

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(REGULATION)

SALARY INCREASE
ELIGIBILITY
CRITERIA

All employees (to include temporary crossing guards, temporary cafeteria monitors, temporary instructional aide (TIA), and PK supports) are eligible for Board-approved pay raises if they are employed by the Socorro Independent School District on the date of the approved compensation plan.

Employees will be given credit for a year of service if 90 days or more are worked in a given school year.

Other temporary and substitute employees are not covered by this administrative regulation.

PAY FAMILIES:
ADMINISTRATIVE
PROFESSIONAL
TEACHERS
TECHNOLOGY
AUXILIARY

The Superintendent or his/her designee shall develop and recommend a pay system for all district personnel to the Board for adoption. The salary model shall be designed to provide appropriate pay for the assessed worth of individual positions. The system shall be administered with the intention that employee compensation

1. stay competitive with appropriate labor markets for the various categories of personnel,
2. recognize the levels of skill, effort and responsibility required of different jobs, and
3. be fiscally controlled and cost effective.

SALARY
STRUCTURE

The salary model shall provide placement in job categories of all district personnel.

JOB
CLASSIFICATION

Each job in the district will be assigned to a job block based on job worth. This assignment will be determined based on a study of comparability and a job market analysis. The assignment will be approved by the Superintendent.

JOB
RECLASSIFICATION

Prior to January 31 of each even number year, the Department of Human Resources will accept completed Request for Reclassification forms (Addendum A) for the following school year. A Request for Reclassification form can be submitted by the employee(s) affected, the employees' immediate supervisor or the respective Assistant Superintendent. By March 31 of each even number year, information contained in the Request for Reclassification form will be reviewed and a comprehensive job analysis may be conducted by members of the District Reclassification Committee.

The Job Reclassification Committee may consist of the following:

- Chief Human Resources Officer
- An Assistant Superintendent or a member of the Superintendent's Cabinet
- Director of Human Resources

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- Director of Finance
- Three administrators representing various campuses and feeder patterns
- Any other committee member the Superintendent deems appropriate

Exclusion to the Job Reclassification Committee shall include:

- Immediate supervisor or any employee with supervisory authority over the position being reviewed for reclassification.

Upon completion of a comprehensive job analysis, the District Reclassification Committee will provide the Superintendent with all pertinent information, including a cost analysis, and make a recommendation to the Superintendent. Prior to May 15 of each even number year, the Superintendent will consider the recommendation against available resources and determine whether to accept or reject the recommendation.

The Superintendent has the authority to reclassify any position during the school year if it is in the best interest of the District.

COMPENSATION
PROCESS

All employees who receive an annual salary will be paid over a period of twelve (12) months regardless of the number of months the employee works (employees do not have an option). Administrative, Professional, and Technology (level 4 and above) staff will be paid once a month and all Paraprofessional, Auxiliary, and Technology (level 3 and below) staff will be paid twice a month. Employees that work part-time and are paid an hourly rate will be paid as compensation is earned.

Certified Teachers obtaining a Master's or Doctorate's Degree during the school year may submit an official transcript to the Department of Human Resources in order to be placed on the Master's or Doctorate's salary schedule. This change in salary schedule is effective as of the day the transcript is received in Human Resources. These guidelines also apply to Substitute Teachers who submit documentation that applies to a change in pay.

SALARY RANGES

The salary ranges for each job block shall be based on a market comparison of the position. Midpoint daily rates shall be established for each salary block based on the comparison of district salary to market compensation for the position. The market comparison shall take into consideration similarly-sized school districts in Texas, including property-poor districts with similar demographics.

The range progression between each job block shall be determined by an average percentage of the difference between the District and the market value of a benchmark job in each block.

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PAY RANGES	Salary ranges for each job block shall be based on an assessment of job worth and shall establish minimum, midpoint, and maximum rates of pay within the block. All salary ranges shall be reflected as a daily rate of pay for most pay groups. Employees shall be paid within the range of rates established for the position assigned. Payment of a rate outside the established range shall require notice to the Board. The Superintendent or his/her designee shall review the pay structure annually and make recommendations for adjustments consistent with economic indicators.
SALARY ADJUSTMENTS	The Superintendent may, as driven by market analysis and consideration for increased responsibilities, make adjustments to employees' salaries as recommended by the respective departmental Assistant Superintendent. Any such changes in pay during the term of the contract shall require Board approval.
OVERPAYMENTS	In case of an overpayment, the District may deduct any overpayment for the current or prior school year's salary from one or more of the employee's paycheck(s).
PROMOTION INCREASES AND HIRING RATES	Professionals, administrators, instructional and supervisory support staff who receive a promotion or are newly hired, may be placed on the salary model compared to the years of experience of a current employee in the same position or pay level. See the District's salary book.
HIRING RATES	<p>In hiring new employees, consideration should be given to job-related qualifications, previous salary history, and salaries of other employees with years of service in the district. The Superintendent or his/her designee shall approve hiring rates for new employees under the following general guidelines:</p> <ol style="list-style-type: none">1. New employees with no job-related experience will be hired at the minimum rate of the pay range.2. New employees with previous experience or special skills may be hired above the minimum rate if considered necessary, but should not be placed above the grade maximum or other employees with more job-related experience in the job. Employees hired as Administrators (105 and above) will be granted years of experience as applicable.3. In special circumstances, the Superintendent or his/her designee may approve hiring rates above the maximum. In these cases, the Superintendent or his/her designee will inform the Board of such action.

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4. Hiring rates for professional employees shall be designed to recruit the best qualified people in the most cost effective manner possible.
5. Hiring rates for professional employees on scale 107 and above shall require the Superintendent's approval.

SALARY
ADVANCEMENT

Pay ranges are established to provide opportunities to increase employee salaries for continued satisfactory service to the district. Employee salaries shall be reviewed on an annual basis. Employees may advance within the pay range according to the amount of increase approved annually by the Board.

The Superintendent shall make annual recommendations to the Board for general pay increases that are determined to be equitable and affordable. In making recommendations for employee pay increases, the Superintendent shall consider budget resources, cost of living inflation, and increases in competitive markets.

Individual pay increases shall be computed on a single dollar amount for a pay family or on the basis of range midpoints in the pay structure as follows:

$$\begin{array}{r} \text{Midpoint} \\ \text{Rate for} \\ \text{Grade} \\ \text{Level} \end{array} \times \text{\% Increase} = \begin{array}{r} \text{Base} \\ \text{Rate} \\ \text{Increase} \end{array}$$

HIRING RATES

In hiring new employees, consideration should be given to job-related qualifications, previous salary history, and salaries of other employees with years of service in the district. The Superintendent or his/her designee shall approve hiring rates for new employees under the following general guidelines:

1. New employees with no job-related experience or in entry level positions will be hired at the minimum rate of the pay range.
2. New employees with previous experience or special skills may be hired above the minimum rate if considered necessary, but should not be placed above the grade maximum or other employees with more job-related experience in the job.
3. In special circumstances, the Superintendent may approve hiring rates above the maximum. In these cases, the Superintendent will inform the Board of such action.

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4. Hiring rates for paraprofessional and auxiliary shall be designed to recruit the best qualified people in the most cost effective manner possible.

PROMOTION
INCREASES

Paraprofessional and Auxiliary staff who receive a promotion, or are newly hired, may be placed on the salary model compared to the years of experience of a current employee in the same position or pay level.

All salary placement recommendations shall be received and approved by the Department of Human Resources.

Approved:
Jose Espinoza, Ed. D. Superintendent
April 7, 2021

Board Committee Review:
July 12, 2021