

# **Runge ISD**

## **Compensation Plan**



# **2023 - 2024**

## **Purpose**

The purpose of this Compensation Manual is to communicate the District's Annual Compensation Plan for all District employees.

The Annual Compensation Plan includes wage and salary structures, stipends, benefits and incentives. The plan supports District goals for hiring and retaining highly qualified employees.

The Compensation Plan includes three job classifications: Administrative/Professional, Clerical/Technical and Manual Trades. Every job classification includes multiple pay grades to provide growth opportunities for employees in all job classifications. Within each pay grade we have determined a minimum, midpoint and maximum rate of pay to compensate for employees based on their creditable years of experience and job-related skills.

The Board of Trustees shall approve the Compensation Plan as part of the annual budget development process. In addition, the Board shall determine the total compensation package for the Superintendent in conjunction with the approval of the Superintendent's employment contract.

The Superintendent, or designee, shall implement the Compensation Plan and establish procedures for plan administration consistent with the adopted budget.

The Compensation Plan shall be administered in compliance with:

- DEA(LEGAL)
- DEA(LOCAL)
- DEAA(LEGAL)
- DEAA(LOCAL)

## **School Board of Trustees**

- Zack Yanta President
- Robert Jones, Vice-President
- Leticia Gutierrez, Secretary
- Danny Esparza, Trustee
- Erma Gonzales, Trustee
- Christine Ramirez, Trustee
- Jamie Rios, Trustee

## **Administrative Staff - Superintendent's Cabinet**

- Hector O. Dominguez, Jr., Superintendent
- Angelina Torres, Principal
- Allison Wells, Assistant Principal
- Esther Cardin, Coordinator of Federal Programs and Special Populations
- Stacy Porter, Counselor

## **Salary Structures**

Runge ISD Compensation Plan, 2023 - 2024

Board Approved: July 10, 2023

## **Teacher Hiring Scale**

The Teacher Hiring Scale is used for the initial placement of teachers, nurses, librarians and instructional coaches/facilitators. The placement is based on the number of years of creditable service as specified in the TEA Commissioner's Rules on Creditable Years of Service (TAC 153.1021) and Minimum Salary Schedule for Certain Professional Staff (TAC 153.1022).

The total years of creditable service must be verified by receipt of a Teacher Service Record or other acceptable documentation.

The Teacher Hiring Scale includes additional annual compensation for a Master's degree. An employee placed on the Teacher Hiring Scale shall be entitled to additional compensation for their highest advanced degree earned after submitting an original, certified transcript.

## **Mid-Point Salary Schedule**

The Mid-Point Salary Schedule shall be used for the initial placement of all employees other than teachers, nurses, librarians, and instructional coaches/facilitators. And, the schedule shall be used to determine annual salary increases by applying the percentage increase, if any, to the midpoint salary.

The Mid-Point Salary Schedule includes three Job Classifications: Administrative/Professional, Clerical/Technical and Manual Trades.

All employees categorized as "exempt" under the Fair Labor Standards Act (FLSA) shall be placed on the Administrative/Professional Job Classification and shall be paid from a Professional Salaries account (object code 6119). All employees placed on this pay scale shall meet the FLSA tests including salary level, salary basis and job duties test, as appropriate.

All employees placed on the Clerical/Technical and Manual Trades Job Classifications shall be categorized as non-exempt under the FLSA. Non-exempt employees shall be subject to the FLSA regulations including: Minimum Wage, Overtime, Recordkeeping and Child Labor Laws.

## **Substitute Employee Pay Schedule**

The Substitute Employee Pay Schedule shall be used to compensate employees categorized as "substitute". Substitutes, who are TRS retirees, shall be defined as determined by the Teacher Retirement System of Texas (TRS).

Substitute employees include: Substitute teachers, aides, custodians, food service, etc.

## **Stipends & Extra Duty Pay Schedule**

The Stipend & Extra Duty Pay Schedule is used to compensate professional staff for extra assignments and/or extra duty beyond the normal workday or duty calendar.

Stipends are defined as a flat amount that is paid to a professional employee for performing a specific assignment such as sponsoring an event, coaching a sport, or leading a group such as a Team Leader or Department Head. If an employee does not complete the full year stipend assignment, the stipend shall be prorated to compensate for the portion of the assignment verified by the immediate supervisor as complete.

Stipends will generally not be paid to non-exempt staff. In the event that an exception is made due to extenuating circumstances, the District shall ensure that the non-exempt employee's stipend complies with the Fair Labor Standards Act (FLSA). Extra duty pay may be paid to a non-exempt employee in accordance with this pay scale. The extra duty pay shall be combined with the base pay earnings to determine overtime pay, if any, using the weighted overtime calculations.

Every duty pay is divided as a rate of pay, either hourly or daily, for performing duties beyond the normal work schedule such as tutoring, attending professional development, etc.

## **Incentive Programs**

The District has 3 incentive programs as noted below. Details of each program are included in the Exhibit Section.

- Attendance Incentive Program
- STAAR / EOC Incentive Program
- Educational Incentive Pay for Paraprofessional Staff
- Academic Excellence Incentive Program

**Runge ISD Professional Salary Schedule  
Teachers, Counselors, Nurses, Librarians  
2023 - 2024**

<b>Years of Experience</b>	<b>Bachelor's Salary</b>	<b>Master's Salary</b>
0	\$37,820	\$38,820
1	\$38,570	\$39,570
2	\$39,320	\$40,320
3	\$40,070	\$41,070
4	\$40,820	\$41,820
5	\$41,570	\$42,570
6	\$42,320	\$43,320
7	\$43,070	\$44,070
8	\$43,820	\$44,820
9	\$44,570	\$45,570
10	\$45,630	\$46,630
11	\$46,770	\$47,770
12	\$47,850	\$48,850
13	\$48,850	\$49,850
14	\$49,810	\$50,810
15	\$50,710	\$51,710
16	\$51,570	\$52,570
17	\$52,370	\$53,370
18	\$53,140	\$54,140
19	\$53,860	\$54,860
20+	\$54,540	\$55,540

- \$750 increase per each step beyond 20 years
- \$300 per month towards TRS Health Insurance for all employees
- \$50,000 Life Insurance Provided at no cost for all employees

**Runge ISD Mid-Point Salary Schedule**  
**Instructional Support, Food Service, Facility and Labor Service,**  
**Business and Operations, Leadership and Administration**  
**2023 - 2024**

<b>Instructional Support Services</b>				
<b>Step-Days</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Position</b>
1-187	\$15	\$18	\$21	Instructional Aides
2-212	\$15	\$18	\$21	Secretaries / PEIMS

<b>Food and Special Services</b>				
<b>Step-Days</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Position</b>
1-187	\$15	\$18	\$21	Food Services
2-212	\$21	\$24	\$27	Cafeteria Manager

<b>Operations</b>				
<b>Step-Days</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Position</b>
1-240	\$15	\$18	\$21	Custodian
2-240	\$15	\$18	\$21	Maintenance
3-240	\$21	\$26	\$31	Operations Director
4-226	\$29	\$34	\$39	Technology Director

<b>Administration</b>				
<b>Step-Days</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Position</b>
1-226	\$57,856	\$66,896	\$75,936	Assistant Principal
2-226	\$70,512	\$79,552	\$88,592	Principal

**Runge ISD**  
**Stipend & Extra Duty Pay Schedule**  
**2023 - 2024**

Description	Amount	Description	Amount
Secondary Math	\$5,000	SPED Coordinator	\$8,000
Secondary Science	\$5,000	Dyslexia	\$3,000
Secondary ELAR	\$5,000	Band Director	\$5,000
Foreign Language	\$5,000	Student Truancy	\$2,000
Agriculture	\$5,000	Sub Calling	\$1,000
Testing Coordinator	\$7,000	Honor Society	\$250
UIL Coordinator	\$750	Substitute-Degree	\$150
Substitute-No Degree	\$100	Yearbook Advisor	\$3,000
Junior Class Sponsor	\$850	Counselor	\$7,500
<b>Athletic Stipends</b>			
Athletic Director	\$8,000	Volleyball Head	\$3,000
Head Football	\$3,500	Volleyball Assistant	\$2,000
Football Assistant	\$2,500	Basketball Head	\$3,000
Baseball Head	\$3,000	Basketball Assistant	\$2,000
Baseball Assistant	\$2,000	Softball Head	\$3,000
Tennis Head	\$3,000	Softball Assistant	\$2,000
Tennis Assistant	\$2,000	Track Head	\$3,000
Powerlifting	\$2,000	Track Assistant	\$2,000
Golf	\$2,000	Cheerleading HS	\$1,500
		Cheerleading JH	\$1,000
<b>Extra Duty Pay</b>			
Detention	\$20/hr	Saturday School	\$20/hr
Homebound	\$45/hr	Professional Dev.	\$100/Day
Summer School	\$50/hr Cert. / \$25/hr NC	Athletic Gate	\$20/game
		Athletic Gate (NE)	\$10/hr

\*On the 11th consecutive day in the same assignment, a substitute who is a current Certified Texas Teacher will be paid the daily rate of \$105.



**Runge ISD**  
**Attendance Incentive Program**  
**2023 - 2024**

**Eligibility**

- Employee active and working during the entire school year. Late hires and employees who separate before the end of their work calendar shall be ineligible.
- No more than 0, 1, or 2 absences in a school year.
- School year will be defined as the first to the last day of an employee's work calendar.
- An absence is defined as being away from work for 3 or more hours, and/or ½ day on any given day.
- Absence exclusions include:
  - Staff Development
  - Jury Duty or Compliance with a Subpoena
  - Observance of a Religious Holy Day

**Perfect Attendance Stipend**

- After the end of the work calendar, all employees (employed the entire work calendar) with 0 absences will receive a \$750 stipend on their August paycheck.

**Near Perfect Attendance Stipend**

- After the end of the work calendar, all employees (employed the entire work calendar) with 1 absence will receive a \$500 stipend on their August paycheck.
- After the end of the work calendar, all employees (employed the entire work calendar) with 2 absences will receive a \$250 stipend on their August paycheck.

**Runge ISD**  
**Educational Incentive Pay for Paraprofessional Staff**  
**2023 - 2024**

**Purpose**

Provide a monetary incentive payment of \$300 per semester to paraprofessionals who have earned college or university semester hours beginning in the 2023-2024 school year.

**Terms & Conditions**

- The semester hours taken must be reflected on an official transcript from an accredited college or university.
- The semester hours should be in the areas of:
  - Academic Subjects
  - Psychology / Counseling
  - Child Development
  - Special Education
  - Food Nutrition
- All semester hours shall be subject to review and approval by the Superintendent prior to the payment of the Educational Incentive Pay.

**Runge ISD**  
**STAAR / EOC Incentive Program**  
**2023 - 2024**

**Purpose**

Provide a monetary incentive payment of \$1,000 for each STAAR tested area in which 80% or more of students perform at the Approaches level.

**Runge ISD**  
**Academic Excellence Incentive Program**  
**2023 - 2024**

**Purpose**

Provide a monetary incentive payment of \$3,000 for each teacher that meets the following requirements:

- Teachers will conduct 5 home visits in the Fall Semester and 5 home visits in the Spring Semester.
- Teachers will contact parents via telephone when a student is failing at the progress report or end of the six weeks. Contact logs will be submitted to the campus principal.
- Teachers will coach at least one UIL Academic Event.