

# COMPENSATION MANUAL

2022-2023

Employees of the District shall not discriminate on the basis of, or engage in harassment motivated by, age, race, color, ancestry, national origin, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

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# **SECTION 1 – COMPENSATION MANAGEMENT**

## **A. COMPENSATION PHILOSOPHY**

Each year the Compensation Department develops and recommends a pay system for all District personnel to the Superintendent, who presents the pay system to the Board of Education for adoption. The pay system shall be designed to provide appropriate pay for the assessed worth of the individual jobs.

The system shall be administered with the intention that employee pay will:

- stay competitive with appropriate labor markets so that the District may attract and retain qualified personnel and top performers;
- achieve a performance-driven work culture that ensures every student has access to an effective teacher;
- reflect the levels of skill, effort, and responsibility required for different jobs;
- be fiscally controlled and cost effective;
- comply with all federal, state, and local laws and Board of Education policies; and
- encourage outstanding individual and team performance.

In addition, Aldine ISD offers a funding neutral local compensation plan that is applied consistently to local, state, and federal activities.

## **B. COMPENSATION RESPONSIBILITIES**

The following responsibilities reflect the major elements of the compensation management process at Aldine ISD.

- Evaluate position descriptions in order to determine appropriate job levels and titles;
- Participate in and analyze salary survey data;
- Maintain salary ranges and pay grade system;
- Manage beginning salaries and increases as approved by the Board;
- Promote external competitiveness (competitive pay in relation to comparable positions at other places of employment and within budgetary limitations);
- Promote internal equity (fair pay in relation to other positions at Aldine ISD which require similar knowledge, skill, and responsibility);
- Provide consultation and research for compliance matters pertaining to wage and hour laws;
- Oversee supplemental compensation; and
- Offer a compensation package that includes a greater reward to employees whose performance truly excels.
- Oversee the employee contract process.

## C. COMPENSATION TERMINOLOGY

This section defines key terms and processes that are used in Compensation Management.

Annualized – Annualization is the process of spreading the payments to the employee over the entire year, even though the salary is only earned for part of the year. This gives the employee paychecks of equal amounts even when they are not working.

Base Pay - Fixed compensation paid for performing standard job duties, expressed in annual or hourly rates.

Compensation Statement – A personalized report provided annually showing name, address, title, number of contract days, years of local and qualified state experience, base pay, and extra duty supplements for the current contract year. If the employee worked the previous contract year, those amounts are also provided.

Compensatory Time – An alternate way of rewarding overtime work. Instead of paying non-exempt employees time-and-a-half for work done over the time allotted in the normal workweek, typically 40 hours, employers allow an hour and a half of time off for each hour of overtime worked.

Creditable Years of Service – Prior experience that is determined to be both relevant and verifiable.

Demotion – A demotion occurs when an employee moves into a position that pays less than the position they were in previously.

Exempt Employee – Employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

External Equity – Determining the salary of a position based on the prevailing wages in a similar external labor market. Factors that are considered include geographic location, organization size, education, and experience.

Incentive Pay – Pay that is designed to reward accomplishment of specified goals and/or outcomes.

Initial Salary Placement – The process of determining the salary for an employee when they are initially hired by the district by looking at internal and external equity values.

Internal Equity – Determining the salary of a position based on the relative internal value of the job. Factors that are considered include education, experience, responsibility, supervisory or managerial requirements, and the prevailing wages of similar positions within the District.

Job Analysis – The process of identifying and defining the required level of knowledge, skills, and abilities required to perform a job.

Job Description – Summary of the most important tasks, qualifications necessary, characteristics, and working conditions of each job.

Lateral Transfer – A lateral transfer occurs when an employee moves in to a position with a similar level of responsibility that pays the same as the position they were in previously.

Minimum Pay Rate – The lowest pay value of the lowest paying position in a pay grade.

Non-Exempt Employee – Employees who are subject to provisions for minimum wage, overtime compensation and other rights afforded by the Fair Labor Standards Act (FLSA). Non-exempt employees are normally required to account for hours and fractional hours worked.

Pay Grade – Identifies a group of positions that serve in a capacity that is similar with regard to work level and responsibility, and that are paid within the same salary range.

Promotion – A promotion occurs when an employee moves into a position with a higher level of responsibility that pays more than the position they were in previously.

Salary Schedules - A salary structure that helps determine the initial placement salary of an employee based on one or more factors such as the employee's level, rank or status within the employer's organization, and the length of time the employee has been employed. Salary schedules can include grades (including minimums, midpoints and maximums) to define the ranges of pay available to employees in each grade/range.

Salary Survey – Compensation data collected from several employers to develop an understanding of the market value and influence decisions regarding developing pay structures.

Stipend/Supplement – A fixed amount added to base pay to compensate employees for extra duties or special credentials.

#### **D. JOB DESCRIPTIONS**

The Compensation Department is responsible for maintaining and updating job descriptions with input and approval from position supervisors. The Superintendent of Schools must approve all new job descriptions.

In maintaining job descriptions, a job analysis and evaluation are performed, pay grades based on internal and external equity are recommended, and exempt or non-exempt status based on FLSA requirements is determined for all positions. The essential job functions, the mental and physical demands of the position, including the environmental factors relative to the position, are also included in each job description.

Job descriptions for most positions within Aldine ISD can be accessed by employees via the ePortal. Job descriptions are also posted with all job postings on the Aldine ISD website.

## **E. THE PAY ANALYSIS PROCESS**

Aldine ISD's pay analysis process serves several purposes:

- It helps provide salary equity among all jobs within the district.
- It is used to determine the base pay of individual positions comparative to the level and extent of work to be performed.
- It allows Aldine ISD to offer competitive wages in relation to other comparable jobs in the region.

Salaries are analyzed as follows:

- Salary surveys collected from the Texas Association of School Boards (TASB) and Region IV are studied to determine the market value for each position. These surveys are used as a guide to setting the minimum and maximum pay rate for pay grades as the district strives to provide competitive salaries across all positions.
- Aldine ISD salaries are compared to the salaries of like positions in Region IV and within a relational comparison group to assist the Board in determining the approval of recommendations for salary changes.

## **F. EXEMPT AND NON-EXEMPT STATUS**

Positions are classified as exempt or non-exempt based on criteria set by the Fair Labor Standards Act (FLSA).

Exempt employees receive their full salary regardless of the number of hours worked. They do not receive overtime pay or accrue compensatory time. Therefore, administrators are not eligible for extended day pay.

Non-exempt employees are compensated for all the time they are permitted or required to work. Accrued compensatory time is given at time-and-a-half rates. If accrued compensatory time reaches a certain level, the employee may be paid for the accrued time.

## **G. DUTY SCHEDULES**

Different employee groups work a different number of days and have different work schedules. Each employee group has a unique Duty Schedule depicting their specific schedule. The Duty Schedule calendars are developed to line up with the district school calendar for the current school year. The calendar associated with the employee's job title will provide the start and end date of the work year and the number of non-duty days the employee receives, if applicable to the position. Duty Schedules change each year.

Duty Schedules can be found on the District website under ePortal. Select Document Management in the left hand column and then select Calendar and Human Resources Department.

## **H. TEMPORARY EMPLOYEES AND SUBSTITUTES**

Aldine ISD employees will be paid over 12 months in 24 paychecks as prescribed by Board policy DEA (local). The only exceptions to this policy are temporary employees, substitutes, and some part-time employees who have been identified by department supervisors that will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

# **SECTION 2 – SALARY DETERMINATION AND PAY STRUCTURE**

## **A. ANNUALIZED SALARY**

Board policy DEA (Local) states that salaries for all 'salaried' employees are to be annualized and paid semi-monthly over 12 months in 24 paychecks on the 5<sup>th</sup> and 20<sup>th</sup> of each month. An employee's annual salary, regardless of the number of contract days that they work, is divided by 24 determining an equal amount that will be paid on each of the 24 paychecks. The only exceptions to this policy are temporary employees, substitutes, and some part-time employees who have been identified by department supervisors that will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

The annual salary for employees who start work after the first scheduled day of their duty calendar will be prorated based on the number of days worked in the contracted year. Their check amounts will be reduced accordingly.

## **B. PAY DAYS**

Aldine ISD employees are paid on the 5<sup>th</sup> and the 20<sup>th</sup> of each month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by the Board. The date of the first check of a new contract year is based on the number of contract days the employee works. Teachers on a 187-day duty schedule will receive their first check on September 5.

All employees, including full time, part time, and substitutes must receive their pay electronically by direct deposit. A new employee's first check will be a paper check that is delivered to their campus or department on payday. All future checks for that employee will be direct deposit using the bank account information provided by the employee.

## **C. SALARY SCHEDULE APPROVAL**

On an annual basis, prior to July 1, the Chief Human Resources Officer and/or the Chief Finance Officer will facilitate a Board workshop to present recommendations and prospective changes to salary schedules. Recommendations shall be based on consideration of factors such as cost of living indexes, wage increases, salary structure adjustments within competitive job markets, District budget resources, and any other factor that is relevant at the time.

In addition, at the July Board meeting, the Compensation Manual, with proposed amendments and the new salary schedules will be presented for approval.

## **D. DETERMINING SALARIES**

1. New Hires:
  - a. Teachers - The initial salary placement for new teachers is determined by years of experience and degrees held. CTE teachers can receive up to two years of experience credit for prior industry related work.

- b. Other Positions - The initial salary placement for new hires in other positions is determined by reviewing internal and external equity factors for the specified position.
2. Promotions, Demotions, and Lateral Transfers:
- a. Promotions – For employees within the District who move to a higher paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision.
  - b. Demotions – For employees within the District who move to a lower paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision.
  - c. Lateral – Some position changes are lateral moves and there is no change in salary.
3. Additional Assistant Principal (AP) Support at Campuses:  
Former certified campus administrators who provide additional Assistant Principal (AP) support or who substitute during the absence of an assistant principal at a campus will be paid at a rate of \$350 per day and may be paid using an Aldine ISD Vendor Contract for the period needed.

## **E. EMPLOYMENT AFTER RETIREMENT FROM TRS**

Aldine ISD will hire individuals who have retired from the Teacher Retirement System (TRS) of Texas based on the needs of the district.

The following guidelines will be followed if a TRS Retiree is hired:

These applicants should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. There are circumstances under which an employee may draw both checks at the same time and there are other circumstances when TRS will stop payment of retirement checks for a period. Individuals are responsible for determining their status with TRS. Aldine ISD is not responsible for researching or guiding any individual seeking re-employment after retirement on the status of their TRS retirement payments.

The District must cover all surcharges for individuals hired who have previously retired from TRS. These employees shall not be eligible for the reimbursement of sick leave as described by the 'reimbursement for leave upon retirement provision' in Board policy DEC (Local).

Returning teachers will be placed on the teacher scale and their pay will reflect their years of professional experience. (For example, if someone were a teacher for 20 years and a program director for 5 years, they would be placed on the teacher's salary schedule at the level reflecting 25 years.) These teachers are eligible for critical needs stipends.

Note that this practice does not apply to people who have retired from other retirement systems.

## F. CREDITABLE YEARS OF SERVICE

Employees whose salaries are based on creditable years of service must submit official Service Records and/or Verification of Employment documentation to be fully credited for their past employment. Full-time employment, which is a minimum of ninety (90) workdays during a school year or calendar year, counts as a year of employment with a school district or business.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the Pay Grade. The employee's salary will be adjusted to the approved amount on the following payroll run after the official Service Records and/or Verification of Employment documentation have been received in the Human Resources Department. If the documentation is received within 60 calendar days of the employee's start date, the adjustment will be effective back to the employee's start date. If an employee submits Service Records and/or Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally. Pay adjustments will not be given for prior school years.

Official documentation submitted becomes the property of Aldine ISD and will not be released to the employee or a third party. When an employee retires or resigns, they may submit an online request from the Aldine ISD website to have their original Service Records from other schools returned to them.

1. **Service Records:** Each school district has its own procedure for providing service records. Contact the Human Resources Department of the district in which you were employed to obtain needed service records. Official service records have a raised seal and a signature.
2. **Verification of Employment:** Acceptable Verification of Employment must be on company or business letterhead that includes contact information and has an original signature of the supervisor or an administrative representative. The position title, start and end date, and whether the work was full or part time should be included in the verification.
3. **Year for Year Credit:** In all cases, the Texas Education Agency (TEA) guidelines for crediting experience and degree levels will be followed, where applicable. To earn a year of credit, an employee must work at least 90 full-time days or 180 half-time days of a school year.

Teachers and librarians working in an approved educational establishment, with acceptable service records, receive year for year credit.

Nurses receive year for year credit for RN experience with acceptable verification of employment.

Police Officers receive year for year credit for work as a certified peace officer with an official TCOLE report.

Contractors will receive year for year credit, with acceptable verification of employment.

Classroom instructional aides moving to a teacher position, with acceptable service records, receive year for year credit for up to two years of service as an instructional aide in a classroom setting with an educational aide certificate.

4. Substitute Credit: The TEA defines substitute teacher for the purpose of 'Recognition of Creditable Years of Service' in TAC §153.1021 as 'a certified teacher who works on call, does not have a full-time assignment, and provides instruction.' Aldine ISD uses this definition and gives credit for substitute experience as a certified teacher only. To earn a year of credit, a substitute must work at least 90 full time days of a school year.

## **G. EDUCATION**

Employees whose salaries are based on a particular degree or level of education must submit official transcripts to be fully credited for their education. The only degrees acceptable are those conferred by institutions of higher learning that were accredited or otherwise approved by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred. Accredited Institutions of Post-Secondary Education will be used to determine an institutions' accreditation status.

Salary credit for degrees will be adjusted to the approved amount on the following payroll run after the official documentation has been received in the Human Resources Department.

If the documentation is received within 60 calendar days of the employee's annual start date, the adjustment will be effective back to the employees start date. Pay adjustments will not be given for prior school years.

Official transcripts submitted become the property of Aldine ISD and will not be released to the employee or a third party.

## **H. LONGEVITY**

Longevity pay was suspended in July 2018 and since then, no increase has been given and only those who were receiving longevity pay prior to July 2018 continue to receive it.

Aldine ISD pays an additional four cents per hour for each year of employment with the district for paraprofessionals and support staff, and an additional \$100 per year for each year of employment with the district for administrative and professional staff. The annual longevity amount is divided by 24 and paid out proportionally on each paycheck. Longevity is paid for a maximum of 20 years. Longevity payments are capped at 80 cents per hour for paraprofessionals and support staff and \$2,000 a year for administrative and professional employees.

Payment began in the third year of employment, at which time the longevity earned during the first two years of employment was paid. The employee must have worked at least 90 days in the school year to earn credit for a year of service. Temporary employees and substitutes are not eligible for longevity pay.

## **I. BOARD APPROVED PAY INCREASES**

Board policy DEA (Local) dictates that the Superintendent of Schools shall recommend to the Board of Trustees an amount for employee pay increases as part of the annual budget and with consideration of the current financial position of the District. The Board may elect to withhold increases, give differing increases to different employee groups, and give percentage or flat rate increases based on their determination of the best interest of the district.

The Compensation Department adjusts the pay structures as approved by the Board at the beginning of the fiscal year. The Superintendent or designee shall also determine pay adjustments for individual employees, within the approved budget, following established procedures.

## **J. REASSIGNMENTS**

Salary changes for reassignments will be determined on an individual basis. Salaries will be frozen for the remainder of the current school year and then adjusted to be commensurate to the position the following year.

## **K. SALARY INQUIRIES**

The Aldine Human Resources Department recommends that employees verify their personal information and salary amount on their annual Compensation Statement for accuracy. If there are any errors or inaccuracies, the employee should contact the Human Resources Compensation Department.

If an employee believes that a paycheck is incorrect, they should contact the Human Resources Payroll Department.

It is the policy of Aldine ISD to protect the confidentiality of its employees' Social Security numbers (SSN) obtained and used in the course of business. Except for verification of identity, and to meet federal and state reporting requirements, no SSN or portion of an SSN should be used in the conduct of the district's business. Therefore, every employee is encouraged to learn the last five digits of their Aldine ID number and provide this number when discussing any information related to their personnel files. To help protect against identity theft, no one should give their SSN over the phone, in person, in writing, in emails, or in any online transactions.

## **SECTION 3 – SALARY INFORMATION**

## **A. SALARY SCHEDULES**

The salary schedules as presented on the following pages are depicted in a format that groups positions into Pay Grades. Positions that serve in a capacity with similar levels of work and responsibility, and that are paid within a similar salary range are presented as a group, listing the minimum pay and midpoint amount, for that group, or Pay Grade. The specific jobs within the Pay Grade are listed, including the number of duty days for that job.

The midpoint has been revised from information in prior manual to reflect more accurately the midpoint salary. However, the midpoint amount cannot be used to determine pay relative to the number of years of experience. Each position within the Pay Grade has its own salary table, with a unique minimum and maximum pay amount. In addition, the salaries within a table do not increase proportionally for each year of experience. The Control Point is a unique tool that could be used to apply raises.

All positions within Aldine ISD, except for temporary and substitute positions are salaried positions.

All positions within Aldine ISD have an eight-hour a day work schedule with the exception of some child nutrition staff and bus drivers.

Individual pay grades are presented for the following employee groups as recommended by the TASB salary study:

Teachers/Nurses/Librarians

Administrative/Professional

Clerical/Paraprofessional

Auxiliary

Temporary and substitute positions are not included in a pay grade.

## B. TEACHERS, NURSES, and LIBRARIAN

Teacher duty days range from a 187-day 10-month contract to a 226-day 12-month contract. Daily rates remain the same regardless of the number of days worked. This salary schedule includes teachers, nurses, and librarians, as well as other positions including testing coordinators, math and literacy instructional coaches, instructional specialists, attendance officers, athletic coordinators, digital learning specialists and coordinators, department chairs, and diagnostician interns.

Years of Experience	New Hire Salary	Daily Rate
0	61,000	326.2032
5	62,250	332.8877
10	63,500	339.5722
15	64,763	346.3262
20	66,715	356.7647
25	72,437	387.3636

The salaries listed above are based on 10-month employment for the 2022-2023 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

## C. ADMINISTRATIVE/PROFESSIONAL

### Administrative/Professional

Pay Grade	Job Title/Position	Duty Days
1		
	Assistant Tax Assessor	226
	Business Analyst	226
	Child Nutrition Area Supervisor	226/257
	Communications Specialist	226
	Construction Project Coordinator	257
	Construction Project Manager	257
	Construction Site Superintendent	257
	E-Rate Compliance Officer	226
	HR Benefits Specialist	226
	Licensed Occupation Therapist Assistant (COTA)	190
	Network Administrator	226
	Network Engineer	226
	Nutritionist	226
	Site Supervisor-Head Start	226
	Technology Facilitator	226

	Minimum	Midpoint
Daily	188.5233	266.0531
190 Days	35,819	50,550
226 Days	42,606	60,128
257 Days	48,450	68,376

2		
	Accountant	226
	Data Integration Specialist	226
	Intranet System Administrator	226
	Lead Supervisor - Child Nutrition	266
	Physical Security and Facility Manager	226
	Programmer Analyst - Postsecondary Outcomes	226
	Speech Language Pathologist Assistant	226
	Translator	226
	Unix Administrator	226

Daily	262.8982	334.5221
200 Days	52,580	66,904
226 Days	59,415	75,602

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Asst Director of Accounting and Business Services	226
Asst Director of Child Nutrition Services	226
Asst Director of Compensation and Payroll	226
Asst Director of Facilities - Child Nutrition	226
Asst Director of Facilities Planning and Construction	226
Asst Director of Federal Programs	226
Asst Director of HR Benefits	226
Asst Director of Maintenance	226
Asst Director of Operations - Child Nutrition	226
Asst Director of Transportation	226
Asst Director of Warehousing Services	226
Asst Principal Primary/Elementary/DAEP/Middle	215, 226
Audiologist	202
Board Certified Behavior Analyst (BCBA)	207
Bricks Behavior Intervention Specialist - Elementary	200
Chef	226
Compensation Analyst	226
Coordinator of College and Career Readiness	210
Coordinator of Educational Diagnosticians	226
Coordinator of Financial Aide	226
Coordinator of Special Education Discipline and Behavior Supports	226
Coordinator of Speech and Language Pathologists	226
Counselor - Elementary	189, 216
Counselor DAEP/High School/Ninth Grade	207, 226
Counselor MS	199, 226
Counselor Special Education	199
Counselor Vocational	207
Cybersecurity Analyst	226
Dietitian	226
District PEIMS Coordinator	226
Education Diagnostician Lead	210
Educational Diagnostician	199, 200
Family and Community Engagement Specialist	226
Family Liaison Advocate	200
Help Desk Manager	226
HR Investigator	226
HR Staffing Coordinator	226
Lead Counselor - High School	226
Lead Counselor - Middle School	210
Licensed Mental Health Professional	200
Licensed Professional Counselor (LPC)	199
LSSP/District Psychologist	200, 226
LSSP/District Psychologist Lead	210
Manager of Human Resource Services - Child Nutrition	226
Mobile Technology Supervisor	226
Network Architect	226
Occupation Therapist	189, 202
Occupation Therapist Lead	210
Payroll Manager	226
Performance Manager Project Manager	226
Physical Therapist	189, 202
Physical Therapist Lead	210
Program Coordinator - Office of Transformation	226
Program Director - Teaching and Learning	210, 220, 226
Program Specialist - Equity	226
Programmer Analyst - Technology	226
Project Manager - Technology	226
Senior Communications Specialist	226
Social and Emotional Learning & Student Culture Specialist	226
Social Worker	200
Special Education Counselor Lead	210

Daily	301.1307	367.0558
187 Days	56,311	68,639
189 Days	56,914	69,374
199 Days	59,925	73,044
200 Days	60,226	73,411
202 Days	60,828	74,145
207 Days	62,334	75,981
210 Days	63,237	77,082
215 Days	64,743	78,917
216 Days	65,044	79,284
220 Days	66,249	80,752
226 Days	68,056	82,955
256 Days	77,089	93,966

Speech Language Pathologist (SLP)	187, 199
Speech Language Pathologist (SLP) Lead	210
Sr Fleet Manager	256
Sr HR Benefits Manager	226
Student Support Specialist	200, 226
Tax Assessor	226
Web Programmer Analyst	226

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Asst Principal High School/Ninth Grade	215, 226
College Access Advisor	226
Database Manager - Student Services	226
Energy Manager	226
Lead Network Architect	226
Program Manager - Special Education	226
Programmer Analyst -Student Services	226
Tax Attorney/Bankruptcy	226

Daily	336.2389	397.1460
215 Days	72,291	85,386
226 Days	75,990	89,755

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Director of Accounting and Business Services	226
Director of Aldine Education Foundation	226
Director of Athletic Services	226
Director of Benefits - HR	226
Director of Blended Learning	226
Director of Brand Communications	226
Director of Buildings and Properties	226
Director of Career and Technical Education	226
Director of Child Nutrition Services	226
Director of College Readiness	226
Director of Compensation and Payroll	226
Director of Consolidated Programs	226
Director of Emergency Management	226
Director of External Communications	226
Director of Facilities Planning and Construction	226
Director of Family and Community Engagement	226
Director of Federal and State Programs	226
Director of Guidance, Counseling and Student Support	226
Director of Head Start	226
Director of Health Services	226
Director of Human Capital Analytics - HR	226
Director of Internal Communications	226
Director of Interventions	226
Director of Learning Recovery, Tutoring, and Student Initiatives	226
Director of Literacy	226
Director of Maintenance	226
Director of Multilingual Special Programs	226
Director of Music Education	226
Director of Online Learning	226
Director of Opportunity Culture	226
Director of Performance Management - HR	226
Director of Performing Arts	226
Director of Professional Learning	226
Director of Purchasing	226
Director of Research and Program Evaluation	226
Director of Risk Management	226
Director of School Choice	226
Director of Social and Emotional Learning and Student Culture	226
Director of Special Programs	226
Director of Staffing - HR	226

Daily	383.6283	459.3496
226 Days	86,700	103,813
257 Days	98,592	118,053

Director of Strategic Planning and School Improvement	226
Director of Student Services	226
Director of Technology ERP Solutions	226
Director of Technology Support Services	226
Director of Testing	226
Director of Textbook Services	226
Director of Transportation	226
Director of Visual Arts	226
Director of Warehouse Services	226
Facilities Manager - M.O. Campbell Ed. Ctr.	226
Police Commander	226
Principal Primary/Elementary	226
Program Manager - Office of Transformation	226
Tax Attorney/Bankruptcy	226

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Assistant General Counsel	226
Executive Director - Advanced Academics	226
Executive Director - Assessments, Accountability and School Improver	226
Executive Director - Athletics	226
Executive Director - Buildings and Properties	226
Executive Director - Career and Technical Education	226
Executive Director - Child Nutrition Services	226
Executive Director - Communications	226
Executive Director - Early Learning	226
Executive Director - Facilities Planning and Construction	226
Executive Director - Family and Community Engagement	226
Executive Director - HR Employee Services and Experience	226
Executive Director - HR Professional Standards	226
Executive Director - HR Talent Acquisition	226
Executive Director - Humanities	226
Executive Director - Leadership Development	226
Executive Director - Maintenance	226
Executive Director - Mathematics and Science	226
Executive Director - Multilingual Services	226
Executive Director - Office of Transformation	226
Executive Director - Post-Secondary Readiness	226
Executive Director - Professional Learning	226
Executive Director - School Administration	226
Executive Director - Social and Emotional Learning	226
Executive Director - Special Educations	226
Executive Director - Student Services	226
Executive Director - Technology Innovation and Initiatives	226
Executive Director - Technology Services	226
Executive Director - Transportation	226
Principal 9th Grade/Small High School	226
Principal High School	226
Principal Middle School	226

Daily	453.5841	527.9206
226 Days	102,510	119,310

7
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Assistant Superintendent - Government Relations	226
Assistant Superintendent - Student Support Services	226
Assistant Superintendent - Teaching and Learning	226
Associate Superintendent of Schools	226
Chief of Police	226
School Assistant Superintendent	226

Daily	681.5044	746.3142
226 Days	154,020	168,667

8	
Chief Academic Officer	226
Chief Financial Officer	226
Chief Human Resources Officer	226
Chief Information Officer	226
Chief of Schools	226
Chief of Staff	226
Chief of Strategic Initiatives and Accountability	226
Chief Operations Officer	226
Chief Transformation Officer	226
General Counsel	226

Daily	771,5442	845,7348
226 Days	174,369	191,136

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

#### D. CLERICAL/PARAPROFESSIONAL

Pay Grade	Job Title/Position	Duty Days
9		
	Campus Monitor	187/217
	Security Monitor CO	256

	Minimum	Midpoint
Hourly	12.4184	15.3082
187 Days	18,578	22,901
216 Days	21,459	26,453
256 Days	25,433	31,351

10		
	Asst. Principal Secretary - Primary/Elementary/Middle	187/217
	Campus Aide - AB, Autism, Clinic, Library, Bricks, SAC, GAP, SPPCD, SLC	187/217
	Classroom Instructional Aide	187/217
	Day Care Worker	187
	Even Start Clerk	226
	General Clerical Campus	187
	Head Start Teacher Aide	226
	Inclusion Aide	187
	LPAC Clerk	187
	Mail Room Clerk - CO	226, 256
	Resource Aide	187
	SIS Clerk - HS	226
	Textbook Clerk - HS	226

	Minimum	Midpoint
Hourly	13.2533	16.2627
187 Days	19,827	24,329
216 Days	22,902	28,102
226 Days	23,962	29,403
256 Days	27,143	33,306

11		
	Asst. Principal Secretary - HS	210
	Attendance Clerk HS	197
	Attendance Clerk MS	187
	Counselor Secretary	207
	eSHARS Assistant	199
	Head Start Health Service Aide	200
	Principal Secretary - MS	226
	SEMS Clerk - Primary/ES/MS/IS	199

	Minimum	Midpoint
Hourly	14.3845	17.9639
187 Days	21,519	26,874
197 Days	22,670	28,311
199 Days	22,900	28,599
200 Days	23,015	28,742
207 Days	23,821	29,748
210 Days	24,166	30,179
226 Days	26,007	32,479

12		
	Buyer II	226
	Campus Bookkeeper	226
	CO Bookkeeper	226,256
	CO Clerk II	226
	Principal Secretary - ES	226
	Registrar	226

	Minimum	Midpoint
Hourly	15.9331	19.2201
226 Days	28,807	34,750
256 Days	32,631	39,363

<b>13</b>			Hourly	17.7547	22.5077
Payroll Clerk	226		226 Days	32,100	40,694
Secretary - Director/Executive Director	226, 256		256 Days	36,362	46,096
<b>14</b>			Hourly	19.5531	24.9574
Buyer IV	226		187 Days	29,251	45,123
CO Clerk IV	226, 256		226 Days	35,352	45,123
LVN	187		256 Days	40,045	51,113
Principal Secretary - HS	226				
<b>15</b>			Hourly	23.0530	28.4745
Executive Asst to Asst Supt	226		226 Days	41,680	51,482
Executive Asst to Chief	226				
Paralegal I	226				
<b>16</b>			Hourly	26.0000	32.5707
Certified Deaf Ed Interpreter	187		187 Days	38,896	48,726
CO Supervisor	226, 256		226 Days	47,008	58,888
Executive Asst to Board	226		256 Days	53,248	66,705
Executive Asst to Superintendent	226				
Paralegal II	226				

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

## E. AUXILIARY

Pay Grade	Job Title/Position	Duty Days	Minimum	Midpoint	
<b>17</b>			Hourly	11.3615	15.0000
	Buildings and Property Crew Driver	257	177 days	16,088	21,240
	Bus Attendant	177	205 Days	18,633	24,600
	Asst Head Custodian MS	257	226 Days	20,542	27,120
	Asst Head Custodian HS	257	256 Days	23,268	30,720
	Custodian	205/257	257 Days	23,359	30,840
	Grounds Worker	257			
	Transportation Nursery Attendant	177			
	Transportation Utility Support - Oil Check/Bus Wash	256			
<b>18</b>			Hourly	13.0320	16.6594
	Application Processor - Transportation	226	179 Days	18,662	23,856
	Athletic Maintenance	256	187 Days	19,496	24,922
	Backhoe and Excavator Operataor	256	212 Days	22,102	28,254
	Catering Specialist CO	226	226 Days	23,562	30,120
	Child Nutrition Worker	179/212	256 Days	26,690	34,118
	General Maintenance	256	257 Days	26,794	34,252
	Head Custodian ES	257			
	Locksmith	257			
	Parking Lot Attendant - Campus	187			
	Parking Lot Attendant - CO	226			
	Print Shop Clerk	256			
	Security and Heavy Equipment	257			
	Textbook Driver	226, 257			
	Tire Mechanic	256			
	Truck Driver - Warehouse	226, 257			

19	
Child Nutrition Accountability Specialist	179/212
Dock Worker - Warehouse	257
Head Custodian CO	257
Head Custodian HS	257
Head Custodian MS	257
Key Dispatcher - Transportation	207
Maintenance HS	256
Oil and Grease Technician	256
Parts Room - Transportation	256
Router - Transportation	226
Tree Trimmer	257
Warehouse Clerical	256
Warehouse Receiver	256

Hourly	14.5320	17.8959
207 days	24,065	29,636
212 Days	24,646	30,351
226 Days	26,274	32,356
256 Days	29,762	36,651
257 Days	29,878	36,794

20	
Child Nutrition Manager Trainee	185
Dispatcher - Transportation	226
Field Trip Dispatcher	226
Lead Dispatcher - Transportation	226
Lead Router - Transportation	226
Police Dispatcher	257
Pump Man	256
Warehouse Textbook Coordinator	226

Hourly	16.0320	19.5893
177 days	22,701	27,738
185 Days	23,727	28,992
226 Days	20,542	27,120
256 Days	23,268	30,720
257 Days	32,962	40,276

21	
Application Support Specialist - Technology	256
Camera Technician - Transportation	256
Child Nutrition Catering Manager	226
Fleet Manager	256
Maintenance Technician I	256
Mechanic - Maintenance	256
Mechanic - Transportation	256
Nursery Site Director - Transportation	226
Nursery Site Supervisor - Transportation	177
Painter	256
Security Camera Repair Technician	226
Technology Specialist - Transportation	256
Training Academy Trainer/Supervisor	256
Transportation Nursery Site Supervisor	177, 226
Warehouse Supervisor	257

Hourly	17.5146	22.0000
177 days	24,801	31,152
226 Days	20,542	27,120
256 Days	23,268	30,720
257 Days	23,359	30,840

22	
Bus Inspector	256
Campus Computer Technician	226
Carpenter	256
Courier - Buildings and Property	257
Desktop Support Technician	226
Electrician	256
Fire Safety Technician	257
Food Service Maintenance Technician	256
Heavy Machinery Tool Room - Maintenance	256
Pest Control Technician	257
Plumber	256
Star Driver	177
Supervisor Driver - Transportation	177
Technician III - Buildings and Property	257
Technician III - Maintenance	256
Technology Services Technician	226

Hourly	19.3120	23.8414
185 days	28,582	35,285
212 days	32,753	40,435
256 days	39,551	48,827

23	
Child Nutrition Mgr - Primary/Elem/KEC/Hall/Avalos	185/212
HVAC Technician	256

Hourly	21.4493	26.5755
257 days	44,100	54,639

24	
Apple Technician - Technology	226
Audio Visual Technician - Technology	226
Child Nutrition Manager - Middle	185
Child Nutrition Manager - 9th Grade/HS	185, 210
Child Nutrition Trainer	226
Compliance Technician	256
Custodial Supervisor	226, 257
Foreman - Transportation	256
Help Desk Technician - Technology	226
Network Technician - Technology	226
Paralegal II	226
Police Alarm Technician	256
Police Dispatch Supervisor	257
Police Investigator	257
Police Officer	257
Police Records Clerk	257
Police Sergeant	257
Security Hardware Technician - Technology	226
Senior Mobile Device Technician	226
Senior Telecommunications Technician	226

Hourly	24.7500	29.6347
185 Days	36,630	43,859
210 Days	41,580	49,786
226 Days	44,748	53,580
256 Days	50,688	60,692
257 Days	50,886	60,929

25	
Chief Operations Engineer - Maintenance	256
Leadman - Maintenance	256
Print Shop Supervisor	256

Hourly	27.6532	32.0288
256 days	56,634	65,595

BD	
Bus Driver	177

Hourly	19.0000	21.5063
177 Days	26,904	30,453

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

## F. TEMPORARY EMPLOYEES AND SUBSTITUTES

### 1. Hourly Positions:

<u>Temporary Employees</u>	<u>Starting Salary</u>
Part-Time or summer – High School Student	\$ 7.8091 per hour
Part-Time or summer – Other	\$ 8.3649 per hour
Temporary	\$ 9.6237 per hour
<u>Temporary/Substitutes</u>	<u>Starting Salary</u>
Non-Teaching (Custodian / Food Service / Central Receiving / Athletic Maintenance / Warehouse)	\$ 9.0064 per hour
Crossing Guard	\$12.5000 per hour
Police Department	\$ 21.5425 per hour

## 2. Daily Positions:

### Substitutes

Teacher:	1 – 24 Days	25+ Days
Non-Degreed	\$ 90 per day	\$110 per day
Degreed	\$105 per day	\$130 per day
Certified	\$116 per day	\$150 per day

Paraprofessional:	1 + Days
Non-Degreed	\$ 85 per day
Degreed	\$ 92 per day

SAC Aide:	1+ Days
Non-Degreed	\$ 85 per day
Degreed	\$ 92 per day

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

Temporary employees and substitutes who have retired from the Teacher Retirement System (TRS) of Texas and are re-employed due to an exception should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. See Section II; paragraph E, of this manual for more details.

### **G. EXTRA DUTY PAY**

Employees are paid for performing extra duties such as creating and developing materials for staff development, preparing for and presenting at staff development, curriculum writing, and working extended days for specific activities. See the Financial Procedures Manual for more details and pay amounts regarding Extra Duty Pay. Administrative staff, principals, and assistant principals are not eligible for extra duty pay, other than those listed in the Board approved supplement list.

### **H. OVERPAYMENT RECOVERY**

As afforded in Government Code 666, a state agency may recover the amount of a state employee's indebtedness. Employees are not entitled to any funds the District overpays the employee. To recover the funds, the District may issue a reversal request to the employee's bank up to five days after the deposit date or, deduct any overpayments from one or more of an employee's paychecks.

## **I. POSITIONS FUNDED BY FEDERAL AND/OR STATE GRANTS**

Employment in positions funded by Federal and/or State grants is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable based on experience and/or certifications.

## **SECTION 4 – STIPENDS, SUPPLEMENTS AND INCENTIVES**

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**A. CRITICAL NEEDS STIPENDS**

Critical needs areas are determined based on the needs of the district. The Board approves certification areas that qualify for a stipend and the amount for each stipend on an annual basis. Receiving a critical need stipend in one school year does not guarantee or give rights to receiving the stipend in following years. Stipend amounts vary according to certification areas.

Critical Needs Stipends are paid twice a year (October and March). The annual amount of the stipend is divided by two and the employee will receive that amount in each of these months. Critical Needs Stipends are not shown on the annual Compensation Statement. Critical Needs Stipends qualify as creditable compensation and are subject to TRS deductions.

1. Eligibility: Teachers and staff in a critical needs area could be eligible for a stipend if the following conditions are met:
  - Must hold an SBEC certification in the critical needs area defined by the Board. Associate Teachers are not eligible for critical needs stipends.
  - Must teach in the critical need role for at least 50% of the instructional day. The stipend amount will be prorated based on the number of sections taught as a percentage of total sections available during a school day.
  - Must be teaching during the regular school day. Teachers who teach in a critical needs area during a zero period will not be eligible for the stipend.
  - If a teacher or staff member qualifies for more than one stipend, they will receive only one stipend, the one with the highest money allocation.
  - Special education personnel and related service providers must hold the appropriate and valid state and/or national licensure in their assignment area to be eligible for the critical needs stipend.
  
2. Length of stipend awards: Annual reviews will be scheduled with campus principals to determine eligibility. Teachers and staff may continue to receive stipend allocations if they continue to meet eligibility requirements.

The critical needs stipend will stop immediately when the employee is no longer teaching in the critical needs area or is no longer certified to teach in the critical needs area. If the teacher or staff member is employed after the school year starts, or has missed days due to a leave of absence, the stipend will be prorated on a daily basis for the number of days worked in the semester. Stipends will be distributed on a prorated basis for partial assignments.

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**B. CRITICAL NEEDS STIPENDS**

	AMOUNT
Math Teacher (Grades 6-12)*; including Instructional Specialist, Instructional Coach, Response to Intervention (Rtl), and Academic Intervention Teacher**	\$3,000
Science Teacher (Grades 6-12)*; including Instructional Specialist, Instructional Coach, Rtl, and Academic Intervention Teacher**	\$3,000
Reading Teachers (Grades 9-12)	\$2,500
English I & II Teacher; including Instructional Specialist, Rtl, and Academic Intervention Teacher** and Accelerated English Academy (AEA)***	\$3,000
Health Science Teacher (not based on certification)	\$4,000
Montessori Teacher (excluding Bilingual and ESL who receive stipends)	\$1,500
<b>SPECIAL EDUCATION: (All Grades)</b>	
Structured Learning Center (SLC)-including SLC District Coach, Early Childhood (SESCE), Gaining Acceptable Performance (GAP), Visually Impaired, Hearing Impaired, Orientation & Mobility, Pre-Kindergarten (PK) Inclusion, PK Play Based Assessment Team (PBAT)	\$3,000
GAP Center and Compliance Unit - Lane & Aldine Education Center (AEC)	\$4,500
Occupational Therapist; including Assistants	\$2,500
Physical Therapist	\$3,500
Certified Diagnostician	\$4,000
Certified Bilingual Diagnostician	\$5,000
LSSP	\$2,000
<b>LICENSED SPEECH-LANGUAGE PATHOLOGIST:</b>	
Speech-Language Pathology Assistant (SLPA) - Starting Year 4 in Aldine	\$3,500
Clinical Fellowship Year (CFY)	\$5,000
Certificate of Clinical Competence (CCC), Audiologist	\$7,000
Bilingual with CCC	\$8,000
Bilingual Teacher (PK-6)****; including Instructional Specialist, Instructional Literacy Coach, Rtl, and Academic Intervention Teacher	\$4,500
<b>KNIPPEL EDUCATION CENTER (KEC) TEACHERS: (not based on certification)</b>	
Math and Science Teachers	\$6,000
All other Classroom Teachers	\$3,000
Structured English Immersion (SEI) Teacher****	\$2,500
District Instructional Math Coach**	\$3,000
English as a Second Language (ESL) identified intensive classroom teacher****, including Instructional Specialist (must meet requirements)	\$3,000
<b>INTERNATIONAL BACCALAUREATE (IB):</b>	
Early Childhood EC/PK/Kindergarten	\$2,000
Elementary/Middle School (2)	\$2,500
9th Grade/High School	\$3,500
IB Program Coordinator at Eisenhower 9th and Eisenhower HS 10th Grade-MYP (2)	\$5,000
Carver Magnet Coordinator	\$1,500

**Additional clarifications relevant to Critical Needs Stipends:**

*\*Science teachers must be certified in the science they are teaching. Intermediate Math and Science teachers do not receive a critical needs stipend, even if they are certified. Elementary Resource and Inclusion teachers do not receive the critical needs stipend. Middle School and High School Resource teachers who are also certified in Math and Science and are serving students in those subject areas are eligible for the critical needs stipend.*

*\*\*Must have a valid SBEC certificate in the critical needs area to qualify. Generalists must have taught in the critical needs area and received the supplement in the preceding year to qualify.*

*\*\*\*AEA (Accelerated English Academy) teachers must be fully certified in ESL and English and teaching ELL students.*

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### Clarifications (con't)

#### \*\*\*\* CLARIFICATIONS: SPECIFIC ELIGIBILITY REQUIREMENTS

##### *English as a Second Language (ESL) Stipend*

**STIPENDS WILL BE PRORATED TO THE DATE ALL THREE REQUIREMENTS ARE MET.**

##### **(Grades PK-12)**

ONLY applicable to the ESL program (which includes the newcomer program at grades 6-12). Teachers must be identified by their principal and meet the following three requirements: 1) complete a series of specific professional development, 2) possess a valid Standard or Provisional Texas certificate in ESL, and 3) be assigned to sheltered teams. Does not include bilingual students. Single Sheltered Class (Grades PK-2) and Sheltered Team (Grades 3-8) must reach capacity before an additional teacher is approved.

##### **(Grades PK-2)**

In grades PK-2, the general education teacher and the inclusion special education teacher may co-teach in one classroom. The general education teacher may be eligible for the ESL stipend. The special education co-teacher may also be eligible for the stipend if there are more than 10 dually-served (ESL/SPED) students enrolled; however, they will only receive the higher of the two (Special Ed or ESL) stipends. The number of teachers eligible for the ESL stipend will be determined by the number of ESL students enrolled in each grade level. When the grade level ESL enrollment does not exceed the established teacher/ student ratio, and the campus makes the decision to departmentalize (team teach), the ESL stipend will be divided among the teachers in the team.

##### **(Grades 6-12)**

Secondary teachers who teach an EOC course, core content course, and/or AEA and meet specific eligibility criteria may be eligible for two stipends; they are not bound to the rule that you can only receive one stipend and it will be the higher of the two. The Executive Director of Multilingual Services will submit a list of recipients and Human Resources will validate certification.

**Bilingual Stipend** (Grades PK-6) - ONLY applicable to the Bilingual program. Teachers (including Title I teachers) must be identified by their principal, hold a valid Standard, Intern, Probationary, or Provisional Texas certificate in bilingual, and be assigned to bilingual students at least 50% of the day. (grades PK-6) Does not include ESL students.

**Structured English Immersion (SEI) Stipend** (Grades 3-6) - ONLY applicable to the Bilingual program. Teachers must be identified by their principal, hold a valid Standard, Intern, Probationary, or Provisional Texas certificate in ESL or bilingual, team teach with a bilingual certified teacher, and be assigned to teach the English Language Arts (ELA) and possibly other content areas in Spanish or English to bilingual students. Does not include ESL students.

## C. SUPPLEMENTAL DUTY PAY

Extra duty supplements are monetary allocations given to employees for performing specific roles as determined by the Board. Supplements are paid throughout the year, unless noted otherwise on the supplement list. The annual amount of the supplement is divided by 24 and is paid out proportionally on each paycheck. Supplements are listed on the annual Compensation Statement and are subject to TRS deductions.

The amounts of the supplements are approved by the Board. Based on the financial or supplemental needs of the district, the Superintendent or designee can remove at any time these roles from an employee and the payment of the supplement will be stopped. Receiving a supplement in one school year does not guarantee or give rights to receiving the supplement in following years. District administrators, principals, and assistant principals cannot serve in supplemental roles such as coaches, cheerleader sponsors, or performing arts directors. Employees who have a district vehicle are not eligible to receive the travel supplement for their position.

Examples of the supplements offered at Aldine ISD include:

- Mentors are teachers who mentor other new teachers graduating from the College of Education in a university setting or an alternative certification program. This is a one-time payout.

Mentors will be selected by the campus principal or School Assistant Superintendent. Predetermined qualifications, as outlined in the district mentorship program, must be met to serve in this capacity.

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- Cooperating Teachers are teachers who are assigned a student teacher at any time during a semester. Cooperating teachers will be selected by the campus principal. Predetermined qualifications, as outlined in the district's student teacher program, must be met to serve in this capacity. This is a one-time payout.
  - Extra-Curricular duties are for eligible employees who are assigned certain extra-curricular activities. The list of activities and supplements are identified and approved by the School Board.
  - Campus Leadership Roles are for teachers who serve in leadership roles such as department chairperson. A selection process will be held to determine who is the most qualified to assume these roles. The School Assistant Superintendents will provide principals with details regarding the selection process.
1. Length of supplement awards: Annual reviews will be scheduled with campus principals to determine eligibility. Employees may continue to receive supplement allocations if they continue to perform the required supplemental duties.
  2. Partial assignments: Supplements will be distributed on a prorated basis for partial assignments. Employees sharing a position will each receive half of the total annual supplement.
  3. Sponsorships: Employees who serve as a sponsor, have a CDL, and drive students to and from events, will be paid additional for drive time. However, time spent at the event will not be paid as additional time as it is covered by the supplemental pay associated with the sponsorship.
  4. Travel Supplements: Employees whose specific duties warrant travel may receive a travel supplement as directed by the Superintendent. Employees who use a district vehicle are not eligible for this supplement.

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**D. SUPPLEMENTS - EXTRA DUTY, TRAVEL, LEADERSHIP, ETC.**

<b>ACE DEMONSTRATION SCHOOLS STIPENDS</b>	
<b>To be eligible:</b>	
1) Teachers/Professionals/Administrators must complete the required series of specific professional development.	
2) Teachers/Professionals/Administrators must not be on a professional support plan/professional growth plan.	
3) Teachers/Professionals/Administrators must work an additional hour daily (school day will be extended by one hour).	
4) Teachers/Professionals/Administrators cannot miss more than 10 days of work unless preapproved by the Chief of Schools.	
Employees receiving the ACE Stipend may also receive one Critical Need Stipend if they qualify.	
<i>(Paid in two installments: half of annual amount on 10/20 paycheck and half on 3/20 paycheck)</i>	<b>AMT.</b>
Principal	\$15,000
Assistant Principal	\$13,500
Classroom Teacher	\$10,000
Counselor	\$10,000
Music Teacher	\$10,000
Physical Education Teacher	\$10,000
Diagnostician	\$8,000
Dyslexia Specialist	\$8,000
Information Literacy Specialist (Librarian)	\$8,000
Instructional Coach	\$8,000
Nurse	\$8,000
RTI Teacher	\$8,000
Skills Specialist/Interventionist	\$8,000

*Extra Duty, Travel, and Leadership Supplements Payout: The annual amount of the supplement is divided by the number of checks the employee receives for the contract period and paid in equal payments throughout the year. Supplements will be distributed on a prorated basis for partial*

<b>DIGITAL LEARNING SPECIALIST / TECHNOLOGY COORDINATOR SUPPLEMENT</b>			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
SUBJECT	EVENT		AMT.
Digital Learning Specialist	TECH	192	\$3,100
Technology Coordinator (3) *	TECH	203	\$3,100

*\$3,100 includes the cost of travel.*

*\* Coordinator of Elementary Digital Learning, Coordinator of Secondary Digital Learning, Coordinator of Instructional Media*

<b>DEPARTMENT CHAIRPERSON SUPPLEMENTS</b>			
<i>* These designated department chairpersons will have an additional five (5) days added to their contract.</i>			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
<b>INTERMEDIATE SCHOOL (HOUSTON) DEPARTMENT CHAIRPERSON SUPPLEMENTS</b>			
SUBJECT	EVENT	#DAYS	AMT.
*Reading	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
<b>MIDDLE SCHOOL (Grades 6-8) DEPARTMENT CHAIRPERSON SUPPLEMENTS</b>			
SUBJECT	EVENT	#DAYS	AMT.
*Reading	DEPTC	192	\$1,000
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000
Academic Pentathlon	AP	187	\$900

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<b>9th GRADE DEPARTMENT CHAIRPERSON SUPPLEMENTS</b>			
<b>SUBJECT</b>	<b>EVENT</b>	<b>#DAYS</b>	<b>AMT.</b>
*English	DEPTC	192	1,000
*Math	DEPTC	192	1,000
*Science	DEPTC	192	1,000
*Social Studies	DEPTC	192	1,000
Physical Ed/Health	DEPTC	187	1,000
Business	DEPTC	187	1,000
Other Languages	DEPTC	187	1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	1,000
Octathlon	AF	187	1,200
<b>HIGH SCHOOL DEPARTMENT CHAIRPERSON SUPPLEMENTS</b>			
<b>SUBJECT</b>	<b>EVENT</b>	<b>#DAYS</b>	<b>AMT.</b>
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
*Special Education	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Other Languages	DEPTC	187	\$1,000
Career & Technology	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000

<b>9th GRADE and HIGH SCHOOL SPONSOR SUPPLEMENTS</b>			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
<b>ASSIGNMENT</b>	<b>EVENT</b>	<b>#DAYS</b>	<b>AMT.</b>
Yearbook	AA	187	\$1,200
Newspaper	AB	187	\$1,000
Academic Decathlon	AC	187	\$2,000
Student Council	AD	187	\$1,100
National Honor Society	AE	187	\$400
SAT Specialist	AF	187	\$2,000
Prep Bowl	AG	187	\$200
Asst Academic Decathlon	AH	187	\$1,200
Academic Pentathlon	AP	187	\$900
Texaco Star	UU	187	\$200
UIL Accounting	UU	187	\$200
UIL Art	UU	187	\$200
UIL Calculator	UU	187	\$200
UIL Computer Science	UU	187	\$200
UIL Current Events	UU	187	\$200
UIL Computer Applications	UU	187	\$200
UIL Literary Criticism	UU	187	\$200
UIL Mathematics	UU	187	\$200
UIL Number Sense	UU	187	\$200
UIL Reading/Writing	UU	187	\$200
UIL Science	UU	187	\$200
UIL Spelling	UU	187	\$200

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<b>CHEERLEADING SUPPLEMENTS</b>			
<b>POSITION</b>	<b>EVENT</b>	<b>DAYS</b>	<b>AMT.</b>
<b>HIGH SCHOOL</b>			
Cheerleader Sponsor 10	PH	192	\$1,500
Cheerleader Sponsor 11	PH	192	\$1,500
Cheerleader Sponsor 12	PG	192	\$2,500
Pep Squad	PI	187	\$800
<b>9TH GRADE</b>			
Cheerleader Sponsor 9	PH	192	\$1,500
<b>MIDDLE</b>			
Cheerleader Sponsor 7	PO	192	\$1,400
Cheerleader Sponsor 8	PO	192	\$1,400

<b>MIDDLE SCHOOL COACHING ASSIGNMENT SUPPLEMENTS</b>				
<b>ASSIGNMENT</b>	<b>EVENT</b>	<b>#CLASSES</b>	<b>#DAYS</b>	<b>AMT.</b>
Head Football Coach	A1	5-5	197	\$4,500
First Assistant Football	B0	5-5	197	\$3,600
Assistant Football	B1	5-5	192	\$3,400
Assoc Football/7th	B9	6-6	187	\$1,600
Assoc Football/8th	B9	6-6	187	\$1,600
Head Boys Basketball	C0	5-5	187	\$3,000
Assistant Boys Basketball	C1	5-5	187	\$2,800
Head Girls Basketball	C6	5-5	187	\$3,000
Assistant Girls Basketball	C7	5-5	187	\$2,800
Assoc Boys Basketball/7th	D9	6-6	187	\$1,200
Assoc Boys Basketball/8th	D9	6-6	187	\$1,200
Assoc Girls Basketball/7th	D9	6-6	187	\$1,200
Assoc Girls Basketball/8th	D9	6-6	187	\$1,200
Head Boys Track	G0	6-5	187	\$2,500
Assistant Boys Track	G1	6-5	187	\$2,300
Head Girls Track	G6	6-5	187	\$2,500
Assistant Girls Track	G7	6-5	187	\$2,300
Assoc Boys Track/7th	G9	6-6	187	\$1,200
Assoc Boys Track/8th	G9	6-6	187	\$1,200
Assoc Girls Track/7th	G9	6-6	187	\$1,200
Assoc Girls Track/8th	G9	6-6	187	\$1,200
Head Volleyball	H0	5-6	192	\$3,000
Assistant Volleyball	H1	5-6	192	\$2,800
Tennis (CO-ED)	I0	6-6	187	\$2,500
Head Boys Soccer	H3	5-5	187	\$2,500
Assistant Boys Soccer	H4	5-5	187	\$2,300
Head Girls Soccer	H5	5-5	187	\$2,500
Assistant Girls Soccer	H6	5-5	187	\$2,300
Assoc Volleyball/7th	H9	6-6	187	\$1,200
Assoc Volleyball/8th	H9	6-6	187	\$1,200

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<b>HIGH SCHOOL COACHING ASSIGNMENT SUPPLEMENTS</b>				
<b>ASSIGNMENT</b>	<b>EVENT</b>	<b>#CLASSES</b>	<b>#DAYS</b>	<b>AMT.</b>
Head Football/Campus Coordinator	A0	0-0	220	\$22,000
First Assistant Head Coordinator Football	B0	2-2	213	\$7,000
Second Assistant Coordinator Football	B1	2-2	213	\$6,500
Assistant Football (9)	B4	2-2	197	\$6,000
Assistant Sub Varsity Football (3)	B3	2-2	197	\$5,500
Strength Coach (1)	B5	2-2	213	\$6,500
Trainer (2)	A2	0-0	200	\$7,000
Head Boys Basketball	C0	2-2	197	\$7,500
J.V. Boys Basketball	C1	2-2	197	\$3,500
Sophomore Boys Basketball	C2	2-2	197	\$2,900
Freshman Boys Basketball (2)	C3	2-2	187	\$2,900
Head Girls Basketball	C6	2-2	197	\$7,500
J.V. Girls Basketball	C7	2-2	197	\$3,500
Freshman Girls Basketball (2)	C8	2-2	187	\$2,900
Head Baseball	D0	2-2	187	\$6,000
Assistant Baseball <i>(will have asst or JV; not both)</i>	D1	3-2	187	\$3,500
J.V. Baseball <i>(will have asst or JV; not both)</i>	D2	3-2	187	\$3,500
Sophomore Baseball	D3	3-3	187	\$3,200
Cross Country (Co-Ed)	F0	2-3	197	\$4,000
Assistant Cross Country	F1	3-3	192	\$3,000
Head Boys Track	G0	3-2	187	\$5,000
J.V. Boys Track	G1	3-2	187	\$3,000
Freshman Boys Track	G2	3-2	187	\$3,000
Head Girls Track	G6	2-2	187	\$5,000
J.V. Girls Track	G7	3-2	187	\$3,000
Freshman Girls Track	G8	3-2	187	\$3,000
Head Volleyball	H0	2-2	197	\$7,000
J.V. Volleyball	H1	2-2	197	\$3,500
Freshman Volleyball (2)	H2	3-2	197	\$2,900
Team Tennis (Co-Ed)	I0	2-3	187	\$3,000
Spring Tennis (Co-Ed)	I1	3-2	187	\$3,000
Assistant Spring Tennis (Co-Ed)	I2	3-2	187	\$2,750
Head Swimming (Co-Ed)	J0	2-2	187	\$6,000
Athletic Academic Advisor <i>(counselors not eligible)</i>	J1	3-3	187	\$2,900
Head Golf (Co-Ed)	K0	2-2	187	\$5,000
Head Softball	L0	3-2	187	\$6,000
Assistant Varsity Softball	L1	3-2	187	\$3,500
J.V. Softball	L1	3-2	187	\$3,500
Power Lifting	L2	3-2	187	\$3,500
Head Boys Soccer	M0	3-2	192	\$6,000
J.V. Boys Soccer	M1	3-2	192	\$3,500
Freshman Boys Soccer	M2	3-2	187	\$3,500
Head Girls Soccer	M6	3-2	192	\$6,000
J.V. Girls Soccer	M7	3-2	192	\$3,500
Freshman Girls Soccer	M8	3-2	187	\$3,500
Water Polo	WP	3-2	187	\$5,000

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<b>PERFORMING ARTS SUPPLEMENTS</b>			
PERFORMING ARTS ASSIGNMENT	EVENT	# DAYS	AMT.
<b>Houston Academy</b>			
Orchestra Director (Houston Academy)	PL	187	\$1,000
Theatre Arts (Houston Academy)	PN	187	\$1,000
Dance Director (Houston Academy)	PR	187	\$1,000
<b>Middle School</b>			
Head Band Director	PK	197	\$5,000
First Assistant Band Director	PL	192	\$3,500
Second Assistant Band Director (Based on enrollment)	PL	192	\$3,500
Strings Director (Drew)	PL	192	\$3,700
Choir Director	PM	187	\$3,800
Theatre Arts	PN	187	\$1,500
Speech	PN	187	\$1,500
Piano (Drew)	PP	187	\$500
Assistant Choir	PQ	187	\$2,250
Dance Director (Drew)	PR	187	\$1,500
<b>9th Grade</b>			
Theatre Arts/Asst Theatre Arts	AT/PT	187	\$2,500
Head Band Director	PC	203	\$5,000
Dance Teacher/Director (Housed at High School)	PE	192	\$2,000
Choir Director (Housed at High School)	PV	192	\$4,000
<b>High School</b>			
Head Band Director	PA	208	\$9,500
Mariachi Band Director (Carver)	PY	208	\$7,000
First Assistant Band Director	PB	203	\$5,000
Second Assistant Band Director	PB	203	\$5,000
Strings Director (Carver)	PB	192	\$5,500
Strings/Guitar/Piano (Carver)	PB	192	\$5,500
Choir Director	PD	192	\$5,500
Piano and Choir Director (Carver)	PD	192	\$5,500
Head Dance Team Director (Drill Team)	PE	203	\$5,000
Assistant Dance Director	PE	192	\$2,000
Theatre Arts Director	PF	187	\$5,000
Assistant Theatre Arts Director	PF	187	\$2,500
Pep Squad	PI	187	\$800
Speech/Debate	PJ	187	\$4,000
Color Guard	PQ	197	\$3,000
Assistant Speech/Debate	PS	187	\$1,500
Steel Drum	PX	187	\$3,000

<b>CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATION SPONSOR SUPPLEMENTS</b>		
POSITION	EVENT	AMT.
High School Sponsor	CRSTP	\$1,500
High School Co-Sponsor	CRSTP	\$1,200
9th Grade and Middle School Sponsor	CRSTP	\$1,200
9th Grade and Middle School Co-Sponsor	CRSTP	\$1,000

Criteria: Will receive at end of year when sponsorship criteria has been met.

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<b>POLICE DEPARTMENT ANNUAL CERTIFICATION SUPPLEMENTS</b>		
	<b>EVENT</b>	<b>AMT.</b>
<b>Intermediate</b>	PDPSI	\$600
<b>Advanced</b>	PDPSA	\$1,200
<b>Master</b>	PDPSM	\$1,800

<b>POLICE OFFICER TRAINER SUPPLEMENT</b>		
<i>Must hold trainer certification and serve as a trainer; names submitted by Police Chief (up to 6)</i>	<b>EVENT: PDTRN</b>	<b>\$1,200</b>

<b>POLICE OFFICER K-9 OFFICER SUPPLEMENT</b>		
<i>Paid at a rate of officers overtime hourly rate times 3.5 hrs per week for 52 weeks; spread over 24 cks To be calculated once a year at beginning of fiscal year</i>	<b>EVENT: PK9DG</b>	

<b>PSYCHOLOGIST/LSSP PHD SUPPLEMENT</b>		<b>AMT.</b>
	<b>EVENT: PHD</b>	<b>\$500</b>

<b>DISTRICT LITERACY COACH (40) / DISTRICT MATH COACH (15) / DISTRICT SLC COACH (3) / DISTRICT SCIENCE COACH (10) (SCIENCE and SLC NEW 2022-2023) SUPPLEMENT</b>		<b>AMT.</b>
	<b>EVENT: LITRC</b>	<b>\$3,100</b>

<b>CHOICE SCHOOL LIAISON (4) (NEW 2022-2023) SUPPLEMENT</b>		<b>AMT.</b>
	<b>EVENT: CHOIC</b>	<b>\$3,100</b>

<b>TEACHER MENTOR SUPPLEMENTS</b>		
	<b>EVENT</b>	<b>AMT.</b>
<b>Mentor to ACP beginning teachers (per year)</b> <i>Paid once a year in June.</i>	MENT	\$500
<b>Mentor to other beginning teachers (per year)</b> <i>Paid once a year in May.</i>	MENT	\$250
<b>Relay Resident Advisor</b> <i>Mentors Relay Resident</i>	RELRS	\$2,500

*Mentor supplement submitted by Robin Williams.*

*Relay Resident Advisor paid twice a year on Critical Need schedule. Submitted by Campus Staffing Director.*

*Note: MCL also eligible for critical need if teach at least 50% of day*

<b>ONEGOAL SUPPLEMENT - (Fall, Spring)</b>			<b>AMT.</b>
<i>Paid twice a year using critical needs schedule.</i>	<b>SCHOOL:</b>	<b>EVENT:</b>	<b>\$1,000</b>
	Nimitz	5GOAL	
	MacArthur	3GOAL	
	Carver	2GOAL	
	Eisenhower	4GOAL	
	Aldine	1GOAL	
	Davis	12GOA	

<b>ASSESSMENT AND DATA SPECIALIST (ADS) - CTL and LEAD</b>		
	<b>EVENT</b>	<b>AMT.</b>
<b>Certified Testing Liaison (CTL)</b> - Available for campuses with AADS in split position	AADS	\$1,000
<b>ADS Lead (3)</b> - One each for elementary, middle, and 9th/high	ADS	\$1,000

*Paid twice a year using critical needs schedule. (Only Assistant Principals, Counselors, Information Literacy Specialists, and Information Specialists working as CTL are eligible for supplement.*

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<b>THORNE VIDEO SCOREBOARD TECHNOLOGY SUPPLEMENT (2)</b>	<b>AMT.</b>
EVENT: VIDSB	\$3,500

<b>TExEs PREP COORDINATOR SUPPLEMENT (1)</b>	<b>AMT.</b>
EVENT: TEXPR	\$2,000

<b>DYSLEXIA ASSESSOR SUPPLEMENT</b>	<b>AMT.</b>
EVENT: MISCP	\$4,500

*Paid twice a year using critical needs schedule.  
To be submitted to HR but processed in Payroll.*

<b>CHILD NUTRITION</b>	<b>LEVEL</b>	<b>EVENT:</b>	<b>AMT.</b>
	1	1FSCE	.15 / hr
	2	2FSCE	.30 / hr
	3	3FSCE	.45 / hr
	4	4FSCE	.60 / hr

<b>ADDITIONAL DAYS SCHOOL YEAR (ADSY)</b>		
<i>(Paid in two installments: half of annual amount on 10/20 paycheck and half on 3/20 paycheck)</i>	<b>EVENT</b>	<b>AMT.</b>
<b>226 Day Employees (not principals)</b>	ADSY	\$1,000
<b>Principals</b>	ADSY	\$5,000
<b>Custodial Staff</b>	ADSY	\$1,000
<b>Child Nutrition Staff</b>	ADSY	\$1,000

<b>NURSE</b>		
	<b>EVENT</b>	<b>AMT.</b>
<b>Nurse sign-on bonus</b> (NEW 2022-2023) Submitted to payroll by staffing director at hire	NURSE	\$1,500
<b>Nurse supplement</b> (NEW 2022-2023) Spread over 24 checks	NURSE	\$1,500
<b>Lead Nurse (6)</b>	LNURS	\$1,000
<b>Supervise LVN</b>	LNURS	\$1,500
<b>Nurse Vacancy Coverage</b> (1 add'l campus on alternating schedule) \$500 for 9 wks	LNURS	\$500

*Nurse covering vacancy - if a nurse is hired for a vacant position, the nurse covering the vacancy will continue to receive the stipend for the following 9 weeks to assist with onboarding the new nurse. District Nurse Office will submit the information to Compensation.*

<b>OPPORTUNITY CULTURE SUPPLEMENTS</b>	<b>EVENT</b>	<b>AMT.</b>
<b>Team Reach Teacher (Mentor)</b> Mentors Opportunity Culture Teacher Resident	MENT	\$4,000
<b>Multi-Classroom Leader (MCL)</b>	MENT	\$8,000
<b>Reach Associate (para)</b>	MENT	\$1,500

*Paid twice a year on Critical Need schedule. Submitted by Campus Staffing Director.*

<b>HALL SUCCESS SUPPLEMENTS</b>	<b>EVENT</b>	<b>AMT.</b>
<b>Administrative Team</b>	MISCP	varies

*Paid twice a year on Critical Need schedule. Submitted by Hall Principal.*

<b>FAMILY AND COMMUNITY ENGAGEMENT (FACE) LIAISON</b>	<b>EVENT</b>	<b>AMT.</b>
Submitted to Compensation by Latashia Abrams, Paid twice a year Dec 5th and May 20th	FACE	\$1,000

<b>DUAL CREDIT AND ON-RAMPS SUPPLEMENT</b>	<b>AMT.</b>
EVENT: DUCRD	\$300

*\$300 per section per semester; up to a maximum of \$1,500 per semester (up to 5 sections)  
Paid twice a year on Jan 5 and June 5 paychecks. Submitted by campus first week of Dec and May.*

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<b>HOST FAMILY ALLOWANCE (New 2022-2023)</b>	<b>EVENT</b>	<b>AMT.</b>
<i>Spring host family for student completing practicum; one time payment; paid from HR Budget</i>	HOST	\$200

<b>COOPERATING TEACHER SUPPLEMENTS</b> <i>(works with a student teacher)</i>		<b>AMT.</b>
<b>Full term</b>	MISCP	\$250
<b>Partial term</b>	MISCP	\$125

*Paid twice a year in December and June. Submitted by Ruby Allen.*

<b>PRINCIPAL MENTOR SUPPLEMENT</b>		<b>AMT.</b>
<i>School Asst. Sup will submit to HR, but will be processed in Payroll.</i>	<b>EVENT: MISCP</b>	\$2,500

*Paid twice a year using critical needs schedule.*

<b>LEAD DYSLEXIA COACH SUPPLEMENT (1)</b>		<b>AMT.</b>
<i>Spread over 24 checks; these employees not eligible for \$3,100 supplement</i>	<b>EVENT: LDYSC</b>	\$10,000

<b>LEAD LITERACY COACH SUPPLEMENT (3)</b>		<b>AMT.</b>
<i>Spread over 24 checks (do not receive the \$3,100 supplement)</i>	<b>EVENT: LLTRC</b>	\$10,000

<b>LEAD SUPPLEMENT (NEW 2022-2023)</b>		<b>AMT.</b>
<i>Spread over 24 checks Lead Occupational Therapist (1), Lead Physical Therapist (1), Lead VI Teacher (1), Lead DHH Teacher (1), Lead COMS Teacher (1), Lead APE Teacher (1), Lead Assistive Technology Specialist (1), Lead SLP (3), Lead LSSP (1), Lead SEC (2), Lead Diag (7), Lead Credit Recovery Interventionist (1), Lead Transition Specialist (1), Lead Homebound Teacher (1)</i>	<b>EVENT: LEAD</b>	\$2,000

<b>T-TESS SPECIALIST SUPPLEMENT (NEW 2022-2023)</b>		<b>AMT.</b>
<i>Submitted to Compensation by Susan Simpson, Paid twice a year Dec 5th and May 20th</i>	<b>EVENT: TTESS</b>	\$1,000

<b>JROTC HIGH SCHOOL COMMANDER SUPPLEMENTS</b>		
<b>POSITION</b>	<b>EVENT</b>	<b>AMT.</b>
	DEPTC	\$1,000
	ROTC	\$2,000

*High School Commander receives both.*

<b>JROTC SUPPLEMENTS</b>		
<b>POSITION</b>	<b>EVENT</b>	<b>AMT.</b>
<b>High School JROTC</b> <i>Will receive at end of year when all criteria are met</i>	CRSTP	\$2,000
<i>\$500.00 for each team they coach up to four teams.</i>		
<b>Middle School LOTC</b> <i>Will receive at end of year when all criteria are met</i>	CRSTP	\$1,600
<i>\$400.00 for each team they coach up to four teams.</i>		

Criteria: Will have to complete in a set number of drill meets in the Fall and Spring, as well as, at the Aldine District JROTC and LOTC drill meets.

<b>ASSOCIATE TEACHER SUPPLEMENT (NEW 2022-2023)</b>	<b>AMT.</b>
<i>\$1,500 paid when teacher receives Statement of Eligibility and \$1,500 paid in October of Teachers 2nd year in Aldine</i>	\$3,000

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**E. PERFORMANCE PAY AND INCENTIVES**

1. Performance Pay

Aldine ISD is applying for the Teacher Incentive Allotment (TIA) program created by the Texas Legislature as part of House Bill 3. This program offers a pathway for top teachers to earn substantial performance pay and helps districts attract and retain highly effective teachers at traditionally hard-to-staff schools. If approved, this program will be effective beginning the 2021-2022 school year. Designated teachers will receive their first allotment in June 2023.

Eligible teachers who are designated on their State Board of Educator Certification (SBEC) as Recognized, Exemplary, or Master will be eligible for performance pay based on their campus's Economic Disadvantaged percentage, rural/non-rural status, and level of distinction. All campus socioeconomic tiers will be recalculated annually, and corresponding allotment amounts for each campus may vary based on these annual recalculations. For more details about eligibility, requirements, evaluated components, designations, and allotments associated with TIA, please see the District's updated Teacher Evaluation manual scheduled for release in August 2021.

Teachers will maintain their earned designation on their SBEC for a period of five years. Based upon performance during the five-year designation, a teacher can be recommended for a higher designation, but not a lower designation. Moving to a higher designation restarts the five-year timeframe.

In addition, teachers who hold a valid National Board Certification will automatically qualify for a Recognized designation and the corresponding allotment for their campus. A teacher interested in obtaining their National Board Certification can visit the National Board for Professional Teaching Standards website at [nbpts.org](http://nbpts.org).

The District will pay designated teachers in a one-time payment on the June 20 paycheck. For any funds received by Aldine ISD for a designated teacher under TIA, 90 percent will be paid to the designated teacher. The remaining 10 percent will be used for administrative expenses to support the program. If the district receives funds for a designated teacher who has resigned or retired, the payment will be forwarded to the address on file in Human Resources for that teacher as soon as possible. Therefore, it is imperative that teachers maintain a current address with Aldine's Human Resources Department.

The payment will not be part of the employee's base salary, but paid as a one-time payment. The payment will be eligible for inclusion in the Texas Teacher Retirement System (TRS) and subject to required contributions.

The Board of Trustees may adjust the compensation reflected in this plan as necessary to utilize funds received under the TIA that were not known at the time this plan was initially adopted. The distribution of TIA funds will comply with state and Texas Education Agency guidance.

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2. Recruitment Incentive

Aldine ISD employees (excluding employees of the Human Resources department and cabinet members) who recruit employees for the following positions will be paid an incentive. The employee who was recruited must be in the position for one full year (12 months) and the incentive will be paid the following year. The employee who was recruited cannot be a former Aldine employee who is a rehire to the district. The employee receiving the incentive must be employed at the time of the payout to be eligible for this payment. Recruitment incentives are paid in September and January and are not subject to TRS deductions.

<u>Position Recruited</u>	<u>Incentive Amount</u>
7 <sup>th</sup> - 12 <sup>th</sup> Grade Science	500.00
7 <sup>th</sup> - 12 <sup>th</sup> Grade Math	500.00
Bilingual Teachers	500.00
Nurses	500.00
All other certified teachers	300.00

Incentive amounts may be increased in certain years to encourage employee recruitment.

## **SECTION 5 – BOARD POLICY**

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**A. BOARD POLICY**

The following Board Policies relate to the District's Compensation Plan.

1. DEA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN
  
2. DEAA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN
  
3. DEAB (Local) – COMPENSATION PLAN – WAGE AND HOUR LAWS