.00hrAdults \$12.00hr
Benefits	
Superintendent	Negotiated by contract agreement
All other employees	As approved by Board of Trustees
Bilingual (as listed for regular classroom—for special education classroom add \$250)	
Bilingual endorsement in Bilingual Classroom	\$3,000
Bilingual endorsement in ESL Classroom	\$1,250
Bilingual endorsement in Other Classroom.....	\$500
Bilingual permit in Bilingual Classroom	\$750
ESL permit in Bilingual Classroom	\$375
Bilingual endorsement but opting not to accept special assignment class	- 0 -
Bilingual/ESL Campus LPAC Contacts	
	Total Bil/ESL Students
0 Bilingual Classes	0 to 25
0 Bilingual Classes	25 to 50
0 Bilingual Classes	50+
1-2 Bilingual Classes	<100
1-2 Bilingual Classes	100+
3-4 Bilingual Classes	<100
3-4 Bilingual Classes	100+
5-6 Bilingual Classes	<100
5-6 Bilingual Classes	100 to 200
5-6 Bilingual Classes	200+
7-8 Bilingual Classes	<200
7-8 Bilingual Classes	200+
9 or More Bilingual Classes	<200
9 or More Bilingual Classes	200+
Bilingual - Counselor, Diagnostician, Licensed Specialist in School Psychology (LSSP), Speech Pathologist (Bilingual—working with Bilingual/Regular Ed. students)	\$3,000
(Must demonstrate ability to provide and evaluate therapy)	
Bus Driver Training for Extracurricular	
Sponsors/SAILS Teacher	\$9 per hour, not to exceed \$300
Car Allowances	Varies according to approximate mileage
Executive Director of Information Systems	traveled per year based on mileage rate
Director of Food & Nutrition Services	
Director of Energy Management	
Assistant Director of Energy Management	
Attendance Intervention Specialist	
Education Foundation Administrator	
Cheerleader Coach	
High School	\$3,200
High School Assistant	\$1,200
High School Assistant (Freshman).....	\$1,000
Junior High School	\$1,450
Critical Shortage Stipends (Secondary Math, Science, and Foreign Language)	\$1,750
Cosmetology – Lead Teacher.....	\$3,500
Counselor (refer to Professional Section for days)	\$4,500
Curriculum Specialists (207 days)	\$5,000

DICKINSON INDEPENDENT SCHOOL DISTRICT**Compensation Plan**

Department Head/Team Leader/Grade Level Chair	\$750
Digital Media Stipend	\$1,200
Drama	
High School (5 days @ \$150/day - in addition to stipend)	\$4,425
High School Assistant (5 days @ \$150/day - in addition to stipend)	\$3,075
Junior High School (4 days @ \$150/day - in addition to stipend)	\$1,000
Middle Schools (4 days @ \$150/day - in addition to stipend)	\$840
Drill/Dance Team	\$6,000
Drill/Dance Team Assistant	\$2,925
Drill/Dance Club (Junior High)	\$1,400
Dual Credit Instructor (for number of dual credit students receiving credit per semester)	
5-9 Dual Credit students.....	\$1,000
10-19 Dual Credit students.....	\$1,600
20-29 Dual Credit students.....	\$2,200
30-39 Dual Credit students.....	\$2,800
40-49 Dual Credit students.....	\$3,400
50-59 Dual Credit students.....	\$4,000
60-69 Dual Credit students.....	\$4,600
70-79 Dual Credit students.....	\$5,200
80-89 Dual Credit students.....	\$5,800
90-99 Dual Credit students.....	\$6,400
100-109 Dual Credit students.....	\$7,000
110+ Dual Credit students.....	\$7,600
Facility Rental Coordinator	\$3,000
Gifted and Talented Activities Coach (Elementary only)	\$6,000
Odyssey of the Mind, Future Problem Solving, MATH Counts, Texas Creative Problem Solving (to be distributed after event, total not to exceed \$2000 per campus, not to exceed \$600 for one event).	
Grade Level Mentor/Protégé Coordinator	\$1,000
Music/Band	
High School — Band Director #1	\$18,000
High School — Band Director #2	\$8,500
High School — Band Director #3	\$6,000
High School — Band Director #4	\$6,000
High School — Band Director #5	\$6,000
High School — Percussion.....	\$1,000
High School — Color Guard.....	\$1,000
High School — Winter Guard	\$1,000
Junior High — Band Director #1	\$6,500
Junior High — Band Directors (2) #2.....	\$5,000
Middle School — Band Directors (3) #1.....	\$2,500
High School — Choir #1.....	\$4,000
High School — Choir #2	\$1,500
Junior High School — Choir #1.....	\$3,000
Middle School — Choir (3) #1	\$1,500

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

National Honor Society	
High School	\$800
Junior High School (amount may be split if 2).....	\$600
Newspaper	
High School	\$800
Junior High School	\$300
Middle School	\$300
Nurse Supervisor	
District-wide	\$1,500
Robotics	
DHS Robotics Competition Sponsor	\$6,000
Lead Robotics Sponsor (District)	\$750
Robotics Sponsor (maximum of 2 per campus)	\$500
Out-of-District	\$650
Science Fair – High School	\$1,000
Special Education	
Licensed Professional Support (LSSP, SLP, Diagnostician, OT/PT).....	\$8,000
Professional Support (CFY, OT/PT/LSSP Trainee)	\$3,000
Lead LSSP/SLP	\$3,000
SLP Assistant	\$2,800
Diag 1 st Year/LSSP Intern.....	\$1,500
Transition Coordinator	\$2,000
ARD Committee Facilitator – Campus	\$2,250
ARD Committee Facilitator – Alt. Ed. Programs	\$1,000
ABA Paraprofessional	\$500
LID Level I (Support Facilitator, Inclusion Support, PASS, PPCD, SAILS, RISE, WAVE)	
Teacher	\$1,000
Paraprofessional	\$200
LID Level II (ABCD)	
Teacher	\$2,000
Paraprofessional	\$300
LID Level III (TIDES, WAVE 18+, 1-on-1))	
Teacher	\$3,500
Paraprofessional	\$500
Special Olympics	
Special Olympics Coordinator (\$625 Fall; \$625 Spring)	\$1,250
Coach (MUST coach 2 of 3 sports)	\$500
Special Programs CBI/CBVI Bus Driver stipend (requires minimum of 10 documented CBI/CBVI trips/semester during the instructional day, updated annual bus training and a copy of CDL on file with Bus Barn and HR) (\$750 Fall \$750 Spring)	\$1,500
Student Council	
High School	\$800
Junior High School	\$800
Middle School	\$400
UIL Events	
1 st Event	\$600
2 nd Event	\$500
Each Additional Event AFTER 2 nd	\$250
UIL Spring Events	\$1,600
Journalism (prorated @ \$500/event)	\$2,000

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Speech/Debate Coach	\$2,500
Assistant Speech/Debate Coach	\$2,000
UIL Coordinator	\$2,500

Vocational

Agriculture Science Teacher (depending on experience/involvement).....	\$2,800
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Yearbook

High School	\$1,250
Junior High School	\$800
Middle School	\$750

The following stipends will be paid at the end of the school year:

Bilingual Interpreter (Clerical or Instructional)
Department Head/Team Leader/Grade Level Chair
LPAC
National Honor Society
Newspaper
Robotics (Lead, Campus, Out-of-District)
Science Fair
Special Olympics
Student Council
UIL Event Sponsors

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Extra Duty Pay Schedule for Specific Professional Staff

Use the following scale for extra-duty pay for professional staff (teachers, registered nurses, and/or LVN's, librarians, specialty personnel and administrators).

Not to Exceed	
For attendance at required staff development, study groups, etc., if on a Saturday or during the summer months. (Exception — if paid by a grant, time required during the work week [outside the normal school day] may be reimbursed, providing prior specific approval is granted by the Superintendent [or designees] and there is no expense to local funds.)	\$18.00/hour of seat time (attendance); not to exceed \$110.00/day
For curriculum work as directed by the appropriate Educational Services Department Staff (includes summer test administration). Also for presentation of workshops and related pre-approved preparation time.*	\$23.00/hour not to exceed \$140/day
For direct instruction of students or parents in a classroom setting, such as summer school and related pre-approved preparation time. Also includes homebound instruction.*	\$28.00/hour not to exceed \$210.00/day
For specialty/support positions to provide services for extended school year (Speech Pathologist, LSSP, Diagnostician, Occupational Therapist, Physical Therapist, Behavior Specialist).	Days beyond work calendar will be paid as follows: \$35/hour
Individual student testing/interpretation/report writing for dyslexia or special education students. Amounts above "not to exceed" require director approval. Timesheet submittal required	\$35/hour Not to exceed . . . • Dyslexia Evaluation - \$525 • Psycho-educational Evaluation - \$650 • Psychological Evaluation - \$1000
For Administration of Summer school Programs.	Days beyond work calendar be paid on the employee's regular daily rate. To be paid either 1/2 or full day basis with a minimum of 3 hours for half day.
For curriculum specialist positions to complete all online district curriculum documents and resources prior to August 1 (All additional time must be approved in advance by Deputy Superintendent for Educational Services)	Time beyond extra days provided in work calendar to be paid on the employee's regular daily rate. To be paid either ½ or full day basis with a minimum of 3 hours for half day.
For teachers who are certified trainers from outside providers, who provide training for staff during their non-contract days. For example, teachers who are qualified as TOT for ABYDOS, Thinking Maps, etc.	Current year's daily rate or rate required by the outside certified agency/company.

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Extra Duty Pay Schedule for Specific Professional Staff (continued)

Use the following scale for extra-duty pay for professional staff (teachers, registered nurses, and/or LVN's, librarians, specialty personnel and administrators).

Not to Exceed	
For specialized consultant services provided to band/choir students performed outside of the employees scheduled work assignment.	\$75/hour not to exceed \$125/hour
For accompanist services performed outside of the employees scheduled work assignment (piano, guitar, etc.)	\$25/hour
For fine arts teachers who act as Solo Contest and UIL Concert Contest Adjudicators performed outside of the employees scheduled work assignment.	\$150 - \$200/day not to exceed \$50/hour
Other special assignments/duties (such as athletic competition duty — i.e., gate, field, weight room duty, etc.)	\$15.00/hour

NOTES:

*Any preparation time, to be reimbursable, requires prior approval of appropriate Educational Services Department Staff, and is not to exceed two hours per day (without prior approval of the Superintendent).

Agreement Form Required

Each occasion to result in extra-duty pay will require the full and accurate completion of an Extra Duty Agreement form. Original must be maintained on file in the Human Resources office.

Responsibility for Notification

Project directors are responsible for insuring proper notification through the payroll process when employees are to receive extra-duty pay under the above conditions.

Special Circumstances

For special circumstances not covered above, advance written approval/authorization of the superintendent is required.

REMINDER:

An extra duty agreement is required for any duty performed by an employee ***in addition to*** his/her contract or scheduled employee calendar. In short, employees are not allowed to receive extra-duty compensation while performing duties during normal operating hours (includes personal, sick, state days).

Summer Activities:

Summer Help	
Employee/Retiree	\$15/hour
Student Helpers	\$10/hour
Summer Recreation Program	
Coordinator	\$28/hour
Teacher	\$25/hour
Instructional Paraprofessional	\$10/hour

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Extra Duty Pay Schedule for Specific Paraprofessional Staff

Use the following scale for extra-duty pay for paraprofessional staff.

	Not to Exceed
For attendance at required staff development, study groups, etc., if on a Saturday or during the summer months.	\$9.00/hour of seat time (attendance) not to exceed \$60.00/day
For curriculum work as directed by the appropriate Educational Services Department Staff. Also for assistance in presentation of workshops.	\$12.00/hour not to exceed \$96.00/day
For job coaching of students, working directly with students, such as summer school.	\$12.00/hour not to exceed \$84.00/day
Translation of materials	\$23.00/hour not to exceed \$140/day
Other special assignments/duties (such as summer school secretary, athletic competition duty — i.e., gate, field, selling season tickets, etc.)	Amount as per PCT/Extra Curricular (daily to hourly rate) scale as communicated to the employee by Executive Director of Human Resources in advance.

NOTES:

*During a workweek, a paraprofessional may not be assigned more than 40 hours of work in a same or similar job without the benefit of time plus one-half (time and a half) pay for work beyond 40 hours. The Executive Director for Human Resources shall be consulted prior to arranging any such pay agreement. In lieu of time plus one-half pay, the employee may be allowed to trade-off one and one-half hour(s) of regularly scheduled work time, for each hour of work beyond 40 hours in a work week. Such arrangement must be agreed to, in advance, by the employee and each direct or indirect supervisor.

Agreement Form Required

Each occasion to result in extra-duty pay will require the full and accurate completion of an Extra Duty Agreement form. Original must be maintained on file in the Human Resources office.

Responsibility for Notification

Project directors are responsible for insuring proper notification through the payroll process when employees are to receive extra-duty pay under the above conditions.

Special Circumstances

For special circumstances not covered above, advance written approval/authorization of the Superintendent is required.

REMINDER:

An extra duty agreement is required for any duty performed by an employee ***in addition to*** his/her contract or scheduled employee calendar. In short, employees are not allowed to receive extra-duty compensation while performing duties during normal operating hours (includes personal, sick, state days).

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Special Duty Salary Schedule
SUBSTITUTES

Day to Day Substitutes - less than 11 consecutive days in same assignment (same teacher/same location).
 *Long Term Substitute - 11 to 30 consecutive days in same assignment (same teacher/same location).
 *Permanent Substitute - 31 or more consecutive days in same assignment (same teacher/same location).

*Substitute is allowed to miss one unpaid day in any twenty (20) day period for personal or family illness and still retain long term or permanent substitute status.

FOR TEACHERS	Full Day	1/2 Day
<i>Non-certified</i>		
Day to Day	\$ 90.00	\$45.00
Long Term	\$115.00	
Permanent	\$120.00	
<i>**Certified (valid Texas)—or Certified (Other State) if in ACP or on a Texas 3-year permit</i>		
Day to Day	\$120.00	
Long Term	\$155.00	
Permanent	\$160.00	

FOR PARAPROFESSIONALS		
Day to Day	\$ 80.00	\$40.00
Long Term	\$110.00	\$55.00

FOR OTHERS

As approved by the Superintendent . . .

- must be at or above minimum wage rate as set by Federal Government
- not to exceed 90% of rate of full-time employees

NON-CERTIFIED TEACHERS

FOR TEACHING POSITIONS — assigned to specific duty with signed agreement	
Degreed/Non-Certified – On Permit	80% of Regular Teacher Schedule
Degreed/Non-Certified.....	70% of Regular Teacher Salary
Non-Degreed/Non-Certified with 90	50% of Regular Teacher Salary
or more college hours and currently working on degree plan	
Non-Degreed/Non-Certified with 89	40% of Regular Teacher Salary
or fewer college hours	

OTHERS

Other positions not covered by the above shall be approved on an individual basis by the Superintendent.

DICKINSON INDEPENDENT SCHOOL DISTRICT

Compensation Plan

Extra-Curricular Pay Scale

Varsity Football Games	<u>Per Game</u>
Administrative Ushers	\$50.00 (300.00 for 5 games)
Gate Ushers	\$40.00
Cart Operators (2).....	\$50.00
FNS Concession Supervision (1)	\$200.00
FNS Concession Manager (3)	\$125.00
Announcer.....	\$50.00
Pass Gate	\$40.00
Scoreboard	\$50.00
Spotter	\$40.00
Head Ticket Coordinator (1)	\$90.00
Ticket Seller	\$45.00
Ticket Taker	\$40.00
Parking Attendants	\$50.00
Press Box Supervisor (3).....	\$85.00

Special Events are events and games not sponsored by DISD

Stadium / Gym Manager/Equipment Manager	\$25.00 per hour
Support Staff will be paid on the Varsity Football Pay Scale	

Stadium Video Board Operator (as needed)	\$250.00 per game
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Sub-Varsity Football Games

Announcer/Clock	\$20.00
Chain Crew	\$15.00
Ticket Seller/Taker.....	\$20.00

Other Sports

	<u>Per Game</u>
Baseball/Softball Ticket Seller/Taker.....	\$30.00
Baseball/Softball Books/Clocks/Announcer	\$20.00
Basketball Books/Clock/Announcer.....	\$20.00
Basketball Ticket Seller/Taker	\$25.00
Basketball Concession	\$20.00
Soccer Books & Clock	\$20.00
Soccer Ticket Seller/Taker.....	\$25.00
Track (District Meet) Starter.....	\$25.00 per hour/\$150.00 for day
Volleyball Books & Clock	\$20.00
Volleyball Ticket Seller/Taker	\$25.00

Other Extracurricular Events

Graduation Ceremony (Paid on the Varsity Football Pay Scale)	
Ticket Seller	\$12.00 per hour

Junior High School Games

Basketball Books & Clock.....	\$20.00
Ticket Seller	\$20.00
Volleyball Books & Clock	\$20.00

Junior High Facilities

	<u>Per Event</u>
Auditorium Manager	\$60.00

Custodial for All Events

	<u>Per Hour</u>
Number of custodians determined by Campus Principal working with Stadium Manager	Based on employee hourly rate (Clock in / out through O/F)

Security for All Events

	<u>Per Hour</u>
Officers (Varsity Home Games/Weekend Events).....	\$30.00 (4 hour minimum)
Officers (all other events including bus escorts).....	\$25.00 (4 hour minimum)
Sargent (Administrative/Scheduling Duties)	\$35.00 (4 hour minimum)

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan

SECTION 8 – FORMS

DICKINSON INDEPENDENT SCHOOL DISTRICT
Compensation Plan
Extra Duty Agreement Form

DICKINSON INDEPENDENT SCHOOL DISTRICT
Extra Duty Agreement

This is an agreement between Dickinson ISD and _____

The above named individual _____

☐ on date(s) _____ from time(s) _____

☐ for current school year.

Special requirements include: (See attached job description (if applicable)). _____

For providing this service to the District, the above named employee will receive:

**DISD Policy DK (LOCAL): Assigned supplemental duties for which supplemental pay is received may be modified or discontinued by the District at any time. An employee who wishes to relinquish a paid supplemental duty may do so only with consent of the Superintendent or designee. Paid supplemental duties are not part of the District's obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.*

Signature of parties to the Agreement: (All signatures are required for the Agreement to be valid.)

Executive Director of Human Resources _____ Date

Principal and/or Budget Manager _____ Budget Code _____ Date

Deputy/Assistant Superintendent _____ Date
(for Educational Services, District Operations, or Administration)

Employee _____ Employee ID # _____ Date

cc: Payroll
Budget Manager
Human Resources

