



# Compensation Resource Book 2019-2020

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## The Killeen Independent School District Compensation Program

The Killeen Independent School District (ISD) Compensation Program is designed to promote an atmosphere that attracts, motivates and retains high performing employees and provides support to the organizational mission of educating all students for success. Killeen ISD seeks to provide compensation that is competitive within the parameters of the Board of Trustees approved budget and complies with all state and federal regulations governing compensation practices.

The Superintendent of Schools shall propose a compensation plan for all district personnel. The compensation plan for the upcoming school year will be reflected in the budget approved by the Board of Trustees and the Administration shall be responsible for developing procedures and guidelines for proper implementation of the Board-approved compensation plan. (See policy DEA (LOCAL))

The Killeen ISD, is an equal opportunity educational provider and employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

## The HR Department

The HR Department directs the strategic planning, design, implementation, administration and communication of all district compensation programs. The department researches and evaluates the organizational needs of the district and assesses market trends to ensure compensation programs are aligned with the district's compensation philosophy.

### Compensation Structure

Killeen Independent School District's compensation plans are made up of salary paygrades with respective ranges as well as supplemental earnings and benefit programs that are approved by the Board of Trustees. Salary ranges are determined by market rates for benchmark positions. To ensure that salary ranges are competitive with the market, the HR Department conducts market pricing research for comparable positions. Employees are paid according to the pay range for their respective position (*all employees are paid on a 12-month basis regardless of their respective position's schedule of days*). The Killeen ISD Salary schedules are:

- **Administrative Program**
- **Administrative Management**
- **Teacher**
- **Instructional Support**
- **Administrative Support**
- **Manual Trades**

## **Pay Grades and Position Classification**

The HR Department determines the compensatory value of a position by conducting systematic comparisons of positions to assess relative internal and external value. After the systematic comparison is complete, a position is assigned an associated pay grade. Pay grades are used to group positions that have approximately the same relative internal value based on compensatory factors (job descriptions, market data, internal equity, divisional consistency, and administrative input are all considered when performing job evaluations). Additionally, all positions will be classified as exempt or nonexempt in accordance with Fair Labor Standards Act (FLSA) requirements. The beginning pay for each pay range is referred to as the minimum. The top of the pay range is the maximum with the midpoint representing the middle of the range. The pay ranges do not directly correlate to years of experience.

The Chief Human Resources Officer will approve the need for any new position.

## **New Hire Compensation Determination**

New hire compensation for district positions is based on each candidate's knowledge, skills and abilities (KSAs), related work experience and internal incumbent comparisons with employees who have similar positions and KSA's within Killeen ISD. Human Resources is responsible for communicating the offer of assignment to the candidate. Compensation outside of the Coordinator for Salaries and Allocations' recommendation will be referred to the Chief Human Resources Officer for review and approval.

New hires with significant KSAs and experience may be hired at a pay rate above the median salary of comparable incumbents if the position is considered "high-demand" based upon market analysis and thorough evaluation of similarly situated employees.

## **Documentation of Service Credit for Experience**

In order to receive service credit for prior work experience, personnel must provide documentation of service to the Human Resources Department on an official Texas Education Agency (TEA) approved record and must be validated by the appropriate institutional official. Direct service and related experience for new hires must be documented prior to the determination of salary credit. The following forms of documentation are acceptable for review:

- Service records from previous school employment (required for all service covered by TEA regulations)
- Contracts or Letters of Appointment
- Letters submitted from previous employers specifying position held, dates of employment and hours worked.

The HR Department may request additional documentation as necessary to substantiate prior experience for salary credit. Final approval of prior work experience must be provided by the Coordinator for Compensation and Allocations.

The salary credit for Creditable Years of Service (CYS) will be granted upon receipt of an official service record. Applicable salary adjustments will be made effective on the date of hire or date of new assignment honoring CYS if the employee provides the official service records within the same school year from the assignment start date. Otherwise, the effective date is the date upon which Human Resources

Department receives the official service record. **It is the responsibility of the employee to provide all official documentation.**

### **Teachers**

The salaries of newly hired teachers are based upon consideration of creditable years of service (CYS) (see the Teacher Introductory Placement Schedule, page 12 of this Resource Book). Teachers new to Killeen Independent School District will be compensated (for the first year only), based on their CYS upon approval of official records to Human Resources Department. The Teacher Introductory Placement Schedule details the corresponding salary amount based on CYS. All teachers, excluding JROTC and certain CTE teachers, are required to possess, a bachelor's degree and certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC). Teachers who serve as Athletic Coaches will receive supplemental earnings in addition to their annual base salary.

### **Junior Reserve Officers Training Corps (JROTC) Instructors**

JROTC instructors will be paid on the teacher salary schedule or according to active duty Armed Forces pay requirements as advised by the JROTC Coordinator, if the amount is greater. Both school experience and active duty experience may be counted for local salary credit Texas Admin. Code §153.1021(d)(2).

Should the JROTC instructor transfer into a full-time teaching position, military experience will not be credited unless it meets the TEA guidelines. JROTC personnel will be paid in compliance with active duty Armed Forces pay requirements stated on his/her Military Instructor Pay (MIP) letter assignment.

### **Career and Technical Education (CTE) Teachers**

For CTE teachers, prior work experience will be considered in determining initial salary as if it were teaching experience with the following limitations:

- Work experience must have been required for certification;
- Beginning with the 1982-83 school year, CTE teachers employed at least 50% in a CTE position may count up to 2 years of work experience for salary increment Texas Admin. Code §153.1021(i);
- CTE teachers without degrees, may be employed if they possess comparable career or technological work, provided they possess an appropriate certificate.

### **Professional Administrators**

- The salaries of newly hired Assistant Principals, Principals, Executive Directors, Directors, will receive their salaries based on review of professional experience, internal incumbents and other compensatory factors. The HR Department will determine the salaries for all new Killeen ISD administrators.

### **Counselors, Specialists in School Psychology, Educational Diagnosticians, Speech Therapists, Social Workers, etc.**

Persons in these positions who are new to the District will be credited one creditable year of service for each year of experience in accordance with the following guidelines. One year of service credit will be awarded for each 12-month period of directly related full-time experience; one year of service credit will be awarded for each 24-month period of directly related part-time experience:"

- Full-time professional employment according to approved TEA regulations; or
- Any full-time employment in certified or licensed public agencies or private practice/agency employer that provide social services and/or psychosocial treatment for children, youth or families (for salary consideration only, not eligible for TRS approved service)

### **School Nurse**

Persons new to the district will be credited one creditable year of service for each year of professional experience or school district nursing experience as approved by the TEA guidelines. Newly employed school nurses shall be given credit for work experience in a hospital, private medical practice, community health practice that includes assignment to a community health agency, industrial nursing or an out-patient clinic which involves family contact. Newly employed school nurses shall not receive credit for work experience acquired during the contract period for the current work year, until after the contract period has expired. Creditable years of service will be granted on a one-to-one year basis with approved work experience.

### **Police Officers**

Persons hired for Killeen ISD Police Officers must possess the certification or license required by law and/or Killeen ISD policy to be eligible for pay in their designated paygrade.

## [Returning Employees Compensation Determination](#)

### **Returning Employees**

Former Killeen ISD employees who return to the district will be placed at the appropriate pay level for the position in which they are newly hired, which may differ from the pay level and/or position they occupied at the time of their departure from the district. The teacher will be compensated according to the Teacher Introductory Placement Schedule (see the Teacher Introductory Placement Schedule, page 12 of this Resource Book).

## [Salary Adjustments](#)

According to DEA (LOCAL), the Superintendent of Schools may recommend an amount for employee salary adjustments as a part of the annual budget. The Superintendent of Schools or designee shall approve salary adjustments for employees within the Board approved budgeted amounts and in accordance with the Compensation Guidelines.

An employee's salary shall not be adjusted after performance on the contract has begun. If there is a change in an employee's job assignment or duties that warrant a compensation adjustment, the Superintendent

of Schools or designee may adjust the pay within budgetary constraints. [See DEA (LEGAL) for provisions on pay increases and public hearing requirements.]

### **Promotion Adjustments**

A promotion has occurred when movement to a position in a pay range with a midpoint that is considerably greater than the midpoint of the previous position's pay range has occurred. The number of contract days or applicable district calendar days of both positions will be considered. Promotional salary increases for all employees shall be applied to the employee's daily or hourly rate of pay. The amount of the increase to the daily rate will be up to the greater of:

- The minimum amount of the new salary range; or
- An amount determined by the HR Department within the new pay grade.

Any promotion which would result in a 15% increase or greater to an employee's daily rate is subject to approval by the Chief Human Resources Officer.

### **Demotion Adjustments**

A demotion has occurred when movement to a position in a pay range with a midpoint that considerably less than the midpoint of the previous position's pay range has occurred. The number of contract days or applicable district calendar days of both positions will be considered. Salary decreases for all employees shall be applied to the employee's daily or hourly rate of pay. The decreased amount of the daily rate will be up to the greater of:

- The maximum amount of the new salary range; or
- An amount determined by the HR Department

Any demotion which would result in a 15% decrease or greater to an employee's daily rate is subject to approval by the Chief Human Resources Officer.

Department vacancies are eligible to be either upgraded or downgraded for business necessities with approval from the Chief of Human Resources. No position can be upgraded or downgraded while in a filled status with a current active Killeen ISD employee without approval from the HR Department.

### **Reassignment**

An administrative decision to reassign an employee to a lower grade level position will be accompanied by a letter of assignment signed by the Chief Human Resources Officer. The letter shall clearly state the conditions under which the employee is reassigned, and whether there will be a reduction in current compensation.

### **Salary Freezes**

A salary freeze following a demotion will be maintained for the duration of the employee's contract or for the duration of the current school year. If the employee remains in the lower level job assignment after a new school year starts, the salary will be adjusted to reflect the paygrade associated with the lower position.



### **Lateral Transfer and Adjustments**

A lateral transfer has occurred when an assignment to a position in a pay range with a midpoint that is within a considerable range of the midpoint of the previous position's pay range. Typically, the movement is to another job with equal responsibilities. In most cases lateral transfers are not eligible for salary increases, except for adjustments required to reflect the work calendar days of the new job. A peer equity adjustment may be given for lateral transfers when the salaries of peer employees significantly exceed the salary of the new employee in the department. Any adjustment that exceeds 5% must be approved by the Chief Human Resources Officer.

### **Transfer between Pay Groups**

The compensation structure and placement guidelines for each employee Pay Group are unique and are not interchangeable. The HR Department will determine the equivalent grade and base salary when an employee transfer occurs between Pay Groups.

### **Annual Pay Adjustments**

The Superintendent of Schools **may** propose an annual employee pay adjustment as part of the District's budget approval process and in accordance with the Compensation Guidelines. To receive a Board-approved annual pay adjustment, an employee must be in an active status or on an approved leave of absence at the time of the issuance of the first payroll reflecting the annual pay adjustment.

Employees **not eligible** to receive the 2019-2020 Annual Pay Adjustment are shown below.

- Employees (full-time) with less than 90 days worked in the 2018-2019 school year
- Employees (part-time) with less than 100 days worked in the 2018-2019 school year
- Employees in positions with fixed salaries
- Employees who resigned at the end of the 2018-2019 school year

### **Back Payment**

A back payment will occur if the employee was paid less than the amount that the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If a request for back payment is presented in the current school year, the HR Department will rectify the issue for the current school year and previous school if applicable. Back payment is not made beyond 2 school years (current year plus one).

### **Overpayment**

An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If discovered and/or reported in the current or immediate prior fiscal year, the HR Department will rectify the issue by recovering the funds for the current or immediate prior year. (NOTE: Employees may work with the Payroll Department regarding repayment plans).

**Additional Information**

Additional information regarding salary structure and base pay administration is located in the Salary Handbook section of this Compensation Resource Book. For additional information regarding stipends, incentives and supplemental pay, please see the Supplemental Earnings Handbook section of this Compensation Resource Book. For all further information, please reach the HR Department at [personnelservices@killeenisd.org](mailto:personnelservices@killeenisd.org).

# Compensation

## Salary Handbook: 2019-2020 School Year

effective July 24, 2019

## SALARY SCHEDULE - TEACHERS INTRODUCTORY PLACEMENT SCHEDULE

Teachers new to Killeen Independent School District will be compensated (for the first year only) based on their Creditable Years of Service (“CYS”) upon approval of official service records to Human Resources Department. The below schedule is based on a full teacher work calendar. Teachers starting after the first official work day of the school year or ending before the final day of the school year will have their annual salary prorated.

Credible Years of Experience	Annual Salary	Credible Years of Experience	Annual Salary
0	50,300	11	54,950
1	50,575	12	55,350
2	50,900	13	55,750
3	51,250	14	56,150
4	51,600	15	56,550
5	51,950	16	56,950
6	52,950	17	57,350
7	53,350	18	57,750
8	53,750	19	58,150
9	54,150	20	58,550
10	54,550		

SALARY SCHEDULE - ADMINISTRATIVE PROGRAM

All salaries reflected on these schedules are an annual, 100 percent full-time equivalent (FTE) assignment. Part- time salaries would be prorated based on the employee’s FTE percent of that assignment.

<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<i><b>Daily</b></i>	<i><b>Daily</b></i>	<i><b>Daily</b></i>
AP1	224.46	275.42	326.37
AP2	259.40	318.29	377.17
AP3	274.96	337.38	399.80
AP4	290.04	355.87	421.70
AP5	314.99	377.24	439.48
AP6	333.88	399.86	465.83
AP7	360.28	423.86	487.43
AP8	390.88	449.29	507.69
AP9	449.51	516.68	583.85
AP10	550.00	675.00	800.00
AP11	689.76	775.02	860.28

SALARY SCHEDULE - ADMINISTRATIVE MANAGEMENT

All salaries reflected on these schedules are an annual, 100 percent full-time equivalent (FTE) assignment. Part- time salaries would be prorated based on the employee’s FTE percent of that assignment.

<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<i><b>Daily</b></i>	<i><b>Daily</b></i>	<i><b>Daily</b></i>
AM1	171.70	210.68	249.65
AM2	192.30	235.96	279.61
AM3	221.14	271.35	321.55
AM4	254.31	312.05	369.79
AM5	278.81	333.91	38.009
AM6	306.68	367.29	427.89
AM3	343.42	404.02	464.62
AM7	386.64	444.42	502.20
AM8	460.00	630.00	800.00
AM9	254.31	312.05	369.79

SALARY SCHEDULE – INSTRUCTIONAL SUPPORT

<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<i>Hourly</i>	<i>Hourly</i>	<i>Hourly</i>
IS1	11.49	13.52	15.55
IS2	12.41	14.61	16.80
IS3	13.41	15.77	18.13
IS4	21.72	24.97	28.21

SALARY SCHEDULE – ADMINISTRATIVE SUPPORT

<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<i>Hourly</i>	<i>Hourly</i>	<i>Hourly</i>
AS0	7.25	7.25	7.25
AS1	11.17	13.14	15.10
AS3	13.01	15.31	17.60
AS4	14.60	17.15	19.69
AS5	16.77	19.72	22.66
AS6	19.30	22.67	26.04
AS7	23.66	27.80	31.94

SALARY SCHEDULE – MANUAL TRADES

<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<i>Hourly</i>	<i>Hourly</i>	<i>Hourly</i>
MT1	9.68	11.81	13.93
MT2	11.07	13.49	15.91
MT3	12.70	15.25	17.80
MT4	14.26	17.13	19.99
MT5	16.83	19.78	22.73
MT6	19.29	22.66	26.03
MT7	22.16	26.04	29.92
MT8	25.39	29.85	34.30
MT9	28.70	33.72	38.74
MT10	31.55	37.09	42.62

SUBSTITUTE SCHEDULE

<b>SUBSTITUTE CATEGORY</b>	<b>AMOUNT</b>
EDUCATIONAL AIDE\CLINIC AIDE	\$76.80/DAY
SECRETARY	\$70.00/DAY
TEACHER NON-DEGREED – NON-CERTIFIED	\$76.80/DAY
TEACHER NON-DEGREED – NON-CERTIFIED (LONG TERM*)	\$90.00/DAY
TEACHER DEGREED – NON-CERTIFIED	\$84.20/DAY
TEACHER DEGREED – NON-CERTIFIED (LONG TERM*)	\$97.30/DAY
TEACHER – CERTIFIED	\$97.30/DAY
TEACHER – CERTIFIED (LONG TERM*)	\$110.40/DAY

\* Long Term is defined as the same assignment for 11 days or longer without a break during the first 11 days. The increase is retroactive to the first day of the assignment and remains in effect until the end of the assignment as long as substitute is not out more than 2 consecutive days, in which case substitute pay will revert back to the original amount.

Add \$10 per day for special education teacher and aide positions (i.e., CASD, Functional Skills, PPCD, Physical Needs, Skills, Therapeutic Learning, Visually Impaired, Deaf Ed Interpreter, Behavior Management, and Adaptive PE)

These guidelines must be interpreted in compliance with all applicable federal and state laws and district policies. If any provision conflicts in whole or in part with any law or policy, the law or policy will control the outcome of any such conflict.

# Supplemental Earnings: 2019-2020 School Year

effective July, 2019



## Killeen Independent School District Supplemental Earnings Guideline

Supplemental Earnings are wages paid to active Killeen Independent School District employees in addition to their regular base salary. The rates at which supplemental pay is determined is governed by the HR Department and described in district administrative procedures.

### Stipends/Additional Pay

Killeen Independent School District defines stipends/additional pay as a nondiscretionary amount of earnings paid to an employee on a regular or recurring basis over the course of their duty period contract. The stipend allows an employee to be compensated for specific duties or occurrences that are considered beyond the scope of their present occupation or contract. In some circumstances, positions may be identified as **critically needed** to fulfill the strategic plans of Killeen ISD. Stipend payouts are subject to their respective months of disbursement and may begin paying out as early as August and ending as late as July 31st for school year. Non-exempt employees are not eligible for all stipend types. Non-exempt employees receive pay amounts as additional pay at a per hour rate. Refer to [Administrative procedure VI-EE Stipend Eligibility Criteria](#) for specific criteria for certain stipends and [Administrative procedure VI-PP Approved Stipends/Additional Pay](#) for stipend/additional pay amounts.

### Supplemental/Temporary Pay

Active employees who perform certain duties outside of their normal contract responsibilities throughout the course of the school year are eligible for additional earnings. These earnings are called supplemental/extra duty pay. Performance is considered voluntary and earnings are disbursed upon completion of the requested duties. Non-exempt employees are eligible to receive extra duty pay, however, utilizing non-exempt employees for supplemental/extra duty should be limited and carefully monitored as overtime rates may apply and must be followed accordingly (supplemental pay should not be used as an alternative to overtime payment for non-exempt employees when overtime payment should be paid).

Temporary employees pay will be determined by the assignment of duties. Temporary employees will be paid the same rate paid to regular employee receiving pay as supplemental duty. Supplemental/Temporary Pay rates can be found in [Administrative Procedure VI-Z Supplemental/Temporary Pay](#)

### Supplemental Pay Information

*The following information provides the framework for Killeen ISD Supplemental Earnings:*

1. Supplemental earnings are not guaranteed wages and may be amended or eliminated at any time.
2. Supplemental earnings are not included in individual base salaries quoted by the HR Department.
3. Supplemental pay duties may not be conducted from home.
4. It is the responsibility of the campus or department to notify the HR Department of the supplemental duty.
5. A substitute employee is not eligible to receive supplemental earnings.
6. Supplemental duties should take place outside of an employee's normal contract days and should be considered voluntary, infrequent and distinctly different from the employee's normal job description. Non-exempt employees should not receive supplemental pay during the contract year outside of the exceptions outlined in this guide.
7. All supplemental earnings are subject to the employee and employer's statutory deductions. Earnings may qualify for Teachers Retirement System (TRS) eligibility.
  - Supplemental earnings are paid at the rate commensurate with the employee's employment category at the time work is completed.