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I. Compensation Management at SISD

Overview
This section provides an overview of the SISD processes used to manage the compensation program and Socorro ISD’s compensation philosophy, from establishing pay rates to administering pay programs.

A. Compensation Philosophy

- For all pay families, SISD targets compensation at market competitive rates for which Socorro ISD competes for talent.
- Primary labor market is the Region XIX area with an emphasis in education. In some cases, districts in Texas within a comparable size of SISD are used as a secondary labor market for analysis.

B. The Compensation Management Process

- Compensation Management at SISD is a process composed of many components focused on furthering SISD’s compensation philosophy. The major components include classifying/reclassifying jobs, establishing pay rates and ranges for jobs, determining the proper pay grade for employees and administering/managing various aspects of SISD’s compensation package (See Policy DEA and Regulation DEA).

C. Compensation Definitions

- Additional Period Pay: Additional pay that must be approved by Cabinet and is paid to a teacher at their respective hourly rate.
- Compensation Plan: The Board approved salary increases or salary adjustments for the school year.
- Compensatory Time: At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.
- Employee Attendance Record (EAR): The EAR is used to document employee leaves of absence (FMLA, Workers Compensation, Temporary Disability Leave, and Extended Leave of Absences) and is used as a communication tool for compensation to adjust salaries if needed. The EAR indicates the first day out, personal leave/sick leave accrual balances, number of days out and the total number of workdays.
- Exempt Employee: An employee as defined by the FLSA exemption tests is exempt and is not subject to overtime or compensatory time.
- Demotion: When an employee is moved to a lower pay grade (compensation and number of days become consistent with the new pay grade) either by voluntary request or in the best interest of the District.
Job Analysis Questionnaire: This questionnaire is used with the Reclassification process. This questionnaire is designed to collect information about the levels of skill, effort, and responsibility required of the employee’s primary job assignment.

Job Reclassification: A job reclassification is a comprehensive job analysis by the reclassification committee to objectively and accurately define and evaluate the duties, responsibilities, tasks, and authority level of a job based on request from the employee and supervisor. This process will take place for each even number year.

Job Reclassification Request: This process is the first step of the Job Reclassification process to determine the job worth of the position within SISD’s pay grades.

Monthly: A classification used to identify employees that are paid on a monthly basis. Monthly rates for full-time employees are calculated by dividing their annual salary by the number of pays they will receive, i.e. 12.

Non-Exempt Employee: An employee as defined by the FLSA exemption tests is non-exempt and is subject to overtime and/or compensatory time.

Overtime: If agreed upon by the supervisor an employee may receive overtime pay in lieu of compensatory time, which is not less than one and one-half times the employee’s regular rate of pay for all hours worked in excess of 40 in any workweek. (See Regulation DEAB)

PAF: Personnel action form used internally to process changes to employee status and/or for staffing purposes. The initiates the workflow of the internal HR processes.

Part-time and Temporary: An employee paid an hourly wage, rather than a fixed salary.

Pay Cycle: The cycle that the employee is paid; SISD has two different pay cycles, they are: July – June or August – July (i.e. July pay cycle employees receive their first paycheck for the school year in July).

Pay Family: Job categories for all District personnel (i.e. Administrative, Teachers, Technology, Paraprofessional and Auxiliary).

Pay Grade Adjustment: The District may adjust the minimum, midpoint, and/or maximum based on analysis and market values of any or all pay grades. When this process occurs, it is a pay grade adjustment.

Pay Grade: The pay level within the pay family.

Placement Scale/Schedule: A placement schedule is used to determine the salary placement of new hires based on creditable and verified years of service (i.e. principals, police officers, bus drivers and lead bus drivers).

Promotion: When an employee is recommended to a position at a higher pay grade (salary and number of days become consistent with the new pay grade) through the application and hire process.

Prorated Salary: A prorated salary is a payment or schedule of payments made to the employee for actual days worked rather than their fixed annual salary based on their calendar days in a school year.
- **Salary**: The annual compensation amount paid to employees classified as full-time.

- **Salary Notice**: A notice to employees with a snapshot as of the day the notice is sent with current salary, days, position and stipends. Employees are required to review and submit their salary notices yearly.

- **Salary Survey**: Surveys submitted to different agencies on behalf of the District to provide information concerning market value pay levels for a variety of positions. SISD participates in several surveys and utilizes the data for analysis and pay practices, which are strategically important for recruitment and the District.

- **Salary Workup**: A document used by Compensation for new hires, resignations/terminations, promotions, lateral transfers, EAR’s, etc. to show calculated salary and to communicate the change in salary to the payroll department and other divisions of HR.

- **Semi-Monthly**: A classification used to identify employees that are paid on a semi-monthly basis. Semi-Monthly rates for full-time employees are calculated by dividing their annual salary by the number of pays they will receive (i.e. 24). SISD semi-monthly pay days are the 15th and last day of the month.

- **Step Scale**: A step schedule that is used to determine salary based on creditable and verified years of service (i.e. teacher, counselor, nurse, speech therapist, diagnostician, and librarian)

- **Stipend**: A supplemental fixed sum paid as an allowance for additional duties, specialized certifications and/or travel allowances.

- **Student Employee (College)**: A college student that is an employee of SISD. The college worker must be enrolled as a student in an accredited university and/or higher learning educational institution. (See Regulation DB)

- **Student Employee (High School)**: A student of SISD that is also employed with SISD.

- **Temporary Employee**: An employee that is hired with the District with a temporary status.

- **Transfer/Reassignment (Lateral)**: A lateral transfer occurs when an employee is moved into a position that is the same pay grade level as the current position the employee is in. This type of move does not require a pay adjustment, unless there is a change in work days.
II. Determining Employee Pay

A. Determination of Salaries for New Hires
   1. Creditable Years of Experience
      a. Teachers**, Nurses*, Speech Therapists*, Diagnosticians, Counselors and Librarians: Salaries are
determined through experience credit verified by service records and placement at the appropriate step
of the Teacher/Counselor salary scale. Socorro ISD grants one (1) year of creditable experience for every
one (1) year of creditable experience on the service record as required by TEA. (See Regulation DEA)
(**NJROTC Teachers are required to submit a DD214 (certificate of release or discharge from active
duty) form for creditable years of experience. The years listed in Section 12 of the DD214 form. Total
prior active service will be granted at half value and will be used for determining step placement on the
Teacher Pay Scale). (*Nurse and Speech Therapist rules in Regulation DEAA)
      b. Administrative Positions Pay Grade 107 and above (i.e. Assistant Superintendent, Principals, Directors,
etc.): Salaries for Pay Grade 107 and above are developed based on a combination of pay components
including years of experience as an administrator, teacher, and/or relatable work experience. Socorro
ISD grants prior verifiable experience as an administrator at 1:1 and all other prior verifiable experience,
to include teaching, at 3:1.
      c. Administrative Positions Pay Grades 101 to 106: Salaries for Pay Grades 101 to 106 are developed based
on a combination of pay components including years of experience as an administrator, teacher, and/or
relatable work experience. Prior years of experience will have to be verified and relatable to the
position. Employees have 90 calendar days from the date of hire to submit documentation of prior
experience to receive credit (See DEA Exhibit).
      d. Technology, Paraprofessionals and Auxiliary: Salaries are developed based on prior verifiable years of
experience. Prior years of experience will have to be verified and relatable to the position. Employees
have 90 calendar days from the date of hire to submit documentation of prior experience to receive
credit (See DEA Exhibit).
      e. Rehires: Employees who are rehired in the same position within three months from the effective date
of separation with the District, will be placed at the same daily rate they were on the last day of their
employment. Following DEA Regulation, employees that are rehired cannot be placed above the
maximum of the pay grade even if their previous rate was above the maximum. Employees who are
rehired in the same position after the three-month period will be placed using the processes listed
above. Teacher career ladder will not be restored upon rehire in any timeframe.
      f. A salary is considered final after the employee has submitted all verification of employment letters
and/or the 90-day period for submitting the verification of employment letter(s) has expired. Requests
by departments for salary changes will not be considered for new hires or promotions after the
procedures mentioned above have expired.

B. Determination of Salaries Due to Transfers
   1. Promotions
      a. Promotional opportunities may become available throughout the year based on staffing needs and/or
within the budget availability.
      b. Promotional increases for internal candidates will be calculated based on verifiable prior years of
experience. The employee’s salary will be determined based on comparability of relatable years of
experience with a current employee in the same position and pay grade. If a “same position” is not available for comparability, the compensation division will use other methods to determine salary placement.

2. Other Types of Transfers
   a. Lateral Transfer: A lateral transfer refers to the transfer of an employee from one position to another at the same pay grade or a transfer of an employee in the same position from one site to another. This type of transfer will not result in a pay change unless there is an adjustment in the number of work days.
   b. An employee can request to voluntarily transfer to a position in a lower pay grade. The request must be submitted in writing to a Director in the Department of Human Resources. Any voluntary requests will be considered on a case by case basis. A voluntary transfer request is not a guarantee that the transfer will occur. If the transfer is approved, the employee’s salary and work days will be consistent with the new position and pay grade. The process to calculate the employee’s salary will be similar to the new hire and promotional process.
   c. Involuntary Transfer and Transfer Due to Staffing Reductions or Reorganizations: These types of transfers or reassignments will be treated the same as a voluntary transfer or reassignment in the best interest of the District (See Policy DK Local and Regulation DK).
   d. Changes in Work Schedule: Employees may have their work schedule adjusted by their administrator/supervisor based on the needs of the campus and/or in the best interest of the District.
III. Pay Administration for Particular Jobs

A. Principal Placement (Scale)
   Placement for Principals will be based on creditable years of service once verified by the Compensation Division of Human Resources. For creditable years of service process, please refer to Section II. (See Salary Book)

B. Police Officer/Police Sergeant Placement (Scale)
   Placement for Police Officers/Police Sergeants will be based on creditable years of service (TCLEOSE Report) once verified by the Compensation Division of Human Resources. For creditable years of service process, please refer to Section II. (See Salary Book)

C. Bus Driver/Lead Driver Placement (Scale)
   Placement for Bus Driver/Lead Driver will be based on creditable years of service once verified by the Compensation Division of Human Resources. For creditable years of service process, please refer to Section II. (See Salary Book)

D. Teachers
   1. Extra Duty Pay: (See Regulation DEAA)
   2. Additional Period Pay: The teacher hourly rate is paid for additional periods. All additional periods will be calculated by using the employee’s daily rate and dividing it by the total number of periods in a day including their conference period.
      a. Middle School – 7 periods; Daily Rate / 7 = Hourly Rate for Additional Period Pay
      b. High School – 8 periods; Daily Rate / 8 = Hourly Rate for Additional Period Pay
   Cabinet must approve the additional period before a teacher can work and/or be paid the additional period. An approved PAF (Personnel Action Form) must be approved and closed before the Compensation Division of Human Resources will process for payment.

E. Part Time/Hourly Teachers
   1. Adult Basic Education Instructors: (See Regulation DEAA)

F. Other Jobs Requiring Special Rates
   1. Extra Duty Pay: Paraprofessional/Auxiliary Personnel: (See Regulation DEAA)
   2. Hourly and Substitute Personnel: (See Regulation DEAA)
IV. Socorro ISD Salary Schedules

A. Salary Schedules are published annually or when there is an update on the District’s website under the “Jobs” link. (See Salary Book)

V. Pay Topics

A. Interim Pay

A full-time permanent employee who is assigned to perform duties of a higher-level position on a temporary basis will receive temporary additional pay, which is calculated under the promotion procedures in this Compensation Manual. Interim pay requires a PAF (Personnel Action Form) to initiate the notification of the interim position for other positions except professional positions. Interim pay for professionals requires Cabinet approval to initiate the date that the interim pay shall begin and end. The salary for an interim position is determined similarly to a promotion; rates shall be determined individually based upon job-related experience, qualifications, and the applicant's salary history and requirements and the salaries of employees performing the same or similar job.

- Professionals - depending on the length of the interim position, the interim pay will be paid out when the interim position starts and will end when the interim position ends. Any overlapping
- Interim pay is also paid for “other” positions (provided the employee serving in the interim position meets the minimum qualifications of the job description). An approved and closed PAF is required to pay out interim pay for “other” positions. In some cases, Cabinet approval may be required.
- An interim position for other personnel is paid when the interim positions ends. The Director/Principal will note the dates the employee served in the interim position on the PAF and the salary will be paid out once the PAF has been approved and closed.

B. Annual Pay Adjustments

The following policies apply to the annual pay adjustments that may occur at the discretion of SISD administration. The Board of Trustees approves annual pay adjustments. The percentage of each annual pay increase is determined on the approved compensation plan. Annual pay adjustments will be applied based on employee pay cycles at the beginning of each fiscal/school year.

1. Teacher and Counselor Pay Schedules

- Employees on the Teacher and Counselor Pay Schedules will receive their annual pay increase in August.
- Any July pay cycle employees will receive a retro payment in their August paycheck.
• Teachers not earning a creditable year of service, as defined in this Compensation Manual, will remain at the same step as in the previous school year.

2. All other Pay Families
   • Employees in all other pay families will receive their annual pay increase based on their assigned pay cycle.
   • Part time employees will receive their annual pay increase on their end of July paycheck.

C. Compensatory Time
   See Policy DEAB (Local) and Regulation DEAB

D. Creditable Years of Service
   Creditable years of service will be determined by using years of experience relevant to the position the employee/applicant is being recommended for. A verification of employment letter from each previous employer that the employee/applicant would like considered will be required (See DEA Exhibit).

   Hiring rates shall be determined based upon the creditable years of service using the comparability method explained in this manual.

E. Extra Duty Pay
   Extra duty pay will be paid and enforced as outlined in Regulation DEAA. All extra duty performed should be verified that it is allowable and payable.

F. Leave of Absence
   See Policy DEC (Local) and Regulation DEC

G. Overschedule Pay
   Overschedule pay is used for employees on the teacher and counselor pay scales where their base pay falls off the scale based on their step. The base salary for these employees will be frozen and the employee will receive their annual pay increase on their overschedule pay rate. New employees will not be placed on the overschedule.

H. Overtime Pay
   See Policy DEAB (Local) and Regulation DEAB

I. Pay Periods
   Pay periods are defined below:

   Semi-Monthly Employees are paid over 24 pay periods:
1st to the 15th of every month will be paid out on the last day of the month

16th to the last day of the month will be paid out on the 15th of the next month

Monthly Employees are paid over 12 pay periods:

Any adjustments made to include new hires will be paid based on the pay periods listed below:

1st to the 15th of every month will receive payment on the last day of the month

16th to the last day of the month will receive payment on the last day of the next month

J. Police Officer Pay

Police Officers will follow the Police Officer Placement Scale to determine their hiring hourly rate. The years of service will be determined by their TCLOE report. The report identifies their years as a Police/Peace Officer and those years will be used for placement purposes. Annual pay increases will be implemented year to year based on Board approval.

K. Work Schedules

1. Employees are required to work the number of days specified within the position’s annual work schedule.

2. Specific work calendars are posted on the SISD’s web site.

3. All SISD personnel in the following pay families are required to work an eight (8) hour day, exclusive of the lunch period, unless assigned to a position established for a different number of hours. Applicable pay families include the following: administrators and other professionals, counselors, auxiliary personnel, and technology personnel in pay grade 204 and above, Speech Therapist, Speech Therapist Asst., Diagnosticians, and Teachers on Special Assignment assigned to DSC or other Departments.

4. All paraprofessional personnel and technology personnel in paygrade 201-203 are required to work a seven hour and thirty-minute (7.5) day, exclusive of the lunch period.

5. All full-time classroom teachers are required to report to work 15 minutes prior and stay 15 minutes after the instructional day.

6. The superintendent of schools has the authority to change the length of the duty day and/or the work schedule for various summer programs as needed and as long as it is consistent with state law.
VI. Stipends

A. Stipend Information and Processes

1. Stipends
   a. Process
   1. A listing of employees receiving payment for stipends will be sent to each campus administrator
during the summer before school starts for verification.
   2. The list must be verified to ensure continuation of payment, change of personnel receiving stipends
or any additional personnel that should receive a stipend.
   3. The list must be signed electronically by the campus administrator and submitted to the
      Compensation Division for processing.
   4. Delays in receiving the verified, signed stipend lists could affect payment of stipends to teachers.
   5. Any changes to the payment of stipends throughout the school year must be communicated to the
      Compensation Division for processing (via email).

   b. Procedures
   1. Eligible employees will receive stipends according to Regulation DEAA.
   2. Non-exempt employees are not eligible for academic, athletic or performing arts stipends. (See
      Regulation DEAA)
   3. Stipends can only be paid out to one employee as noted in Regulation DEAA (example: the flags
      stipend cannot be split and paid to two employees; it can only be paid out to one employee).
   4. A stipend is not part of an employee’s salary; it is considered supplemental pay.
   5. Stipend duties should be above and beyond the employee’s regular job duties.

   c. Prorating Stipends
   1. If an employee transfers into a stipend ineligible position from one that was stipend eligible, the
      stipend will be prorated.
   2. If an employee transfers into a stipend eligible position from one that was stipend ineligible, the
      stipend will be prorated.

2. Bilingual Stipends

   1. Only teachers that are currently Bilingual/ESL certified will receive a bilingual stipend if they are the
      Bilingual/ESL teacher of record.
   2. WIN teachers who are serving bilingual students must be Bilingual/ESL certified in order to receive a
      stipend.
   3. Teachers that are serving a 60/40 ratio classrooms must be Bilingual/ESL certified.
   4. If campuses at the elementary level decide to departmentalize, only the teacher of record for teaching
      the language arts component to ELLs will receive a stipend.
   5. Secondary teachers (to include WIN) will receive bilingual stipend if they are ELA teachers and have ESL
      certification.
   6. Secondary teachers will receive a bilingual stipend that will be prorated depending on the amount of
      ESL/ESOL classes that they teach.
3. Cell Phone Stipends

The following will be used as the workflow and approval process for adding a cell phone stipend for an employee.

1. Campus Principal/Department Director fills out cell phone stipend form
2. Assistant Superintendent reviews and approves
3. Cabinet reviews and approves
4. Purchasing Director reviews and approves
5. Compensation Division of Human Resources processes and updates employee job/salary record
6. Payroll will pay out the next pay date (depending on pay periods)

4. Stipends Paid in Lump Sum (May payout)

a. Process

1. A listing of the stipends paid out in May will be sent to all campus administrators for them to identify payment of stipends in the spring.
2. The list must be verified to ensure the correct employees are identified to receive their lump sum stipend.
3. The list must be signed electronically by the campus administrator and submitted to the Compensation Division for processing.
4. Delays in receiving the verified, signed stipend lists could affect payment of stipends to teachers.
5. Any changes to the stipend list submitted must be communicated to the Compensation Division for processing (via email).

b. Procedures

1. Eligible employees will receive stipends according to Regulation DEAA.
2. Non-exempt employees are not eligible for academic, athletic or performing arts stipends. (See Regulation DEAA)
3. Stipends can only be paid out to one employee as noted in Regulation DEAA (example: the flags stipend cannot be split and paid to two employees; it can only be paid out to one employee).
4. A stipend is not part of an employee’s salary; it is considered supplemental pay.
5. Stipend duties should be above and beyond the employee’s regular job duties.

B. Stipend List with Annual Amounts

- All stipends are stated in annual amounts (see Regulation DEAA)

C. Stipend Reviews and New Stipends

1. New Stipend Request

a. If a new stipend is being requested, not currently supported by Regulation DEAA, it will require Cabinet approval on the stipend request form.

b. If the stipend is approved by Cabinet, Regulation DEAA will be updated.
2. **Stipend Review Committee**
   a. The purpose of the stipend review committee is to review all stipends that are currently paid out and part of Regulation DEAA.
   b. The committee’s role is to review the requirements for the stipends, the stipend amounts, the stipends themselves and make recommendations based on market value, responsibilities, and hours above and beyond teaching duty.
   c. The superintendent of schools has the right to add a stipend and recommend a change to a stipend amount at any time in the best interest of The District.

VII. **Evaluating Prior Work Experience**
To maintain consistency and equity, SISD may consider past experience of its new employees in determining the initial pay rate assignment. Because of the importance of establishing the validity of credentials, SISD has established a formal process for granting advanced pay placement for prior work experience as outlined below.

A. **Processes Concerning Credit for Prior Experience**
   1. **Teachers:** SISD will grant one (1) year of teaching experience for every one (1) year of TEA approved teaching experience. Experience credit is granted by placement at the appropriate step of the Teacher Salary Schedule.
      a. SISD’s certification coordinators will evaluate prior instructional aide experience and determine if an additional two (2) years may be granted according to TEA rules.

   2. **Administrative Positions in pay grades 107 and above:** Credit for prior service shall be granted according to the following guidelines:
      a. All relevant and verifiable administrative experience shall be taken at a 1:1 ratio for salary placement.
      b. All other relevant and verifiable non-administrative experience shall be taken at a 3:1 ratio for salary placement.
      c. For Principal positions, the Principal Placement Schedule will be used for placement purposes only.
      d. No Salary can exceed the maximum of the salary range. (See Regulation DEA)
      e. Employees have 90 calendar days from the date of hire to provide service records and/or verification of employment letters. (See Chapter II)

   3. **Administrative Positions in pay grades 101-106:**
      a. All relevant and verifiable administrative experience shall be taken at a 1:1 ratio for salary placement.
      b. All other relevant and verifiable non-administrative experience shall be taken at a 1:1 ratio for salary placement.
      c. No Salary can exceed the maximum of the salary range. (See Regulation DEA)
      d. Employees have 90 calendar days from the date of hire to provide service records and/or verification of employment letters. (See Chapter II)

   4. **Non-Teaching and Non-Administrative Positions:**
      a. All relevant and verifiable experience shall be taken at a 1:1 ratio for salary placement.
      b. No Salary can exceed the maximum of the salary range. (See Regulation DEA)
      c. Employees have 90 calendar days from the date of hire to provide service records and/or verification of employment letters. (See Chapter II)
In all cases, the Texas Education Agency guidelines for crediting experience and degree levels will be followed, where applicable.

Exceptions to this policy are not permitted without documentation of extenuating circumstances and written approval by the Superintendent or designee.
Socorro ISD Board of Trustees
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